

Compeat 1099 Resource Guide

With the new year fast approaching, prep work for the previous tax year is underway! To assist you with your 1099 processing, we designed this *1099 Resource Guide*. This guide highlights the various resources our software offers, and has detailed screenshots and step-by-step instructions for addressing the most common questions and issues customers have when preparing their data for filing.

If you have questions that you cannot find answers to within this guide, please contact your Compeat Support team at support@compeat.com, or by phone at (512) 279-0771, option 2.

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An Important Note on 1099 Tax Forms

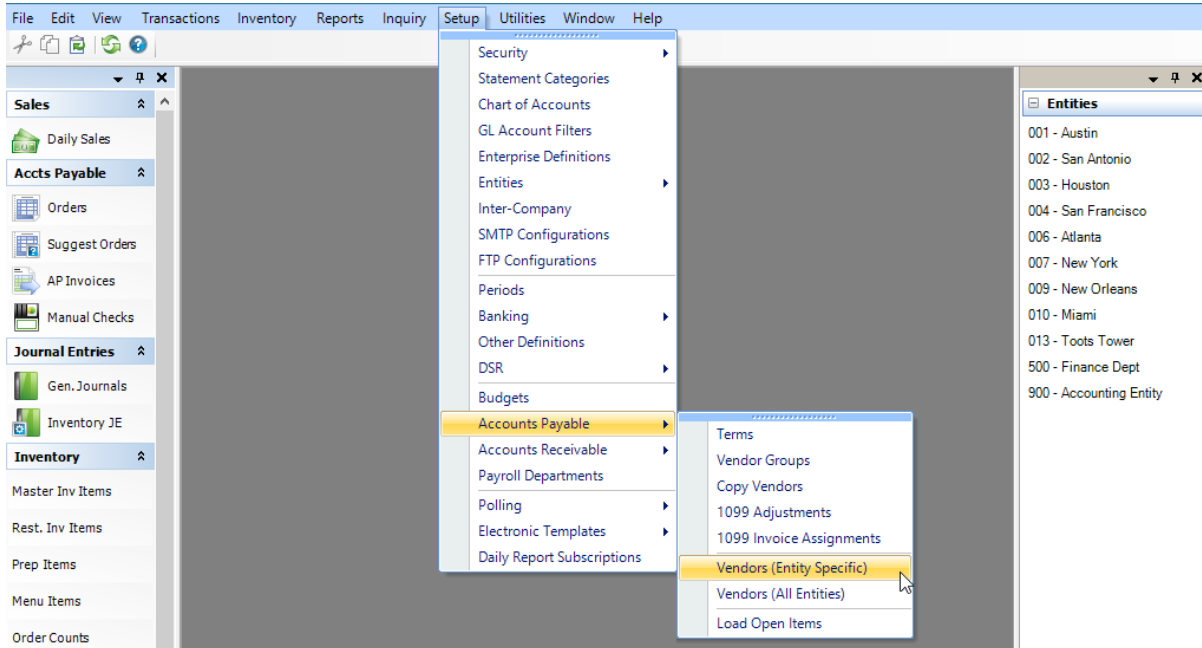
Compeat does not create or print tax forms. Rather, Compeat creates an export file that populates 1099 data in forms created and e-filed by Greenshades or other third-party software. These third-party software programs are available at Staples, Office Depot, etc., and most have an application that allows customers to upload the export file created by Compeat (.src, .xls, .xlsx). We strongly encourage that all customers review the software's accepted file types before purchase.

For more information on Greenshades, please contact our Support Team at support@compeat.com.

Please note: Compeat is unable to troubleshoot issues with third-party software (with the exception of Greenshades). Customers will need to contact the software's support team for assistance.

Create a 1099 Vendor

In order for a vendor to be included in your 1099 export, they must be set up as a 1099 vendor. This is necessary for new vendors and any existing vendor that was not initially set up as a 1099 vendor.



1. Go to **Setup > Accounts Payable > Vendors (All Entities)**.
2. Select the vendor record you wish to edit, or click **New Record** to create a new vendor record.

A screenshot of a form titled '1099'. The form has several fields and checkboxes. The 'Gets 1099' checkbox is checked and circled in orange. The 'Sole Proprietor' checkbox is unchecked. The 'Fed. Tax ID Type' is set to 'EIN'. The 'Default Type' is set to 'Miscellaneous'. The 'Default Box' is set to 'Nonemployee compensation'. The 'Federal Tax ID #' is '123456789'. The 'State Tax ID #' field is empty.

