

Compeat Help

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Exporting 1099's

There are three options for export 1099 data.

Access the vendor record by navigation to > **Reports** > **1099 Vendor Exports**

Vendor 1099 Exports

Export Type: Express ▼

Year: 2020 ▲▼ Vendor: ▼

Options:

Include vendors with total amount under \$600

Is this a corrected 1099?

File Type:

Excel Spreadsheet (.xls; /xlsx)

1099 Express File (.src)

[Run](#)

Export Type:

Express provide two options for file type:

Excel Spreadsheet – Clicking run, and leaving the Vendor blank will produce a single Excel workbook with one worksheet per 1099 type. It provides a good summary overview of your 1099 transactions by vendor and box type, and can be provided to your tax professional, used as a guide to review and create 1099's manually, or potentially be used to upload into a 3rd party software depending on which file types they accept.

1099 Express – a third-party export for a software that allows you to import your 1099 data and create/e-file your forms. Compeat will export a zip file that contains one file per 1099 type. These .src files contained in the zip file can be uploaded into **1099 Express**, and from there you can follow the directions to print or mail your 1099's.

Greenshades

The Greenshades export will contain one excel workbook per 1099 type. If your company is a Greenshades customer, the Greenshades admin should perform the exports, log into **Greenshades Online**, navigate to year end forms and follow the directions to create a new form set and upload the workbooks to create the 1099 form set for each company needing to file 1099s.

In previous years, the export would move from the desktop version of Advantage into the locally installed Greenshades Tax Filing Center, and from there, your Greenshades admin would complete the process in Greenshades Online. The new method of exporting eliminates the step with the Tax Filing Center and allows the admin to go directly to Greenshades Online to upload and complete the 1099 process.

Please note: **Compeat is unable to troubleshoot issues with third-party software. You must contact their support for assistance.**

Updated on January 6, 2021

Tagged: **1099** **1099 exports** **1099 express** **Greenshades**