
User Reference

1099 Reporting v10x (ADF)

By CMiC

CMiC
Computer Methods
international Corp.

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1099 Reporting

Overview – 1099 Reporting

The 1099 Reporting system supports the accumulation of multiple different types of 1099 forms, but it only supports the printing and media creation for Miscellaneous 1099s.

This module is fully integrated to the Accounts Payable system and accumulates data each time a payment from a vendor is received. The system allows for the manual adjustment of amounts and the addition of records if required.

Business Partner SSN Identifier

The screenshot shows the 'BUSINESS PARTNER MAINTENANCE' screen. At the top, there is a header bar with 'Table Mode' and navigation icons. Below the header, there is a search bar and a toolbar with options like 'Search', 'Insert Record', 'Delete Record', 'Previous Record', 'Next Record', 'Workflows', 'Report Options', 'Import', 'ECM', and 'User Extensions'. The main form area is titled 'Business Partner Code' and contains a 'Save' button. The form is divided into several sections: 'Business Partner', 'OM', 'Classification', 'Market Sector', 'CSI', 'Address', 'Classifiers', 'Territory', 'Bank', 'Company', and 'Company Type'. The 'Business Partner' section includes fields for 'Also Known As' (A1 GARDEN SUPPLIES), 'Legal Name' (A1GARDEN), 'Abbreviation' (A1GARDEN), and 'Short Name' (A1GARDEN) with a 'Valid' checkbox. The 'Address' section includes 'Street' (100, Garden Street), 'Suite', 'City' (Chicago), 'State/Province' (IL), 'Country' (US), and 'ZIP/Postal Code' (11111). The 'Classifiers' section includes 'Ctrl Business Partner', 'Customer' checkbox, 'Vendor' checkbox, and 'SSN' checkbox. The 'Company' section includes 'Legal Entity Type' (CORP), 'Registration Code' (748596485), 'VAT Registration #', 'Class' (RVCL), '1099' (3), and 'Start Date' (22062011). The 'Company Type' section includes 'Company RV Vendors' and '1099 Other'. At the bottom, there are buttons for 'Contacts', 'Vendor', 'Customer', and 'Update Address'.

Pgm: BPBPFM – Business Partner Maintenance

A checkbox exists on the Business Partner Maintenance screen indicating that the Tax Registration number entered is actually a SSN. When the 'SSN' box is checked, the AKA name on the business partner must be

entered, if using 1099 processing and will be validated at that time. 1099 media file always includes the AKA name if entered.

If the AKA name is entered, then it will be printed on the report and used in the media file. The reports will use both the business partner name as well as the AKA name, if entered in the following fashion:

- If the 'SSN' box is not checked, the system uses the business partner name as the first line followed by AKA name on 1099 reports.
- If the 'SSN' box is not checked and the AKA name does not exist, then the system will use the business partner name on 1099 reports.
- If the 'SSN' box is checked, the system uses the AKA name as the first line followed by the business partner name on 1099 reports.

Print Business Partner Legal Name

The screenshot shows the 'AP CONTROL FILE' setup interface. At the top, there's a header with 'Table Mode', 'Save', 'Exit', and help icons. Below that is the 'SELECTION CRITERIA' section with a 'Company' dropdown set to 'CCC' and a 'CMIC Test Construction Company' field, with a 'Copy Control File' button. The main area has tabs for 'System Defaults', 'Voucher', 'Check', 'Accounting', and 'Other'. The 'Other' tab is active, showing various settings. Under 'Subcontract Controls', there are several checked options. Under 'Material Receipt', there's a checked option for '* Automatic Numbering Of Material Receipt' with a 'Number Mask' field containing 'MR*****' and a value field containing 'MR012345'. Under 'Purchase Order Controls', there are several checked options. At the bottom of the 'Other' tab, the '1099 CONTROLS' section contains a checkbox labeled 'Print Business Partner Legal Name on 1099s', which is currently unchecked and highlighted with a red box.

