

Printing 1099-S Listing Reports

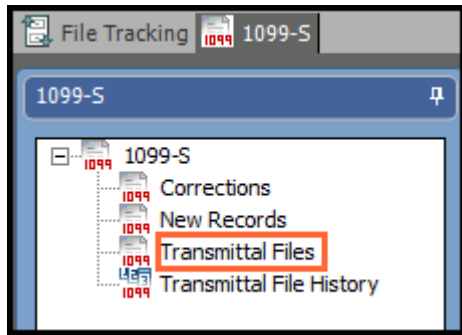
The 1099-S Listing Report will automatically print upon creating the IRS file in the 1099-S module. It will print to the default printer. If you need to print the listing report prior to creating the IRS file, you will need to create a test file.

If you need to reprint the report after creating the IRS file, you can do so from the *Transmittal File History* screen.

Printing a Listing Report Prior to Creating IRS File

Steps

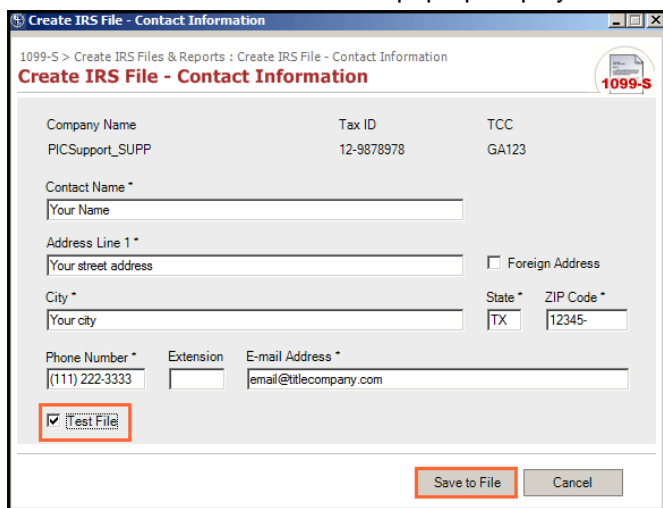
1. Go to **Module | 1099-S**. In the left pane, select **Transmittal Files**.



2. Input the **Closing Date Range** for period being reported. Select the **Branch(es)** and **Escrow Unit(s)**, then click **Retrieve 1099-S Data**.

Tip: The date must be entered in **MM/DD/YYYY** format.

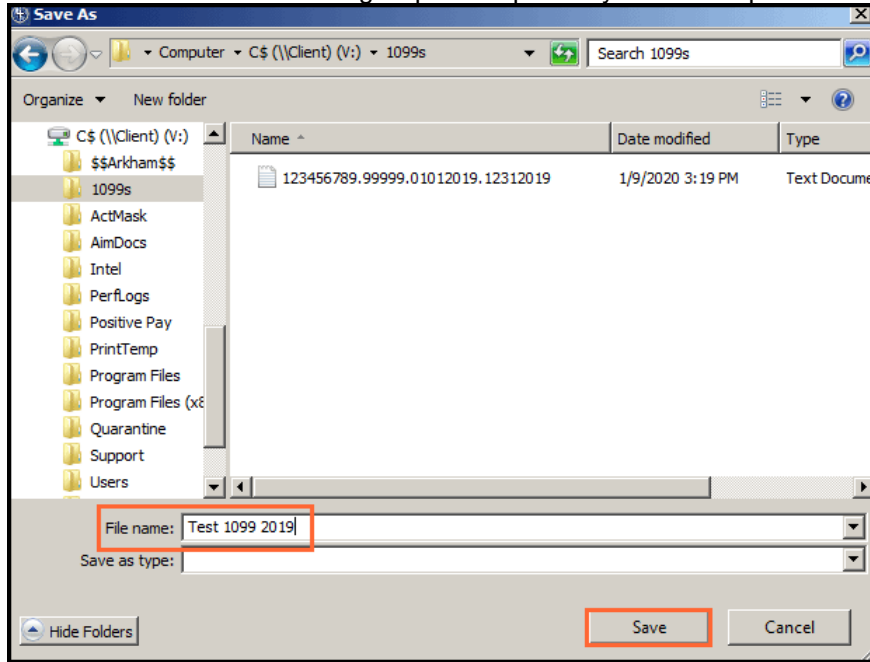
3. Click the **Create IRS File** button in the bottom right corner of the screen.
4. The *Create IRS File – Contact Information* screen will appear. Input the required information. **IMPORTANT:** Check the **Test File** checkbox in the lower left corner.
5. Click **Save to File**. The *Save As* pop-up displays.



6. From the *Save As* pop-up, in the left pane, scroll down and click **C\$ (\\Client) (V:)**. This is your local C: drive.
7. Double-click the folder where you'd like to save the file.
8. Rename the File Name to include 'test' in the name so that you will know this is a test file.

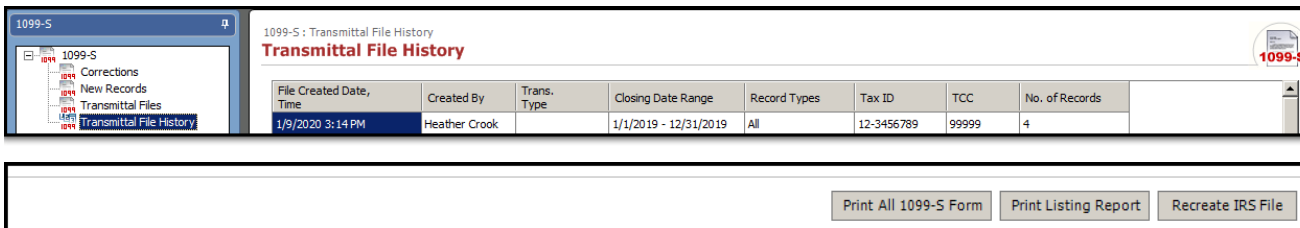
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9. Click **Save**. The 1099-S Listing Report will print to your default printer.



Reprinting a Listing Report After Creating IRS File

If the listing report did not print when originally creating the IRS file or to print another copy, go to **Transmittal File History**, highlight the desired file and click the **Print Listing Report** button in the bottom right corner.



File Created Date, Time	Created By	Trans. Type	Closing Date Range	Record Types	Tax ID	TCC	No. of Records
1/9/2020 3:14 PM	Heather Crook		1/1/2019 - 12/31/2019	All	12-3456789	99999	4