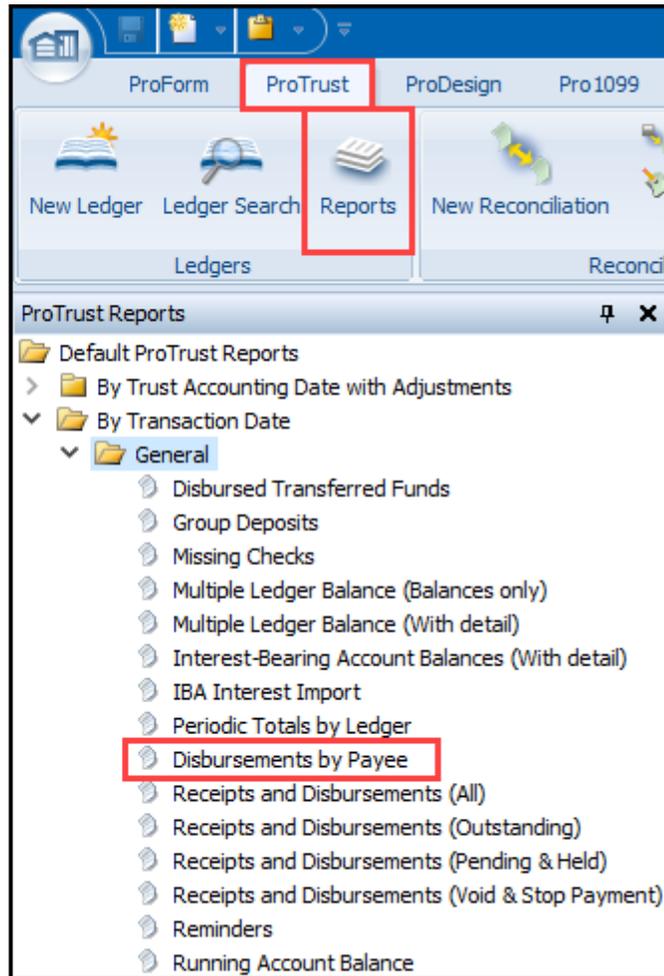
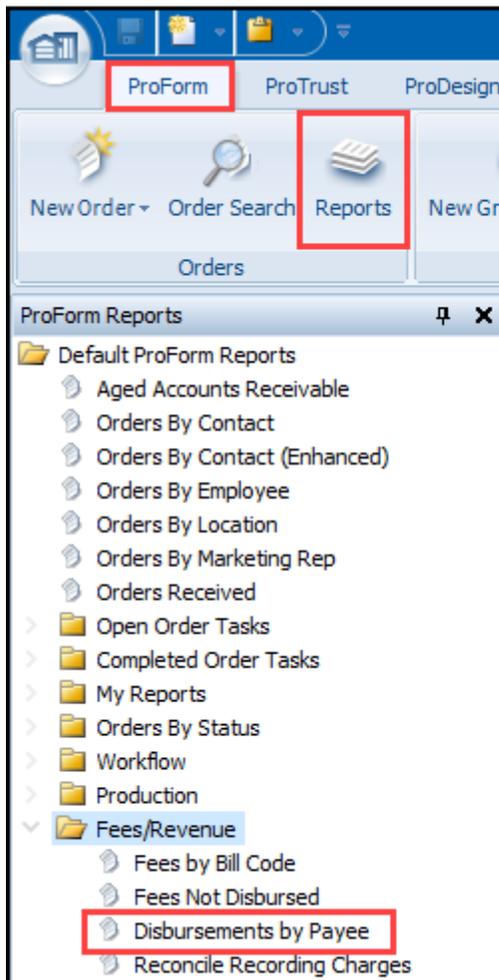


Disbursements by Payee Report for 1099-M Reporting

*SoftPro Select does not generate 1099-M records.
The Payee Report will show the total amount paid to any payee.
The Disbursements by Payee Report can be found in both ProForm and ProTrust.*



Note: If you do not have the updated Reports package, please view the video on F1 help for our self-service Document Portal or contact SoftPro Support for assistance



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Enter Criteria for your search