Pgm: APCTRLFM – AP Control File; standard Treeview path: Accounts Payable > Setup > Local Tables > Control File Options

The 'Print Business Partner Legal Name on 1099s' checkbox is located on the Other tab of the Accounts Payable Control File. This checkbox allows the users to choose whether the AKA name or business partner legal name will be printed on 1099s. If checked, the business partner legal name will be printed on the 1099s.

If this checkbox is unchecked, the system will print 1099s as noted in the previous [Business Partner SSN Identifier](#) section of this guide.

The following is an example of how the 1099 reports will print if the 'Print Business Partner Legal Name on 1099s' box is checked:

| | | |
|---|-----------|----------|
| IH2T for 1099-MISC 12 Broadway New York NY 20198 2123456677 | | 50776.78 |
| 97-5468979 | 987654321 | 50776.78 |
| <div style="border: 1px solid red; padding: 2px; display: inline-block;"> IH US Partner 01 Legal IH01US company AKA </div> | | |
| 444 Fowl str. NY NY 201987 | | |
| | | 643.90 |
| IH2T for 1099-MISC 12 Broadway New York NY 20198 2123456677 | | 643.90 |
| 97-5468979 | 111111113 | 643.90 |
| <div style="border: 1px solid red; padding: 2px; display: inline-block;"> IHBP1462 Legal IHBP1462 Name </div> | | |
| 1462 Main St. U85 New York NY 20198 | | |

If the 'SSN' box is unchecked and AKA is entered, the first line in the report (former Business Partner Name) will be the Business Partner Legal Name and the 2nd line will be the AKA name.

If the 'SSN' box is checked and AKA is entered, the 1st line in the report (former AKA name) will be the Business Partner Legal Name and the 2nd line will be the Business Partner Name

| | | |
|---|-----------|--------|
| IH2T for 1099-MISC 12 Broadway New York NY 20198 2123456677 | | 200.00 |
| 97-5468979 | 111111114 | 200.00 |
| <div style="border: 1px solid red; padding: 2px; display: inline-block;"> IHBP1490 Legal </div> | | |
| 1490 Main St. U71 New York NY 20198 | | |

If the 'SSN' box is unchecked and AKA is not entered, the 1st line in the report (former Business Partner Name) is replaced with Business Partner Legal Name; the 2nd line remains empty

1099 Setup

Form Codes

| * 1099 Form | Name | IRS Code | * Printing Program Name | Type |
|-------------|-----------------------------|----------|----------------------------------|------|
| 1099-DIV | Dividends and Distributions | 1 | 1099 Forms for Laser Printer | RPT |
| 1099-INT | Interest Income | 6 | 1099-INT Forms for Laser Printer | RPT |
| 1099-MISC | Miscellaneous Income | A | 1099 Forms for Laser Printer | RPT |

Pgm: N1099FRM - 1099 Form Type Maintenance

Form Codes allow for the matching of the IRS 1099 form name with the program used by CMiC to print the particular form. Currently, the only printing form that is available is the 1099 Misc form. Each type of 1099 form that requires data to be accumulated by CMiC should be setup on this screen.

Accumulator Codes

| * Accumulator | * Name | Temporary Code | 1099 Exempt |
|---------------|-------------------------------|-------------------------------------|-------------------------------------|
| 1 | 1099 Misc Rents | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 | 1099 Misc Royalties | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3 | 1099 Other | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4 | 1099 Misc Dividends | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5 | 1099 Other Dividends | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6 | 1099 Misc Med and Health Care | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7 | 1099 Misc Non Employee Comp | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8 | 1099 Misc Sub of payment | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| X | Exempt | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Pgm: N1099ACC - 1099 Accumulator Transactions Codes

This program is used to create unique codes for each box within a 1099 form. This unique code will then be applied to both the 1099 form and the Vendor. There must be one 'Exempt' code setup that will be applied to all vendors that you do not have to report 1099 information on.

Accumulator

Accumulator Code to link a 1099 box to a 1099 form. These codes are applied to each vendor payment created in the Accounts Payable module.

