

Reporting 1099 Vendor Payments to Yearli

To use the 1099 Vendor Report – Yearli SuiteApp to report vendor payments to Yearli:

1. Go to Customization > SuiteBundler > Search & Install Bundles (Administrator)
2. In the **Keywords** field, enter **1099 Vendor Payment Report**.
3. Click the name of the bundle for the third-party provider and click install (Bundle 199464 - 1099 Vendor Payment Report - Yearli)
4. Go to Reports > Saved Searches > 1099 Vendor Payment Report – MISC > Edit
-or-
Go to Reports > Saved Searches > 1099 Vendor Payment Report – NEC > Edit
5. In the **Results** tab, do the following:
 - a. In the **Formula** column, replace ‘**Your Company Name**’ with the legal name of the company that you are filing for. You must include the quotation marks for the formula to work (for example, ‘Wolf Electronics Incorporated’). Replace all other fields that have a formula starting with the words ‘Your Company’. You must include the quotation marks for the formula to work.
 - b. In the **Custom Label** column, find the following required entries, and in the **Formula** column, enter the correct value. You must include the quotation marks for the formula to work:
 - Payer Name 1
 - Payer Address 1
 - Payer City
 - Payer State
 - Payer Zip
 - Payer Phone
 - Payer Federal Identification Number
 - c. In the **Custom Label** column, find the following required entries, and for each, verify that source in the **Field** or **Formula** column is correct. For example, if you normally use the vendor's shipping address to report on the 1099 form, replace Vendor : Address fields with Vendor : Shipping Address fields.
 - Recipient Identification Number
 - Recipient First Name
 - Recipient Last Name
 - Recipient Name If Company
 - Recipient Address 1
 - Recipient City
 - Recipient State
 - Recipient Zip
 - d. Depending on the location of the company you are filing for, do one of the following:

- If the company you are filing for is located outside of the United States:
 - In the **Custom Label column**, find the entry **Payer Foreign Address Indicator**. Replace the formula beside it with **'TRUE'**.
 - In the **Custom Label column**, find the entries **Payer Foreign State Name**, **Payer Foreign Postal Code**, and **Payer Foreign Country Code**, and replace the formulas for those entries with the appropriate information. You must include quotation marks (' ') around the formulas.
- If the company you are filing for is located in the United States, remove the formula fields for the following Custom Label entries:
 - Payer Foreign Address Indicator
 - Payer Foreign State Name
 - Payer Foreign Postal Code
 - Payer Foreign Country Code

 **Note:** If a formula field is not required, you can remove the text in Formula column of that row, or you can remove the row entirely.

6. In the **Search Title** field, enter a new name for the report. From the **Save** dropdown list, click **Save As** so that you save a new copy of the report.

ORACLE | NETSUITE

Search

Activities Transactions Lists Reports Documents Setup Customization Support

Saved Transaction Search

My 1099 Vendor Payment Report

Save Reset Cancel Preview New Template Change ID Actions

SEARCH TITLE *
My 1099 Vendor Payment Report **7**

ID
customsearch_nst1099vpr_main_2

OWNER
Generalist, Gina

PUBLIC

AVAILABLE AS LIST VIEW

AVAILABLE AS DASHBOARD VIEW

AVAILABLE AS SUBLIST VIEW

AVAILABLE FOR REMINDERS

SHOW IN MENU

Criteria Results Highlighting Available Filters Audience Roles Email Audit Trail Execution Log

Use the tag to indicate columns to be included in the search results as well as sort order.

SORT BY
Date Closed DESCENDING

THEN BY DESCENDING

THEN BY DESCENDING

OUTPUT TYPE
Grid

SHOW TOTALS

RUN UNRESTRICTED

MY PREFERRED SEARCH RESULTS

DISALLOW DRILL DOWN

Columns • Drill Down Fields •

Remove All Add Multiple

FIELD *	SUMMARY TYPE	FUNCTION	FORMULA	WHEN ORDERED BY FIELD	CUSTOM LABEL	SUMMARY LABEL
Formula (Text)	Group	6a	'Wolfe Electronics'		Payer Name 1	
Formula (Text)	Group	**	**		Payer Name 2	
Formula (Text)	Group		'76 Pacific Coast Hwy.'		Payer Address 1	
Formula (Text)	Group	**	**		Payer Address 2	
Formula (Text)	Group	6b	'Sunset Beach'		Payer City	
Formula (Text)	Group	'CA'	'CA'		Payer State	
Formula (Text)	Group	'90742'	'90742'		Payer Zip	
Formula (Text)	Group	**	**		Payer Foreign Address Indicator	
Formula (Text)	Group	6d	**		Payer Foreign State Name	
Formula (Text)	Group	**	**		Payer Foreign Postal Code	
Formula (Text)	Group	**	**		Payer Foreign Country Code	
Formula (Text)	Group	6b	'1234567890'		Payer Phone	
Formula (Text)	Group	**	**		Payer Phone Ext	
Formula (Text)	Group	6b	'*****'		Payer Federal Identification Number	
Formula (Text)	Group				Payer Type Of TIN	
Formula (Numeric)	Group				Payer Misc Search One	
Formula (Numeric)	Group				Payer Misc Search Two	
Vendor : Tax ID	Group	6c			Recipient Identification Number	
Formula (Numeric)	Group				Recipient Type Of TIN	
Formula (Text)	Group	6c	case when (vendor.isperson) = 'T' then (vendor.firstname) else '' end		Recipient First Name	
Formula (Text)	Group	6c	case when (vendor.isperson) = 'T' and (vendor.middlename) is not null then SUBSTR(vendor.middlename, 1, 1) else '' end		Recipient Middle Initial	
Formula (Text)	Group	6c	case when (vendor.isperson) = 'T' then (vendor.lastname) else '' end		Recipient Last Name	
Formula (Numeric)	Group	6c			Recipient Suffix	
Formula (Text)	Group	6c	case when (vendor.isperson) = 'F' then (vendor.companyname) else '' end		Recipient Name If Company	
Formula (Numeric)	Group	6c			Recipient Name 2	
Vendor : Address 1	Group				Recipient Address 1	
Formula (Text)	Group	6c	case when (vendor.address2) is null then '' else (vendor.address2) end		Recipient Address 2	
Vendor : City	Group				Recipient City	
Formula (Text)	Group	6c	case when (vendor.countrycode) = 'US' then (vendor.state) else '' end		Recipient State	
Formula (Text)	Group	6c	case when (vendor.countrycode) = 'US' then (vendor.zipcode) else '' end		Recipient Zip	
Formula (Text)	Group	6c	case when (vendor.countrycode) = 'US' then '' else TRUE end		Recipient Foreign Address Indicator	
Formula (Text)	Group	6c	case when (vendor.countrycode) = 'US' then '' else (vendor.state) end		Recipient Foreign State Name	

- To run the new report, beside the report, click **View**. In the **Filter** section, enter the applicable date range. By default, the date range is set to the previous calendar year. Click **Search**.
- Export the file to CSV or Excel.