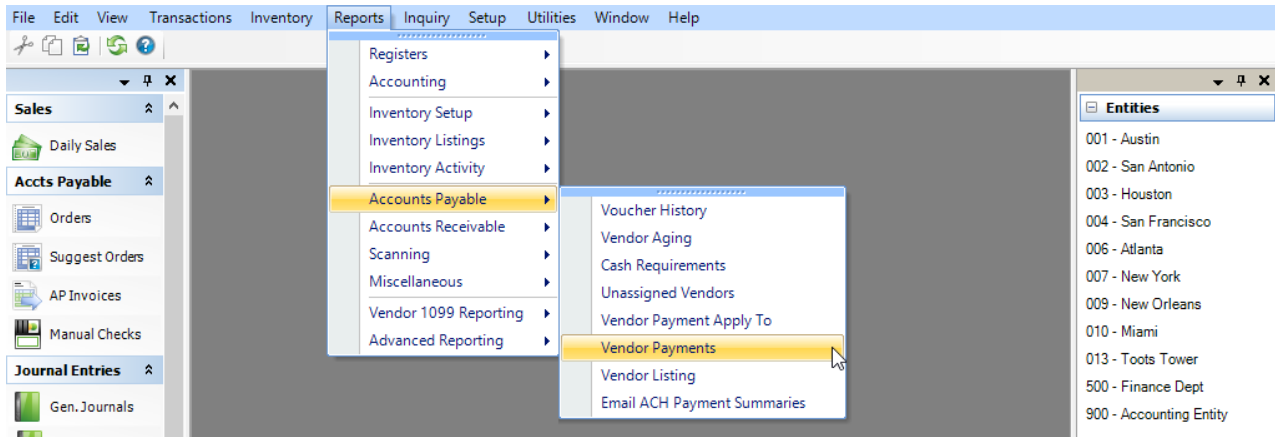
<input checked="" type="checkbox"/> Gets 1099	<input type="checkbox"/> Sole Proprietor
Fed. Tax ID Type: EIN	
Default Type: Miscellaneous	Default Box: Nonemployee compensation
Federal Tax ID #: 123456789	State Tax ID #:

3. In the **1099** box, ensure the **Gets 1099** box is checked.
4. Fill in requested vendor information.
5. **Save** your changes.

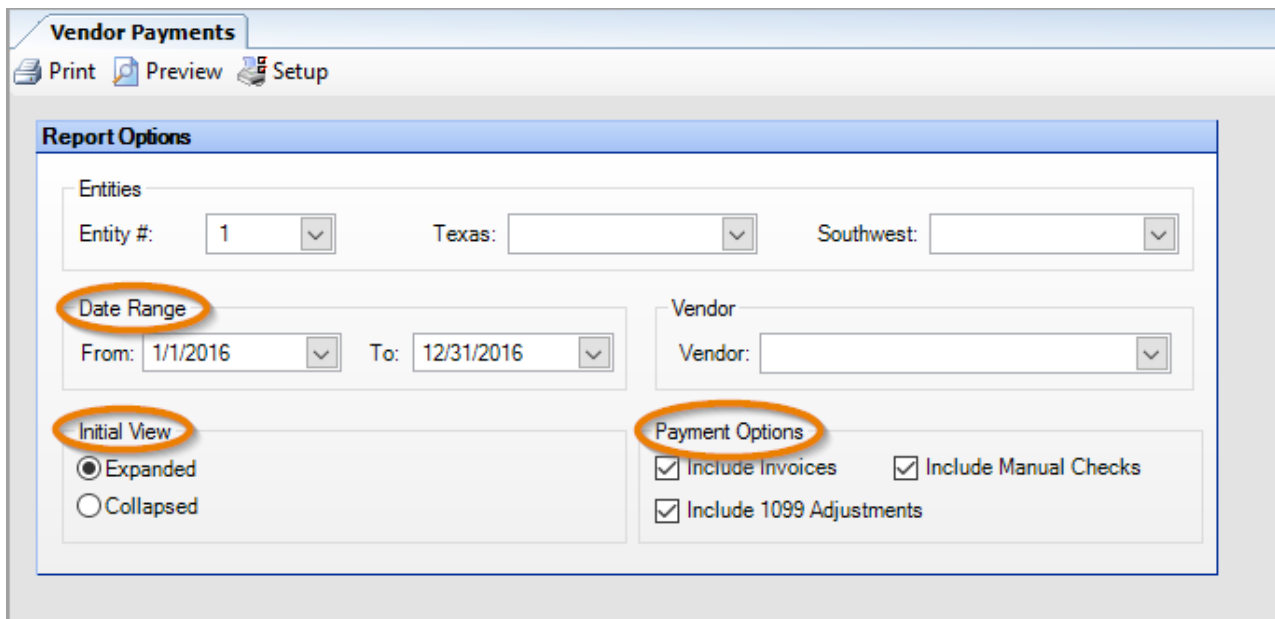
Please note: Once a vendor is setup as a 1099 vendor, transactions moving forward will be marked for the 1099 export. If you are making an *existing vendor* a 1099 vendor, then you will need to run the **1099 Invoice Assignments** utility to mark any transactions paid prior to the vendor's 1099 designation.

View 1099 Vendor Transactions

To view vendors receiving a 1099 for the tax year, run the **Vendor Payments** report. This report allows you to review vendors and corresponding transactions marked for the 1099 export.



1. Go to Reports > Accounts Payable > Vendor Payments.



2. Set the **date range** for the desired calendar tax year.
3. Leave the **Vendor** field blank to run the report for all vendors (or select a specific vendor if you wish to review their transactions).
4. Set the **Initial View** to **Expanded**.
5. Ensure *all boxes* in **Payments Options** are checked.
6. Click **Preview**.

