

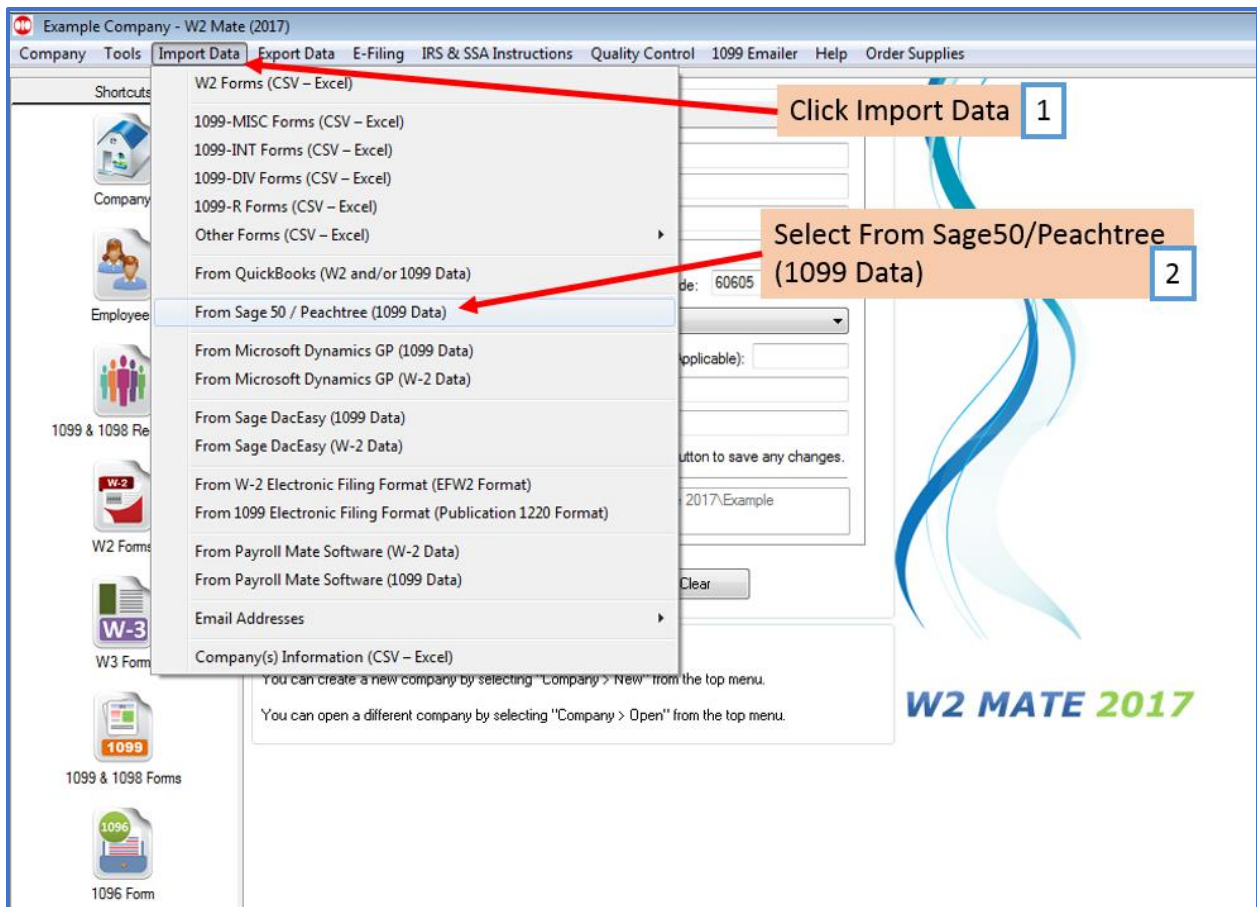
# How to Import 1099 Data Using Peachtree

Note: In order to use this feature you must purchase and enable W2 Mate Option #3 to import

