



Year-End Hints and Reminders:

- Q: Is there any special year-end processing that I must do?
A: Yes, if you use the general ledger system or the loan management system. Each of these modules has a year-end closing process to perform before entering new year activity.
- Q: Is there special year-end processing for collections?
A: No. However, the end-of-period processing must be performed after all December collections are keyed and posted, to include those collections in 1099 amounts.
- Q: Are there specific times when I may print 1099s?
A: They may be printed at any time, after all December transactions have been posted and the end-of-period processing has been performed.
- Q: Are 1099's based exclusively on commissions?
A: No. The ten "other" expense categories can be made to influence 1099 calculations. Click on "Setup / Operator Preferences", selection G, view your current settings. The choices are + (add to commissions), - (deduct from commissions), or 0 (no effect).
- Q: How can I tell what amounts the system's 1099s will reflect?
A: Print the Pre-1099 report selections. (Click on "Other / End-of-Year Processing / Location 1099 Functions).
- Q: How can I adjust the system's 1099 amounts?
A: Use the field titled "1099 Adjustment Amount" found in Location Master Records, screen 2. Positive amounts will add to the system's 1099 total. Negative amounts will deduct from it.
- Q: When printing 1099s, what types of pre-printed forms does Coin ConneXion support?
A: Dot-matrix (continuous) forms and single-sheet forms for HP Laser or HP Deskjet printers.

Q: Do I have to print all 1099s in one print job?

A: No. The selection process is user-defined. You may print 1099s in batches. (We recommend test printing of 1099s on plain paper first.)

Q: Where can I find more information on year-end procedures?

A: All year-end activities are covered in chapter 16, beginning on page 4, of the User's Guide.