The far right columns—**1099 Type** and **1099 Box Type**—note whether the vendor and transactions are marked as 1099.

Entity #	Batch Code	Voucher #	Trx Date	Payments	1099 Type	1099 Box
PAGE Pageturner Inc.						
001	BM-001-000571	C-001-0003448	01/06/2016	\$450.00	Misc	7
001	BM-001-000572	C-001-0003449	03/02/2016	\$250.00	Misc	7
001	ADJUSTMENT	ADJUSTMENT	03/02/2016	(\$250.00)	Misc	7
001	ADJUSTMENT	ADJUSTMENT	03/02/2016	\$250.00	Misc	3
				Total Payments	\$700.00	

If you have a vendor that should be marked as 1099 but is not, you must first designate the vendor as a 1099 vendor on the vendor record. Then you can run the **1099 Invoice Assignments** utility for the calendar tax year to mark the corresponding transactions. Information on this utility is available in the next section.

The **Vendor Payments** report is exportable to Excel should you wish to filter out or remove vendors that do not receive a 1099. Simply right-click the report, and navigate to **Export > Excel** (or whichever export file type you prefer).

Please note: This report only shows which vendors and transactions are currently marked as 1099. It is your responsibility to set up vendors for 1099 and assign any necessary unmarked transactions for the 1099 export.

Mark Unassigned Transactions for 1099 Export

If an existing vendor is set up as a 1099 vendor mid-year or at the end of year, there are likely transactions entered *prior* to the 1099 designation that need to be marked for your 1099 export. Additionally, if you notice a discrepancy in the 1099 totals for a vendor, then there are likely transactions paid during the tax year that were not marked for the 1099 export.

The below instructions will walk through the **1099 Invoice Assignments** utility, a quick tool that allows users to mark missed transactions for the 1099 export.

First, run the **Vendor Payments** report to view whether there are unmarked transactions:

Vendor Payments

Print Preview Setup

Report Options

Entities
Entity #: 1 Texas: Southwest:

Date Range
From: 1/1/2016 To: 12/31/2016 Vendor:
Vendor:

Initial View
 Expanded
 Collapsed

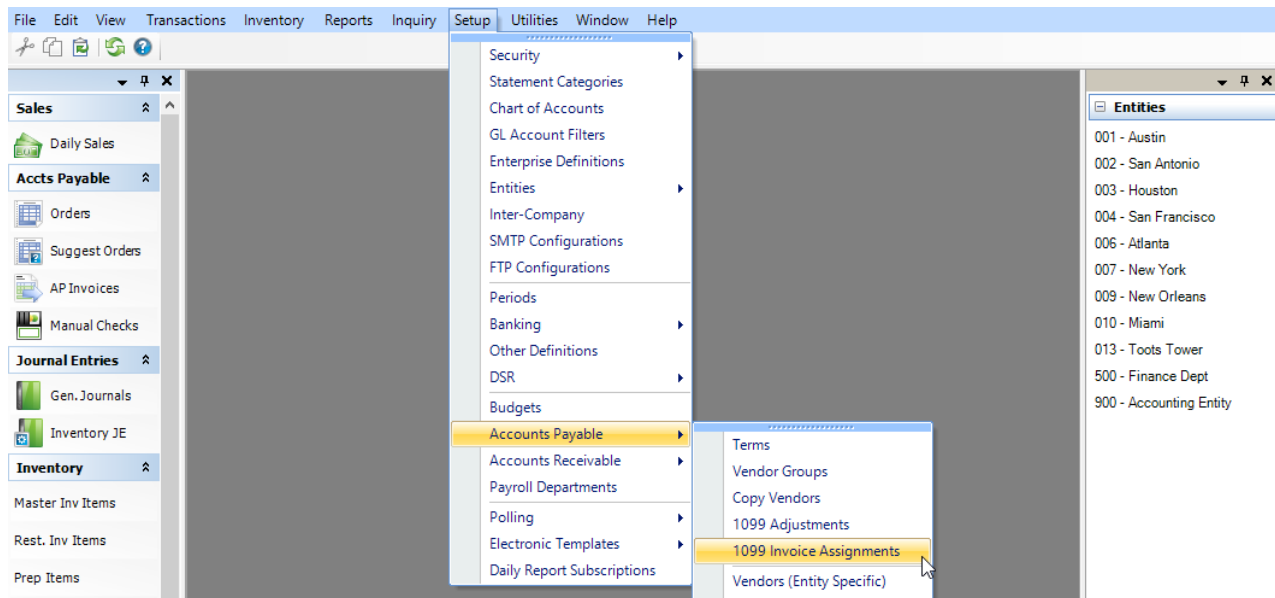
Payment Options
 Include Invoices Include Manual Checks
 Include 1099 Adjustments

1. Go to **Reports > Accounts Payable > Vendor Payments**.
2. Select the vendor you wish to view. (Leaving the field blank will pull *all* vendors.)
3. Set the **Initial View** box to **Expanded**.
4. Ensure *all* boxes in **Payment Options** are checked.
5. Click **Preview**.