Name

1099 transaction name.

Temporary Code

Indicates that the Accumulator Code linking a 1099 box to a 1099 form is temporary, and that the actual code is required when it is known.

1099 Exempt

Indicates this 1099 transaction is exempt from 1099 reporting.

HINT: If you are only accumulating for one type of 1099 (e.g. MISC 1099), it is easier to make the accumulator code equal to the box number.

Box Codes and Minimums

| * Box Number | Description | Minimum Amount |
|--------------|--|----------------|
| 1 | Rents | 100.00 |
| 2 | Royalties | 1,000.00 |
| 3 | Other Income | 2.00 |
| 4 | Federal income tax withheld | 50.00 |
| 5 | Fishing Boat Proceeds | 100.00 |
| 6 | Medical and health care payments | 100.00 |
| 7 | Nonemployee compensation | 40.00 |
| 8 | Substitute payments in lieu of dividends or interest | 100.00 |

Pgm: N1099MIN – Box Code Minimums

This screen is designed to allow for the entry of the 'minimum' amount before reporting is required for each box number on each type of 1099 that your company uses. Before this screen can be completed, the user must have setup the previous screen.

Box Accumulator Relations

1099 BOX / ACCUMULATOR RELATIONS Save Exit ? ? ▲ ▼ ↻

SELECTION CRITERIA
 1099 Form: 1099-MISC Miscellaneous Income

BOX DETAILS

View ▼ Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents >>

| * Box Number | Description | * Transaction Code | Name |
|--------------|--|--------------------|-------------------------------|
| 1 | Rents | 1 | 1099 Misc Rents |
| 2 | Royalties | 2 | 1099 Misc Royalties |
| 3 | Other Income | 3 | 1099 Other |
| 5 | Fishing Boat Proceeds | 3 | 1099 Other |
| 6 | Medical and health care payments | 6 | 1099 Misc Med and Health Care |
| 7 | Nonemployee compensation | 7 | 1099 Misc Non Employee Comp |
| 8 | Substitute payments in lieu of dividends or interest | 8 | 1099 Misc Sub of payment |

Pgm: N1099BOX – Box/Accumulator Relationships

This screen matches the user defined accumulator codes with the actual box numbers on the specified 1099 form.

Payer Info

1099 PAYERS MAINTENANCE Table Mode Save Exit ? ? ▲ ▼ ↻

Company Code

SELECTION CRITERIA
 1099 Form: 1099-MISC Miscellaneous Income

TIN INFO

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Taxpayer ID Number: 111222333
 Payer Control Name: CMiC
 Name: CMiC Test Company
 Address: 123 Lakeshore Drive
 City: Chicago
 State: IL Illinois
 Zip Code: 90062 Phone: (847) 555-1212
 Transmitter Control Code: tcc
 Foreign Company

COMPANY LIST

View ▼ Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents >>

| * Company | Name |
|-----------|-------------------------------|
| DAV | DAV Construction Comp TESTV10 |
| ZZ | CMiC Construction Inc. |

Pgm: N1099PAY – Payers Information

This screen allows the matching of multiple CMiC Company codes with a single TIN number. The final 1099 box amounts for vendors will be accumulated by the TIN number not the Company Code.

The **Foreign Company** checkbox is used to indicate the company is foreign, but meets the criteria for 1099 reporting.

The 1099 Form types associated to companies on this screen are available to them in the **Form Selection** area of the Create 1099 Media Files screen, as shown below:

TAXPAYER INFO

* Taxpayer ID Number: 987654321 TCC Code: TCC

* Transmitter Name: _____

* Contact Name: _____ * Title: Mr.