- **Use Date:** The options are Transaction Date or Cleared Date
- **Date From and Date Through:** Enter in the date range of your search.
 - Ex: All disbursements paid in 2022. Enter dates of 01/01/2022 – 12/31/2022
- **Order Contact Type:** Choose the contact.
 - Ex: Subcontractor

Payee

Use date:* Transaction Date

Date from: 01/01/2024

Date through: 01/01/2024

Order contact type:*

Other type (works only when Contact type = Other):

Payee contact: Choose Contact Example: Subcontractor

Payee name (Wildcard):

Group by:

Add TIN column to Excel only:

Include only 1099-M records:

Only include totals greater than:*

Transaction type:

* Required

(Wildcard)
Abstractor
Appraiser
Attorney
Builder
Buyer/Borrower
Escrow Company
General Contractor
General/Subcontractor
Government
Hazard Insurance Agent
HOA
HOA Management Company
Home Inspector
Lender
Listing Agent/Broker
Listing/Selling Agent
Loan Servicer
Mortgage Broker
Other
Payoff Lender
Pest Inspector
Qualified Intermediary
Seller
Selling Agent/Broker
Settlement Agent
Subcontractor
Surveyor
Title Company
Underwriter

OK Cancel



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The **Payee Contact** field will populate with all the Subcontractor contacts you have paid in the date range provided above.

Payee

Use date:* Transaction Date

Date from: 01/01/2022

Date through: 12/31/2022

Order contact type:* Subcontractor

Other type (works only when Contact type = Other):

Payee contact:

- King of the Roof
- Lawn & Order Landscaping
- Silva Bros
- Silva Bros
- Silva Brothers
- Silva Brothers Construction Co.
- Surefire Electricians

*You can check as many checkboxes as you would like to show on your report
It is recommended that you save your contacts in the Lookup Tables, so that there are not multiple entries for the same contact as shown below.*

Payee Report						
Order Number	Payee Name	Payee Address	Responsible Party	Transaction Amount	Transaction Date	R
CDF-2020-08-0264	Silva Bros		Amanda Pronko	500.00	09/20/22	2
CDF-2022-07-0276	Silva Bros		Amanda Pronko	575.00	07/06/22	3
CON-2023-02-0014	Silva Brothers			12,566.00	10/31/22	4
CON-2023-02-0014	Silva Brothers					
CON-2023-02-0014	Silva Brothers					
CDF-2022-01-0001	Silva Brothers Construction Co.					
CDF-2022-01-0016	Silva Brothers Construction Co.					

Payee Name	Amount
Silva Bros	500.00
Silva Bros	575.00
Silva Brothers	24,244.00
Silva Brothers Construction Co.	67,776.00
Total	93,095.00



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If your payee falls under the **Other category**, Choose **Other** in the **Contact Type dropdown** then all your subcategories will be available

Payee

Use date:* Transaction Date

Date from: 01/01/2022

Date through: 12/31/2022

Order contact type:* Other

Other type (works only when Contact type = Other):

Payee contact:

- (None)
- ESCROW HOLD
- General
- Home Warranty
- Notary
- Seller Title Co
- Utilities

Payee

Use date:* Transaction Date

Date from: 01/01/2022

Date through: 12/31/2022

Order contact type:* Other

Other type (works only when Contact type = Other): General

Payee contact: test contractor

If you do not know what category your payee is categorized as you can choose the **Order Contact Type** of **Wildcard** and enter all or a portion of the name in the **Payee Name (wildcard)** field.

Payee

Use date:* Transaction Date

Date from: 01/01/2022

Date through: 12/31/2022

Order contact type:* (Wildcard)

Other type (works only when Contact type = Other):