The two columns on the far right display the **1099 Type** and **1099 Box Type** for each transaction. For example, the below vendor was set up as a 1099 vendor in February 2016. Any transaction from that date forward was marked as **1099**, however any transaction prior to that date was not marked.

Entity #	Batch Code	Voucher #	Trx Date	Payments	1099 Type	1099 Box
001	BM-001-000571	C-001-0003448	01/06/2016	\$450.00		
001	BM-001-000572	C-001-0003449	03/02/2016	\$250.00	Misc	7
Total Payments				\$700.00		
Grand Total				\$700.00		

Luckily, Compeat has a utility that allows you to mark any transactions paid prior to a vendor's 1099 setup.



1. Go to **Setup > Accounts Payable > 1099 Invoice Assignments**.
2. Set the **Year** and choose the **Vendor** with unmarked transactions.
3. Select the **1099 Type** and **1099 Box Type** for which you wish to mark the transactions.
4. Click **Process 1099 Assignments**.

1099 Invoice Assignment

Process 1099 Assignments

1099 Options

Year: 2016 Vendor: Pageturner Inc.

1099 Type: Miscellaneous Interest Dividend

Box Type: Rents (dropdown menu open showing: Rents, Royalties, Other Income, Federal income tax withheld, Fishing boat proceeds, Medical and health care payments, Nonemployee compensation, Substitute payments in lieu of dividends or interest)

Once done, re-run the **Vendor Payments** report to verify all transactions have been marked:

Vendor Payments Report

Austin, Entity #1
01/01/2016 to 12/31/2016

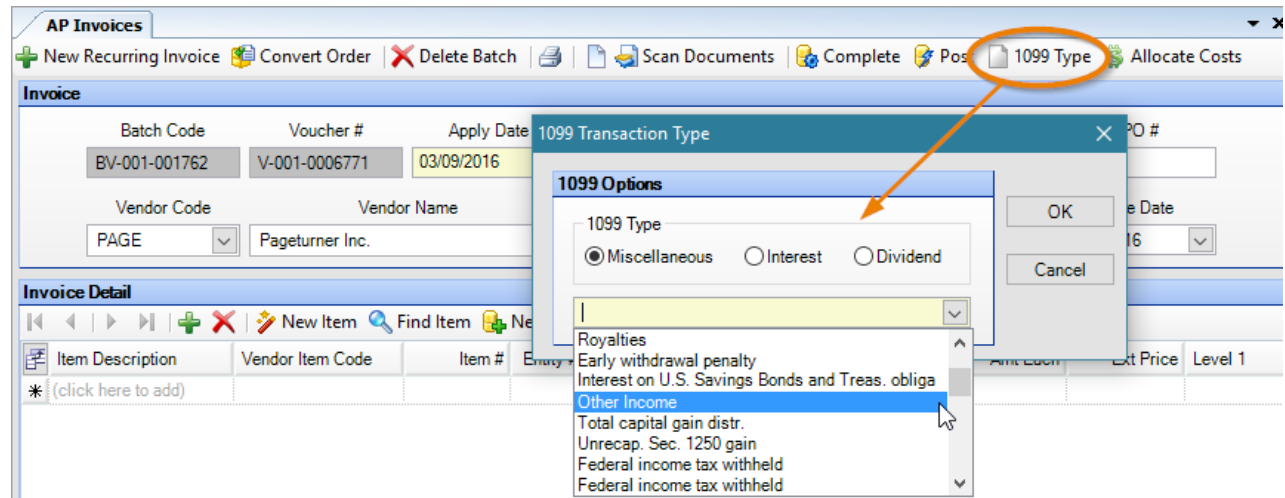
Entity #	Batch Code	Voucher #	Trx Date	Payments	1099 Type	1099 Box
PAGE	Pageturner Inc.					
001	BM-001-000571	C-001-0003448	01/06/2016	\$450.00	Misc	7
001	BM-001-000572	C-001-0003449	03/02/2016	\$250.00	Misc	7
Total Payments				\$700.00		
Grand Total				\$700.00		

2 total records

Please note: If you discovered a discrepancy after you exported and have since corrected the issue, you will need to re-export the 1099 file via the Greenshades or 1099 Express export utilities in order for the new totals to be included in your filing data.