* Contact Phone & Ext: _____ Country: _____

Contact Email Address: _____

* Media Code: _____ Type: _____

* Path and File Name: _____ Size: _____

* Year: _____

Test/Correct: Replacement Code: Reporting for Prior Year: Include Zero Lines:

FORM SELECTION

| Type | Desc | Sel |
|-----------|----------------------|--------------------------|
| 1099-INT | Interest Income | <input type="checkbox"/> |
| 1099-MISC | Miscellaneous Income | <input type="checkbox"/> |

Create XML File

Media Types

1099 MEDIA FILE MAINTENANCE

MEDIA MAINTENANCE

| * Code | * Name | Type | File Name | Max Size (MB) |
|--------|-----------------------|------|-----------|---------------|
| EFT | Electronic File | E | 1099 | |
| FILE | Electronic File Local | F | 1099MiscF | 100 |

Pgm: N1099MED – Media File Maintenance

This program allows for the definition of different types of media. Make sure that the file name entered is the correct name provided by the IRS for the Type of Media.

The **Type** field is used to specify how the reporting data is transferred: **E** = Electronic File, **F** = Physical File (e.g. CD).

Processing

Update Checks

1099 CODE CHECK ADJUSTMENT Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company CMI C Test Construction Company
 * Year

CHECK INFO

Allocated Non-Allocated

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

| Vendor | Check# | Invoice Code | Post Date | Check Amount | 1099 Code | Name |
|----------|-------------|--------------|------------|--------------|-----------|----------------------|
| A1DOORS | 90000005623 | 52 | 04/18/2016 | 1,273.24 | 3 | 1099 Other |
| A1FLOOR | 90000005625 | BMO-1005 | 04/18/2016 | 101.77 | 3 | 1099 Other |
| A1MARBLE | 90000005629 | 407 | 04/18/2016 | 42,750.00 | 1 | 1099 Misc Rents |
| A1BRICKS | 765765 | 26296 | 09/22/2016 | 3,600.00 | 3 | 1099 Other |
| A1MARBLE | 90000005628 | 75896 | 04/18/2016 | 373.50 | 1 | 1099 Misc Rents |
| A1CEMENT | 90000005621 | 42563 | 04/18/2016 | 427.50 | 3 | 1099 Other |
| A1ELEC | 428 | 41 | 04/18/2016 | 68,306.99 | 3 | 1099 Other |
| A1ELEC | 90000005630 | 758 | 04/18/2016 | 745.00 | 3 | 1099 Other |
| A1HVAC | 90000005627 | 1452 | 04/18/2016 | 1,147.50 | 3 | 1099 Other |
| A1CEMENT | 90000005621 | 1006 | 04/18/2016 | 1,800.00 | 3 | 1099 Other |
| A1DOORS | 90000005624 | 7454455 | 04/18/2016 | 4,669.76 | 3 | 1099 Other |
| A1DOORS | 90000005622 | 45263 | 04/18/2016 | 900.00 | 3 | 1099 Other |
| A1CEMENT | 90000005620 | 748 | 04/18/2016 | 107.50 | 3 | 1099 Other |
| A1FLOOR | 90000005626 | 1234 | 04/18/2016 | 13,100.63 | 3 | 1099 Other |
| A1BRICKS | 497 | B123 | 05/30/2016 | 34.30 | 5 | 1099 Other Dividents |
| A1BRICKS | 498 | B123 | 05/30/2016 | 185.22 | 5 | 1099 Other Dividents |
| A1BRICKS | 499 | B123 | 05/30/2016 | 68,395.15 | 5 | 1099 Other Dividents |

Vendor Name
 Invoice Desc

Pgm: N1099CHK – Check Adjustment

This screen is designed to allow the user to change the 1099 accumulator code on checks already entered on the system. This screen queries all checks that have been applied to vouchers for a specific company. To change a check 1099 accumulator code, select the correct code from the LOV available on the 1099 Code column. If the check is a Deposit Check that has not yet been allocated to vouchers then the **Not Allocated** tab will open a

window where the user can query all deposit checks. From there, click the **Allocated** tab to return to the initial display.

Update/Create 1099 Info – Create/Update Vendor 1099 Balances

Pgm: N1099CAL – Create/Update Vendor 1099 Balances

The Create/Update 1099 Info program will re-create all 1099 totals for the specific Company (Future steps will combine these numbers by TIN number).

