Set up 1099 Vendor



• Click on Vendors

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3ank of Anycity	0.00	Ĵ.		771 5	Larimore														
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Bayshore Water	0.00																		
rown Equipment Rental	0.00	11		Map	Directio	ons													
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Computer Services by DJ	0.00		Check				11	12					11/2	29/2017					
Conner Garden Supplies	127.20	-	Credit Card	Charge									11/2	25/2017					
Employment Development	0.00		Credit Card	Charge									11/1	2/2017					
Express Delivery Service	0.00		Credit Card	Charge									11/1	0/2017					
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Gussman's Nursery	0.00		Credit Card	Charge									10/2	28/2017					
nternal Revenue Service	0.00		Credit Card	Charge									10/1	19/2017					
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QBCC - 5678	0.00																		
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• Double click on vendor name

2					Sample L	arry's Land	scaping & G		pply - Qui		Accour
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P		Full Name	,								
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Bank of Anycity	0.00	77	1.S. Larimore	t Manadaa					*		
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Brown Equipment Rental	CURRENT BALANCE 0.0	00	How do I adjust the c	urrent balance?	,						
Cal Gas & Electric											
Cal Telephone	A <u>d</u> dress Info	COMPANY NAME	Bayshore CalOil Ser	vice							
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Campion, Patrick, CPA	,									010 1120	
	<u>T</u> ax Settings	JOB IIILE									
City of Bayshore	Account Cottingo	Main Phone 👻	415-555-7378		Main Email	•					
City of Middlefield	Account Settings	Work Phone 🔻			CC Email	•					
Computer Services by D3	Additional Info	Mobile -			Website	•					
Employment Development		Fax 🔹			Other 1				_		
Employment Development											
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Patio & Desk Designs	0.00										
QBCC - 0109	0.00										

- Edit Vendor menu will open
- You can add or edit the Address Information in this menu

8						Sample	Larry's L	andsca	ping & G	arden Su	upply - (QuickE	Books A
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Active Vendors	• >	Company Name	Bayshore CalOi	I Service									N
	2	Full Name	e										
		Account No	12260-98765										
NAME	ALANCE ATT	Billed From	Bayshore CalOi	I Service									
Bank of Anycity	0.00		771.S. Larimore		dag							×	
Bayshore CalOil Service				Edit Ven	idor							~	
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Patio & Desk Designs	0.00												
QBCC - 0109	0.00												

- Click on Tax Settings and Tax Information menu will open
- You can add or edit the vendor tax ID in this menu



- Enter Vendor Tax ID number
- Check Vendor eligible for 1099
- Click OK