2024 1099 Requirements:

Name Fields for

Individual Type Vendors

As of 2024, specific to **Individual Type Vendors**, the IRS requires that the first, middle, and last names of the individual be in separate fields.

Aatrix meets those requirements with the separate data columns in the preparer grid that then populate the 1099 forms.

If you are running Sage 100 version **2024.1 (7.30.1.0) or 2023.4 (7.20.4.0)** in Accounts Payable there are the three name fields for the Individual type 1099 vendors and your upgrade parsed your existing data which was in one field into those three new fields. That data will then populate the three corresponding name fields in the Aatrix preparer grid.

If you are running Sage 100 version 2024.0 or 2023.0 – 2023.3, there is **only one field** in Vendor Maintenance for the Individual 1099 name. This is also true for Sage 100 versions 2022 and prior.

For those versions, the name data will only be able to populate the first name field in the Aatrix preparer grid instead of the required three separate name fields.

If you have very few Individual type 1099 vendors you can manually edit the data so that the correct data is in the first, middle, and last name columns.

Your DSD Sage 100 consultants have an **easy workaround** if you have more than a few Individual type 1099 vendors so once you are ready to run your first test 1099s, contact Sage100support@dsdinc.com or if you regularly work with a specific consultant contact them.

info@dsdinc.com   800-627-9032   www.dsdinc.com

Follow the steps below now to determine what version and product update you are running so you know what to expect.

In Sage, click on Help on the top bar of the launcher and click on About Sage 100 to see the screen below:
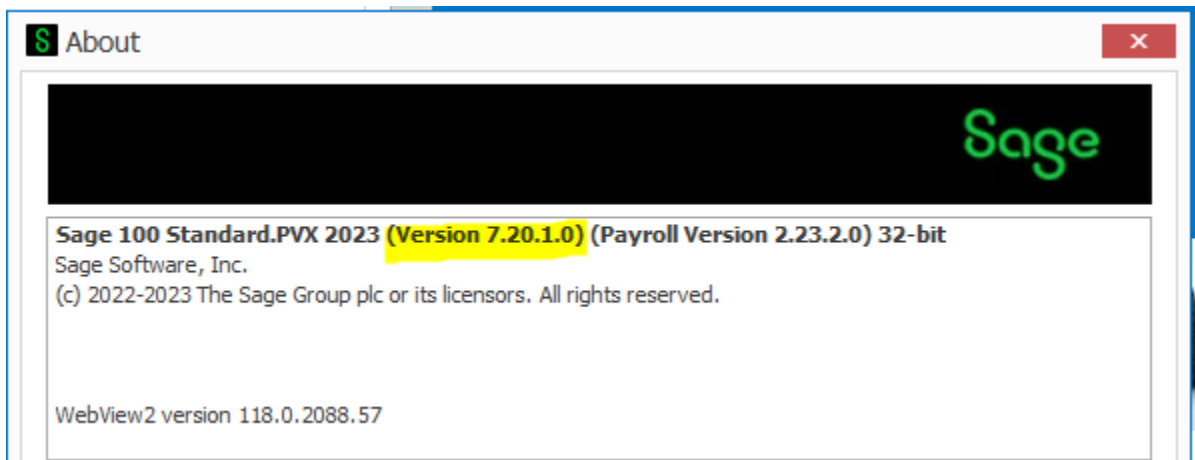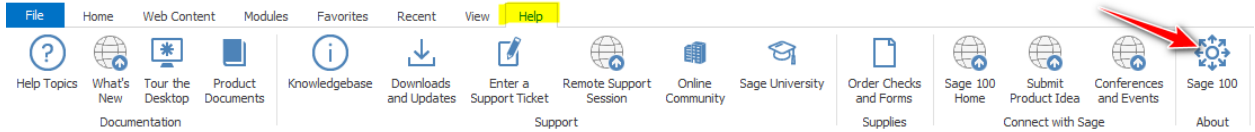
Compare your screen to the screen above where the information is highlighted.

Your data will correctly populate the 3 Aatrix name columns so no action is needed for the versions below:

7.30.1.
7.20.4

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Your Sage 100 is the correct version, but not the correct product update. DSD may be able to install the current product update so that your data will correctly populate the 3 Aatrix name columns. Contact your DSD account manager or if there is a particular DSD Sage 100 consultant you always work with, contact them.

7.30.0
7.20.0
7.20.1
7.20.2
7.20.3

If your version is anything else, either edit manually if you have just a few individual type 1099 vendors or **contact DSD as indicated above to schedule a Sage 100 upgrade or for assistance with the workaround**.

2024 DSD Sage Year End Training Series for Sage 100

Sage 100 1099 Processing Course
Tuesday, December 10th @ 11 AM PST / 2PM EST
Class highlight include:
- Verify that your version of Sage 100 can process 1099s for 2024
- Overall IRS Guidelines for 1099 classifications and verifying reporting amounts
- Common pitfalls for 1099 processing
- Using Aatrix in Sage 100 to report 1099 information electronically

Sage 100 Payroll Processing Course
Thursday, December 12th @ 11 AM PST / 2 PM EST
Class highlights include:
- Year End Processing Requirements
- Tips & Tricks & FAQs
- Year End Checklist
- How to report Third Party Sick on W2's
- W-2 Processing
- ACA Processing

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Sage 100 1099 Processing Course
Thursday, January 9th @ 11 AM PST / 2 PM EST
Class highlights include:
- Verify that your version of sage 100 can process 1099s for 2024
- Changes to 1099 boxes for 2024
- Overall IRS guidelines for 1099 reporting
- Cleaning up vendor 1099 classifications and verifying reporting amounts
- Common pitfalls for 1099 processing
- Using Aatrix in Sage 100 to report 1099 information electronically

Sage 100 Period End & Year End Processing Course
Thursday, January 16th @ 11 AM PST / 2 PM EST
Class highlights include:
- Information to start gathering now
- Module-specific housekeeping steps
- Module processing order & what modules can/should be closed together
- Reconciliation to do prior to Year End Processing
- Critical Sage 100 Year-end steps
- Quick Overview of Year End Tax Compliance (1099/information returns)
- Best practices to stay compliant in 2025

Learn more about our upcoming **Sage Year-End Training Series** and secure your spot today.

Bonus: If your organization has a **DSD Service Level Agreement (SLA), reach out to your account manager before registering to redeem any annual training credits.

Questions? Our Sage 100 support team is ready to assist. Contact us at Sage100support@dsdinc.com for guidance on version verification, updates, or implementation support.