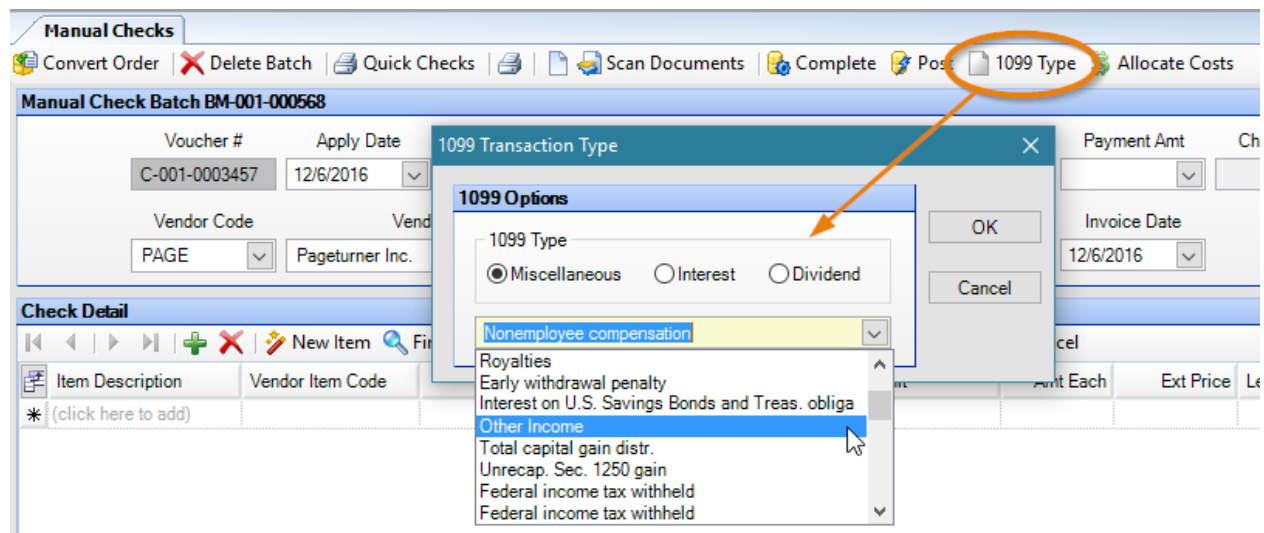
Adjust 1099 Type for Specific Transactions

If you need to set an invoice's **1099 Box Type** to a type different than that of the vendor's default box type, you can do so on the **AP Invoice Screen** when creating the invoice.



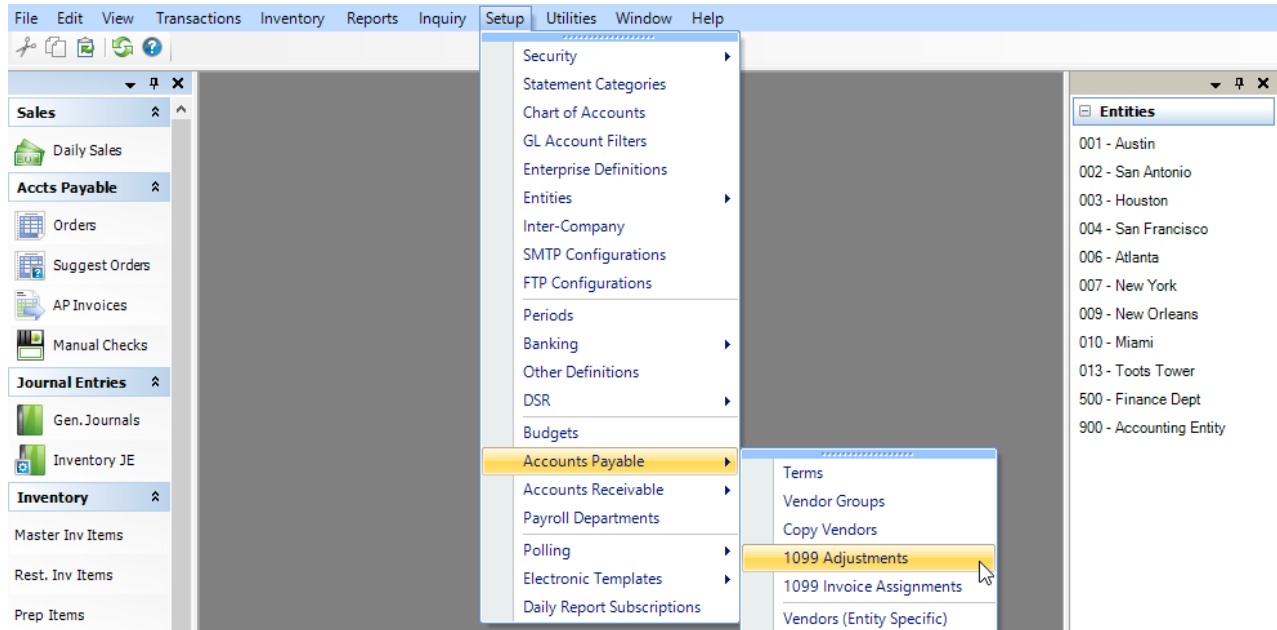
1. On the **AP Transactions** screen, select the **1099 Type** icon in the upper-right corner.
2. On the **1099 Transaction Type** box, re-assign the **1099 Type** and **1099 Box Type** and click **OK**.

This is also possible for manual checks on the **Manual Checks Screen**:



1. On the **Manual Checks** screen, select the **1099 Type** icon in the upper-right corner.
2. On the **1099 Transaction Type** box, re-assign the **1099 Type** and **1099 Box Type** and click **OK**.

If you have a paid invoice or check that should have been marked as a different **1099 Box Type** than that of the vendor's default box type, you will need to make an adjustment.



