

I099 QRG Quick Reference Guide

Date: October 15

Introduction

This Quick Reference Guide describes how to set-up and use both the Electronic and Paper 1099 in the Owner Management Module. Form 1099 is a US Income Statement that is governed by US legislation.

This QRG assumes that the reader is familiar with the Maestro User Interface, Rate/Record types, the Owner Management Module and the US Regulations governing form 1099. It does not provide instruction on how to file form 1099. For further information on form 1099 please contact the IRS or visit their website: <u>http://www.irs.gov</u>

A Summary 1099 Crystal report is available. Please contact Northwind Maestro Support for more information.

Set-up

In order to set-up the 1099 there are some Global Options to be configured as well as the settings for the Electronic and Paper version.

Global Set-up

In Owner Management Maintenance select Setup then Global Setup





📓 Global Setup [stuart] - Northwind Hotel		
File Window Help		
Owner System On?	Complimentary Rooms	
Use Text Entry	AllowReservation N	
#Weeks Reservtns 52	By Threshold N	
#Weeks Hold Invt 99	Threshold Amt	
Day Of Week MON	By Guest Type	
	Ind House Use	
Def. Stmt Form TCSTMT	Split Comp Rooms Y Within Group Res	Y
Wk Order Post Cd MNT	Within UnitGrpTp	N
Alert Clerk MARK	Contracted Minimum Rate Type	
_	Complimentary Room Split Post Code	
Commission Only N	Split Comp. Rooms on Net/Gross	
Start Remittance	081	
Remit Report Form TCCHQ	Reservations	
Remit Posting Code ZCQ	Source Business OWNER	
Remit By Type U	SubSource Bus	
	Guaranteed By A/R	
Developer Client 13	1015 Rate Category ROOM	
Crystal Own Stmt Y	Rate Type OWNER	
	Provide Code	
Floating Units Y	Statement Format	
Colo Com Nighty	Create ME Falia?	
Consoldate Strat		
Carry Forward Aging	1099 Sett. Incl. Record Type	
Age Payments	1099 Report Commissions Only N	
Age Discounts	I 1099 Blank TIN Type	
Age By Effective Date		
Stmt Hdr Date Override		

The information generated by the 1099 will be reflected based on the 'Remit by type' flag used on the Global Setup screen. For example, where unit is used and an owner has 2 units; 2 entries will be created in the 1099 - 1 per unit. Northwind Recommends that the 'Remit by Type' flag remains unchanged so that the revenue reported in the 1099 can be viewed in conjunction with the Owner's statements.

The Global Settings relating to the 1099 are located in the bottom right hand corner of this screen.

Field	Description
1099 Sett. Incl. Record Type	Use this field if the 1099 should be generated
	based on a specific rate or record type set-up
	in Maestro. A look-up can be performed or an
	entry can be keyed directly into the field.
	If this field is left blank then all appropriate
	posting codes are considered when the 1099 is
	generated
1099 Report Commissions Only	This option allows the property to define
	whether the revenue earned by the owner
	should include or exclude any service charges,
	maintenance fees and other expenses. I.E
	should the revenue reported on the 1099 be
	gross or net of the commission split
	(Management Fee) between the Owner and





	the Management Company.
	If the revenue to be reported in the 1099 should reflect only commission a 'Y' should be entered or selected from the look-up.
	If the revenue to be reported on the 1099 should be net of any commission split etc. then a 'N' should be entered or selected from the look-up
1099 Blank TIN Type	This indicator is able to differentiate between Company or Individual client Profiles. This information can then be communicated to the IRS in the form of an electronic 1099
	Select a 'Y' from the look-up to show blank TIN types on the 1099 or 'N" to exclude

1099 Setup

In Owner Management Maintenance select the setup menu then 1099

The 1099 setup screen is property specific. For multi-property installations using the Owner Module in Maestro this screen should be set-up per property. This can be done by selecting the window menu and property.

📓 1099 Setup [stuart] - Northwind Hotel 📃 🔲 🔀						
File Window	File Window Help					
?\						
Transmitter De	tails	Payer Details				
TTC	1	Name Ctrl 1				
TaxID#	121212	TaxID# 12345	6			
US Entity Trnsmt Nm Address City State Zipcode Foreign	Y 2 123 MAIN STREET ONTARIO CA 90210	US Entity Y Payer Nm 1 Address 123 ANYSTRE City MARKHAM State CA Zipcode 90210 Foreign	ET			
Contact Phone# Email Repeat Details	SAMUEL 17 ta For Payer	Contact TERRY Phone# 1 Email ta				
Report Folder h:\maestro_419\1099						

There are 2 components to this screen and both need to be completed – the Transmitter & Payer Details. The Transmitter is the party transmitting the 1099 to the IRS. The payer details represent the party that paid the Owner revenue – most likely the property.

