Yardi Voyager
2016 End-of-Year
Procedures Guide

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Document Changes

The following table lists the plug-in versions documented in each manual revision. To determine which plug-in versions you use, select **Administration > About**. If a manual documents multiple plug-ins, use the manual revision associated with the most recent plug-in version you use.

A number following the revision letter indicates changes since the previous revision are non-substantive: style, pagination, and so on. Thus, revision a.1 contains the same substantive material as revision a.

Publication Date	Document Revision	Newly Documented Software	Other Substantive Changes
9 December 2016	a	1099 Plug-in 4.0	

Contents

Introduction

In this chapter:

About 2016 End-of-Year Processing

With its end-of-year processing tools, you can use Voyager to process 1099 forms for vendors, owners, and tenants.

This guide explains the following end-of-year procedures:

- Closing the fiscal year
- Posting account balance transfers
- Generating IRS 1099 and 1096 forms for vendors, owners, and tenants
- Filing 1099 data electronically

This documentation describes end-of-year functionality for Voyager 70.8. If you are using Voyager 4.5, Voyager 5, Voyager 6, or Voyager 70.6, contact Yardi technical support for assistance.

IRS Form 1099

In this section:

Voyager can process three types of 1099 forms typically used by property managers:

- Form 1099-MISC for payments and credits to owners and vendors.
- Form 1099-INT for interest paid or credited to tenants, owners, and vendors.
- Form 1099-S for proceeds from the sale of a co-op.

Electronic Filing

Yardi SaaS (Software as a Service) clients must file 1099 information electronically. Register with the IRS for electronic filing at Filing Information Returns Electronically.

1099 Copies

You can use Voyager to print 1099 Copy B (For Recipients) and Copy C (For Payers) forms.

Voyager users submit 1099 data to the IRS electronically rather than printing and mailing Copy A - For Internal Revenue Service.

The Role of Voyager

Voyager processes the 1099 data in your database and generates both printed 1099 forms and files for electronic submission to the IRS. Voyager completes the fields identifying the payer and recipient and the 1099 boxes listed below. The Extraction Filter Field column identifies which fields from the 1099 data-extraction filters determine which accounts Voyager uses to complete the 1099 forms. For more information about these filters, see “1099 Data Extraction” on page 14.

Vendor 1099-MISC

Box	Description	Extraction Filter Field
1	Rents	**Rent Expense Account**
3	Other Income	**Other Income Account**
4	Federal Income tax withheld	**Fed Income Tax Account**
6	Medical and health care payments	**Medical Payments Account** **NOTE** The Bank Account Vendor filter does not use Box 6; it includes medical payments in Box 7.
7	Nonemployee compensation	[None] Voyager completes this field with the total from GL accounts not specified on the extraction filter.
14	Gross proceeds paid to an attorney	**Gross Proceeds/Attorney Account** **NOTE** The deadline for submitting 1099-MISC data to the IRS changes if you include data in Box 14. See "Due Dates" on page x.

Owner 1099-MISC

Field	Description	Extraction Filter Field
Box 1	Rents	[None] Voyager completes this field with the total from GL accounts not specified on the extraction filter. **NOTE** The **Incl Deposit** setting determines whether Voyager includes tenant deposits.

1099-INT

Field	Description	Extraction Filter Field
Box 1	Interest income not included in Box 3	**Interest Account**
Box 4	Federal Income Tax Withheld	**Federal Income Tax Account**

1099-S

Field	Description	Data Source
Box 1	Date of closing	Date of final check to former co-op owner
Box 2	Gross proceeds	Total of checks written to former co-op owner after move-out

Due Dates

1099-MISC due dates vary depending on whether you use Box 7 (nonemployee compensation), Box 8 (substitute payments in lieu of dividends or interest), or Box 14 (gross proceeds paid to an attorney). (Voyager does not complete Box 8.) For more information, see IRS Publication 1220.

	Recipient Copy	IRS Electronic Filing
1099-INT	January 31	March 31
1099-MISC—no data in Box 7, Box 8, or Box 14	January 31	March 31
1099-MISC—data in Box 7	January 31	January 31 **IMPORTANT** This is earlier than prior years.
1099-MISC—data in Box 8 or Box 14 but not Box 7	February 15	March 31

i1099 Menu Set

The i1099 menu set includes both a side menu and a quick menu (like a dashboard with links but no data). This documentation describes how to get to screens from the i1099 side menu, but you can also access most menu items from the quick menu. Both the side menu and the quick menu list items by category. Each category lists the items in the order you use them, though you will not use all of the items in a category.

You make the i1099 menu set available to a user by adding the menu set to the security group that includes the user. For information about adding the i1099 menu set to a security group, see "To select Voyager menu sets for a security group" in the *Voyager Core Administration and Setup Guide*.

About the Documentation

This guide describes how to use Voyager 1099 processing functionality. Readers should be familiar with the Voyager user interface and common Voyager tasks.

1099 procedures in this document use the i1099 menu set. Other end-of-year procedures use the Basic iData Menu set. If you use other menu sets, your menu paths will differ. For more information about menu sets, see "Voyager Menu Setup" in the *Voyager Core Administration and Setup Guide*.

This documentation uses the words *tenant* and *resident* interchangeably for the following:

- Residents of multifamily properties or single-family homes
- Tenants of commercial properties
- Owners of condominiums
- Owners of co-ops
- Owners of HOA homes

You can find the latest Voyager documentation on Yardi Client Central:

https://clientcentral.yardi.com/core_home.aspx

Notes

An information note provides background information. For example, it could explain how changes made on one screen affect data that appears on another.

A *caution note* explains how to avoid a potential problem, or indicates that a process can irreversibly change your data.

A tip describes a way to get more from Voyager. For example, it may explain an alternative way to perform a task.

Help

Most Voyager screens have a **Help** button for quick access to information about using the screen.

CHAPTER 1

Closing the Year

In this chapter:

This chapter describes how to close the fiscal year and transfer balances to the prior-period retained-earnings GL account.

You can process 1099s without closing the year.

Close of the Fiscal Year

In this section:

Use the Close Fiscal Year feature to zero year-to-date (YTD) totals for income and expense accounts.

Closing the fiscal year requires either the first two or the last two of the following steps:

- Enable the Automatic Close Year option
- Close the last month of the year
- Close the year

Enabling the Automatic Close Year Feature

The Automatic Close Year feature automatically closes the fiscal year when you close the year's final month. It applies to all properties that use the same chart of accounts. This section describes how to enable the feature. Because it requires access to Voyager System Administration, this section is intended for system administrators.

The **Month fiscal year ends** field on the **Property Control** screen determines the final month of a property's fiscal year. For more information, see "Accounting Control" in the *Voyager Core Setup Guide*.

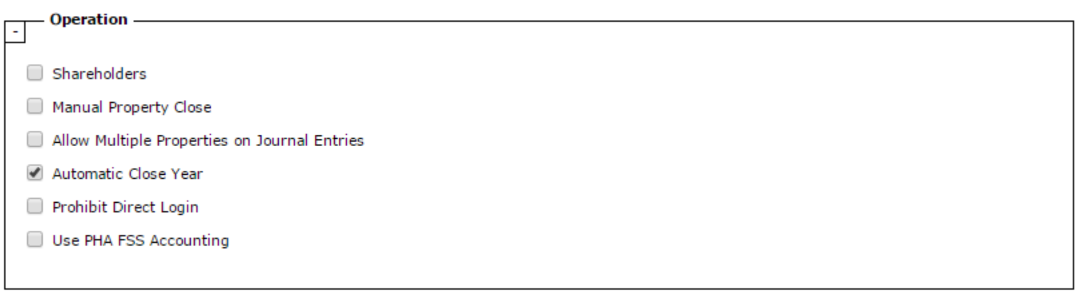
To enable Automatic Close Year

1 In Voyager System Administration, select **System > Accounts & Options**.

If your system is configured for multiple charts of accounts, the **Charts** filter appears. Type or select the name of the appropriate chart of accounts and click **Submit**.

The **Accounts & Options** screen appears.

2 In the **Operation** section, select the **Automatic Close Year** check box.



3 Click **Save**.

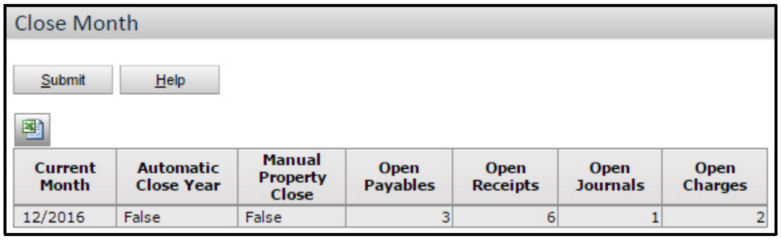
Closing the Fiscal Year

If the Automatic Close Year feature is enabled, Voyager closes the fiscal year when you close the last month. If the Automatic Close Year feature is not enabled, you must close the year after closing the last month.

This section includes the following procedures:

To close a month

1 From the side menu, select **G/L > End Period > Close Month**. The **Close Month** screen appears.



2 Click **Submit**. Voyager asks you to confirm submission.

For more information about this screen, see “Closing Months” in the *Voyager Core User’s Guide*.

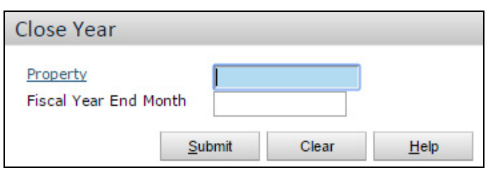
3 Click **Submit**. Voyager closes the month.

If you are using the Automatic Close Year feature and closed the last month of the fiscal year, Voyager closes the year as well.

To close the fiscal year without Automatic Close Year enabled

1 Close the last month of the year. (See the preceding procedure, “To close a month.”)

2 From the side menu, select **G/L > End Period > Close Year**. The **Close Year** filter appears.



3 Complete the filter and click **OK**.

Voyager closes the year for properties listed in the **Property** field that have a close month that matches the month in the **Fiscal Year End Month** field.

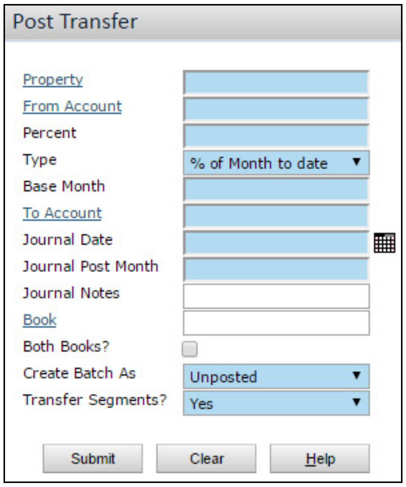
The **Month fiscal year ends** field on the **Accounting Control** tab of the **Property Control** screen determines the close month for a property. For more information, see “Accounting Control” in the *Voyager Core Setup Guide*.

Transfer Account Balances

After closing the year, transfer earnings for 2016 to the prior-period retained-earnings account.

To transfer earnings to the prior-period retained-earnings account

1 From the side menu, select **G/L > Post Transfer**. The **Post Transfer** filter appears.



2 Complete the filter:

From Account	Typically the account specified in the **Current Retained Earnings** field on the **Essential Accounts** tab of the **Accounts & Options** screen.
Percent	**100**
Type	**% of Year-To-Date**
Base Month	Last month of the prior fiscal year (mm/yyyy).
To Account	Typically the Prior Period Retained Earnings account.
Journal Date	Post date for the transaction.
Journal Post Month	Month that the journal entries created by the transfer affect the general ledger—typically the first month of the new fiscal year.
Journal Notes	Appear in the **Notes** field of the journal entry.
Book	**CAUTION** If you use both cash and accrual books, and your screen does not include the **Both Books** option, perform this procedure once for each set of books or risk leaving previous-year earnings in the Current Period Earnings account.
Both Books?	Applies the transfer to both accrual and cash books.
Create Batch As	**Unposted** (creates a batch rather than posting directly to the ledger)
Transfer Segments?	If you are using segments and want segmented entries in the destination account, select **Yes**. Otherwise select **No**.

3 Click **Submit**. Voyager creates one journal entry for each specified property with a non-zero Current Period Earnings balance and displays a screen showing transfer information.

4 Post the batch. For information about posting batches, see “Batch Processing” in the *Core User’s Guide*.

CHAPTER 2

1099 Procedures

In this chapter:

This chapter provides instructions for preparing IRS 1099 forms for vendors, owners, and tenants, and for preparing electronic files for submission of 1099 data to the IRS.

Preparing 1099 forms and electronic files is a multi-step process:

1. Prepare the 1099 data, ensuring that the proper information appears on the **Vendor**, **Owner**, **Resident**, **GL Account**, **Property**, and **Payable Invoice** screens.
2. Extract 1099 data to the 1099 table.
3. Print 1099 forms for recipients and for your own files.
4. Prepare the electronic file.
5. Submit the electronic file.

For visual representations of 1099 processes, see Appendix C, “1099 Processing Flow Charts.”

Data Preparation

In this section:

This section describes how to prepare data to ensure accurate 1099 processing.

Preparing 1099 Data

To get accurate 1099 data, ensure that processing includes the necessary GL accounts and invoices. You may also need to correct previously entered vendor, owner, or tenant data. Name, address, telephone number, and taxpayer ID information must be complete on the **Vendor**, **Owner**, and **Resident** screens. Follow these guidelines to ensure accuracy:

☐ Set the **1099 Exempt** check box on the **GL Account** screen to determine whether 1099-MISC processing includes an account. See "To specify whether Voyager includes a GL account in 1099-MISC processing" on page 8.

> This guideline does not apply to 1099-INT or 1099-S processing.

☐ Set the **Exclude from 1099** field on the **Payable Invoice** screen to determine whether 1099 processing includes the invoice. See "To specify whether an invoice is included in 1099-MISC processing" on page 9.

> For information about resetting the **Exclude from 1099** field on multiple invoices at once, see "Missing Invoices" on page 58.

☐ Set the **Gets** field on the **Vendor** screen to determine whether 1099 processing includes a vendor. See "Verifying 1099 Recipient Records" on page 12.

☐ If the 1099 payer is the property-management company, ensure that the company has a vendor record containing the information the IRS requires. See "To set up the property-management company vendor record" on page 10.

☐ Ensure that the database contains the Taxpayer Identification Number for each vendor, owner, and tenant included in 1099 processing. See "Verifying 1099 Recipient Records" on page 12.

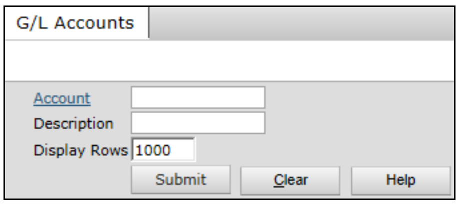
☐ Ensure that the electronic file transmitter vendor record contains the information required by the IRS. See "Configuring the Transmitter Vendor Record" on page 34.

☐ Check for punctuation that could cause problems in the electronic file, in vendor, owner, and tenant names and addresses. See "Punctuation and Electronic Files" on page 33.

