

How to Create 1099 MISC Transaction

Here are the steps on how to create **1099 MISC** 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 - Cracked Mug

NewSaveSearchDeleteUndoDuplicatePostPayVoidRecapAdd ReceiptApproveSubmitRejectRecurringClose

Details

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

Type:VoucherPost Date:05/10/2016Contact:Cracked MugVoucher No:Created On Save

VendorCracked MugTermsDue on ReceiptShip From:Cracked MugAP Account:20000-0001-000

Invoice No:123Due Date:05/10/2016Ship To:0001 - Fort WayneWithheld Amount:0.00

Invoice Date:05/10/2016Recur:Reference:Location:0001 - Fort WayneCurrencyUSD

Check Comments:Ship ViaTruckPay To:Cracked MugOrdered By:irelyadmin

+ InsertOpenTax DetailsRemoveGet previous detailsLayoutFilter Records (F3)

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	700.00		State Income Tax Exp...		0		05/10/2016		1099 MISC	Nonemployee C...
					State Income Tax Exp...							

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