TTC Enter an IRS transmitter Control Code. Note Maestro does not verify the code, please ensure the number entered has been obtained	Field	Description
	TTC	Enter an IRS transmitter Control Code. Note Maestro does not verify the code, please ensure the number entered has been obtained





	via the IRS and is entered correctly
Tax ID	Enter the Tax ID number for the transmitting
	party.
	Note Maestro does not verify the code, please
	ensure the number entered has been obtained
	via the IRS and is entered correctly
Name Ctrl	Enter the name control
	Note Maestro does not verify the code, please
	ensure the number entered has been obtained
	via the IRS and is entered correctly
US Entity	Select "Y" if the Payer is a US entity or "N" if a
	non-US entity
Trnsmt NM	Enter the transmitter name
	Note Maestro does not verify the code, please
	ensure the number entered has been obtained
	via the IRS and is entered correctly
Address/City/State/Zip Code	Enter the address information for the payer.
	Note that only US Zip codes are pre-loaded
Foreign	If the US Entity flag is set to N the Foreign
	address can be added here – note the
	Address/City/State/Zip Code fields become
Contact/Phone/Email	Enter a contact name, phone and email
Den est Detaile fan neuen	address
Repeat Details for payer	If the Transmitter Details are the same as the
	Payer a Y can be selected form the look-up
	and Maestro will copy the contact details over.
	IT IN IS Selected the contact miormation can be
Roport Foldor	Entor the Windows Directory where the
Report Folder	Enter the Windows Directory where the
	concerted
	If an electronic 1099 is not required the
	directory path should still be populated
	T anostory path should still be populated.

All fields in this screen are mandatory and must be completed prior to exiting.

Generating the 1099

Maestro builds the 1099 information when the electronic 1099 is generated. Even if an Electronic 1099 is not required this step must be completed otherwise the Paper 1099 will not produce any information.

Please note that Maestro does not transmit this file to the IRS as part of the Electronic 1099 process.

To generate the 1099 login into Owner Management and select the reports menu then 1099







Next select Electronic 1099

😰 Electonic 1099 [stuart] - Northwind Hotel 🛛 💷 🖂 🗌 🖂			
<u>File R</u> ecord <u>W</u> indow <u>H</u> elp			
Client Code			
Reporting Year	2008		
Start Date	01/01/2008		
End Date	12/31/2008		
	12,02,2000		
Test Indicator	N		
Perfectment Ind			
Compaction Ind			
Correction Ind	<u>N</u>		
,			
Report Filename			
	OK Cancel		

The 1099 can be generated for one owner by using the look-up on the client code field or it can be generated for all Owners.

The Reporting year should be keyed and represents the tax year which the 1099 is to be generated. The Start and end date can then be entered. The date range allows the property to review the 1099 information based on a historical date range. If the whole year is to be reported then the date range should cover the entire year.

If an indicator is required for test, replacement or correction on the 1099 a 'Y' should be selected from the look-up. Otherwise the system default is an 'n' for no indication.

Press the OK button on screen to generate the 1099. Once complete, Maestro will populate the report file name field. This is the name of the electronic file that is placed in the Report directory as defined in Owner Management Maintenance | Setup | 1099

The text file generated can be opened with Windows Notepad:





a 1099/2009/2020/00/20/20/20/00/00/21 dat. Notonad	
Sto Sta Senara key key	
File Edit Format View Heip T2008F0001212121 A1 A2008 0001212121 B2008 0000000001 160 B2008 000000000000000000000000000000000000	00000

Each record in the 1099 contains 750 characters, the type of record can be identified by the first letter of each row.

Record	Description
Т	Information about the transmitter
A	Information about the Payer
В	These records are the revenue to be reported
	based on the remit by flag in Owner
	Management maintenance e.g. If remit by is
	set to unit and an owner owns 2 units Maestro
	will generate 2 B records – 1 per unit
С	For IRS use Only
F	Indicates the end of the 1099 Electronic
	transmission

Paper 1099

To generate the Paper 1099 once the electronic 1099 has been generated, access the Reports menu | 1099 | Paper 1099



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Paper 1099 [stuart] - Northwind Hotel 📃 🗖 🔀					
File Record Window Help					
Client Code					
Reporting Year	2008				
Forms Report Name:	TC1099				
OK Cancel					

A Paper 1099 can be produced for all owners by leaving the client code field blank or a look up can be performed and the 1099 can be run for just a selected client.