Enter the company and year and then press the [**Process**] button. The screen will display a message in the status box when the process is complete. If 1099 exempt checks are to be included in the vendor balance, check the **Include 1099 Exempt Items** box.

This procedure will delete all current 1099 balances for the year and company, and then re-create the vendor balances.

Adjust 1099 Vendor Balances

| * Vendor | * Code | Name | * Company | Amount | Adjustment Amt |
|----------|--------|------------|-----------|----------|----------------|
| A1FLOOR | 3 | 1099 Other | ZZ | 8,199.23 | |
| A1METAL | 3 | 1099 Other | ZZ | 5.00 | |
| A1WINDOW | 3 | 1099 Other | ZZ | 1,000.99 | |
| ALTAR | 3 | 1099 Other | ALT | 300.00 | |

Pgm: N1099BAL – Adjust Vendor 1099 Balance

This program allows the user to view the ‘Calculated’ data created in the previous step. The same vendor may appear multiple times if there is more than one company code associated with the TIN. If the calculated amount for any one company/vendor combination is not correct it may be changed by entering a value in the

Adjustment Amount column. This is usually only applicable when the complete invoice payment was not for a specific task only.

This screen will show all the vendor amounts by company within a TIN number.

Create 1099 Working Files

Pgm: N1099CRE – Create the 1099 Working File

This program combines together all 1099 box amounts for a specific form type and TIN number for a single vendor or a range of vendors.

Enter the 1099 Form Type, the TIN to create the working file for the Year. The From Vendor / To Vendor fields are optional, blank indicates all vendors. When the entry is correct press the **[Process]** button. The status box will indicate when the process is complete.

Edit 1099 Working Files

| * Box Number | Description | Amount | Adjusted Amount |
|--------------|--------------|----------|-----------------|
| 3 | Other Income | 8,199.23 | 8,199.23 |

Pgm: N1099EDT – Edit 1099 Working File

This program shows the box amount for each vendor for a specific type of 1099 and a specific TIN number.

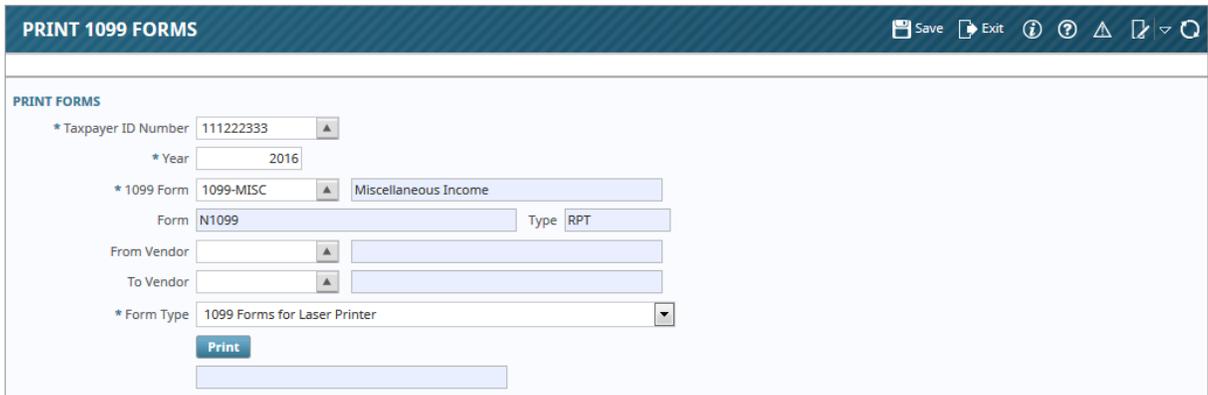
This screen also allows users to alter the ‘adjusted’ amount at this point as well. The values shown under the **Adjusted Amount** column are what will be reported to the IRS. It is also possible to add vendors and amounts to the working file using this screen. This would not normally be done, but if there is another company operating outside of CMiC that reports using the same TIN number, it may be necessary to add vendors or adjusted amounts.