This section describes the following procedures:

To specify whether Voyager includes a GL account in 1099-MISC processing

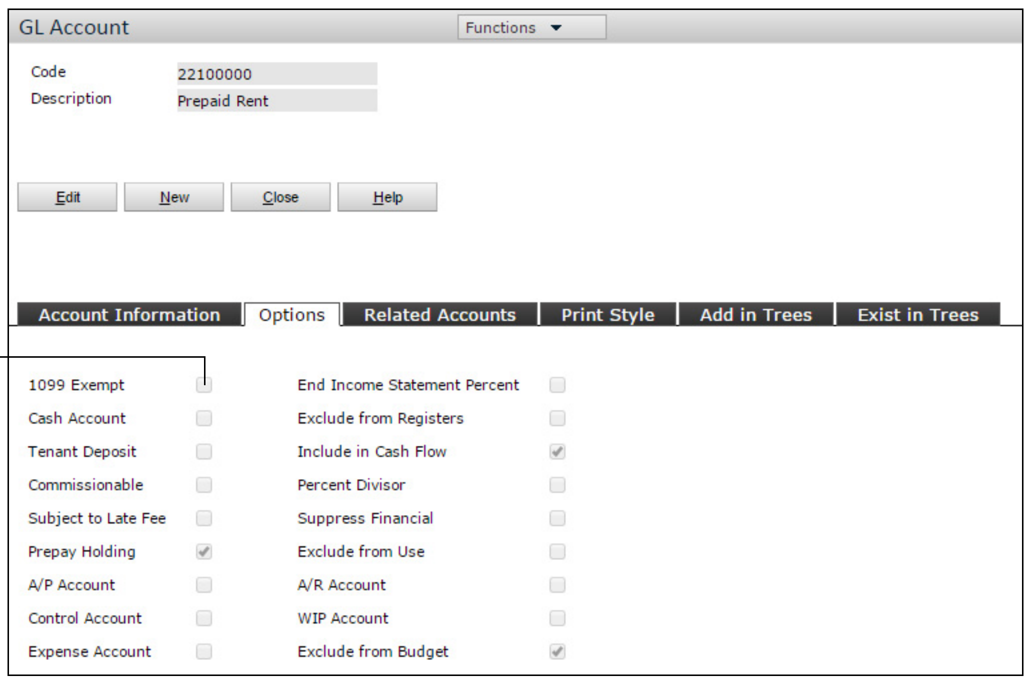
1 From the side menu, select **Setup > System > Review G/L Account**. The **G/L Accounts** filter appears.



2 Complete the filter and click **Submit**. The **GL Account** screen appears.

3 Click the **Options** tab.

1099 Exempt check box



4 If appropriate, change the setting of the **1099 Exempt** check box.

If selected, Voyager does not include the account in 1099-MISC processing.

This setting does not affect 1099-INT or 1099-S processing.

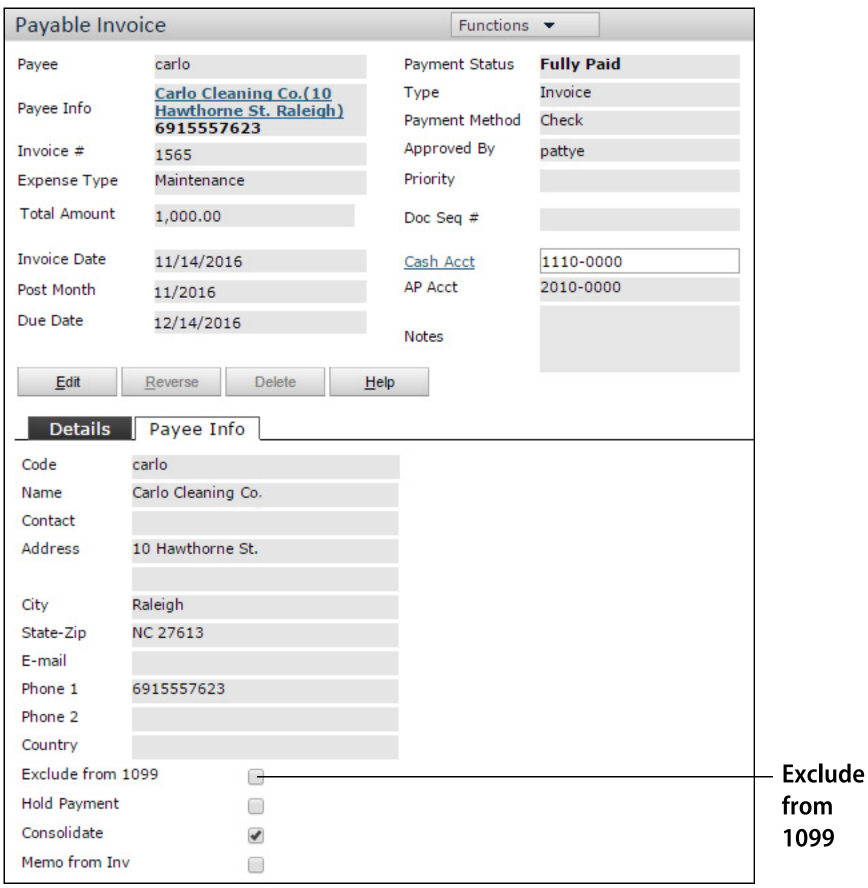
5 If you changed a setting, click **Save**.

To specify whether an invoice is included in 1099-MISC processing

1. From the side menu, select **Payables > Payable Processing > Review Payable**. The **Payable** filter appears.
2. Complete the filter and click **Submit**. The **Payable Invoice** screen appears.
3. Click the **Payee Info** tab.

   If **Exclude from 1099** is selected, Voyager does not include the invoice in 1099-MISC processing.

   This setting does not affect 1099-INT or 1099-S processing.



4 If you want to change the setting:

a Click **Edit**.

The **Expense Type** field must be complete for the **Edit** button to be available. Earlier versions of Voyager did not use expense types, so invoices created in an earlier Voyager version cannot be edited.

If you need to exclude a payable that you cannot edit, consider whether you can achieve the same goal by excluding the vendor or the GL account. If those alternatives do not provide a satisfactory workaround, contact Yardi technical support.

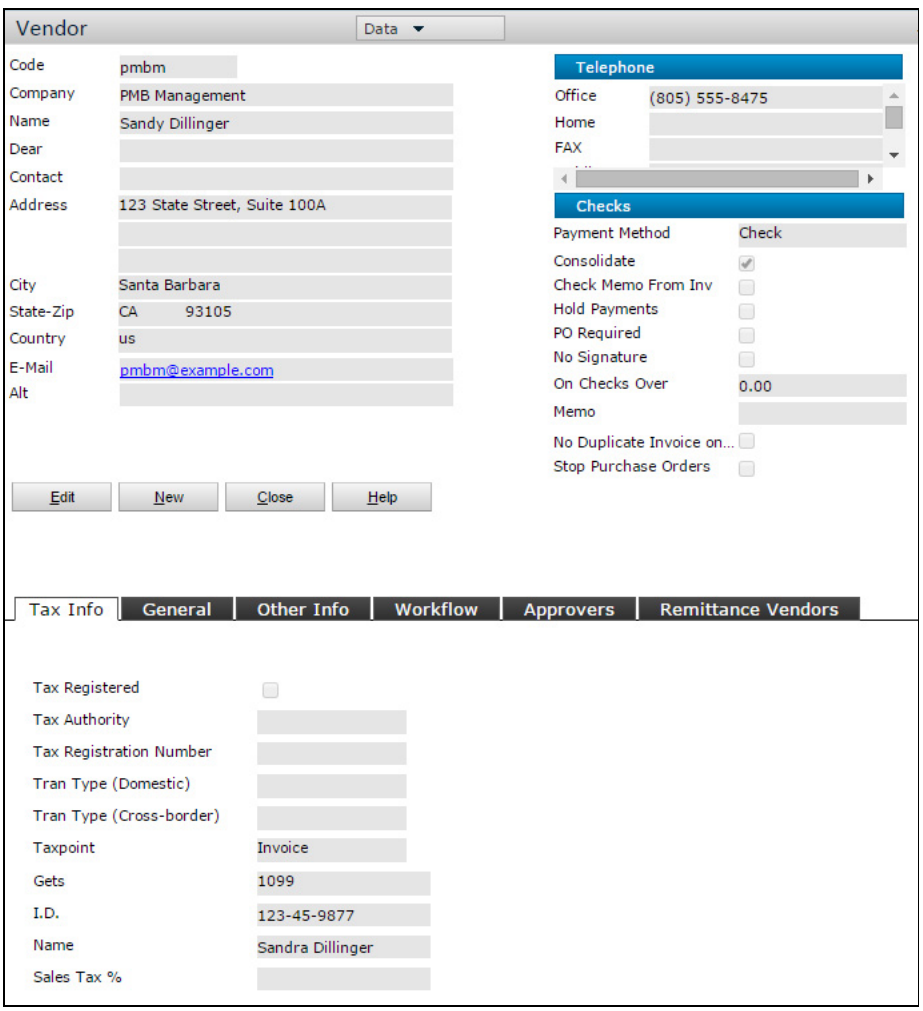
b Select or clear the **Exclude from 1099** check box.

c Click **Save**.

To set up the property-management company vendor record

1 From the side menu, select **Payables > Vendor > Review Vendor**. The **Vendor** filter appears.

2 Complete the filter and click **Submit**. The **Vendor** screen appears.



3 Ensure that the **Tax Info** tab includes the following information:

Gets	**1099**
I.D.	Taxpayer Identification Number (Employer Identification Number, Individual Taxpayer Identification Number, or Social Security number). **NOTE** Two permissions—Vendor Social Security Number and Vendor Social Security Number Modify—determine whether you can see or change the entry in this field. For information about modifying permissions, see "Menu and Data-Access Permissions" in the *Voyager Core Administration and Setup Guide*.
Name	If the name associated with the Taxpayer Identification Number is not the name in the **Company** and **Name** fields at the top left of the screen, enter the official name. Otherwise, leave this field blank. A name in this field prints above the name in the **Company** and **Name** fields. **EXAMPLE** For the vendor record shown in the preceding graphic, Voyager completes the recipient's name section as follows: Sandra Dillinger PMB Management For information about how the **Company** and **Name** fields work together, see "Vendor Setup" in the *Voyager Core User's Guide*.

4 If you need to change something:

a Click **Edit**.

b Make the change.

c Click **Save**.

Verifying 1099 Payer Records

When extracting data and generating forms, you specify who issues them—the *payer*. The following table lists and defines the three payer options, and provides links to information about ensuring proper setup of the payer record.

Management Company	The property manager issues 1099 forms. Voyager draws payer information from the property-manager vendor record. See "To set up the property-management company vendor record" on page 10.
Owner	All property owners or an individual property owner issues 1099 forms. Voyager draws payer information from the **Owner** record for each payer. If the payer is all owners, Voyager uses share or percentage information from the **Ownership** record for each property. The possible scenarios for owner as payer are: **All Owners** (default) Voyager generates one vendor or tenant 1099 for each listed owner. The **Ownership%** or **Shares** column on the **Ownership** screen for each property determines the portion paid by each owner. For example, if the shares are split 60/40 between two owners, a vendor who had been paid $1,000 would get a 1099 from one owner for $600, and a 1099 from the other owner for $400. **[Individual Owner]** The vendor or tenant receives a single 1099 from one owner specified on the **Ownership** screen, ignoring values in the **Ownership%** and **Shares** columns. For information about setting up ownership, see "Establishing Ownership" in the *Voyager Core Setup Guide*. To ensure that the Taxpayer Identification Number is formatted properly, see "Adding Owner Records" in the *Voyager Core Setup Guide*.
Bank Account Vendor	The property manager pays vendors from multiple bank accounts and generates separate vendor 1099-MISC forms for each account.

Verifying 1099 Recipient Records

To avoid potential problems with 1099 submissions, verify that the vendor, owner, and tenant records contain the information required for 1099 processing. You can verify that information on the screen for each type of record.

Some of the essential information also appears on reports accessible from the i1099 dashboard. See "1099 Reports" on page 19.

The IRS requires a Taxpayer Identification Number for each 1099 recipient. For an individual, this is a Social Security number or Individual Taxpayer Identification Number. For an organization, this is an Employer Identification number.

Punctuation in vendor, owner, and tenant names and addresses may cause problems when you electronically submit 1099 files. The following table describes which fields to check for punctuation. Alternatively, you can look for problems in the electronic file after generating it, removing punctuation from only those records for which it is a problem and then re-generating the electronic file. For information about checking an electronic data file, see "Verifying Electronic 1099 Files Before Submission" on page 39.

To review 1099 recipient data, review the records, fields, and check boxes described in the following table.

Two permissions—Vendor Social Security Number and Vendor Social Security Number Modify—determine whether you can see or change a Taxpayer Identification Number. For information about modifying permissions, see "Menu and Data-Access Permissions" in the *Voyager Core Administration and Setup Guide*.

Screen	Taxpayer Identification Number	Avoid Punctuation In These Fields	Gets 1099 Indicator for 1099-MISC	Additional Information
Vendor	**I.D.** field on **Tax Info** tab	**Top of Screen:** • **Company** • **Name** • **Address** **Tax Info Tab:** • **Name**	**Gets** drop-down list on **Tax Info** tab set to **1099**	"Vendors" in the *Voyager Core User's Guide*
Owner	**I.D.** field on **Federal Tax** tab	• **Name** • **Address**	**Gets 1099** check box on **Federal Tax** tab selected	"Adding Owner Records" in the *Voyager Core Setup Guide*
Resident	**Soc. Sec. #** field on **Other Info** tab	• **First Name** • **Last Name** • **Address**	None	"Reviewing and Editing Resident Records" in the *Residential User's Guide*

1099 Data Extraction

In this section:

This section describes how to extract 1099 data from the Voyager database to the table used for generating 1099 forms, electronic files, and reports.

Before extracting, ensure that your database contains the required data. For more information, see “Preparing 1099 Data” on page 7.

System administrators can limit users’ access to properties. You can extract data only for properties to which you have access. For more information, see “Adding, Reviewing, and Editing Users and Employees in Security Groups” in the *Voyager Core Administration and Setup Guide*.

Certain situations require re-extracting 1099 data. For information about when this is necessary, see Appendix B, “1099 Troubleshooting.”

Extracting Vendor 1099-MISC Data

Perform this procedure to extract the data required for vendor 1099-MISC forms and reports and the electronic file for submission to the IRS. For a description of how Voyager completes the form, see “Vendor 1099-MISC” on page ix. You can extract vendor data by owner, property-management company, or bank vendor. For more information, see “Verifying 1099 Payer Records” on page 12.

You can repeat this procedure for different data sets (different properties, for example). You can replace extracted data by re-extracting after fixing a data problem.

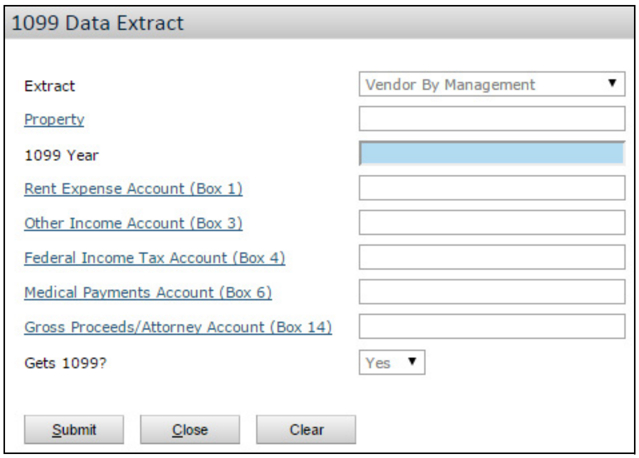
To extract vendor 1099 data

1 From the side menu, select **1099-MISC Vendor**, then select the appropriate payer and whether you want to extract data for vendors who get 1099s or those who do not.

The purpose of extracting data for vendors that won't get a 1099-MISC is to generate a report of such vendors. Then you can review the report to verify that there are no vendors who *should* get a 1099-MISC in the wrong category.