Make sure you have the correct Company open inside W2 Mate

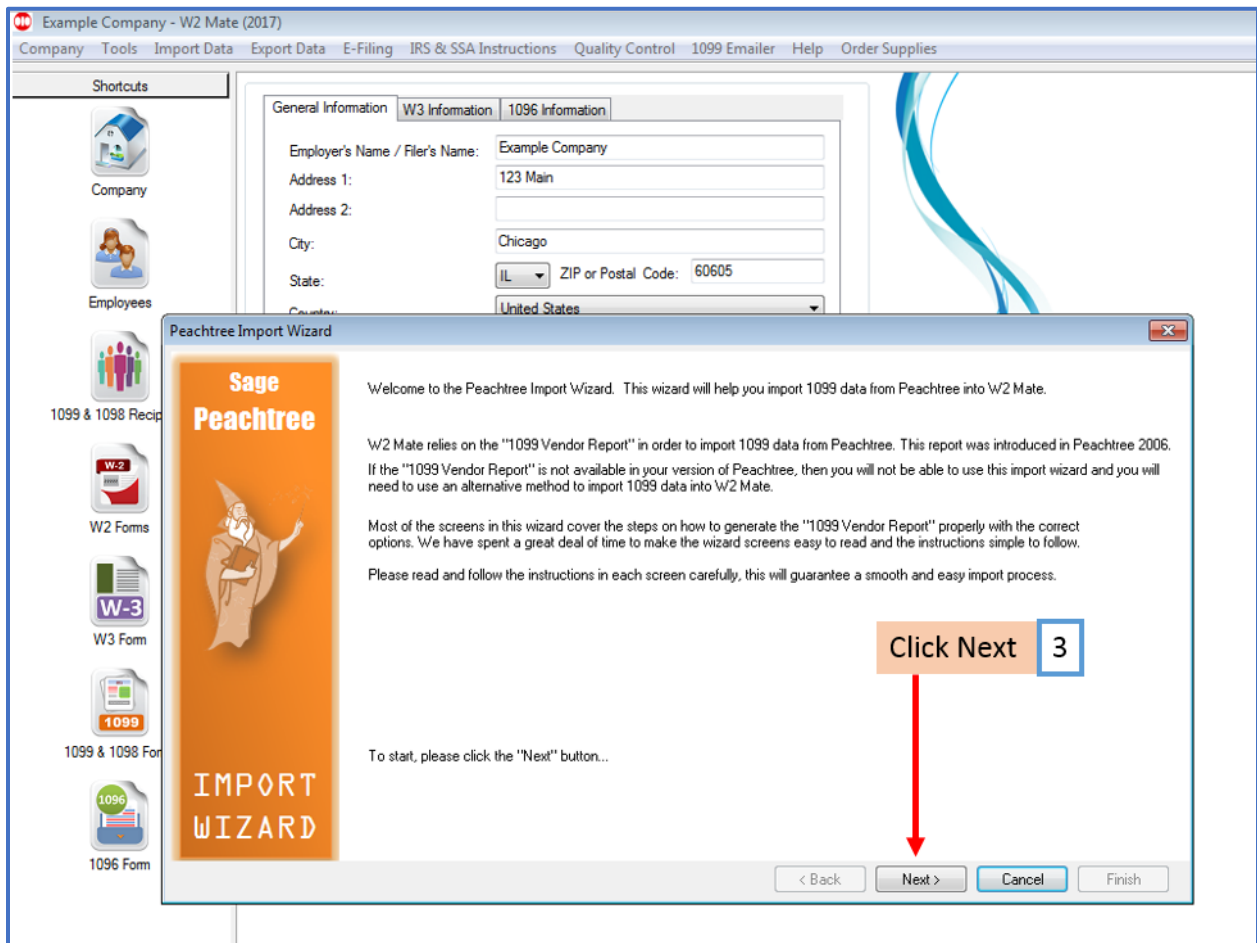
Note: If you do not currently have this company created inside of W2 Mate you will need to create the company prior to importing the 1099 data. See How to Create a New Company tutorial.