NOTE: If adding Vendors, the Vendor will need to exist in the CMiC business partner file.

To view the information, enter the required criteria in the first section, then in the second section, select the vendor from the list of values. The **Box Details** section displays all the box summaries for the vendor. Again, if needed, the adjusted amount may be changed.

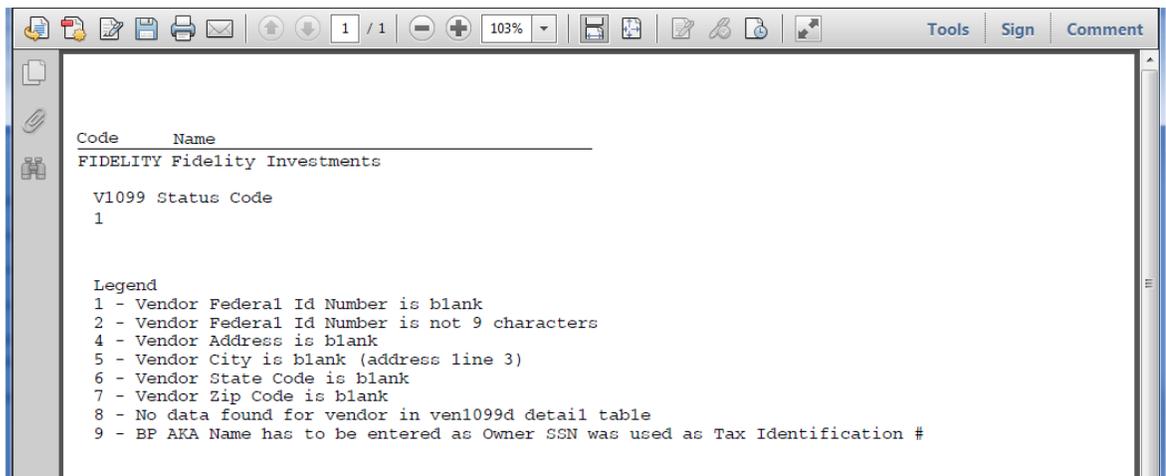
To add a new vendor, enter select the required vendor code from the list of values, and then key in the Box Code and Adjusted Amount.

Print 1099s



Pgm: N1099PRT – Print 1099 Forms

This screen is used to print the 1099 forms. The application will validate that the vendor information is correct before printing. If a vendor is missing information, an error report indicating the problem will be displayed.



The Business Partner Name and the Business Partner AKA Name (if entered) are reported. A checked **SSN** checkbox on the Business Partner maintenance screen indicates that the Tax Registration number entered is actually a SSN. If the AKA name is entered, then it will be printed on the report and used in the media file. If the SSN box is not checked then the system will use the Business Partner Name as the 1st line followed by AKA name on 1099 Reports. If the **SSN** box is checked then the system will use AKA Name as the 1st line followed by the Business Partner Name on 1099 Reports.

If the form has already had a print selection, it may print blank. This may happen even after correcting all of the reported mistakes. In this case you must re-create the work file for the information to print.

Create 1099 Media Files

Pgm: N1099FIL – Create 1099 Media File

This screen is used to create 1099 ASCII files for the different types of media declared on the Media Screen. This program only creates media for 'Misc 1099' forms.

This screen also checks the vendor records to make sure that each vendor being reported has an address and ID number and other required information. In the instance where the business partner has the SSN checkbox checked, the business partner AKA name will appear on the report. If the AKA name is missing, you will have to enter it before continuing. If this application finds a vendor is missing information, it creates a report that indicates what information is missing for each vendor.

HINT: It is sometimes easier to run 'Create Media' before printing so that a report is printed of all vendors with errors instead of getting an error message for each vendor, which is how the 'Print 1099' form works.

Media Code

Code that represents the file's type of media.