The reporting year or tax year the 1099 is to be generated for should be entered. On the forms report name field a look-up can be performed to select 'TC1099' the 1099 form.

Review 1099 Reports

This screen provides the user a view of all Electronic 1099s that have been generated and the file name. The tax year is displayed as well as the Owner Profile number if a 1099 was generated for a particular owner. The IRS Reference field can be used to key the IRS Reference as a record of the electronic 1099 being submitted to the IRS.

It should be noted that this screen is property specific and only displays 1099 files generated for the logged in property. If a different property is needed the Window menu can be used to change property.

🖉 Review 10	Breview 1099 Reports [stuart] - Northwind Hotel						
File Record	File Record Window Help						
?\							
Date	Year	Owner	Tst	Rpl	Cor	Report Filename	IRS Reference
11/26/2008	2008	32309	Ν	N	Ν	10992008200811260003230900000001.DAT	
11/26/2008	2008		N	N	N	1099200820081126ALLOWNER00000002.DAT	
11/26/2008	2008		N	N	N	1099200820081126ALLOWNER00000003.DAT	
12/30/2008	2008		N	N	N	1099200820081230ALLOWNER00000004.DAT	
12/30/2008	2008		N	N	N	1099200820081230ALLOWNER00000005.DAT	
12/30/2008	2008		N	N	N	1099200820081230ALLOWNER00000006.DAT	
12/30/2008	2008		N	N	N	1099200820081230ALLOWNER00000007.DAT	
12/30/2008	2008		N	N	N	1099200820081230ALLOWNER00000008.DAT	
12/30/2008	2008		N	N	N	1099200820081230ALLOWNER00000009.DAT	
01/05/2009	2008		Ν	N	Ν	1099200820090105ALLOWNER00000010.DAT	
01/05/2009	2008		N	N	N	1099200820090105ALLOWNER00000011.DAT	
01/05/2009	2008		N	N	N	1099200820090105ALLOWNER00000012.DAT	
01/15/2009	2008		N	N	N	1099200820090115ALLOWNER00000013.DAT	
01/15/2009	2008		N	N	N	1099200820090115ALLOWNER00000014.DAT	
01/15/2009	2008		N	N	N	1099200820090115ALLOWNER00000015.DAT	

1099 Listing

A total revenue figure per Owner that will be reported on the 1099 can be ascertained by running the 1099 Listing report which is available from Owner Management | Reports | 1099 | 1099 Listing





print.smckechnie.txt - Notepad			
File Edit Format View Help			
02/02/2009 05:17pm TC1730	Northwind Hotel	Page 1	<u>~</u>
1099 Listings Report Reporting Year 2008			
Client Name 7999 VINN, MR MIKE	1099 Account QL 160	Payment 5,554.00	
end of report			
			~
<			> .::

Adjusting 1099

The 1099 Adjustment feature is available to allow changes to be made to the 1099 and is designed for use where the Maestro Owner Management module went live during a tax year. It allows values to be keyed in to facilitate the generation of a 1099 from a single program. When not required Northwind recommend this screen be restricted via Program Security in Global Maintenance (Refer to the User Security User Guide).

To access this feature from the Owner Management Module select accounting then 1099 Adjustments.

😰 1099 Adjustments [stuart] - Northwind Hotel								
File Record Window Help								
Reporting Year 2008								
Owner	Name	DateCrtd	Bld	Room	Amount	Description		
7999	WINN, MR MIKE	02/02/2009	QL	160	20,058.69	2008 Maestro Cutover		
 								
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			i —					
li								
	l							

The tax year to be changed should be keyed in the reporting year field. Note the property can be changed on this screen to provide for Owners that own units in Multi-property installations of Maestro.

To create an entry start by pressing the create key – a look up can be performed in the owner field to locate an Owner or the client code can be keyed directly into the field. The name field will populate based on the Owner Profile. Date created will also populate based on the current audit date.





A look-up can be performed on both the bld and room fields in order to adjust the owner revenue to be reported by unit in a multi-building environment. Key in the value to adjust the Owner revenue. Maestro will also allow negative values to be keyed.

The enter key can be used to move to the next line to continue entering information. If an error is made the entry cannot be deleted or reversed. Instead a corresponding negative entry should be keyed in this screen to zero the error. A third entry should be created for the correct amount. However once an adjustment has been used within an electronic 1099 it cannot be deleted.

