

1099 Report in Great Ag®

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Once 1099s are processed, users with appropriate security in GreatAg can access a 1099 Report to view details for either their Agency or Insureds.

Access the report from the GreatAg menu by selecting **Reports > Accounting > 1099 Reporting**.

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From the report menu, make your appropriate selections.

Report Type: Select from Agency or Insured.

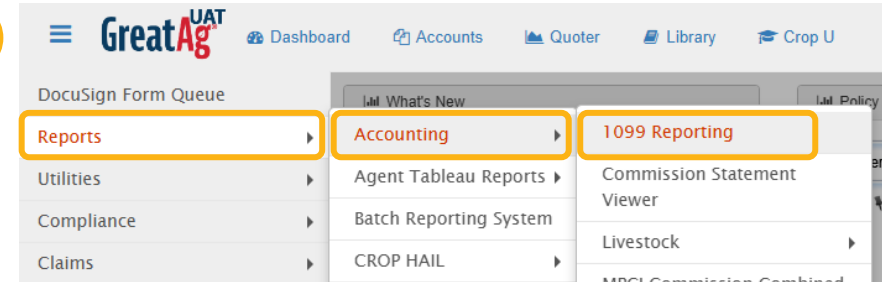
Tax ID: Enter the Tax ID or SSN of the insured or agency. Noting, the tax id should be entered **without** dashes.

Time Span: Select from either a calendar year search, or specific date span. The specific date feature is helpful if wanting to query an insured's indemnities during a specific timeframe.

Body of Report Sort Order: Select how you would like the report sorted.

Select **Submit** to generate the report.

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A screenshot of the 1099 Reporting form. The form is divided into several sections: 'Report Type' with radio buttons for 'Agency' (selected) and 'Insured'; 'Tax ID' with a radio button for 'Tax ID' and an input field with the example '(ex.111223333)'; 'Time Span' with radio buttons for 'calendar Year' (selected), 'Specific Dates' (with date pickers), and 'All'; and 'Body Of Report Sort Order' with radio buttons for 'Date' (selected), 'Description', 'Reinsurance Year', 'Check Number', and 'Claim Number'. At the bottom are 'Submit' and 'Cancel' buttons.