1. Click Import Data
2. Select From Sage50/Peachtree (1099)



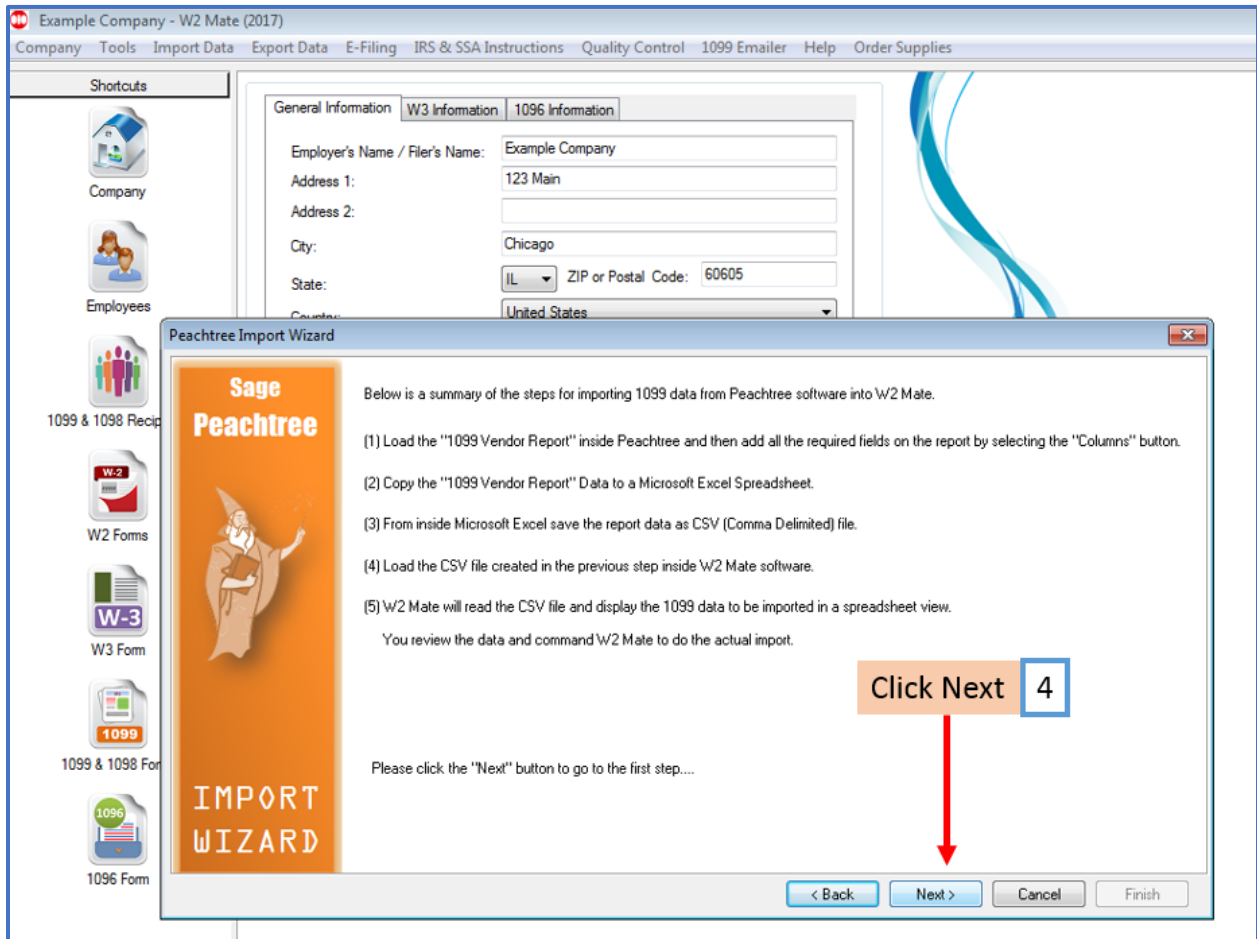
Note: Follow the wizard screens by Reading and Clicking “NEXT”

3. Read this wizard carefully, and understand that you will need to create a CSV file inside Peachtree/Sage50 in order to import the data, Click Next



Note: Read these steps carefully, as they tell you that you need to load the “1099 Vendor Report” inside Peachtree and copy that data into an excel spreadsheet. Then you will need to save it as a CSV file.

#### 4. Click Next



5. Load the "1099 Vendor Report" inside Peachtree software, Click Next

The screenshot shows the Peachtree Import Wizard window. The 'Columns' tab is selected, displaying a table with the following data:

Show	Title	Column	Column Break	Col #
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor ID	<input type="checkbox"/>	1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor Name	<input checked="" type="checkbox"/>	1

A red arrow points from a callout box labeled "Click Next 5" to the "Next >" button at the bottom of the wizard. The wizard also includes instructions for loading the 1099 Vendor Report and a note about including all available fields.

## 6. Copy "1099 Vendor Report" Data to a Microsoft Excel Spreadsheet, Click Next

Example Company - W2 Mate (2017)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies

Shortcuts

Company

Employees

1099 & 1098 Recp

W2 Forms

W-3 Form

1099

1099 & 1098 For

1096 Form

General Information W3 Information 1096 Information

Employer's Name / Filer's Name: Example Company

Address 1: 123 Main

Address 2:

City: Chicago

State: IL ZIP or Postal Code: 60605

Country: United States

Click Next 6

**Sage Peachtree**

**IMPORT WIZARD**

STEP 2: Copy "1099 Vendor Report" Data to a Microsoft Excel Spreadsheet.