The Bank Account Vendor payer option does not offer this option, because a vendor who would not receive a 1099 for one bank account might receive a 1099 for another.

The corresponding **1099 Data Extract** screen appears.



2 Complete the screen:

Extract	Matches your menu selection.
Property	Limits extraction to specified properties or property lists.
1099 Year	**2016**
Rent Expense Account (Box 1)	GL account numbers for rentals of office space, machinery, or public-housing agency rental-assistance payments to owners of housing projects.
Other Income Account (Box 3)	GL accounts for payments that do not belong in Box 6, Box 7, or Box 14.
Federal Income Tax Account (Box 4)	GL account number for federal income-tax withholding.
Medical Payments Account (Box 6)	GL account number for payments to physicians and other providers of health-care services. **NOTE** This field does not appear on the **Extract Vendor by Bank** filter. If the payer is a bank-account vendor, Voyager includes medical payments in Box 7: Nonemployee Compensation.
[NA] (Box 7)	Non-interest vendor payments (from GL accounts not specified on the filter).
Gross Proceeds/Attorney Account (Box 14)	GL account for gross proceeds paid in connection with legal services. **NOTE** The deadline for submitting 1099-MISC data to the IRS changes if you include data in Box 14. See "Due Dates" on page x.

3 Click **Submit**.

If the table contains data from a previous extraction, Voyager displays a notification that existing data will be overwritten. Click **OK**.

Voyager overwrites only data meeting filter criteria. For example, if you specify a property, Voyager overwrites data for that property only.

Depending on the amount of data, populating the 1099 table can take from a few seconds to (rarely) over half an hour. A confirmation message appears when Voyager completes processing.

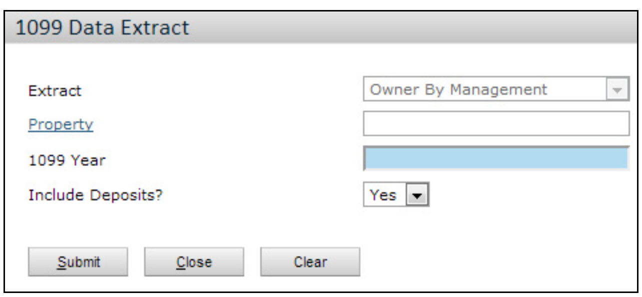
Extracting Owner 1099-MISC Data

You issue 1099-MISC forms to property owners for the income the property generates. Voyager completes 1099-MISC Field 1 (Rents) with the total from GL accounts with the **Normal Balance** field set to **Credit** and the **Report Type** field set to **Income Statement**. If **Incl Deposit** is selected, Voyager includes GL accounts marked **Tenant Deposit**, regardless of the normal balance and report type. The property-management company is always the payer.

You can repeat this procedure for different properties or sets of properties. You can replace extracted data by re-extracting after fixing a data problem.

To extract owner 1099 data

1 From the side menu, select **1099-MISC: Owner > Payer: Management Co. > Extract by Management Company**. The **Extract Owner by Management** screen appears.



2 Complete the screen:

Extract	**Owner by Management** (matches menu selection).
Property	Limits extraction to specified properties or property lists.
1099 Year	**2016**
Incl Deposit	Includes deposits. Complete in accordance with your accountant's advice.

3 Click **Submit**.

If the table contains data from a previous extraction, Voyager displays an alert to notify you that the existing data will be overwritten. Click **OK**.

Voyager overwrites only data matching filter criteria. For example, if you specify a property, Voyager overwrites data for that property only.

Depending on the amount of data, populating the 1099 table can take from a few seconds to (rarely) over half an hour. A confirmation message appears when Voyager completes processing.

Extracting 1099-INT Data

You issue 1099-INT forms to tenants, vendors, and owners to whom you paid or credited interest of $10 or more during the tax year. For a description of how Voyager completes the 1099-INT form, see “1099-INT” on page ix. The 1099-INT payer can be the owner or the property-management company. For more information about payers, see “Verifying 1099 Payer Records” on page 12.

1099-INT processing does not include commercial tenants or owners of condos, co-ops, or HOA homes.

1099-MISC procedures do not affect 1099-INT processing.

You can repeat this procedure for different properties or sets of properties. You can replace extracted data by re-extracting after fixing a data problem.

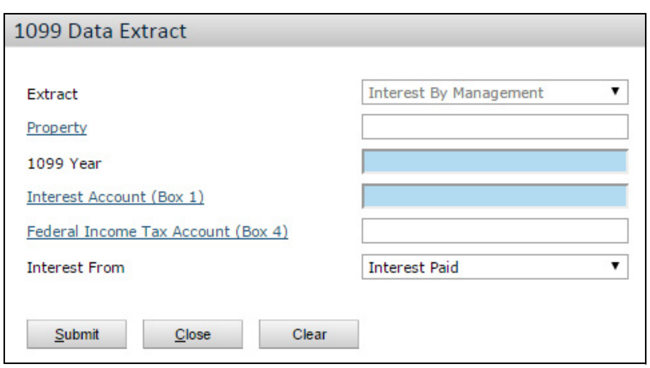
To extract interest 1099 data

1 From the side menu, select one of the following:

1099 Interest > Payer: Management Co. > Extract by Management Co.

1099 Interest > Payer: Owner > Extract by Owner

The corresponding **Extract Interest** screen appears.



2 Complete the screen:

Extract	Matches menu selection.
Property	Limits the extraction to one or more properties or property lists.
1099 Year	**2016**
Interest Account (Box 1)	GL account number for interest paid or credited.
Federal Income Tax Account (Box 4)	GL account number for federal income-tax withholding.
Interest From	**Interest Paid** Data for tenants, vendors, and owners for whom payables and checks were processed for interest. **Interest Credited** Data for tenants to whom interest was processed as a negative charge. **Both** Paid and credited interest.

3 Click **Submit**.

If the table contains data from a previous extraction, Voyager displays an alert to notify you that the existing data will be overwritten. Click **OK**.

Voyager overwrites only data meeting filter criteria. For example, if you specify a property, Voyager overwrites data for that property only.

Depending on the amount of data, populating the 1099 table can take from a few seconds to (rarely) over half an hour. A confirmation message appears when Voyager completes processing.

Extracting 1099-S Data

Voyager reads the necessary data from its standard tables when you generate 1099-S reports or forms, so you do not extract 1099-S data. For a description of how Voyager completes the 1099-S form, see "1099-S" on page ix.

1099 Reports

In this section:

Voyager provides reports for verifying 1099 data before you print forms or submit data to the IRS.

This section describes reports you use to review data before generating 1099 forms. For information about generating forms, see "1099 Forms" on page 27.

Report	Title	Menu Path	What to Review
1099-MISC Vendor Check Report	1099 Check Report - Vendor By Management - 2016	**1099 MISC: Vendor > Payer: Management Co. > 1099 Check Report**	**Vendor Name** Does it include punctuation? **Fed Tax ID** Does each record have a nine-digit ID? **Address** Does it include punctuation? **Box Amounts** Are they as expected? **SEE ALSO** "Generating Vendor 1099 Check Reports" on page 20 and "Punctuation and Electronic Files" on page 33.
	1099 Check Report - Vendor By Owner - 2016	**1099 MISC: Vendor > Payer: Owner > 1099 Check Report**	
	1099 Check Report - Vendor By Bank - 2016	**1099 MISC: Vendor > Payer: Bank Account Vendor > 1099 Check Report**	
1099-MISC Owner Check Report	1099 Check Report - Owner By Management - 2016	**1099 MISC: Owner > Payer: Management Co. > 1099 Detail Report**	**Owner** Does it include punctuation? Is there a nine-digit federal tax ID to the right of the owner name, below the **Property Code** heading? **Amount** Is it as expected? **SEE ALSO** "Generating Owner 1099-MISC Reports" on page 23 and "Punctuation and Electronic Files" on page 33.
1099-INT Check Report	1099 Check Report - Interest By Management - 2016	**1099 Interest > Payer: Management Co. > 1099 Detail Report**	**Recipient Name** Does it include punctuation? **Fed Tax ID** Does each record have a nine-digit ID? **Address** Does it include punctuation? **Box Amounts** Are they as expected? **SEE ALSO** "Generating 1099-INT Reports" on page 24 and "Punctuation and Electronic Files" on page 33
	1099 Check Report - Interest By Owner - 2016	**1099 Interest > Payer: Owner > 1099 Detail Report**	

Report	Title	Menu Path	What to Review
1099-S Detail Report	1099-S Detail Report	**1099-S > 1099-S Detail Report**	**Name** Does it include punctuation? **Tax ID** Does each record have a nine-digit ID? **Amount** Is it as expected? **SEE ALSO** "Generating 1099-S Reports" on page 26 "Punctuation and Electronic Files" on page 33.

For more information about generating reports, see "Reports" in the *Voyager Core User's Guide*.

Generating Vendor 1099 Check Reports

Generate vendor 1099 reports to verify that the appropriate vendors receive a 1099-MISC and that all appropriate transactions get processed. Generate the report twice: once for vendors who receive a 1099-MISC and once for vendors who do not. Verify that the appropriate vendors appear on each report.

Before generating these reports, extract 1099 vendor data once for vendors who get 1099s and once for those who do not. For additional information, see "Extracting Vendor 1099-MISC Data" on page 14.

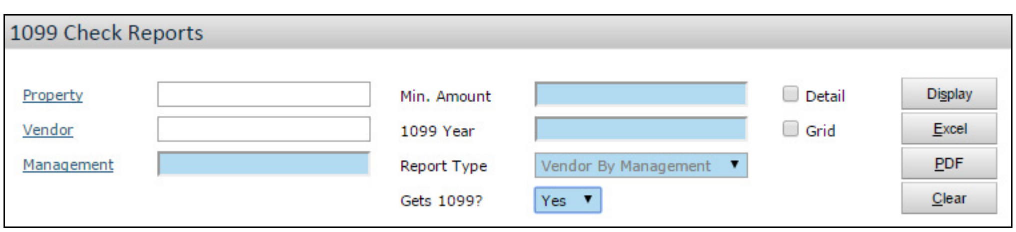
Vendor 1099 reports display the data that appears on 1099-MISC forms, which differs from what appears on a check register.

You can also generate a Vendor Directory listing vendors, tax IDs, and transaction dates.

This section includes the following procedures:

To generate a vendor 1099 check report

1 From the side menu, select **1099 MISC: Vendor**, choose the payer, and then select **1099 Check Report**. The **1099 Check Reports** filter appears.



2 Complete the filter:

Property	Limits report to one or more properties or property lists.
Vendor	Limits report to a single vendor.
Management	Appears only if the payer is the property-management company. Limits the report to the specified property-management company.
Owner	Appears only if the payer is the owner. Limits the report to one or more owners.
Bank Vendor	Appears only if the payer is the bank. Limits the report to the specified property-management company.
Bank	Appears only if the payer is the bank. Limits the report to the specified bank.
Min Amount	**All vendors paid any amount** **.01** **Only vendors due a 1099-MISC** **600**
1099 Year	**2016**
Report Type	Matches menu selection. For more information about payers, see "Verifying 1099 Payer Records" on page 12.
Gets 1099	Whether the vendor receives a 1099. **TIP** Generate the report twice—once for **Yes** and again for **No**—and confirm that each report includes the appropriate vendors. You must extract data for each category before generating the reports.
Detail	Displays each vendor transaction. If not selected, a summary report displays totals by vendor.

3 Click the appropriate output button.

For a sample report, see "1099 Check Report - Vendor by Management - 2016 (Summary)" on page 48.

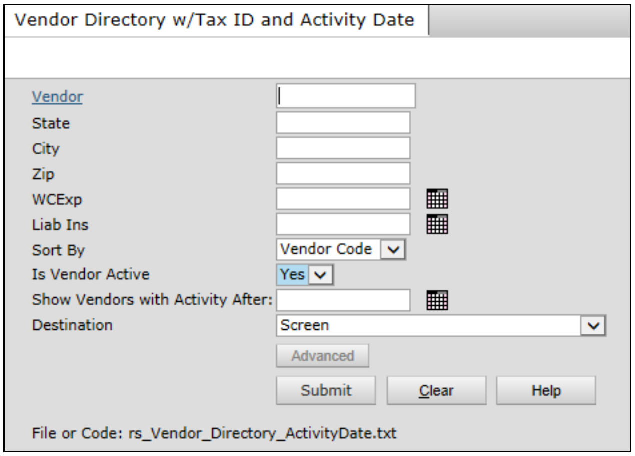
4 Review the report. Check for the following:

Vendor Name	Are the appropriate vendors included? If a vendor appears on the wrong report, check the setting of the **Gets** field on the **Tax Info** tab of the **Vendor** screen. Does the name include punctuation? See "Punctuation and Electronic Files" on page 33.
Fed Tax ID	Does it include a nine-digit number?
Address	Does it include punctuation? See "Punctuation and Electronic Files" on page 33.
Box Amounts	Are amounts as expected?

You may need to re-extract data after making changes. For information about which changes require re-extraction, see "Re-Extracting 1099 Data" on page 55.

To view the Vendor Directory

1 From the side menu, select **1099 Utilities > Vendor Directory**. The **Vendor Directory w/Tax ID and Activity Date** filter appears.



2 Complete the filter:

Vendor	Limits the report to one or more vendors.
State, City, Zip	Vendor address. **TIP** You can enter more than one abbreviation in the **State** field by typing a caret (^) between. For example, for a directory showing vendors from California, Oregon, and Washington, enter **CA^OR^WA**.
WCExp	Limits the report to records with an expired date in the **WorkComp** field on the **Vendor** screen.
Liab Ins	Limits the report to records with an expired date in the **Liability** field on the **Vendor** screen.
Show Vendors with Activity After	Limits the report to vendors with activity on or after the specified date.

3 Select an option from the **Destination** drop-down list.

For more information, see "Report Destinations for Standard Reports" in the *Voyager Core User's Guide*.

4 Click **Submit**. Voyager generates the report. For a sample, see "Vendor Directory w/Tax ID and Activity Date" on page 49.

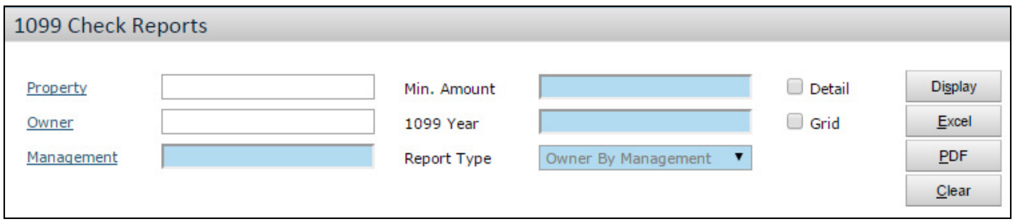
Generating Owner 1099-MISC Reports

Generate an owner 1099 check report to verify that appropriate owners receive a 1099-MISC including all appropriate transactions.

You must extract owner data to populate the 1099 table before generating this report. For additional information, see “Extracting Owner 1099-MISC Data” on page 16.

To generate an owner 1099 check report

1 From the side menu, select **1099 MISC: Owner > Payer: Management Co. > 1099 Detail Report**. The **1099 Check Reports** filter appears.



2 Complete the filter:

Property	Limits report to one or more properties or property lists.
Owner	Limits report to one owner.
Mgmt. Co.	Property-manager vendor record for payer.
Min Amount	**Owners paid any amount** **.01** **Owners due a 1099-MISC** **600**
1099 Year	**2016**
Report Type	Matches menu selection.
Detail	Displays each owner transaction. If not selected, the report displays totals by owner.

