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List of Reports in Pro1099

> **Pro1099 > Reports** contains reports to assist with 1099's. Additional customized reports may be imported into this list as desired.

Pro1099 vs. ProForm Data Variances – This report identifies any inconsistencies between the ProForm Order and the Pro1099 record. The 1099 record that is created matches the order upon creation and updates with changes made to the order upon saving. Should the Pro1099 record be manually modified that information could differ. This report will identify those situations so corrections can be made. The report will list all Pro1099 records as specified on the report prompt/option dialog. The report is sorted by order number (default setting) or Escrow Officer/Closer. The report contains Order Number, Escrow Officer/Closer, Seller, Field Name, Pro1099 and ProForm.

Missing and Orphaned 1099 Records Report – This report identifies any potentially missing Pro1099 records. A Pro1099 record is created when certain criteria in the ProForm exists. This report will identify those Orders that meet the criteria to create a record but a Pro1099 does not exist. The report is sorted by order number (default setting) or Escrow Officer/Closer. The report contains Order Number, Exception, Settlement Date, Escrow Officer/Closer, Seller, Type and Property.

Record Listing Report - This report lists all Pro1099 records as specified on the report prompt/options dialog. 1099-S records are sorted by order number (default setting) or name control. Records are grouped by 1099-S furnished and not furnished and seller types. The report contains the following: Order number, Name control, Name, Tax ID/SSN, Continuation of Name, Address, Settlement date, City, State, ZIP code, Gross proceeds, Special data entries, Buyer's part of Real Estate taxes, Notes. You also have the option to "**Include corrected returns only"** by selecting the checkbox. If this checkbox is not selected, only records with a correction status of "**This is not a corrected return"** will be included.
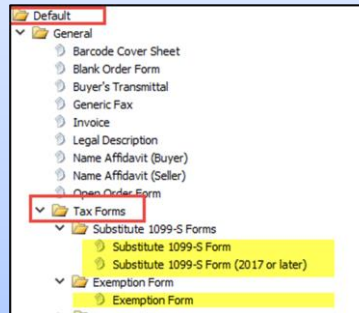
Exception Report - This report lists all non-exempt Pro1099 records that contain one or more exceptions for the tax year specified in the reports criteria. Exceptions are sorted by Order number (default setting) or Name control. The report contains Order number, Name control, and all exceptions listed for each record. You also have the option to "**Include records with 0.00 proceeds"** by selecting the checkbox.

Duplicate Record Report - This report lists all Pro1099 records where 2 or more records contain the same Social Security number and order number. Duplicate 1099-S records are sorted by order number (default setting) or name control. Records are grouped by 1099-S furnished and not furnished and seller types. The report contains the following: Order number, Name control, Name, Tax ID/SSN, Continuation of Name, Address, Settlement date, City, State, ZIP code, Gross proceeds, Special data entries, Buyer's part of Real Estate taxes, and Notes.

Note: If running the report without filters on the Tax ID and/or TCC code, the report could miss duplicate orders or records if those records were created or modified under a different profile.

1099 Reports NOT shown in the Reports Tree

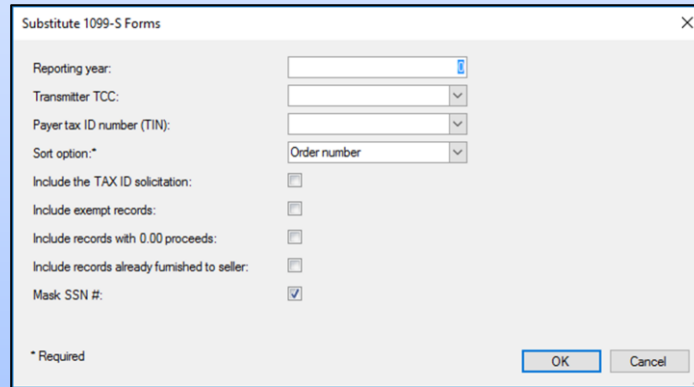Additionally, three related reports are housed in the **Default ReadyDocs tree** as shown below:
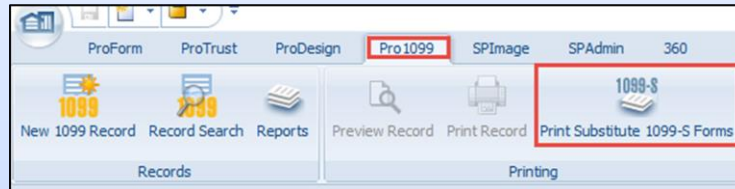

Exemption Form (Certificate for No Information Reporting) Report - The **Exemption Form** determines whether the sale or exchange should be reported to the seller and the IRS on the 1099-S form. For purposes of this certification, the term "seller" includes each owner of the residence that is sold or exchanged. Thus, if a residence has more than one owner, a real estate reporting person must either obtain a certification from each owner (whether married or not) or file an information return and furnish a payee statement for any owner that does not make the certification.

Substitute 1099-S Form Report - This report is the Substitute 1099-S Form pre 2017. You have the options to "Include the TAX ID solicitation" and "Mask the SSN".

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Substitute 1099-S Form (2017 or later) Report - This report is the Substitute 1099-S Form to be used for 2017 or later. It contains the new required foreign person checkbox option. You have the options to "Include the TAX ID solicitation" and "Mask the SSN" as well.

Note: You have the capability to batch print the 1099-S Form Report from the Pro1099 module as well.