

How to Print 1099 B Transaction

Here are the steps on how to print **1099 B** transactions:

1. Open **1099 Threshold** screen from **Purchasing > 1099**.
2. Select 1099 B, the **Vendor** and **Year** of the 1099 B transaction you want to print.
3. Using the setup above, click **Preview button > Reports**.

1099 Thresholds

Save

Preview

Close

Details

Report

1096 Report

E-File

Test E-File

| | | | |
|--|-------------|----------|--|
| 1099 | 1096 Report | | |
| Rent | E-File | 600.00 | |
| Royalties | Test E-File | 10.00 | |
| Other Income: | | 0.00 | |
| Federal Income Tax Withheld: | | 0.00 | |
| Fishing Boat Proceeds: | | 0.00 | |
| Medical and Health Care Payments: | | 0.00 | |
| Nonemployee Compensation: | | 600.00 | |
| Substitute Payments in Lieu of Dividend: | | 10.00 | |
| Direct Sales: | | 5,000.00 | |
| Crop Insurance Proceeds: | | 0.00 | |
| Excess Golden Parachute Payments: | | 0.00 | |
| Gross Proceeds Paid to an Attorney: | | 0.00 | |

Thresholds

1099 INT:

100.00

1099 B:

100.00

Print / File

1099 Form:

1099 B

Vendor:

0001005100

To:

0001005100

Year:

2016

Printed:

☐

Re-print:

☐

Show Pre-printed:

☒

Corrected:

☐

1099 E-File Information

Contact Name:

Sample Contact Name

Contact Phone:

(063) 123-4567

Contact Email:

emailcontact@test.com

?

⌂

💡

✉

Ready

a. If the voucher amount of the vendor is below the limit, then the said amount will not be displayed on the reports.

Voucher - Sample Vendor 2

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[Approval](#)
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[Attachments \(0\)](#)
[Comments \(0\)](#)
[Audit Log \(12\)](#)

Type: Voucher
Vendor: Sample Vendor 2
Invoice No: INV-645
Invoice Date: 05/11/2016 ☐ Recur: ☐

Post Date: 05/11/2016
Terms: Due on Receipt
Due Date: 05/11/2016 ☐ **Ship To:** 0001 - Fort Wayne
Reference: ☐ **Location:** 0001 - Fort Wayne
☐ **Pay To:** Sample Vendor 2

Contact: Sample Vendor 2
Ship From: Sample Vendor 2
AP Account: 20000-0001-000
Withheld Amount: 0.00
Currency: USD
Ordered By: jrelyadmin

BL-102
Voucher No: 20000-0001-000

☐ **Check Comments**

☐ **Insert**
☐ **Open**
☐ **Q Tax Details**
☐ **X Remove**
☐ **Get Previous Data**
☐ **Layout**
☐ **Filter Records (F3)**

| <input type="checkbox"/> Contract | <input type="checkbox"/> Item No. | <input type="checkbox"/> Description | <input type="checkbox"/> Misc Description | <input type="checkbox"/> UOM | <input type="checkbox"/> Ordered | <input type="checkbox"/> Billed | <input type="checkbox"/> Sub Currency | <input type="checkbox"/> Exchange R. | <input type="checkbox"/> Cost | <input type="checkbox"/> Cost UOM | <input type="checkbox"/> Gross/Net UOM | <input type="checkbox"/> Net Weight |
|-----------------------------------|-----------------------------------|--------------------------------------|---|------------------------------|----------------------------------|---------------------------------|---------------------------------------|--------------------------------------|-------------------------------|-----------------------------------|--|-------------------------------------|
| | | | Test 109 B | | 1 | 1 | | 0.00 | 75.00 | | | |

Ship From: Indianapolis, IN 46206
 United States

Ship To: 4242 Regstaff Core
 Fort Wayne, IN 46815
 United States

Approval
 Require Approval: ☐ Status: ☐
 Approval Notes:

Subtotal: 75.00
Shipping: 0.00
Tax: 0.00
Total: 75.00
Amount Paid: 0.00
Amount Due: 75.00