1. Go to **Setup > Accounts Payable > 1099 Adjustments**.
2. On the **Vendor 1099 Adjustments** screen, make two adjustments:
 - » Enter the **vendor name**, a date **within the calendar tax year**, and the amount of the invoice or check as a **negative amount**. Set the **1099 Type** and **1099 Box Type** to those *initially* set for the invoice (see **yellow highlight** in the below screenshot).
 - » Enter the **vendor name**, a date **within the calendar tax year**, and the amount of the invoice or check as a **positive amount**. Set the **1099 Type** and **1099 Box Type** to those that *should've* been set for the invoice (see **green highlight** in the below screenshot).
3. Click **Add Adjustments**.

Vendor 1099 Adjustments

Add Adjustments

Adjustments

Export to Excel

Vendor Name	Trx Date	Amount	1099 Type	1099 Box Type	Description
Pageturner Inc.	3/2/2016	(\$250.00)	Miscellaneous	Nonemployee compensation	
Pageturner Inc.	3/2/2016	\$250.00	Miscellaneous	Other Income	
* (click here to add)					

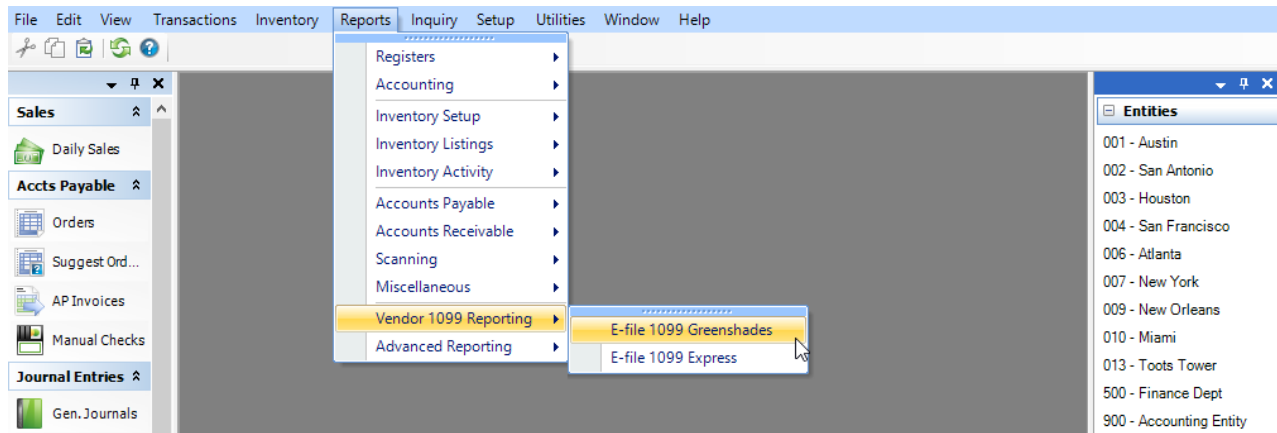
If you wish to view your adjustments on a report, run the **Vendor Payment** report:

Vendor Payments		Vendor Payments Report				
1 of 1		100%				
Find Next		Page 1 of 1				
Vendor Payments						
Austin, Entity #1						
01/01/2016 to 12/31/2016						
Entity #	Batch Code	Voucher #	Trx Date	Payments	1099 Type	1099 Box
<input type="checkbox"/> PAGE	Pageturner Inc.					
001	BM-001-000571	C-001-0003448	01/06/2016	\$450.00	Misc	7
001	BM-001-000572	C-001-0003449	03/02/2016	\$250.00	Misc	7
001	ADJUSTMENT	ADJUSTMENT	03/02/2016	(\$250.00)	Misc	7
001	ADJUSTMENT	ADJUSTMENT	03/02/2016	\$250.00	Misc	3
				Total Payments	\$700.00	
				Grand Total	\$700.00	
4 total records						

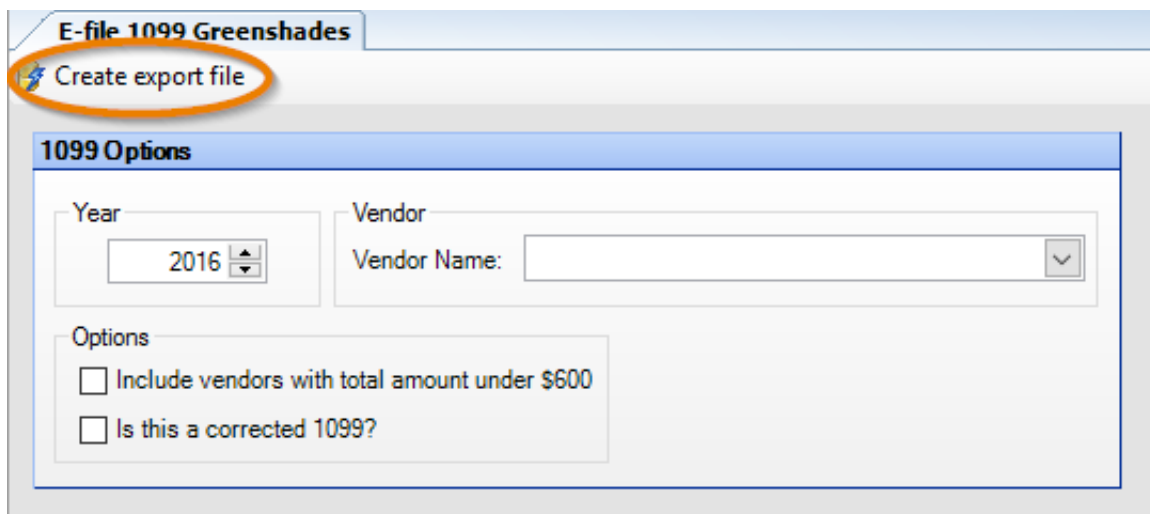
1. Go to **Reports > Accounts Payable > Vendor Payments**.
2. Run the report for the **specific vendor** for the correct **calendar tax year**.
3. On the report, you will see both adjustments—the subtraction of the original type and the addition of the new type.