(1) From inside the "1099 Vendor Report" screen click the Excel toolbar button.

(2) In the window that comes up, select "Create a new Microsoft Excel workbook" under File option. And select "Raw data layout" under Report layout option. The data has to be in the raw data layout to be processed by W2 Mate.

(3) Click OK

Copy Report to Excel

File option: **Select "Create a new Microsoft Excel workbook"**

Create a new Microsoft Excel workbook

Add a new worksheet to an existing Microsoft Excel workbook

Excel options

Use freeze panes (headers and labels are visible)

Enable automatic column filtering (Auto-filter)

Report header option

Send header to Page Setup in Excel

Show header in Excel worksheet

Report layout option

Peachtree report layout

**Select "Raw data layout"**

Example:

Customer ID	Customer	Date	Trans No	Type	Debit Amt	Credit Amt	Balance
AL28EC	Adred Builders, Inc.	3/10/17	Balance For				3,420.04

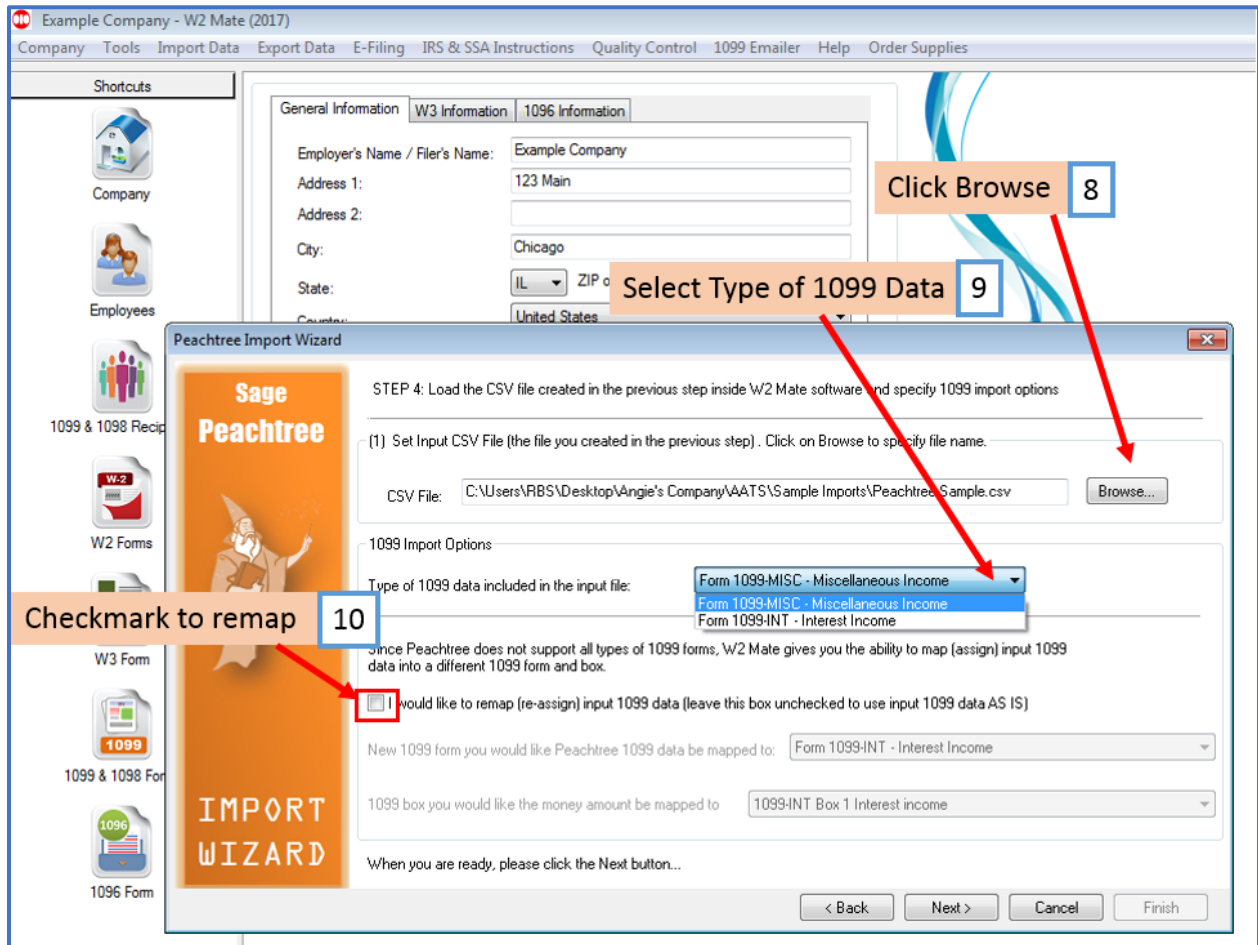
The screenshot to the left shows the "Copy to Excel Screen" (your version of Peachtree might look different, but should be very similar).