3 Click the appropriate output button.

For a sample report, see “1099 Check Report - Owner by Management - 2016 (Summary)” on page 51.

4 Review the report. Check for the following:

Owner	Is ownership information accurate? For information about the two ways Voyager can process owner 1099 data, see "Owner" on page 12. Does the name include punctuation? See "Punctuation and Electronic Files" on page 33.
Fed Tax ID	Does it include a nine-digit number?
Address	Does it include punctuation? See "Punctuation and Electronic Files" on page 33.
Total for...	Are amounts as expected?

You may need to re-extract data after making changes. For information about which changes require re-extraction, see "Re-Extracting 1099 Data" on page 55.

Generating 1099-INT Reports

Generate an interest check report to verify that the appropriate tenants, vendors, and owners receive a 1099-INT including all appropriate transactions.

You must extract data to the 1099 table before generating the 1099-INT Detail report. For information about populating the 1099 table, see "Extracting 1099-INT Data" on page 17.

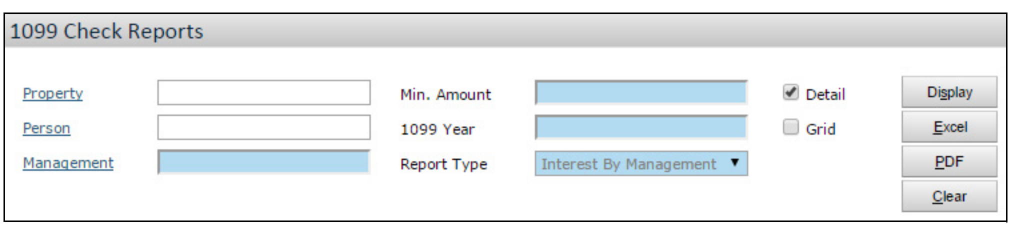
To generate the interest check report

1 From the side menu, select one of the following:

1099 Interest > Payer: Management Co. > 1099 Detail Report

1099 Interest > Payer: Owner > 1099 Detail Report

The **1099 Check Reports** screen appears.



2 Complete the filter:

Property	Limits report to one or more properties or property lists.
Person	Limits report to a single recipient.
Management	Appears only if the payer is the property-management company. Limits the report to the specified property-management company.
Owner	Appears only if the payer is the owner. Limits the report to one or more owners.
Min Amount	**All recipients of any amount of interest** **.01** **Only recipients due a 1099-INT** **10**
1099 Year	**2016**
Report Type	Matches menu selection. For more information about payers, see "Verifying 1099 Payer Records" on page 12.
Detail	Lists individual interest transactions. If not selected, the report displays total interest per recipient.

3 Click the appropriate output button.

For a sample report, see "1099 Check Report - Interest By Management - 2016 (Detail)" on page 53.

4 Review the report. Check for the following:

Recipient	Does the name include punctuation? See "Punctuation and Electronic Files" on page 33.
Fed Tax ID	Does it include a nine-digit number?
Address	Does it include punctuation? See "Punctuation and Electronic Files" on page 33.
Box 1, Box 4	Are amounts as expected?

You may need to re-extract data after making changes. For information about which changes require re-extraction, see "Re-Extracting 1099 Data" on page 55.

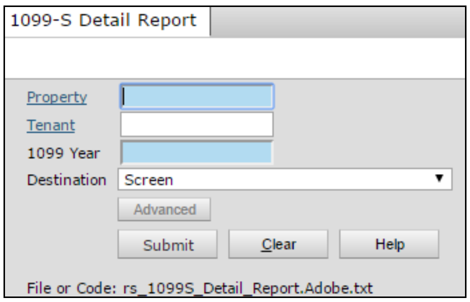
Generating 1099-S Reports

Generate a 1099-S Detail Report to verify that the appropriate people receive a 1099-S and that all appropriate transactions are included.

You do not need to extract data to 1099 tables for 1099-S processing. Voyager reads the necessary data from standard tables when you generate reports or forms.

To generate the 1099-S Detail Report

1 From the side menu, select **1099 S > 1099-S Detail Report.** The **1099-S Detail Report** filter appears.



2 Complete the filter:

Property	Limits the report to one or more properties or property lists.
Tenant	Limits the report to one or more former co-op owners.
1099 Year	**2016**

3 Select a destination from the **Destination** drop-down list.

For more information about report destinations, see “Report Destinations for Standard Reports” in the *Voyager Core User’s Guide*.

4 Click **Submit**. Voyager generates the report.

5 Review the report. Check for the following:

Tenant	Does the name include punctuation? See “Punctuation and Electronic Files” on page 33.
Fed Tax ID	Does it include a nine-digit number?
Address	Does it include punctuation? See “Punctuation and Electronic Files” on page 33.
Amounts	Are amounts as expected?

1099 Forms

In this section:

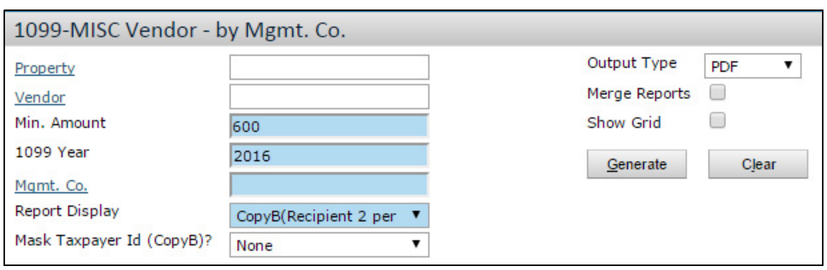
You provide printed 1099 forms to vendors, owners, and tenants. See "IRS Form 1099" on page viii for information about what a 1099 form is and how Voyager completes the form.

This section describes how to generate 1099 forms, which are a type of report. For general information about generating reports, see "Reports" in the *Voyager Core User's Guide*.

Generating Vendor 1099-MISC Forms

To generate vendor 1099-MISC forms

1 From the side menu, select **1099 MISC: Vendor**, the payer, and **1099 Forms**. The **1099-MISC Vendor** filter appears.



2 Complete the filter:

Property	Limits processing to one or more properties or property lists.
Vendor	Limits processing to one or more vendors.
Min Amount	**600**
1099 Year	**2016**
Mgmt Co	Appears only if payer is management company. Limits processing to specified management company.
Owner	Appears only if the payer is one or more owners. Limits processing to specified owners.
Report Display	Whether the report is for the recipient or payer, and whether the forms print one or two per page. **NOTE** There is an option for printing Copy A for the IRS, but the IRS typically requires submission via electronic file.

Output Type	PDF
Merge Reports	Voyager generates a single PDF containing all 1099 forms that meet the filter criteria. If you select this option, a **View** link appears to the right of the check box after you click **Generate**.

Voyager does not use the **Attach Reports**, **Email Reports**, or **Show on Portal** check boxes for 1099 forms.

3 Click **Generate**.

A list appears below the filter. If you chose a 1-per-page **Report Display** option, each item represents one form for one recipient. If you chose a 2-per-page **Report Display** option, each item represents two forms, typically for two recipients. To view a PDF, click a **View Report** link. For a sample, see “Vendor 1099-MISC” on page 47.

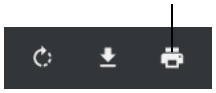
If you selected **Merge Reports**, Voyager opens a separate window containing all of the 1099 forms in a single PDF.

If you selected **Merge Reports** and Voyager does not open a separate window containing all of the 1099 forms in a single PDF, click the **View** link next to the **Merge Reports** check box.

This behavior is caused by the browser pop-up blocker. You can avoid it by turning off the pop-up blocker or adding the Voyager URL to the pop-up blocker exceptions list. For more information, see the *Voyager Internet Browser Configuration Guide*.

4 To print, click the printer icon in the window containing the PDF. You may need to move the pointer to near the top of the window to make the icon appear.

Printer icon

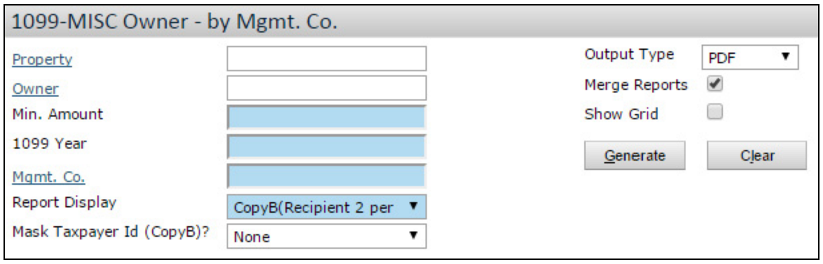


Icon appearance may vary.

Generating Owner 1099-MISC Forms

To generate owner 1099-MISC forms

1 From the side menu, select **1099 MISC: Owner > Payer: Management Co. > 1099 Forms**. The **1099-MISC Owner - by Mgmt. Co.** filter appears.



2 Complete the filter:

Property	Limits processing to one or more properties or property lists.
Owner	Limits processing to one or more owners.
Min Amount	**600**
1099 Year	**2016**
Mgmt. Co.	Property manager vendor code.
Report Display	Whether the report is for the recipient or payer, and whether the forms print one or two per page. **NOTE** There is an option for printing Copy A for the IRS, but the IRS typically requires submission via electronic file.
Mask Taxpayer Id (CopyB)	Whether the report masks all but the last four digits of the Taxpayer Identification Number on Copy B for the payer, payee, or both.
Output Type	**PDF**
Merge Reports	Voyager generates a single PDF containing all 1099 forms that meet the filter criteria. If you select this option, a **View** link appears to the right of the check box after you click **Generate**.

Voyager does not use the **Attach Reports**, **Email Reports**, or **Show on Portal** check boxes for 1099 forms.

3 Click **Generate**.

A list appears below the filter. If you chose a 1-per-page **Report Display** option, each item represents one form for one recipient. If you chose a 2-per-page **Report Display** option, each item represents two forms, typically for two recipients. To view a PDF, click a **View Report** link. For a sample, see "Owner 1099-MISC" on page 50.

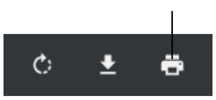
If you selected **Merge Reports**, Voyager opens a separate window containing all of the 1099 forms in a single PDF.

If you selected **Merge Reports** and Voyager does not open a separate window containing all of the 1099 forms in a single PDF, click the **View** link to the right of the **Merge Reports** check box.

This behavior is caused by the browser pop-up blocker. You can avoid it by turning off the pop-up blocker or adding the Voyager URL to the pop-up blocker exceptions list. For more information, see the *Voyager Internet Browser Configuration Guide*.

4 To print, click the printer icon in the window containing the PDF. You may need to move the pointer to near the top of the window to make the icon appear.

Printer icon



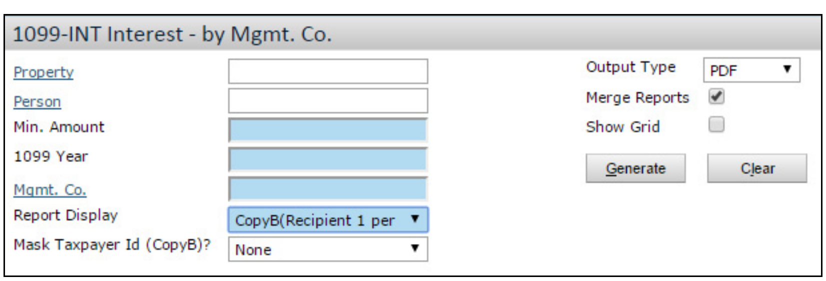
Icon appearance may vary.

Generating 1099-INT Forms

This procedure generates 1099-INT forms for tenants, owners, and vendors.

To generate 1099-INT forms

1 From the side menu, select **1099 Interest**, then the payer, and then **1099 Forms**. The **1099-INT Interest - by Mgmt. Co.** filter appears.



2 Complete the filter:

Property	Limits processing to one or more properties or property lists.
Tenant	Limits processing to one or more tenants, owners, or vendors.
Min Amount	**10**
1099 Year	**2016**
Mgmt Co	Appears only if payer is management company. Limits processing to specified management company.
Owner	Appears only if the payer is one or more owners. Limits processing to specified owners.
Report Display	Whether the report is for the recipient or payer, and whether the forms print one or two per page. **NOTE** There is an option for printing Copy A for the IRS, but the IRS typically requires submission via electronic file.
Mask Taxpayer Id (CopyB)	Whether the report masks all but the last four digits of the Taxpayer Identification Number on Copy B for the payer, payee, or both.
Output Type	**PDF**
Merge Reports	Voyager generates a single PDF containing all 1099 forms that meet the filter criteria. If you select this option, a **View** link appears to the right of the check box after you click **Generate**.

Voyager does not use the **Attach Reports**, **Email Reports**, or **Show on Portal** check boxes for 1099 forms.

3 Click **Generate**.

A list appears below the filter. If you chose a 1-per-page **Report Display** option, each item represents one form for one recipient. If you chose a 2-per-page **Report Display** option, each item represents two forms, typically for two recipients. To view a PDF, click a **View Report** link. For a sample, see "1099-INT Form" on page 43.

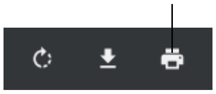
If you selected **Merge Reports**, Voyager opens a separate window containing all of the 1099 forms in a single PDF.

If you selected **Merge Reports** and Voyager does not open a separate window containing all of the 1099 forms in a single PDF, click the **View** link next to the **Merge Reports** check box.

This behavior is caused by the browser pop-up blocker. You can avoid it by turning off the pop-up blocker or adding the Voyager URL to the pop-up blocker exceptions list. For more information, see the *Voyager Internet Browser Configuration Guide*.

4 To print, click the printer icon in the window containing the PDF. You may need to move the pointer to near the top of the window to make the icon appear.

Printer icon



Icon appearance may vary.

Generating 1099-S Forms

This procedure generates 1099-S forms for former co-op owners.

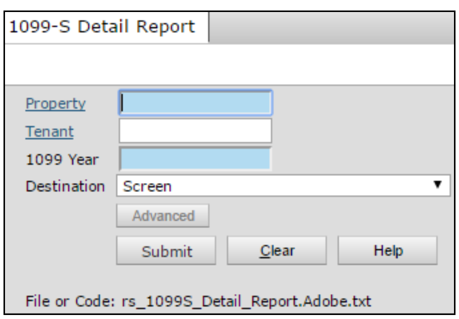
The payer for 1099-S printed forms is the property itself rather than the property-management company.

To generate 1099-S forms

1 Load preprinted stock in the printer.

Voyager fills the appropriate fields when you print the form.

2 From the side menu, select **1099 S > 1099-S Forms**. The **IRS 1099 S** filter appears.



3 Complete the filter:

Property	Co-op property for which a former owner received proceeds from sale of a unit.
Tenant	Limits processing to one or more owners.
1099 Year	**2016**

4 Select a destination from the **Destination** drop-down list.

If you select **Screen**, Voyager generates a PDF and displays it in your browser. The other two options require use of Service Manager Report Runner. For more information about report destinations, see "Report Destinations for Standard Reports" in the *Voyager Core User's Guide*.

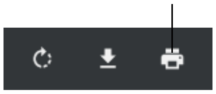
5 Click **Submit**. Voyager generates the forms.

6 Review the forms.

7 Print the forms.

To print, click the printer icon in the window containing the PDF. You may need to move the pointer to near the top of the window to make the icon appear.

Printer icon



Icon appearance may vary.

Electronic Files

In this section:

This section describes how to create electronic files for submission to the IRS.