These LOV values are maintained using the Media Types screen (program: N1099MED; standard ADF Treeview path: **1099 > Setup > Media Types**).

Path and File Name

File name with path to location to save the file.

Year

Reporting year.

Test/Correct

| Code | Meaning |
|------|---|
| T | Testing: media file being generated is for testing purposes. |
| O | Original: media file being generated is to be first one submitted to IRS. |
| C | Corrected: original media file was submitted and contained errors, and IRS sent Form 9267 (Media Tracking Slip) requesting a replacement media file. If this is a replacement file, select this code. |

Replacement Code

If this is a replacement file, enter the alpha-numeric replacement code that appears immediately following your Transmitter Control Code (TCC) on Form 9267 (Media Tracking Slip) sent to you from the IRS.

Reporting for Prior Year

Check if the file to generate is for reporting for the previous year.

Include Zero Lines

If checked, “zero lines” will be included in the generated file.

Create XML File

Check this box to create XML file output for 1099 reporting from CMiC to interface with Greenshades© Software for uploading and further processing. See the Greenshades© Interface Section of this document.

Form Selection – Section

This section is auto-populated based on the 1099 Form types assigned to the Company selected via the **Taxpayer ID Number** field via the Payer Info screen (program: N1099PAY; standard ADF Treeview path: 1099 > Setup > Payer Info).

Select the type of 1099 Form being generated using the **Sel** checkbox.

Query 1099s

| * Vendor | Vendor Tax ID | * 1099 Type |
|----------|---------------|-------------|
| AETNA | 999-999-999 | 1099-MISC |
| AXIS | 7711 | 1099-MISC |
| A1FLOOR | 159753456 | 1099-MISC |
| ALIED | 123456789 | 1099-MISC |
| AETNA | 999-999-999 | 1099-MISC |
| ZZ-WMT | 377206255 | 1099-MISC |
| A1WINDOW | 789585966 | 1099-MISC |
| A1METAL | 526385967 | 1099-MISC |
| A1FLOOR | 159753456 | 1099-MISC |
| A1FLOOR | 159753456 | 1099-MISC |
| A1CEMENT | 777788556 | 1099-MISC |
| RV-EFT1 | 989989989 | 1099-MISC |
| ALTTAR | 9988776655 | 1099-MISC |
| A1GARDEN | 852666555 | 1099-MISC |
| ABSCONT | 956478596 | 1099-MISC |

Pgm: N1099QRY – 1099 Query

This is a query-only screen to view all the 1099 amounts for a 1099 form type and vendor.

The **[Details]** button's popup displays the actual box amounts for a selected vendor, as shown below:

The screenshot displays the '1099 VENDOR QUERY' interface. At the top, there is a 'SELECTION CRITERIA' section with a dropdown menu showing '111222333'. Below this is the 'VENDOR SUMMARY' section, which includes a 'View' dropdown, a 'Freeze' icon, and a 'Detach' icon. A list of vendor names is visible on the left side, including AETNA, A1CEM, ALIED, AETNA, ZZ-WMT, A1FLOO, A1CEME, A1GARD, and ABSCOM. A 'Type' dropdown is set to 'Mis'. A 'Details' button is located at the bottom right of the main interface.

The 'Details' button popup is titled '1099 VENDOR QUERY' and contains a 'BOX DETAILS' section. It features a 'Type Code' field with the value '1099-MISC'. Below this, there is another 'View' dropdown, 'Freeze' icon, and 'Detach' icon. A table displays the box details:

| * Box Num | Desc | Amt | Adj Amt |
|-----------|-----------------------|------|---------|
| 2 | Other Income | 5000 | 5000 |
| 4 | Fishing Boat Proceeds | 5000 | 5000 |

A 'Close' button is located at the bottom right of the popup.

Pgm: Accounts Payable – Box Details

Reporting via Greenshades®

Documentation

For information about 1099 reporting via Greenshades, please refer to CMiC's Greenshades guide (Greenshadesv10_x.doc), which is available through our [CMiC 360° Customer Service portal](#).

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