< Back Next > Cancel Finish

7. From inside Microsoft Excel save the report data as CSV file, Click Next

The screenshot shows the W2 Mate software interface. The main window displays a form for entering company information, including fields for Employer's Name, Address 1, Address 2, City, State, and ZIP or Postal Code. The 'Peachtree Import Wizard' dialog box is open, showing Step 3: From inside Microsoft Excel save the report data as CSV (Comma Delimited) file. The wizard provides instructions on how to save the data as a CSV file and includes a 'Next >' button. A red arrow points to the 'Next >' button, which is highlighted with a blue box and the number '7'. A callout box says 'Click Next'.

8. Click Browse to select your CSV file to upload
9. Click the drop-down box to select the type of 1099 data you are importing
10. Checkmark "I would like to remap input 1099 data"-if needed



11. Select New 1099 form you would like Peachtree 1099 data to be mapped to

The screenshot shows the W2 Mate software interface. The main window is titled 'Example Company - W2 Mate (2017)'. The 'Peachtree Import Wizard' is open, displaying 'STEP 4: Load the CSV file created in the previous step inside W2 Mate software and specify 1099 import options'. The wizard includes a 'Sage Peachtree IMPORT WIZARD' banner on the left. The main area contains the following fields and options:

- (1) Set Input CSV File (the file you created in the previous step). Click on Browse to specify file name.
- CSV File: C:\Users\RBBS\Desktop\Angie's Company\AATS\Sample Imports\Peachtree-Sample.csv
- 1099 Import Options
- Type of 1099 data included in the input file: Form 1099-MISC - Miscellaneous Income
- Since Peachtree does not support all types of 1099 forms, W2 Mate gives you the ability to map (assign) input 1099 data into a different 1099 form and box.
- I would like to remap (re-assign) input 1099 data (leave this box unchecked to use input 1099 data AS IS)
- New 1099 form you would like Peachtree 1099 data be mapped to: **Form 1099-INT - Interest Income**
- 1099 box you would like the money amount be mapped to: 1099
- When you are ready, please click the Next button...

The dropdown menu for 'New 1099 form...' is open, showing the following options:

- Form 1099-INT - Interest Income
- Form 1099-DIV - Dividends & Distributions
- Form 1099-R - Retirement
- Form 1099-S - Proceeds From Real Estate Transactions
- Form 1099-T - Tuition Statement
- Form 1098 - Mortgage Interest Statement
- Form 1099-A - ACQ or Abandonment of Secured Property
- Form 1099-B - Proceeds From Broker & Barter Exch. Trans.
- Form 1099-C - Cancellation of Debt
- Form 1099-PATR - Taxable Dist. Rcvd From Cooperatives
- Form 1099-DID - Original Issue Discount
- Form 1099-K - Payment Card & 3rd Party Network Trans.

A callout box with the text 'Select New 1099 Form 11' and a red arrow points to the selected 'Form 1099-INT - Interest Income' option.



