



# 1099 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: <http://www.irs.gov>

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?  Y Complimentary Rooms  N

Use Text Entry  Y AllowReservation  N

#Weeks Reservtns  By Threshold  N

#Weeks Hold Invt  Threshold Amt

Day Of Week  By Guest Type  Y

Def. Stmt Form  Incl House Use  Y

Wk Order Post Cd  Split Comp Rooms  Y Within Group Res  Y

Alert Clerk  Within UnitGrpTp  N

Commission Only  N Contracted Minimum Rate Type

Start Remittance  Complimentary Room Split Post Code

Remit Report Form  Split Comp. Rooms on Net/Gross

Remit Posting Code  Reservations

Remit By Type  Source Business

Developer Client  SubSource Bus

Crystal Own Stmt  Y Guaranteed By

Floating Units  Y Rate Category

Com Posting Code  Rate Type

Calc Com Nightly  N Receipt Code

Consoldate Stmt  N Statement Format

Carry Forward Aging  Y Create MF Folio?  N

Age Payments  Y 1099 Sett. Incl. Record Type

Age Discounts  N 1099 Report Commissions Only  N

Age By Effective Date  1099 Blank TIN Type  Y

Stmt Hdr Date Override  Y

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

	<p>the Management Company.</p> <p>If the revenue to be reported in the 1099 should reflect only commission a 'Y' should be entered or selected from the look-up.</p> <p>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</p>
1099 Blank TIN Type	<p>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</p> <p>Select a 'Y' from the look-up to show blank TIN types on the 1099 or 'N' to exclude</p>

## 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.

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.

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



	<i>via the IRS and is entered correctly</i>
Tax ID	Enter the Tax ID number for the transmitting party.  <i>Note Maestro does not verify the code, please ensure the number entered has been obtained via the IRS and is entered correctly</i>
Name Ctrl	Enter the name control  <i>Note Maestro does not verify the code, please ensure the number entered has been obtained via the IRS and is entered correctly</i>
US Entity	Select "Y" if the Payer is a US entity or "N" if a non-US entity
Trnsmt NM	Enter the transmitter name  <i>Note Maestro does not verify the code, please ensure the number entered has been obtained via the IRS and is entered correctly</i>
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 inaccessible
Contact/Phone/Email	Enter a contact name, phone and email address
Repeat Details for payer	If the Transmitter Details are the same as the Payer a Y can be selected from the look-up and Maestro will copy the contact details over. If 'N' is selected the contact information can be manually keyed
Report Folder	Enter the Windows Directory where the Electronic 1099 file should be placed once generated.  If an electronic 1099 is not required the directory path should still be populated.

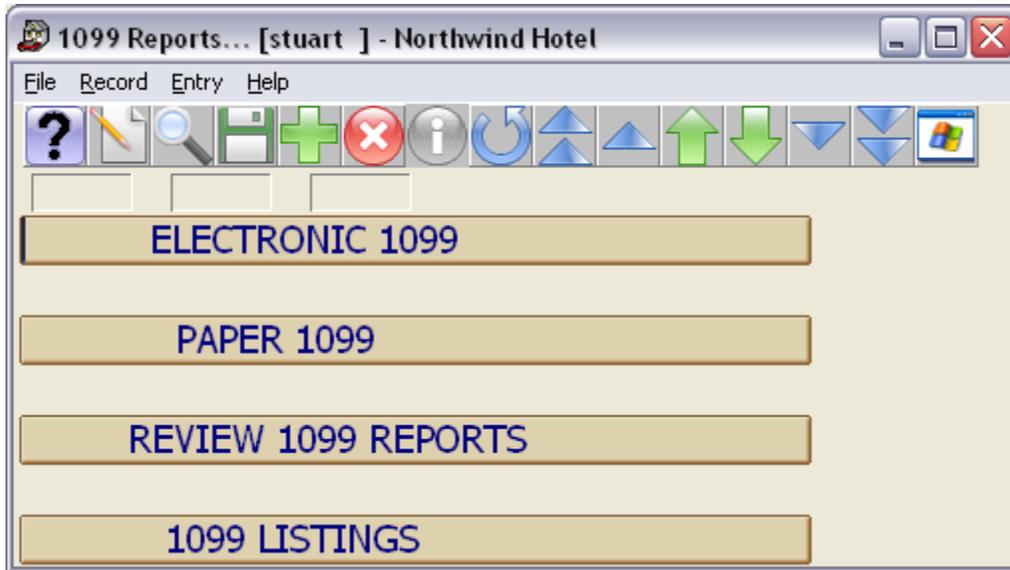
All fields in this screen are mandatory and must be completed prior to exiting.

### Generating the 1099

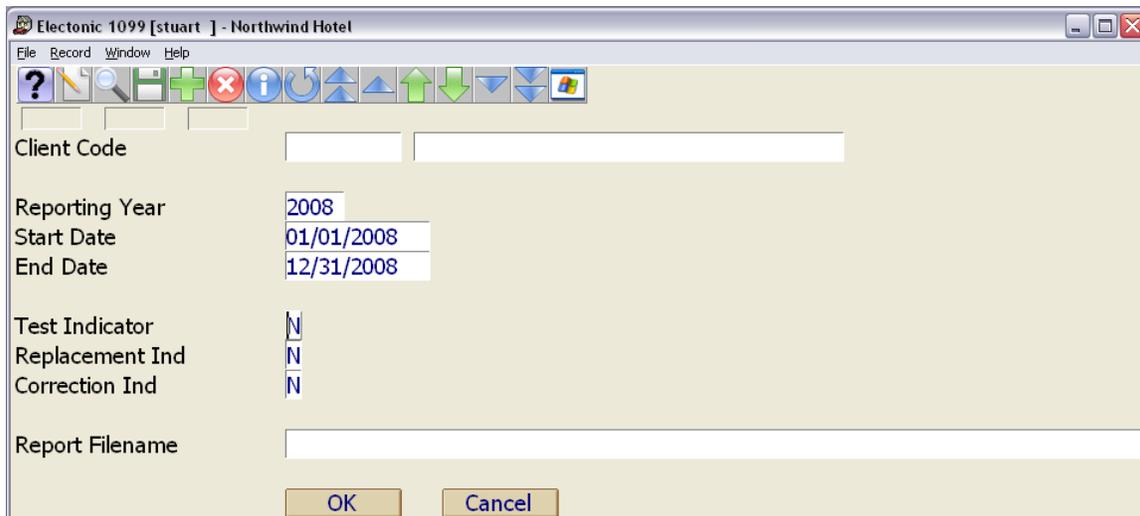
Maestro builds the 1099 information when the electronic 1099 is generated. Even if an Electronic 1099 is not required this step must be completed otherwise the Paper 1099 will not produce any information.

*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



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 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.

Date	Year	Owner	Tst	Rpl	Cor	Report Filename	IRS Reference
11/26/2008	2008	32309	N	N	N	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		N	N	N	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





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.