

In PowerTerm, at USAS Menu> prompt, type **VENSSN**.

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USAS Version 6.1a
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VENSSN - Vendor Report With SSN/EIN and YTD Activity Displayed

This procedure produces a single-spaced report displaying vendor data. The report displays the SSN/EIN, vendor number, name, and address (as used on Purchase Orders), YTD Activity (\$), and vendor status. The user may select from several selection and sorting options.

Report Selection Options:

- 1 - All Vendors
- 2 - Active Vendors Only
- 3 - Inactive Vendors Only
- 4 - 1099-MISC Vendors AND YTD Activity meeting IRS requirement
- 5 - NOT 1099-MISC Vendors AND YTD Activity > \$599.99
- 6 - 1099-MISC Vendors Only (Regardless of YTD Activity)
- 7 - Memo Vendors Only
- 8 - Range of Vendor Numbers
- 9 - Range of YTD Activity With Vendor

Enter Selection Option: █

Run this report first under one option and then under another. Then select sort option.

- **Run option 4** to review vendors currently meeting 1099 reporting requirements.
- **Run option 5** to look for vendors who meet the YTD reporting level but should be flagged to receive a 1099.

Report Sort Options:

- A - Alphabetic Order by Vendor Name
- D - YTD Vendor Activity (\$) Order
- N - Vendor Number Order
- S - Social Security or Employer Identification Number Order
- Z - Zip Code Order

Enter Sort Option: a

Output file is VENSSN.TXT

Processing Completed!

Go to your PTR to view the report.

Note: on the following sample, the district name and SSN's of individuals have been blocked out for this training document; they will be visible on the actual report.

Date: 11/11/14		VENDOR MASTER LISTING					Page: 1	
		Processing Month: November 2014					(VENSSN)	
		BOARD OF EDUCATION						
Ven #	Vendor Name	PO Mailing Address	City	St	Zip	Sts	SSN	Vendor YTD
202165	5 Star Promotional	PO 428793	Cincinnati	OH	45242	A	261 61 3605	6,414.78
205025	A and S Play Zone, LLC	300 Conover Dr	Franklin	OH	45005	A	450 50 3000	2,031.25
205177	A Gogo Event Rentals LLC	546 Northland Blvd	Cincinnati	OH	45240	A	272 16 0892	2,474.25
205567	Aaron Penn	4087 Victory Pkwy	Cincinnati	OH	45229	A	[REDACTED]	3,025.00
205606	AbleNet Inc	2625 Patton Road	Roseville	MN	55113	A	411 67 6309	857.00
200028	Academic Innovations LLC	59 South 100 East	St George	UT	84770	A	800 77 2702	1,980.00
205131	ACT Aspire LLC	City Center Square	Coralville	IA	52241	A	455 56 0033	6,622.20
205770	Action Carpet Binding 1099:Brian	516 West Sharon Rd	Cincinnati	OH	45240	A	272 70 0794	610.00
205434	Active Campus, LLC dba All Campu	1900 Research Blvd	Austin	TX	78759	A	461 32 3341	114,029.42
205926	Adam Meyer	5648 Hinding Creek Way	West Chester	OH	45069	A	[REDACTED]	91.00
203240	ADVANCED TRANSPORTATION LLC	201 Linden St	Cincinnati	OH	45216	A	311 70 7310	900.00
200055	Adventures in Advertising 1099:M	PO Box 150	Wilmington	OH	45177	A	311 69 9971	1,714.00
205654	AirHatch, LLC	1155 Perimeter Center West	Atlanta	GA	30338	A	364 73 9196	30,000.00
203270	Alan J Forsythe II	1119 Walnut	Cincinnati	OH	45202	A	[REDACTED]	65.00
203362	Alan J. Forsythe, Sr.	9063 Symmesview Ct.	Loveland	OH	45140	A	[REDACTED]	249.00

Buffer: VENSSN.TXT | Read-only | Unmodifiable | Forward

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When you are ready to run your 1099 reporting, your final version of the VENSSN can be printed out to keep with your district 1099 records.