12. Select 1099 box you would like the money amount to be mapped to

The screenshot shows the W2 Mate software interface. The main window is titled "Example Company - W2 Mate (2017)" and has a menu bar with "Company", "Tools", "Import Data", "Export Data", "E-Filing", "IRS & SSA Instructions", "Quality Control", "1099 Emailer", "Help", and "Order Supplies". On the left, there is a "Shortcuts" sidebar with icons for "Company", "Employees", "1099 & 1098 Recip", "W2 Forms", "W-3 Form", "1099", "1099 & 1098 For", and "1096 Form". The main area shows a form with tabs for "General Information", "W3 Information", and "1096 Information". The "1096 Information" tab is active, showing fields for "Employer's Name / Filer's Name", "Address 1", "Address 2", "City", "State", "ZIP or Postal Code", and "Country". A callout box with the text "Select 1099 Box for monetary amount" and the number "12" in a blue box points to a dropdown menu in the "Peachtree Import Wizard" dialog. The dialog is titled "Sage Peachtree IMPORT WIZARD" and shows "STEP 4: Load the CSV file created in the previous step inside W2 Mate software and specify 1099 import options". It includes a "CSV File" field with a "Browse..." button, "1099 Import Options" section with a dropdown for "Form 1099-MISC - Miscellaneous Income", a checkbox for "I would like to remap (re-assign) input 1099 data", and a dropdown for "New 1099 form you would like Peachtree 1099 data be mapped to: Form 1099-INT - Interest Income". The "1099 box you would like the money amount be mapped to" dropdown is open, showing a list of options: "1099-INT Box 1 Interest income", "1099-INT Box 2 Early withdrawal penalty", "1099-INT Box 3 Interest on U.S. Savings Bonds and Treas. obligations", "1099-INT Box 4 Federal income tax withheld", "1099-INT Box 5 Investment expenses", "1099-INT Box 6 Foreign tax paid", "1099-INT Box 8 Tax-exempt interest", and "1099-INT Box 9 Specified private activity bond interest".

### 13. After you have selected and mapped your data you are importing, Click Next

The screenshot shows the W2 Mate (2017) software interface. The main window displays a table of recipients with columns for Identification Number, Name (Line One), Name (Line Two), and Account Number. Two recipients are listed: Jane A Test and John Q Doe. A sidebar on the left contains shortcuts for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. A 'Peachtree Import Wizard' dialog box is open in the foreground, showing Step 4: Load the CSV file created in the previous step inside W2 Mate software and specify 1099 import options. The wizard includes fields for CSV File, 1099 Import Options, and mapping options for new 1099 forms and boxes. A red arrow points from a callout box labeled 'Click Next 13' to the 'Next >' button at the bottom of the wizard.

Identification Number	Name (Line One)	Name (Line Two)	Account Number
1	777889999	Jane A Test	
2	999887777	John Q Doe	

14. Review Data being imported

15. Click Next

Example Company - W2 Mate (2017)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies

Shortcuts

Company

Employees

1099 & 1098 Recip

W2 Forms

W-3 Form

1099 & 1098 For

1096 Form

General Information W3 Information 1096 Information

Employer's Name / Filer's Name: Example Company

Address 2:

City: Chicago

State: IL ZIP or Postal Code: 60605

Country: United States

**Review Data 14**

**Click Next 15**

Peachtree Import Wizard

STEP 5: Review and Import Data

The Spreadsheet below shows the 1099 Data that has been retrieved from Peachtree. In this step you will be able to review, update and correct any information before doing the actual import into W2 Mate. Please note the following:

- (1) The cell "Has Errors" for a certain row will be set to "Yes", if the value for any of the cells in that row is bad.
- (2) A cell, with an error will have a small arrow on the top right corner, once you move the mouse over that arrow you can see what the error is.
- (3) If you want to exclude a certain row from the import process, then simply change the value of the "Import" cell in that row to "No".
- (4) Once you review the data and you are ready to import, simply click the "Next" button.

	Has Errors	Import	Recipient's Tax ID number	Recipient's Name (Line One)	Recipient's Name (Line Two)	Recipient's Address1	Recipient's Address2	F
1	Yes	No				3280 Park Lane	Suite 2	St
2	Yes	No				145 Tree Road	Bld. 10	Cl
3	No	Yes				5150 Arc Way		No
4	No	Yes				1458 Chaseway Circle		At

< Back Next > Cancel Finish

## 16. Click Finish

The screenshot shows the W2 Mate software interface. The main window displays a table of recipients with columns for Identification Number, Name (Line One), Name (Line Two), and Account Number. The table contains six rows of data, with the last two rows showing names 'Jane A Test' and 'John Q Doe'. A 'Peachtree Import Wizard' dialog box is open in the foreground, displaying a congratulatory message: 'Congratulations, the import process completed successfully. Please click the "Finish" button to end this wizard.' A red arrow points from a callout box labeled 'Click Finish' and the number '16' to the 'Finish' button in the dialog box.

Identification Number	Name (Line One)	Name (Line Two)	Account Number
1	[REDACTED]	[REDACTED]	
2	[REDACTED]	[REDACTED]	
3	[REDACTED]	[REDACTED]	
4	[REDACTED]	[REDACTED]	
5	777889999	Jane A Test	
6	999887777	John Q Doe	