Procedures specific to electronic submission include:

1 Creating the vendor record for the transmitter.

2 Generating the electronic file.

3 Checking the electronic file before submission.

4 Submitting the file.

Punctuation and Electronic Files

Punctuation in the name or address fields of vendor, owner, or tenant records can, but does not always, cause data misalignment in 1099 files generated for electronic submission to the IRS. There are two ways to avoid this problem:

Before generating electronic files Remove punctuation from name and address fields of all pertinent owner, vendor, and tenant records. See "Verifying 1099 Recipient Records" on page 12.

After generating electronic files Identify which records are misaligned in the file for electronic submission, remove punctuation from those records, and regenerate the files. See "To verify an electronic file before submission" on page 39.

Configuring the Transmitter Vendor Record

You must have a vendor record for the transmitter. If you transmit your own files, you must configure the vendor record for your organization for transmitting. The instructions in this section describe how to add a transmitter vendor record or ensure proper configuration of an existing vendor record. For general information about adding vendor records, see "Vendor Setup" in the *Voyager Core User's Guide*.

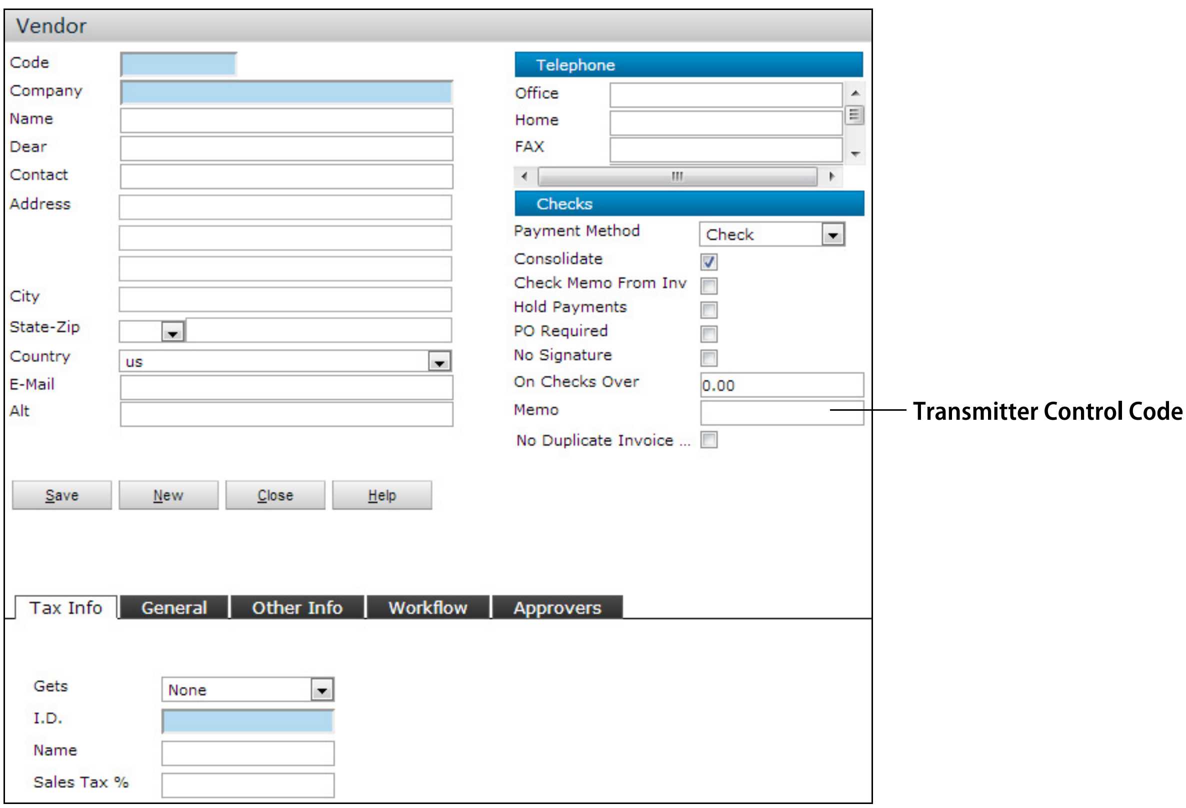
To configure the transmitter vendor record

1 Open the **Vendor** screen.

If you are adding a new vendor record, select **Payables > Vendor > Add Vendor**.

If you are configuring an existing record, select **Payables > Vendor > Review Vendor**.

The **Vendor** screen appears.



2 Ensure that the fields at the top left are completed as follows:

Do not use punctuation (for example, an apostrophe or dash) in the **Company**, **Name**, or **Address** fields.

Company	Name associated with the Taxpayer Identification Number, if transmitter is a company. For information about how the **Company** and **Name** fields work together, see "Vendor Setup" in the *Voyager Core User's Guide*. **IMPORTANT** For transmitter vendor records, the name associated with the Taxpayer Identification Number must appear in the **Company** or **Name** field at the top of the **Vendor** screen. You cannot use the **Name** field on the **Tax Info** tab.
Name	Name associated with the Taxpayer Identification Number, if transmitter is an individual. Information in the description of the **Company** field also applies to the **Name** field.
Contact	Person responsible for communicating with the IRS about 1099 transmissions.
Address, City, State-Zip, Country	Address for IRS correspondence.
E-Mail	Contact email address.

3 Ensure that the **Office** field in the **Telephone** section contains the contact phone number, with area code.

4 Ensure that the **Memo** field in the **Checks** section contains the Transmitter Control Code (TCC) provided by the IRS.

Register with the IRS for electronic filing at Filing Information Returns Electronically.

5 Ensure that the following fields on the **Tax Info** tab are completed as follows:

Gets	**None**
Fed Tax ID	Taxpayer Identification Number for the transmitter. File transmission fails if this field is empty.
Name	Empty. **IMPORTANT** On the transmitter vendor record, do not use this field for the name associated with the Taxpayer Identification Number. That name must appear in the **Company** or **Name** field at the top of the **Vendor** screen.

6 Click **Save**.

Viewing and Changing CF/SF Settings

The IRS established the Combined Federal/State Filing (CF/SF) program "to simplify information returns filing for payers. Through CF/SF, the IRS electronically forwards information returns (original and corrected) to participating states" (IRS Publication 1220).

You can use Voyager to submit 1099 data that the IRS can forward to participating states. By default, Voyager recognizes states participating as of December 2016. You can add or remove participating states on the **1099 Combined Federal/State Filing Program Participating States** screen.

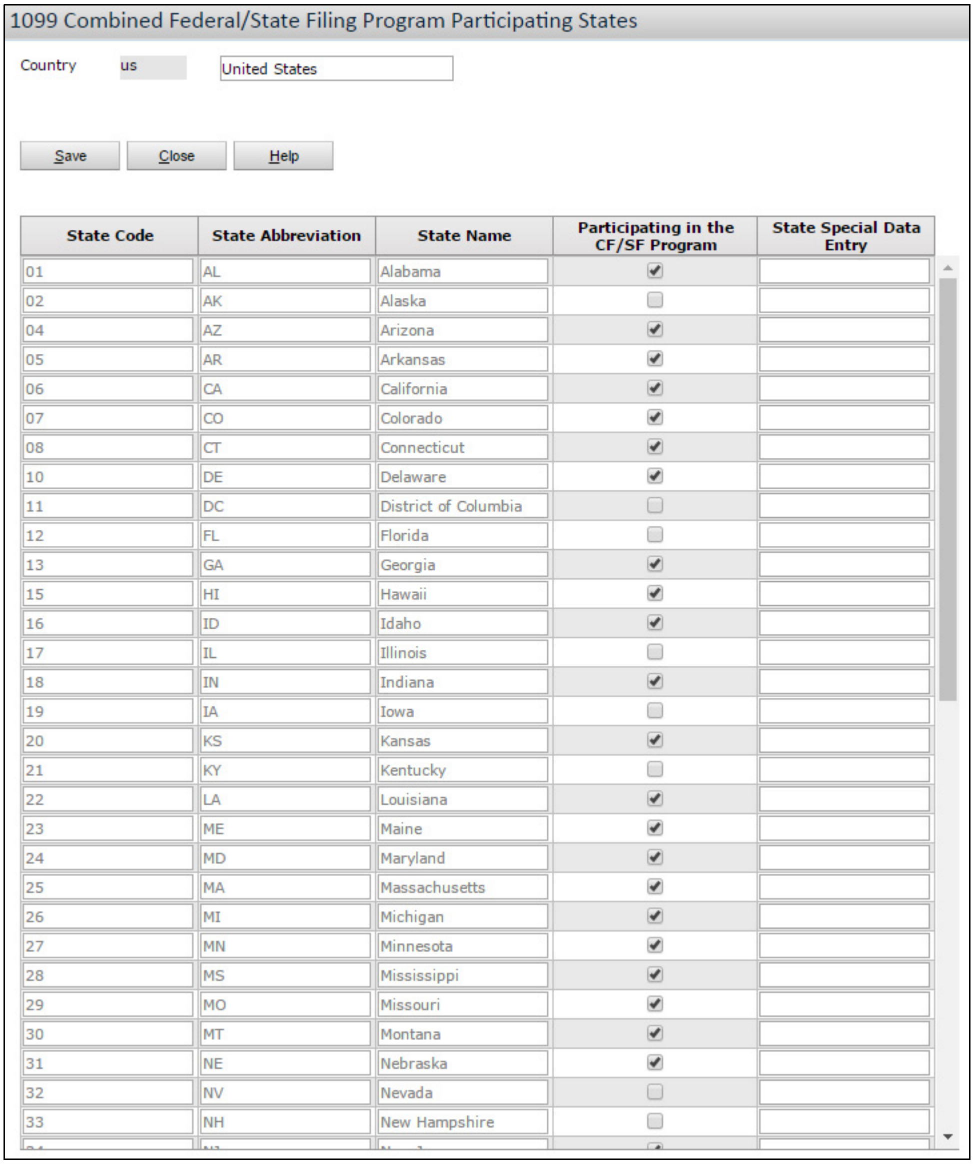
Some states require you to include additional information for CF/SF submissions. You enter this information in the **State Special Data Entry** field on the **1099 Combined Federal/State Filing Program Participating States** screen. Check with your accountant or state tax authority to determine your state's requirements.

For example, Wisconsin requires the number 036888888888801 if you were not required to withhold tax and have never held a Wisconsin withholding tax number. This number appears by default in the **State Special Data Entry** field for Wisconsin, but it is not appropriate for all filers. Another state, Vermont, requires your 15-character Vermont withholding tax account number.

IRS Publication 1220 contains information about the program, including a list of participating states.

To view or change CF/SF settings

1 Select **1099 Utilities > 1099 E-File Setup > Combined Federal/State Code**. The **1099 Combined Federal/State Filing Program Participating States** screen appears.



1099 Combined Federal/State Filing Program Participating States

Country us United States

Save Close Help

State Code	State Abbreviation	State Name	Participating in the CF/SF Program	State Special Data Entry
01	AL	Alabama	☑	
02	AK	Alaska	☐	
04	AZ	Arizona	☑	
05	AR	Arkansas	☑	
06	CA	California	☑	
07	CO	Colorado	☑	
08	CT	Connecticut	☑	
10	DE	Delaware	☑	
11	DC	District of Columbia	☐	
12	FL	Florida	☐	
13	GA	Georgia	☑	
15	HI	Hawaii	☑	
16	ID	Idaho	☑	
17	IL	Illinois	☐	
18	IN	Indiana	☑	
19	IA	Iowa	☐	
20	KS	Kansas	☑	
21	KY	Kentucky	☐	
22	LA	Louisiana	☑	
23	ME	Maine	☑	
24	MD	Maryland	☑	
25	MA	Massachusetts	☑	
26	MI	Michigan	☑	
27	MN	Minnesota	☑	
28	MS	Mississippi	☑	
29	MO	Missouri	☑	
30	MT	Montana	☑	
31	NE	Nebraska	☑	
32	NV	Nevada	☐	
33	NH	New Hampshire	☐	

2 If you want to change whether a state or territory participates in CF/SF, select or clear the **Participating in the CF/SF Program** check box.

3 If you want to add required state-specific information, complete the **State Special Data Entry** field for the state.

4 If you changed anything, click **Save**.

Generating Files for Electronic Submission

The initial steps for generating files for electronic submission are similar to those for generating printed reports: select the form type, recipient, and payer; use the report filter to limit included records; and click **Submit**. Electronic files require several additional processing steps, described below.

If you have made changes to the Voyager database, you may need to repopulate the 1099 table. For information about which changes require repopulating, see Appendix B, “1099 Troubleshooting.”

To generate a file for electronic submission

1 From the side menu, select one of the following:

1099 MISC: Vendor > Payer: Management Co. > Electr File Vendor By Management

1099 MISC: Vendor > Payer: Owner > Electr File Vendor By Owner

1099 MISC: Vendor > Payer: Bank Account Vendor > Electr File Vendor By Bank

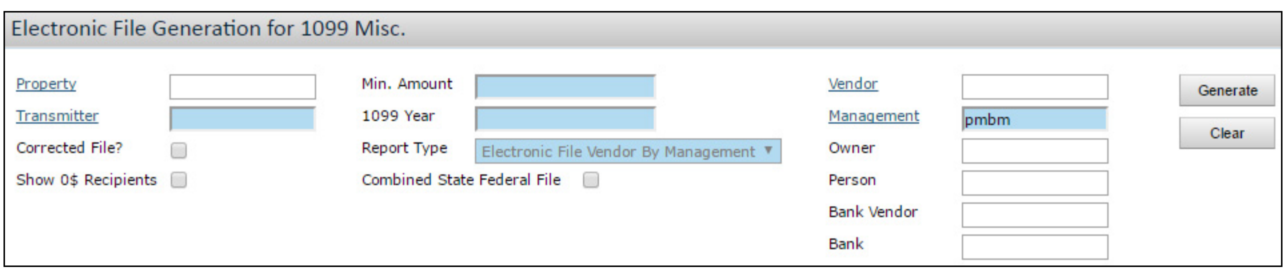
1099 MISC: Owner > Payer: Management Co. > Electr File Owner By Management

1099 Interest > Payer: Management Co. > Electr File Interest By Management

1099 Interest > Payer: Owner > Electr File Interest By Owner

1099 S > 1099-S Electronic File

The **Electronic File Generation for 1099** filter appears.



2 Complete the filter.

Property	Limits processing to one or more properties or property lists.
Transmitter	Vendor code for the transmitter.
Corrected File?	Contains revised information to replace incorrect information in an earlier submission.
Show 0$ Recipients	When generating a corrected file, includes records for vendors mistakenly included in the earlier electronic submission, to show that they received nothing.
Min Amount	**1099-MISC** **600** **1099-INT** **10** **1099-S** See IRS instructions or your accountant.

1099 Yr	2016
Report Type	Matches the recipient (vendor or owner), form type (1099-MISC, 1099-INT, 1099-S), and payer (Management Co., Owner, or Bank Account Vendor) of your menu selection. **NOTE** You must extract data to the 1099 table before generating the electronic file. For more information, see "1099 Data Extraction" on page 14.
Combined State Federal File	IRS forwards data to states participating in the Combined Federal/State Filing Program (CF/SF). **IMPORTANT** Before using this feature, check with your tax preparer or state tax authority to determine whether you need to complete the **State Special Data Entry** field on the **1099 Combined Federal/State Filing Program Participating States** screen. For more information, see "Viewing and Changing CF/SF Settings" on page 36.
Vendor	Limits processing to one or more vendors.
Management	Property-management organization vendor code, if the property manager is the payer.
Owner	Owner code, if the 1099 payer or recipient is the owner.
Person	Limits submission to one or more owners, tenants, or vendors.
Bank Vendor	Vendor code for property manager associated with the bank account specified in the **Bank** field, required for vendor 1099-MISC processing if the **Report Type** is **Electronic File Vendor By Bank**. Voyager draws 1099 contact information from this record.
Bank	Vendor code for the bank, required for vendor 1099-MISC processing if the **Report Type** is **Electronic File Vendor By Bank**.