Greenshades 1099 Export

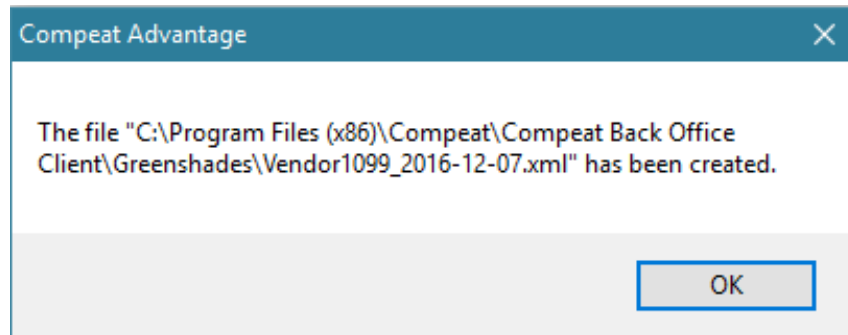
If you use Greenshades to file your 1099s, Compeat has a specific export utility that exports the data to the Greenshades Tax Filing Center for processing.



1. Go to Report > Vendor 1099 Reporting > E-file 1099 Greenshades.



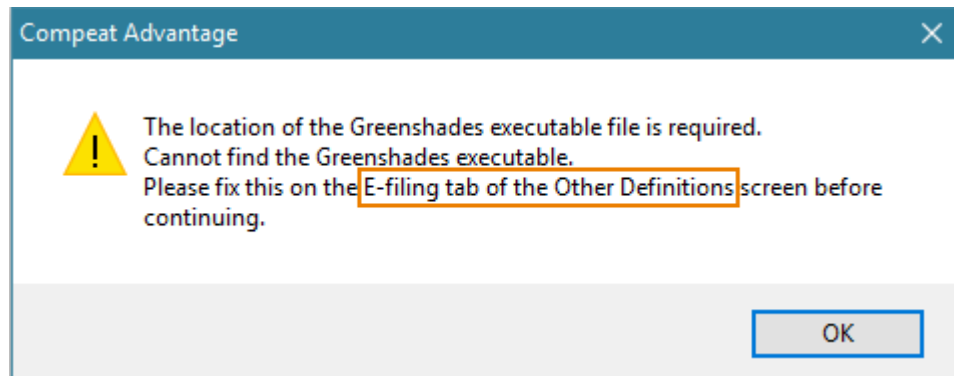
2. Set the **Year** for the appropriate calendar tax year.
3. Leave the **Vendor** field blank to include *all* 1099 vendors in the export.
4. Click **Create Export File**.



5. Select **OK** when notified of the export's creation.

Please note: The **Greenshades Tax Filing Center** will automatically launch once you select **OK** on the above notification.

If you receive an error upon export referencing your Greenshades executable, then additional setup is required on the **E-filing** tab of the **Other Definitions** record for the entity from which you are exporting.



1. Go to **Setup > Other Definitions** and choose the **E-filing** tab.
2. In the **Greenshades Parameters** box, fill in the **Greenshades File Path**.

Greenshades Parameters	
Greenshades File Path:	<input type="text"/>
Company Name:	<input type="text" value="Compeat"/>
Company ID:	<input type="text" value="12345"/>

This path depends on whether you use as 32-bit or 64-bit machine; however, the file path is *entity* specific, not machine specific. Therefore, this path may need to change if multiple users are processing 1099s through Greenshades.