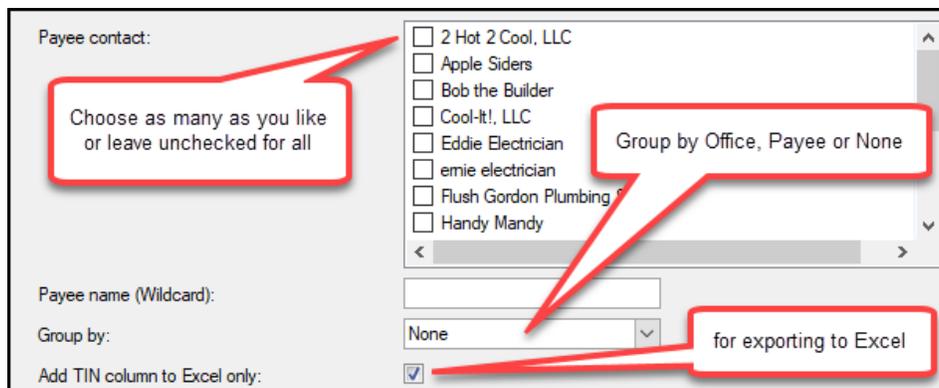
Payee contact:

Payee name (Wildcard): mand

You may get more results than you were expecting

Payee Name	Amount
Bank of Amanda	805,905.90
Handy Mandy Construction	49,884.00
Handy Mandy, LLC	21,500.00
Mandy's Mortgages	1,478.00
Total	878,767.90

Payee Contacts can be chosen or left blank for all. If you would like the **Payee Report** to group your results you can choose **Office, Payee, or None**. **Add TIN column** is for exporting to Excel only, results will not show in report



Payee contact:

- 2 Hot 2 Cool, LLC
- Apple Siders
- Bob the Builder
- Cool-It!, LLC
- Eddie Electrician
- emie electrician
- Flush Gordon Plumbing & Heating
- Handy Mandy

Payee name (Wildcard):

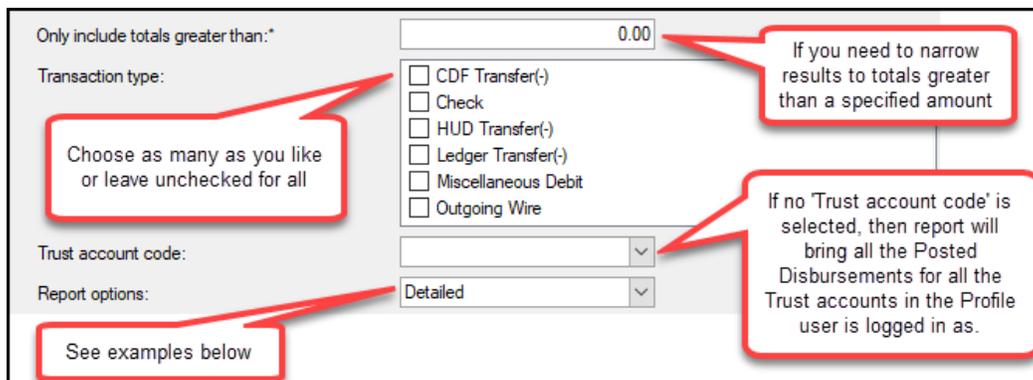
Group by: None

Add TIN column to Excel only:

Callouts:

- Choose as many as you like or leave unchecked for all
- Group by Office, Payee or None
- for exporting to Excel

Only include totals greater than means you can set a low limit on the result totals shown on the Payee report. **Transaction type** indicates the type of transaction in the register. You can leave blank for all results. If the **Trust account code** is not selected, you will see all results for the profile you are currently in.



Only include totals greater than:*

Transaction type:

- CDF Transfer(-)
- Check
- HUD Transfer(-)
- Ledger Transfer(-)
- Miscellaneous Debit
- Outgoing Wire

Trust account code:

Report options: Detailed

Callouts:

- Choose as many as you like or leave unchecked for all
- If you need to narrow results to totals greater than a specified amount
- If no 'Trust account code' is selected, then report will bring all the Posted Disbursements for all the Trust accounts in the Profile user is logged in as.
- See examples below