3 Click **Generate**.

If your browser asks whether you want to open or save the file, click **Save**.

Verifying Electronic 1099 Files Before Submission

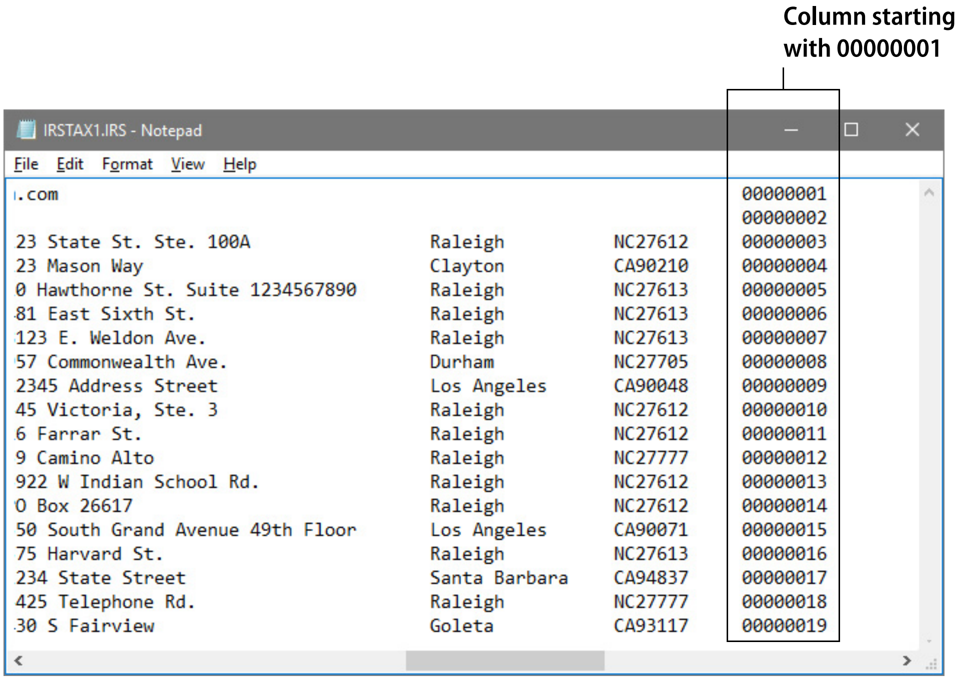
This section describes how to visually verify its contents before submitting an electronic file to the IRS. You can verify files in Notepad or WordPad, which are available on most computers running Windows, or use a third-party utility like UltraEdit.

Do not open the files in Microsoft Word or Excel. Doing so alters the formatting.

To verify an electronic file before submission

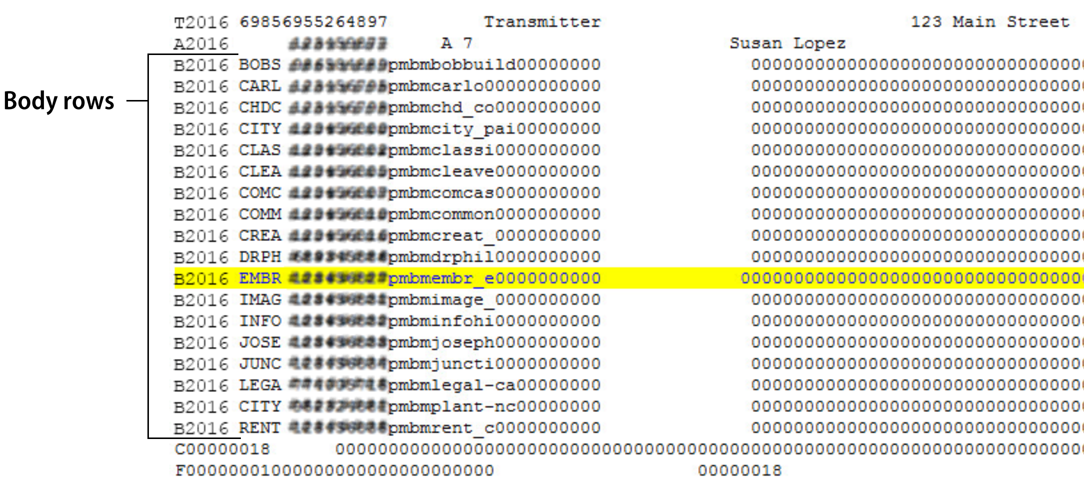
1. Start Notepad, WordPad, or UltraEdit.
2. Select **File** > **Open**. The **Open** window appears.
3. From the **Files of Type** drop-down list, select **All Files**.
4. Navigate to the IRSTAX1.IRS file in the location to which your browser saved it and click **Open**.

5 Scroll right to the column that starts with the number 00000001.



All numbers in this column should align on the left.

6 Scroll through the file, looking for misalignment. In the following graphic, the highlighted row is out of alignment.



The graphic blurs Taxpayer Identification Numbers.

7 If you find a misaligned row, remove punctuation from the affected vendor, owner, or tenant record. Then regenerate the electronic file. For information about troubleshooting items in the 1099 table, see Appendix B, “1099 Troubleshooting.”

Electronically Submitting 1099 Files

The IRS or your third-party file transmitter can assist you with electronically filing 1099 forms.

APPENDIX A

Sample 1099 Forms and Reports

In this appendix:

This appendix provides examples of 1099 forms and reports you can generate from Voyager. For information about generating the reports shown, see Chapter 2, "1099 Procedures."

Forms reproduced in this document have been resized to fit and are for illustration purposes only.

IRS Forms

In this section:

1099-INT Form

1 4

☐ CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

Payer's RTN (optional)

1 Interest income
$

OMB No. 1545-0112

2016

Form **1099-INT**

Interest Income

2 Early withdrawal penalty
$

Copy B

For Recipient

PAYER'S federal identification number | RECIPIENT'S identification number

3 Interest on U.S. Savings Bonds and Treas. obligations
$

RECIPIENT'S name

4 Federal income tax withheld
$

5 Investment expenses
$

Street address (including apt. no.)

6 Foreign tax paid
$

7 Foreign country or U.S. possession

8 Tax-exempt interest
$

9 Specified private activity bond interest
$

City or town, state or province, country, and ZIP or foreign postal code

10 Market discount
$

11 Bond premium
$

FATCA filing requirement ☐

12 Bond premium on Treasury obligations
$

13 Bond premium on tax-exempt bond
$

This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

Account number (see instructions)

14 Tax-exempt and tax credit bond CUSIP no.

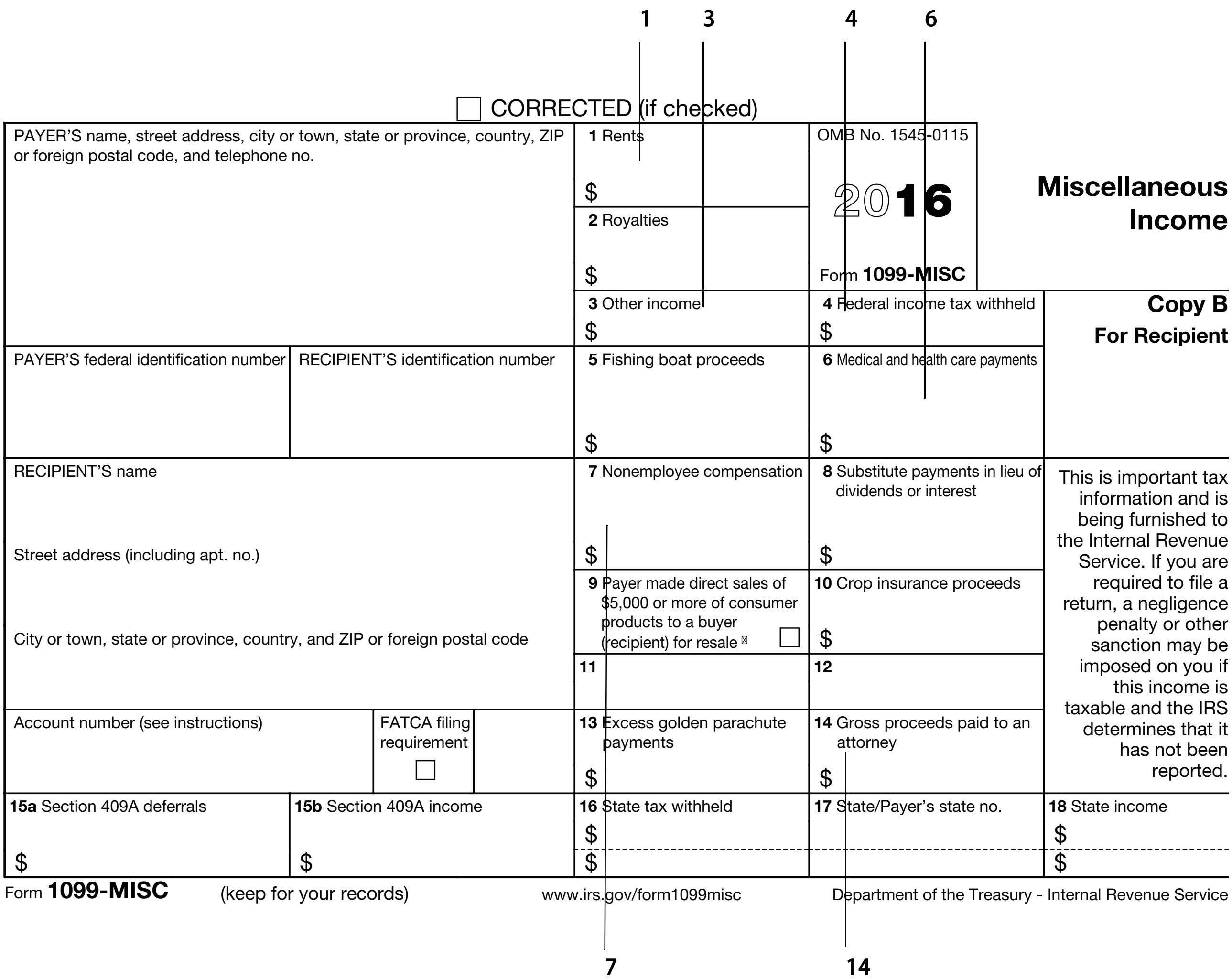
15 State | 16 State identification no. | 17 State tax withheld
$
$

Form **1099-INT** (keep for your records) www.irs.gov/form1099int Department of the Treasury - Internal Revenue Service

Fields Voyager Completes

1	Interest income
4	Federal income tax withheld

1099-MISC Form


1 3 4 6

CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

1 Rents
$

2 Royalties
$

3 Other income
$

OMB No. 1545-0115

2016

Form 1099-MISC

Miscellaneous Income

4 Federal income tax withheld
$

Copy B
For Recipient

PAYER'S federal identification number

RECIPIENT'S identification number

5 Fishing boat proceeds
$

6 Medical and health care payments
$

RECIPIENT'S name

Street address (including apt. no.)

City or town, state or province, country, and ZIP or foreign postal code

7 Nonemployee compensation
$

8 Substitute payments in lieu of dividends or interest
$

9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale

10 Crop insurance proceeds
$

11

12

This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

Account number (see instructions)

FATCA filing requirement

13 Excess golden parachute payments
$

14 Gross proceeds paid to an attorney
$

15a Section 409A deferrals
$

15b Section 409A income
$

16 State tax withheld
$
$

17 State/Payer's state no.

18 State income
$
$

Form 1099-MISC (keep for your records) www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

7 14

Fields Voyager Completes

1	Rents
3	Other Income
4	Federal income tax withheld
6	Medical and health care payments
7	Nonemployee compensation
14	Gross proceeds paid to an attorney

1099-S Form

1 2

☐ CORRECTED (if checked)

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number	1 Date of closing 2 Gross proceeds $	OMB No. 1545-0997 2016 Form 1099-S	Proceeds From Real Estate Transactions
FILER'S federal identification number | TRANSFEROR'S identification number TRANSFEROR'S name Street address (including apt. no.) City or town, state or province, country, and ZIP or foreign postal code	3 Address or legal description 4 Transferor received or will receive property or services as part of the consideration (if checked) . . . ☐		**Copy B** **For Transferor** This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this item is required to be reported and the IRS determines that it has not been reported.
Account or escrow number (see instructions)	5 Buyer's part of real estate tax $		

Form **1099-S** (keep for your records) www.irs.gov/form1099s Department of the Treasury - Internal Revenue Service

Fields Voyager Completes

1	Date of closing
2	Gross proceeds

Vendor 1099-MISC Forms and Reports

In this section:

Voyager generates two types of vendor 1099-MISC forms or reports:

1099-MISC form You can print copies B and C.

Vendor 1099 Report You can view a report for vendors who will receive 1099s and for vendors who will not. You can generate a detail report, which shows all checks paid to each vendor, or a summary report, which shows the total amount paid to each vendor.

You can include vendors in 1099-INT processing, but the reports in this section pertain to 1099-MISC processing. For 1099-INT forms, see “1099-INT Forms and Reports” on page 52.

This section shows a sample of each of the above reports, generated with the property-management company as the 1099 payer. Voyager supports two other payer options for Vendor 1099-MISC processing. For more information about payers, see “Verifying 1099 Payer Records” on page 12. This section also includes a sample vendor directory.