☐ **Posted**

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| | | | | | |
|--|--|---|--|---|--|
| 999-B Report | | <input type="checkbox"/> CORRECTED (if checked) | | OWB No. 10-01571 | |
| PREPARED BY: street address, city, state or province, ZIP, and telephone no. 164ly ILIC 4242 Flagstaff Cove Fort Wayne, IN 46831 United States 800-433-5724 | | APPLICANT: name and telephone no. 2015 Form 1099-B | | Proceeds From Broker and Exchange Transactions | |
| PREPARED BY: federal identification no. RECEIPT'S identification number Sample Vendor FED TAX ID# | | No Description of property (Example 100 on XYZ Co.) | | Copy B For Recipient | |
| RECEIPT'S name 164ly ILIC | | No. Disposed No. Debt sold or disposed | | No. Acquired No. of other sales | |
| If Cash, if any \$ | | If Cash, if any \$ | | If Debt, if any \$ | |
| 2. Type of gain or loss Long-term \$ | | 3. If mutual, lists reported to IRS | | 4. If mutual, lists reported to IRS | |
| 5. Federal income tax withheld 0.00 \$ | | 6. If mutual, disclosed with Form 1099-B \$ | | 7. If mutual, disclosed with Form 1099-B \$ | |
| 8. If mutual, B is gross proceeds \$ | | 9. If mutual, B is gross proceeds \$ | | 10. If mutual, B is gross proceeds \$ | |
| 11. Profit or (loss) realized \$ | | 12. Profit or (loss) realized \$ | | 13. Profit or (loss) realized \$ | |
| 14. Profit or (loss) realized \$ | | 15. Profit or (loss) realized \$ | | 16. Profit or (loss) realized \$ | |
| 17. Profit or (loss) realized \$ | | 18. Profit or (loss) realized \$ | | 19. Profit or (loss) realized \$ | |
| 20. Profit or (loss) realized \$ | | 21. Profit or (loss) realized \$ | | 22. Profit or (loss) realized \$ | |
| 23. Profit or (loss) realized \$ | | 24. Profit or (loss) realized \$ | | 25. Profit or (loss) realized \$ | |
| 26. Profit or (loss) realized \$ | | 27. Profit or (loss) realized \$ | | 28. Profit or (loss) realized \$ | |
| 29. Profit or (loss) realized \$ | | 30. Profit or (loss) realized \$ | | 31. Profit or (loss) realized \$ | |
| 32. Profit or (loss) realized \$ | | 33. Profit or (loss) realized \$ | | 34. Profit or (loss) realized \$ | |
| 35. Profit or (loss) realized \$ | | 36. Profit or (loss) realized \$ | | 37. Profit or (loss) realized \$ | |
| 38. Profit or (loss) realized \$ | | 39. Profit or (loss) realized \$ | | 40. Profit or (loss) realized \$ | |
| 41. Profit or (loss) realized \$ | | 42. Profit or (loss) realized \$ | | 43. Profit or (loss) realized \$ | |
| 44. Profit or (loss) realized \$ | | 45. Profit or (loss) realized \$ | | 46. Profit or (loss) realized \$ | |
| 47. Profit or (loss) realized \$ | | 48. Profit or (loss) realized \$ | | 49. Profit or (loss) realized \$ | |
| 50. Profit or (loss) realized \$ | | 51. Profit or (loss) realized \$ | | 52. Profit or (loss) realized \$ | |
| 53. Profit or (loss) realized \$ | | 54. Profit or (loss) realized \$ | | 55. Profit or (loss) realized \$ | |
| 56. Profit or (loss) realized \$ | | 57. Profit or (loss) realized \$ | | 58. Profit or (loss) realized \$ | |
| 59. Profit or (loss) realized \$ | | 60. Profit or (loss) realized \$ | | 61. Profit or (loss) realized \$ | |
| 62. Profit or (loss) realized \$ | | 63. Profit or (loss) realized \$ | | 64. Profit or (loss) realized \$ | |
| 65. Profit or (loss) realized \$ | | 66. Profit or (loss) realized \$ | | 67. Profit or (loss) realized \$ | |
| 68. Profit or (loss) realized \$ | | 69. Profit or (loss) realized \$ | | 70. Profit or (loss) realized \$ | |
| 71. Profit or (loss) realized \$ | | 72. Profit or (loss) realized \$ | | 73. Profit or (loss) realized \$ | |
| 74. Profit or (loss) realized \$ | | 75. Profit or (loss) realized \$ | | 76. Profit or (loss) realized \$ | |
| 77. Profit or (loss) realized \$ | | 78. Profit or (loss) realized \$ | | 79. Profit or (loss) realized \$ | |
| 80. Profit or (loss) realized \$ | | 81. Profit or (loss) realized \$ | | 82. Profit or (loss) realized \$ | |
| 83. Profit or (loss) realized \$ | | 84. Profit or (loss) realized \$ | | 85. Profit or (loss) realized \$ | |
| 86. Profit or (loss) realized \$ | | 87. Profit or (loss) realized \$ | | 88. Profit or (loss) realized \$ | |
| 89. Profit or (loss) realized \$ | | 90. Profit or (loss) realized \$ | | 91. Profit or (loss) realized \$ | |
| 92. Profit or (loss) realized \$ | | 93. Profit or (loss) realized \$ | | 94. Profit or (loss) realized \$ | |
| 95. Profit or (loss) realized \$ | | 96. Profit or (loss) realized \$ | | 97. Profit or (loss) realized \$ | |
| 98. Profit or (loss) realized \$ | | 99. Profit or (loss) realized \$ | | 100. Profit or (loss) realized \$ | |
| 101. Profit or (loss) realized \$ | | 102. Profit or (loss) realized \$ | | 103. Profit or (loss) realized \$ | |
| 104. Profit or (loss) realized \$ | | 105. Profit or (loss) realized \$ | | 106. Profit or (loss) realized \$ | |
| 107. Profit or (loss) realized \$ | | 108. Profit or (loss) realized \$ | | 109. Profit or (loss) realized \$ | |
| 110. Profit or (loss) realized \$ | | 111. Profit or (loss) realized \$ | | 112. Profit or (loss) realized \$ | |
| 113. Profit or (loss) realized \$ | | 114. Profit or (loss) realized \$ | | 115. Profit or (loss) realized \$ | |
| 116. Profit or (loss) realized \$ | | 117. Profit or (loss) realized \$ | | 118. Profit or (loss) realized \$ | |
| 119. Profit or (loss) realized \$ | | 120. Profit or (loss) realized \$ | | 121. Profit or (loss) realized \$ | |
| 122. Profit or (loss) realized \$ | | 123. Profit or (loss) realized \$ | | 124. Profit or (loss) realized \$ | |
| 125. Profit or (loss) realized \$ | | | | | |