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Payee Report													
<p>Transaction Date: 01/01/22 through 12/31/22 General Contractor: Handy Mandy Construction Other type (works only when Contact type = Other): All Payee Name (Wildcard): All Include only 1099-M Records: No Only Include Totals Greater Than: \$0.00 Transaction Type: All Trust Account Code: All Include Totals Per Payee: Yes Office: All Include Extended Memo: No</p>													
<div style="border: 2px solid red; padding: 10px; display: inline-block; font-size: 24px; color: red; font-weight: bold;">DETAILED</div>													
Order Number	Payee Name	Payee Address	Responsible Party	Transaction Amount	Transaction Date	Reference Number	Transaction Type						
CON-2023-02-0015	Handy Mandy Construction	123 Hammer Lane, Rockford, IL 6		11,111.00	02/21/22	3745	Check						
CON-2022-05-0258	Handy Mandy Construction	123 Hammer Lane, Rockford, IL 6		5,000.00	05/19/22	3595	Check						
CON-2023-02-0014	Handy Mandy Construction	123 Hammer Lane, Rockford, IL 6		13,456.00	09/20/22	3757	Check						
CON-2023-02-0014	Handy Mandy Construction	123 Hammer Lane, Rockford, IL 6		6,789.00	10/12/22	3762	Check						
CON-2023-02-0014	Handy Mandy Construction	123 Hammer Lane, Rockford, IL 6		7,850.00	10/31/22	3768	Check						
CON-2023-02-0014	Handy Mandy Construction	123 Hammer Lane, Rockford, IL 6		5,678.00	11/17/22	3776	Check						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Payee Name</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Handy Mandy Construction</td> <td style="text-align: right;">49,884.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">49,884.00</td> </tr> </tbody> </table>								Payee Name	Amount	Handy Mandy Construction	49,884.00	Total	49,884.00
Payee Name	Amount												
Handy Mandy Construction	49,884.00												
Total	49,884.00												

Payee Report							
<p>Transaction Date: 01/01/22 through 12/31/22 General Contractor: Handy Mandy Construction Other type (works only when Contact type = Other): All Payee Name (Wildcard): All Include only 1099-M Records: No Only Include Totals Greater Than: \$0.00 Transaction Type: All Trust Account Code: All Include Totals Per Payee: Yes Office: All Include Extended Memo: No</p>							
<div style="border: 2px solid red; padding: 10px; display: inline-block; font-size: 24px; color: red; font-weight: bold;">SUMMARY</div>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Payee Name</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Handy Mandy Construction</td> <td style="text-align: right;">49,884.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">49,884.00</td> </tr> </tbody> </table>		Payee Name	Amount	Handy Mandy Construction	49,884.00	Total	49,884.00
Payee Name	Amount						
Handy Mandy Construction	49,884.00						
Total	49,884.00						



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If needed, you can further sort your results by:

- **Include Totals:** Will total the amount for the contacts for the given date range
- **Format Details for Excel export:** Select this box if the report will be exported into Excel
- **Office:** Report will only show transactions for any given office if office(s) is/are selected
- **Include extended memo:** will pull memo from transaction in register
- **Show Programming notes/report criteria:** Select this option if you wish to view the programming notes and the criteria needed to pull data onto the report.
- **Report Comments:** (optional) enter information that should appear at the top of the report.

Example of Report Formatted for Excel Export

Order Number	Payee Name	Payee Address	Responsible Party	Transaction Amoun	Transaction	Reference Number	Transaction Type	Trust Account Code	Cleared Date	Void or	TIN
CON-2023-02-0015	2 Hot 2 Cool, LLC			22,222.00	02/21/22	3746	Check	Bank of Ai			12-3
CON-2023-02-0015	Apple Siders			77,777.00	02/21/22	3751	Check	Bank of Ai			
CON-2023-02-0015	Flush Gordon Plumbing &			33,333.00	02/21/22	3747	Check	Bank of Ai			23-4
CON-2023-02-0015	Handy Mandy Constructi	123 Hammer Lane, Rockfor		11,111.00	02/21/22	3745	Check	Bank of Ai			99-3
CON-2023-02-0015	Lawn & Order Landscapi			44,444.00	02/21/22	3748	Check	Bank of Ai			34-5
CON-2023-02-0015	Silva Brothers Constructi			66,666.00	02/21/22	3750	Check	Bank of Ai			
CON-2023-02-0015	Surefire Electricians			55,555.00	02/21/22	3749	Check	Bank of Ai			45-6