Vendor 1099-MISC

☐ CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.	1 Rents	OMB No. 1545-0115	Miscellaneous Income
Susan Lopez PMB Management 123 State Street, Suite 100A Santa Barbara, CA 93105 (805) 939-8475	$	2016 Form **1099-MISC**	
	2 Royalties $		
	3 Other income $ **10,000**	4 Federal income tax withheld $ **20,189**	**Copy B** **For Recipient**

PAYER'S federal identification number	RECIPIENT'S identification number	5 Fishing boat proceeds	6 Medical and health care payments
XXXXX1111	XXXXX4889	$	$ **2,000**

RECIPIENT'S name	7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
Bob Thiessen	$ **89,580.18**	$	
Street address (including apt. no.) 123 Mason Way	9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ☐	10 Crop insurance proceeds $	
City or town, state or province, country, and ZIP or foreign postal code Clayton, CA 90210	11	12	
Account number (see instructions) | FATCA filing requirement ☐	13 Excess golden parachute payments $	14 Gross proceeds paid to an attorney $ **4,000**	

15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income
$	$	$ $		$ $

Form **1099-MISC** (keep for your records) www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

1099 Check Report - Vendor by Management - 2016 (Summary)

1099 Check Report - Vendor By Management - 2016 (Summary)

Page 1

Minimum Amount: 600.00

Gets 1099?: Yes

Management: pmbm

Payer	Vendor Code	Vendor Name	Fed Tax Name	Fed Tax ID	Address	Amount	Box 7	Box 1	Box 3	Box 4	Box 6	Box 14
PMB Management (pmbm)	Susan Lopez	###-## ####	123 State Street, Suite 100A, Santa Barbara, CA 93105									
	4_wall	4 Walls, LLC		##-#######	123 State St., Ste. 100A, Raleigh, NC 27612	8,494.50	8,494.50	0.00	0.00	0.00	0.00	0.00
	bank-sb	Bank of Santa Barbara	Local Banks, LLC	##-#######	875 State St, Santa Barbara, CA 93101	390,240.00	390,240.00	0.00	0.00	0.00	0.00	0.00
	bobbuild	Bob's Building, Law, and Medical Service	Bob Mcp	###-##-####	123 Mason Way, Clayton, CA 90210	125,580.18	89,580.18	0.00	10,000.00	20,000.00	2,000.00	4,000.00
	carlo	Carlo Cleaning Co, Carlo Bortone	Carlo Bortone	###-##-####	10 Hawthorne St., Raleigh, NC 27613	240,948.50	240,448.50	0.00	0.00	500.00	0.00	0.00
	chd_co	Chd Construction	Robert Decarlo	###-##-####	481 East Sixth St., Raleigh, NC 27613	72,000.00	72,000.00	0.00	0.00	0.00	0.00	0.00
	city_pai	DBA City Paint & Supply Co.	John Paint	###-##-####	8123 E. Weldon Ave., Raleigh, NC 27613	282,125.15	282,125.15	0.00	0.00	0.00	0.00	0.00
	clean-ca	Better Cleaning Service		###-##-####	560 Melrose, Los Angeles, CA 95002	76,436.00	76,436.00	0.00	0.00	0.00	0.00	0.00
	clean-hs	Kirkland, Lavance		###-##-####		19,311.00	19,311.00	0.00	0.00	0.00	0.00	0.00
	clean-ht	Professional Janitorial		##-#######		735.00	735.00	0.00	0.00	0.00	0.00	0.00
	clean-nc	Cetlic Cleaning Concepts, Inc.		##-#######	2 Briarwood Land, Raleigh, NC 27612	152,090.00	152,090.00	0.00	0.00	0.00	0.00	0.00
	clean-or	Spick & Span Janitorial		###-##-####	1100 NW Broadway, Portland, OR 97201	8,467.96	8,467.96	0.00	0.00	0.00	0.00	0.00
	common	Commonwealth Realty Group		###-##-####	957 Commonwealth Ave., Durham, NC 27705	20,000.00	0.00	20,000.00	0.00	0.00	0.00	0.00
	craft	Craftsman Construction	Janet Jacksen	###-##-####	4557 W. Padre, Santa Barbara, CA 93101	597,507.00	597,507.00	0.00	0.00	0.00	0.00	0.00

Thursday, December 15, 2016
09:44 AM

Vendor Directory w/Tax ID and Activity Date

Vendor Directory w/Tax ID and Activity Date

State=NC AND Sort By=Vendor Code AND Is Vendor Active=Yes AND Show Vendors with Activity After:=01/01/2016

Page 1

Code	Name	Tax Contact	Address	Phone Number	Last Activity	Gets 1099	Tax ID	Status
bb	Best Buy		6500 Glenwood Ave, Raleigh, NC 27612	(919)555-3545	12/12/2016	No		Active
can_yo	Can You Imagine Interpr., Inc.		1698 Sands Place, Ste. 210, Raleigh, NC...	(919)555-2145	7/30/2016	Yes	###-##-####	Active
carlo	Carlo Cleaning Co	Carlo Bortone	10 Hawthorne St., Suite 1234567890, Ra...	(919)555-7623	12/31/2016	Yes	###-##-####	Active
chd_co	Chd Construction	Robert Decarlo	481 East Sixth St., Raleigh, NC 27613	(919)555-5787	11/10/2016	Yes	###-##-####	Active
city_pai	DBA City Paint & Supply Co.	John Paint	8123 E. Weldon Ave., Raleigh, NC 27613	(919)555-1581	12/30/2016	Yes	###-##-####	Active
classi	Classified Ventures LLC		2563 Collection Center, Raleigh, NC 27612	(919)555-8475	12/1/2016	No	###-##-####	Active
clean-	Clean-Rite Carpet		Edward Lane, Durham, NC 27707	(919)555-3452	6/30/2016	Yes	###-##-####	Active
clean-nc	Cetlic Cleaning Concepts, Inc.		2 Briarwood Land, Raleigh, NC 27612	(919)555-7689	12/1/2016	Yes	##-#######	Active
cleanc	Cleanco		PO Box 518, Raleigh, NC 27777	(919)555-1234	12/1/2016	No	###-##-####	Active
cleave	Cleaves Co., Inc.		1771 Court St., Suite 17, Durham, NC ...	(919)555-6000	12/23/2016	No	###-##-####	Active
coldwel	Coldwell Banker Residential		171 Huron Ave., Durham, NC 27705	(919)555-7722	12/1/2016	No	###-##-####	Active
comcas	Comcast		276 Rosario Park Rd., Durham, NC 27705	(919)555-8907	12/22/2016	No	###-##-####	Active
comm_a	Comm Ave Associates	Caa Commercial, Inc.	1101 Commonwealth Ave., Durham, NC...	(919)555-3519	2/5/2016	No	###-##-####	Active
commer	Commercial Cleaning		245 Hope Blvd., Durham, NC 27707	(919)555-8888	12/12/2016	No	###-##-####	Active
common	Commonwealth Realty Group		957 Commonwealth Ave., Durham, NC ...	(919)555-1221	9/29/2016	Yes	###-##-####	Active
creat_	Creative Environment Corp.		450 Warren Ave., Durham, NC 27705	(919)555-4321	2/5/2016	No	###-##-####	Active
ctc_ci	CTC CLeaning		4587 Carol Turner Rd., Durham, NC 27705	(919)555-0098	12/1/2016	Yes	###-##-####	Active
eagle_	Eagle Eyes Painting	Menezio Louzada	366 Riverside Ave., Durham, NC 27705	(919)555-0199	12/1/2016	Yes	###-##-####	Active
earl_m	Earl Miller		345 Victoria, Ste. 3, Raleigh, NC 27612	(919)555-4400	12/23/2016	Yes	###-##-####	Active
elite_	Elite Management		280 Lincoln St., Raleigh, NC 27612	(919)555-9000	7/30/2016	Yes	###-##-####	Active
embr_e	Embree Elevator		26 Farrar St., Raleigh, NC 27612	(919)555-4321	12/1/2016	No	###-##-####	Active
forren	For Rent Magazine		1700 W Thomas Ro., Raleigh, NC 27612	(919)555-6000	12/22/2016	No	###-##-####	Active
fs-ele	F & S Electric, Inc.		875 Hope St., Raleigh, NC 27612	(919)555-2547	9/30/2016	Yes	###-##-####	Active
image_	Image Technology		39 Camino Alto, Raleigh, NC 27777	(919)555-5555	12/12/2016	Yes	###-##-####	Active
infohi	Infohighway Communications		County Building, Raleigh, NC 27777	(919)555-6666	12/23/2016	No	###-##-####	Active
joseph	Joseph's Painting & Carpentry		3922 W Indian School Rd., Raleigh, NC ...	(919)555-2547	9/22/2016	Yes	###-##-####	Active
juncti	Junction Tire Service Co., Inc.		PO Box 26617, Raleigh, NC 27612	(919)555-1125	12/23/2016	Yes	###-##-####	Active
paint-nc	East Coast Painting	David Wyatt	111 Cedar Ave., Raleigh, NC 27777	(919)555-3489	12/17/2016	Yes	###-##-####	Active
plant-nc	Cityscapes Plant Care		375 Harvard St., Raleigh, NC 27613	(919)555-2434	12/23/2016	Yes	##-#######	Active
rent_c	Rent.com		3425 Telephone Rd., Raleigh, NC 27777	(919)555-3276	12/12/2016	Yes	###-##-####	Active
sub-tile	Curtin Tile & Remodeling	Paul Curtin	97 Valley Run Dr., Durham, NC 27705	(919)555-5562	5/30/2016	Yes	###-##-####	Active

Thursday, December 15, 2016
09:56 AM

Owner 1099-MISC Forms and Reports

In this section:

Voyager generates two types of owner 1099-MISC forms or reports:

1099-MISC form You can print copies B and C.

Owner 1099 Detail Report

You can include owners in 1099-INT processing, but the reports in this section pertain to 1099-MISC processing. For 1099-INT forms, see "1099-INT Forms and Reports" on page 52.

This section shows a sample of each of the above forms or reports.

Owner 1099-MISC

☐ CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. Susan Lopez PMB Management 123 State Street, Suite 100A Santa Barbara, CA 93105 (805) 939-8475		1 Rents $ 8,799 2 Royalties $	OMB No. 1545-0115 2016 Form **1099-MISC**	**Miscellaneous Income**
		3 Other income $	4 Federal income tax withheld $	**Copy B** **For Recipient**
PAYER'S federal identification number XXXXX1111	RECIPIENT'S identification number XXXXX7445	5 Fishing boat proceeds $	6 Medical and health care payments $	
RECIPIENT'S name Taylor James Street address (including apt. no.) 1234 State Street City or town, state or province, country, and ZIP or foreign postal code Santa Barbara, CA 93110		7 Nonemployee compensation $ 9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ☐ 11	8 Substitute payments in lieu of dividends or interest $ 10 Crop insurance proceeds $ 12	This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
Account number (see instructions)	FATCA filing requirement ☐	13 Excess golden parachute payments $	14 Gross proceeds paid to an attorney $	
15a Section 409A deferrals $	15b Section 409A income $	16 State tax withheld $ $	17 State/Payer's state no.	18 State income $ $

Form **1099-MISC** (keep for your records) www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

1099 Check Report - Owner by Management - 2016 (Summary)

1099 Check Report - Owner By Management - 2016 (Summary)

Page 1

Management: pmbm

Minimum Amount: 600.00

Owner	Property Code	Property Name	Type	Amount
Taylor Inc. (_taylor)	###-##-####	1234 State Street, Santa Barbara, CA 93110		
	resca01	Pacific Palms		
			Check	3,939.00
	Total for property resca01:			**3,939.00**
	resca02	Villa Flores Apartments		
			Check	4,860.00
	Total for property resca02:			**4,860.00**
Total for owner _taylor:				**8,799.00**
Bobby Davis (davis)	###-##-####	1450 Pennsylvania Ave, Washington, DC 20003		
	resca01	Pacific Palms		
			Check	2,626.00
	Total for property resca01:			**2,626.00**
Total for owner davis:				**2,626.00**
Grand Total				**11,425.00**

Thursday, December 15, 2016
10:34 AM

1099-INT Forms and Reports

In this section:

Voyager generates the following interest-income 1099 forms and reports:

1099-INT forms You can print copies B and C. You can generate by management company or by owner.

1099-INT Detail Reports

The following graphics show examples of a 1099-INT form and a 1099-INT Detail Report.

1099-INT Form

☐ CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. Susan Lopez PMB Management 123 State Street, Suite 100A Santa Barbara, CA 93105 (805) 939-8475	Payer's RTN (optional) 1 Interest income $ 35	OMB No. 1545-0112 2016 Form 1099-INT	**Interest Income**
	2 Early withdrawal penalty $		**Copy B** **For Recipient**
PAYER'S federal identification number: XXXXX1111 RECIPIENT'S identification number: XXXXX6795	3 Interest on U.S. Savings Bonds and Treas. obligations $		
RECIPIENT'S name Carlo Bortone	4 Federal income tax withheld $	5 Investment expenses $	This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
Street address (including apt. no.) 10 Hawthorne St. Suite 1234567890	6 Foreign tax paid $	7 Foreign country or U.S. possession	
	8 Tax-exempt interest $	9 Specified private activity bond interest $	
City or town, state or province, country, and ZIP or foreign postal code Raleigh, NC 27613	10 Market discount $	11 Bond premium $	
FATCA filing requirement ☐	12 Bond premium on Treasury obligations $	13 Bond premium on tax-exempt bond $	
Account number (see instructions)	14 Tax-exempt and tax credit bond CUSIP no.	15 State / 16 State identification no.	17 State tax withheld $ $

Form **1099-INT** (keep for your records) www.irs.gov/form1099int Department of the Treasury - Internal Revenue Service

1099 Check Report - Interest By Management - 2016 (Detail)

1099 Check Report - Interest By Management - 2016 (Detail)

Page 1

Minimum Amount: 10.00

Management: pmbm

Number of Forms: 3

Payee	Check or Charge #	Date	Post Month	Account	Account Description	Amount	Box 1	Box 4
Payer: Susan Lopez (pmbm)	Susan Lopez	###-##-####	123 State Street, Suite 100A, Santa Barbara, CA 93105					
Property: resca01								
Payee: Bob's Building, Law, and Medical Service (bobbuild)	Bob Thiessen	###-##-####	123 Mason Way, Clayton, CA 90210					
	6548	11/11/2016	11/2016	2053-0000	Income Tax Withheld	14.00	0.00	14.00
	12313215	11/11/2016	11/2016	2176-0000	Deposit Interest	50.00	50.00	0.00
		Totals for bobbuild:				**64.00**	**50.00**	**14.00**
Payee: Carlo Cleaning Co, Carlo Bortone (carlo)	Carlo Bortone	###-##-####	10 Hawthorne St., Suite 1234567890, Raleigh, NC 27613					
	3358	06/01/2016	06/2016	2053-0000	Income Tax Withheld	10.00	0.00	10.00
	3360	06/01/2016	06/2016	2176-0000	Deposit Interest	35.00	35.00	0.00
		Totals for carlo:				**45.00**	**35.00**	**10.00**
Payee: Keyes, Julius (t0000856)		###-##-####	3100 State Street 1101, Santa Barbara, CA 93103					
	101212	10/10/2016	10/2016	2176-0000	Deposit Interest	35.00	35.00	0.00
	101212	10/10/2016	10/2016	2053-0000	Income Tax Withheld	10.00	0.00	10.00
		Totals for t0000856:				**45.00**	**35.00**	**10.00**
	Totals for resca01:					**154.00**	**120.00**	**34.00**
Property: resca02								
Payee: Bob's Building, Law, and Medical Service (bobbuild)	Bob Thiessen	###-##-####	123 Mason Way, Clayton, CA 90210					
	12313215	10/10/2016	10/2016	2176-0000	Deposit Interest	35.00	35.00	0.00
	12313215	10/10/2016	10/2016	2053-0000	Income Tax Withheld	10.00	0.00	10.00
		Totals for bobbuild:				**45.00**	**35.00**	**10.00**
	Totals for resca02:					**45.00**	**35.00**	**10.00**
Totals for pmbm:						**199.00**	**155.00**	**44.00**
Grand Totals						**199.00**	**155.00**	**44.00**

Thursday, December 15, 2016

11:25 AM

1099-S Forms and Reports

Contact Yardi technical support for information about 1099-S forms and reports.

APPENDIX B

1099 Troubleshooting

In this appendix:

This appendix addresses problems with data on 1099 reports and forms.

Re-Extracting 1099 Data

You need to re-extract 1099 data in case of the following:

- You changed the 1099 payer from owner to management company, or from management company to owner.
- You extracted data for the wrong year.
- You changed any of the following (1099-MISC only):
  - **Gets** field on the **Tax Info** tab of the **Vendor** screen
  - **Exclude from 1099** field on the **Payable** screen
  - **1099 Exempt** check box on the **G/L Account** screen
  - GL account for Federal Income Tax Withholding, Rent Expense, or Gross Proceeds Paid to An Attorney
  - Invoice within the tax year
  - Check (add, void, erase, change check number, change check date) within the tax year
  - **Owner** information on the **Ownership** screen
  - **Vendor 1099 Payer** on the **Ownership** screen

You do not need to re-extract 1099 data for changes to the following, because Voyager does not obtain this information from the 1099 data table:

- Vendor name, address, city, state, ZIP Code, federal tax name, or Taxpayer Identification Number
- Owner name, address, city, state, ZIP Code, federal tax name, or Taxpayer Identification Number
- Property-management company's name, address, city, state, ZIP Code, federal tax name, or Taxpayer Identification Number
- Transmitter's name, address, city, state, ZIP Code, federal tax name, or Taxpayer Identification Number

Troubleshooting Vendor 1099-MISC Problems

In this section:

This section provides troubleshooting information for vendor 1099-MISC problems.