b. If the voucher amount has exceeded the limit then that amount will be displayed in the reports.

Vendor - Sample Vendor 2

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[Prepaid and Debt memo](#)
[Attachments \(0\)](#)
[Comments \(0\)](#)
[Audit Log \(7\)](#)

| | | | |
|--------------------------|---------------------------------|-----------------------------|------------------------------|
| Type: Vendor | Post Date: 05/11/2016 | Contact: Sample Vendor 2 | Voucher No: BL102 |
| Invoice No: INV-645 | Term: Due on Receipt | Ship From: Sample Vendor 2 | AP Account: 200001-0001-0000 |
| Invoice Date: 05/11/2016 | Due Date: 05/11/2016 | Location: 0001 - Fort Wayne | Withheld Amount: 0.00 |
| Check Comments: | Recur: <input type="checkbox"/> | Location: 0001 - Fort Wayne | Currency: USD |
| | Ship Via: <input type="text"/> | Pay To: Sample Vendor 2 | Ordered By: jneljadmin |

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| Weight | Discount | Tax | Total | Account ID | Account Description | Comments | Volume | Storage Location | Expired Date | Source No. | 1099 Form | 1099 Category |
|--------|----------|------|--------|-----------------|---------------------|----------|--------|------------------|--------------|------------|-----------|---------------|
| 0.00 | 0% | 0.00 | 175.00 | 52000-0000-0000 | Wages Cogs | | 0 | | 05/11/2016 | 1099 B | | None |

Ship From:

Indianapolis, IN 46206
United States

Ship To:

4242 Hagstaff Cove
Fort Wayne, IN 46815
United States

Approval

Require Approval: ☐ Status:

Approval Notes:

Subtotal: 175.00

Shipping: 0.00

Tax: 0.00

Total: 175.00

Amount Paid: 175.00

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