

# How to Create 1099 INT Transaction

Here are the steps on how to create **1099 INT** transactions:

- 1. Create a voucher (see [How To Create Vouchers](#)).
- 2. When a detail is added on the voucher, **1099 Form** and **Category** will be filled in automatically by the 1099 Form and Category set for the vendor. If necessary, this can also be changed.

Voucher - Sample Vendor 1

NewSaveSearchDeleteUndoDuplicatePostPayVoidRecapAdd ReceiptApproveSubmitRejectRecurringClose

Details

Prepaid and Debit memosAttachments (0)Comments (0)Audit Log (1)

Type:VoucherPost Date:05/11/2016Contact:Contact 1Voucher No:BL-101

Vendor:Sample Vendor 1TermsDue on ReceiptShip From:Location 1AP Account:20000-0001-000

Invoice No:INV-36565Due Date:05/11/2016Ship To:0001 - Fort WayneWithheld Amount:0.00

Invoice Date:05/11/2016Recur:Reference:Location:0001 - Fort WayneCurrency:USD

Check Comments:Ship Via:TrucksPay To:Location 1Ordered By:Irelyadmin

+ InsertOpenTax DetailsRemoveGet previous detailsLayoutFilter Records (F3)

t Weight	Discount	Tax	Total	Account ID	Account Description	Comments	Volume	Storage Location	Expected Date	Source No.	1099 Form	1099 Category
0.00	0%	0.00	150.00	52000-0000-000	Wages Cogs		0		05/11/2016		1099 INT	None

- 3. **Save** voucher and click **Pay** button to create payments.