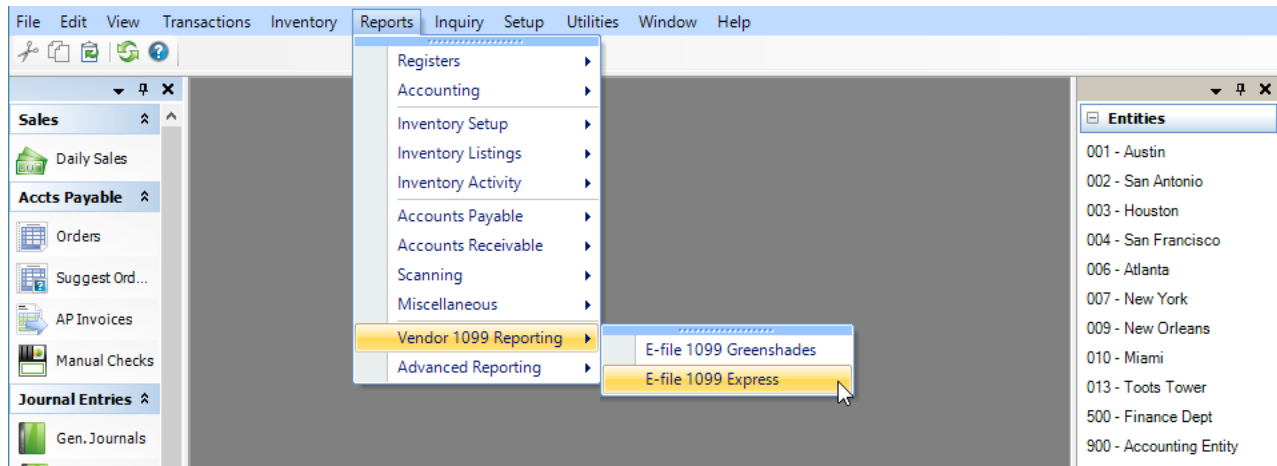
Enter the below path in the **Greenshades File Path** field as it pertains to your type of machine:

- » If you have a 32-bit machine, your path is: [C:\Program Files\Greenshades Software\Greenshades Center\GreenshadesCenter.exe](#)
- » If you have a 64-bit machine, your path is: [C:\Program Files \(x86\)\Greenshades Software\Greenshades Center\GreenshadesCenter.exe](#)

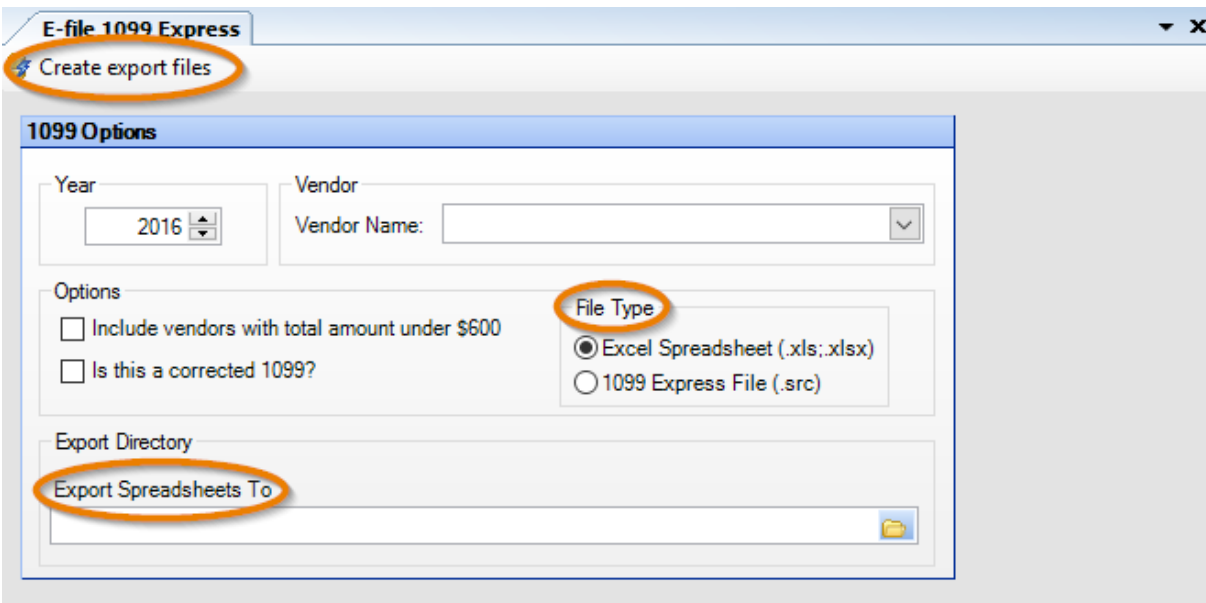
Once you enter the correct file path, **Save** the changes to the record. If you are filing 1099s for multiple entities, you must enter the correct file path on all corresponding entity records.

1099 Export for 1099 Express or Other Software

If you do not use Greenshades to file your 1099s, Compeat has an alternative utility that exports the data for any third-party software that prints and e-files returns.



6. Go to Report > Vendor 1099 Reporting > E-file 1099 Express.



7. Set the **Year** for the appropriate calendar tax year.
8. Leave the **Vendor** field blank to include *all* 1099 vendors in the export.
9. Choose the **File Type** for your export.
10. Use **Export Spreadsheets To** to set the destination of the file (ie., 'Desktop' or 'My Documents').
11. Click **Create Export File**.

1099 Express (<http://www.1099express.com/>) is a third-party software that allows you to import your 1099 data, and creates and e-file your forms. If you choose another software, then an Excel file type will work better. We strongly encourage you to review the software's accepted file types before purchase.

Please note: Compeat is unable to troubleshoot issues with third-party software (with the exception of Greenshades). You will need to contact their support for assistance.

If you have questions that you did not find answers to within this guide, please contact your Compeat Support team at support@compeat.com, or by phone at (512) 279-0771, option 2.