Problems with Vendor Records

If you discover problems with vendor 1099-MISC files, check the following on the **Vendor** screen:

1. On the top left part of the screen, are the **Name**, **Address**, **City**, **State**, and **Zip** fields complete and accurate?
2. Does the name in the **Name** field match the name associated with the Taxpayer Identification Number? If not, enter the Taxpayer Identification Number name in the **Name** field on the **Tax Info** tab.
3. On the **Tax Info** tab, is the **Gets** field set to **1099**?
4. On the **Tax Info** tab, is the Taxpayer Identification Number in the **I.D.** field?

Unexpected Vendor 1099-MISC Results

If expected vendors or transactions are not included in 1099-MISC processing, or unexpected vendors or transactions are included, check the following:

1. During the tax year, did you pay the vendor at least $600, the minimum amount for which a 1099-MISC is required?
2. Was the payment made to the payee as an owner or tenant rather than as a vendor?
3. Was the **1099 Exempt** check box selected on the **G/L Account** screen for the GL account used for the transaction? See "To specify whether Voyager includes a GL account in 1099-MISC processing" on page 8.
4. Is the **Exclude from 1099** check box selected on the **Payee Info** tab of the invoice? To view a report showing excluded invoices, or to clear the **Exclude from 1099** check box on multiple invoices, see "Missing Invoices" on page 58. For information about setting up invoices, see "To specify whether an invoice is included in 1099-MISC processing" on page 9.
5. Did the transaction use a GL account associated with Box 1, Box 3, Box 4, Box 6, or Box 14? You specify the GL accounts for these boxes when you extract data. Transactions using other GL accounts appear in Box 7. See "Extracting Vendor 1099-MISC Data" on page 14.

Problems with Vendor 1099-MISC Payer Setup

Payer is Management Company

Check the following on the **Vendor** record for the property manager:

1. Are the **Company** (if the payer is a company), **Name** (if the payer is an individual), **Address**, **City**, **State**, and **Zip** fields complete and accurate?
2. Does the name in the **Company** field match the name associated with the Taxpayer Identification Number? If not, enter the Taxpayer Identification Number name in the **Name** field in the **Tax Info** tab.
3. On the **Tax Info** tab, is the Taxpayer Identification Number in the **I.D.** field?

Payer Is Owner

Check the following on the **Owner** screen for each owner:

1. Are the **Name**, **Address**, **City**, **State**, and **Zip** fields complete and accurate?
2. Does the name in the **Name** field at top left match the name associated with the owner's Taxpayer Identification Number? If not, enter the Taxpayer Identification Number name in the **Name** field on the **Tax Info** or **Federal Tax** tab.
3. On the **Tax Info** or **Federal Tax** tab, is the Taxpayer Identification Number in the **I.D.** field?

Check the following on the **Ownership** screen for each property:

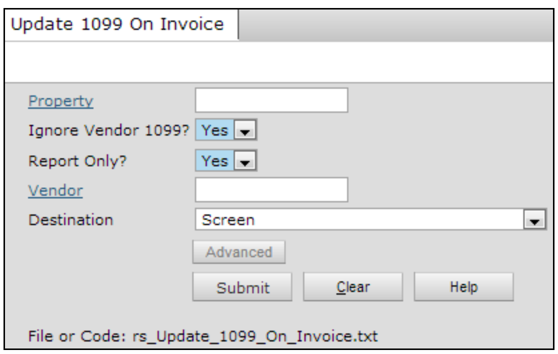
1. If the payer is supposed to be one owner, is that owner selected in the **Vendor 1099 Payer** field? See "Verifying 1099 Payer Records" on page 12.
2. If the payer is supposed to be multiple owners, is the **Vendor 1099 Payer** field set to **All Owners**, and is the **Ownership%** column complete and accurate for all listed owners?

Missing Invoices

If the **Exclude from 1099** check box is selected for an invoice, Voyager does not include it in 1099-MISC processing. The **Update 1099 on Invoice** feature displays invoices for which the **Exclude from 1099** field is set to **Yes**, and can reset this field to **No** for multiple invoices at once.

To view and reset excluded invoices

1 Select **1099 Utilities > Update 1099 Flag on Payables**. The **Update 1099 On Invoice** filter appears.



Complete the filter. The **Ignore Vendor 1099** and **Report Only** fields determine the result.

Ignore Vendor 1099	Report Only	Result
Yes	**Yes**	Displays report showing all invoices with **Exclude from 1099** set to **Yes**
Yes	**No**	Clears the **Exclude from 1099** check box on all invoices
No	**Yes**	Displays report showing invoices with • **Payable Invoice** screen **Exclude from 1099** check box selected • **Vendor** screen **Gets** drop-down list set to **1099**
No	**No**	Clears the **Exclude from 1099** check box on invoices to vendors for which the **Gets** drop-down list on the **Vendor** screen is set to **1099**

2 Click **Submit**.

Troubleshooting Owner 1099-MISC Problems

In this section:

This section provides troubleshooting information for owner 1099-MISC problems.

Problems with Owner Records

If you discover problems with owner 1099-MISC files, check the following on the **Owner** record:

1. Are the **Name**, **Address**, **City**, **State**, and **Zip** fields complete and accurate?
2. Does the name in the **Name** field at top left match the name associated with the owner's Taxpayer Identification Number? If not, enter the Taxpayer Identification Number name in the **Name** field on the **Tax Info** or **Federal Tax** tab.
3. On the **Tax Info** or **Federal Tax** tab, is the Taxpayer Identification Number in the **I.D.** field?
4. Does the owner appear on the **Ownership** screen for the appropriate property or properties? See "Establishing Ownership" in the *Voyager Core Setup Guide*.

Unexpected Owner 1099-MISC Results

If expected owners or transactions are not included in 1099-MISC processing, or unexpected owners or transactions are included, check the following:

1. During the tax year, did you pay the owner at least $600, the minimum amount for which a 1099-MISC is required?
2. Was the **1099 Exempt** check box selected on the **G/L Account** screen for the account used for a transaction? See "To specify whether Voyager includes a GL account in 1099-MISC processing" on page 8.
3. Do you want to include tenant deposits in 1099 processing? If so, make sure **Incl Deposit** is set to **Yes** when you extract data. See "Extracting Owner 1099-MISC Data" on page 16.

Problems with Owner 1099-MISC Payer Setup

For owner 1099-MISC processing, the payer is always the property management company. For information about troubleshooting management-company payer setup, see "Payer is Management Company" on page 57.

Troubleshooting 1099-INT Problems

In this section:

This section provides troubleshooting information for 1099-INT problems.

Voyager 1099-INT processing does not include commercial property tenants or owners of condos, co-ops, or HOA homes.

Problems with Resident 1099-INT Processing

If you discover problems with resident 1099-INT data, check the following on the **Resident** screen. For more information, see "Reviewing and Editing Resident Records" in the *Residential User's Guide.*

1. Are the **Name**, **Address**, **City**, **State**, and **Zip** fields complete and accurate?
2. Is the entry in the **Soc. Sec. #** field on the **Other Info** tab complete and accurate?

Problems with Owner 1099-INT Processing

See "Problems with Owner Records" on page 59. For 1099-INT processing, the status of the **Gets 1099** check box is irrelevant, but the other issues that section describes apply.

Problems with Vendor Records

See "Problems with Vendor Records" on page 56. For 1099-INT processing, the selection in the **Gets** field is irrelevant, but the other issues that section describes apply.

Unexpected Results

If you do not see a 1099-INT for someone who you think should get one, check whether you paid the resident, owner, or vendor at least $10 in interest during the tax year. A 1099-INT is required only if you paid or credited at least $10 in interest.

Problems with Payer Setup

Potential payer issues for 1099-INT processing are the same as those for vendor 1099-MISC payers. See "Problems with Vendor 1099-MISC Payer Setup" on page 57.

Troubleshooting Check Report Problems

When generating a check report to appear on the screen, if the number of details in the report is too high, Voyager displays one of the following error messages:

“Data volume is too high. Please apply more filters.” (If the report would include more than 100,000 details.)

“Data volume is too high to display on screen. Please select Excel or PDF for output.” (If the report would include more than 2,500 details and you clicked **Display** rather than **Excel** or **PDF**.)

If you encounter one of these errors, try one of the following:

- Generate a summary report (do not select the **Detail** check box on the report filter).
- Reduce the number of records included by completing the **Property** and **Vendor** fields on the filter.
- If you are getting the second message, view the report as a PDF or Excel file.

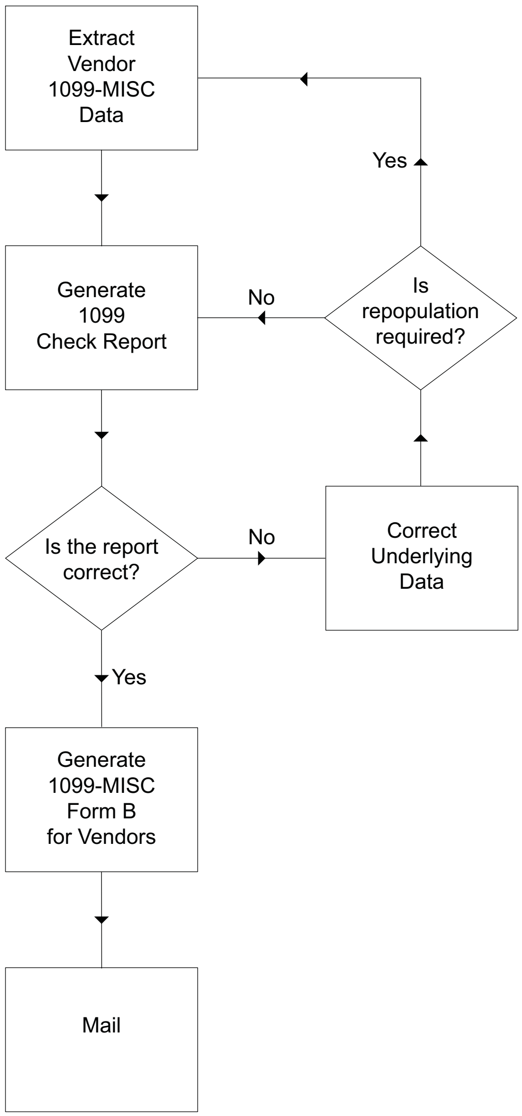
APPENDIX C

1099 Processing Flow Charts

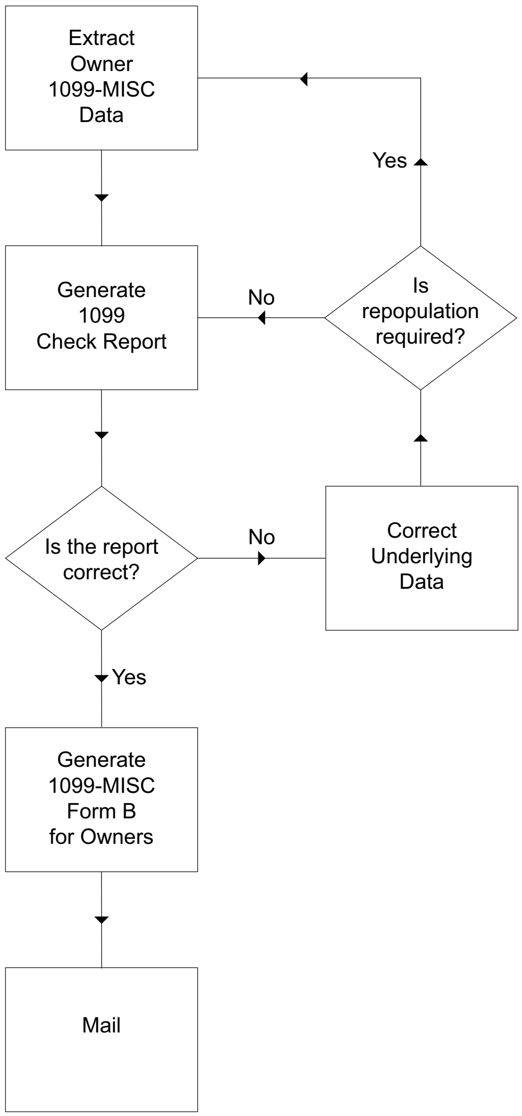
In this appendix:

This appendix illustrates 1099-MISC and 1099-INT processing and transmission.

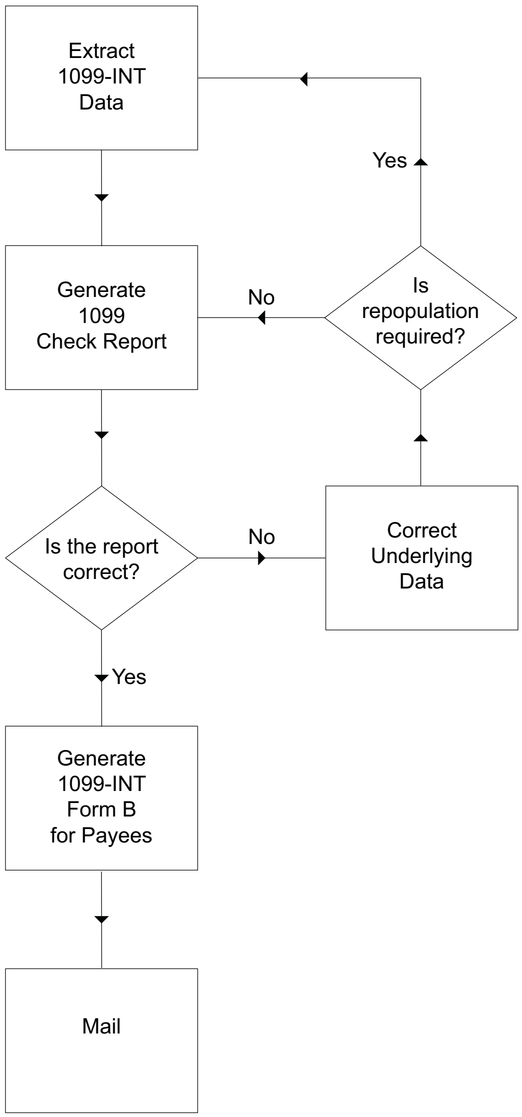
Vendor 1099-MISC Processing



Owner 1099-MISC Processing

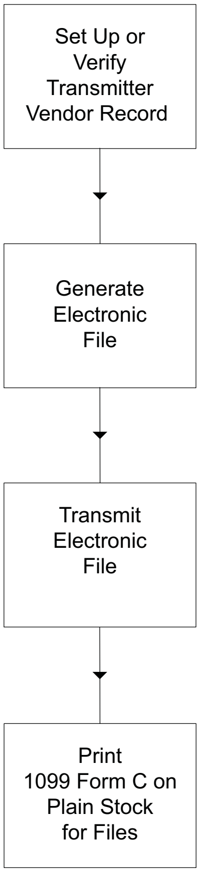


1099-INT Processing



Submission to IRS and Other Authorities

This diagram applies to all 1099-MISC and 1099-INT submissions.



APPENDIX D

1099 Menus

The following tables describes the 1099 menu items available in Voyager 7S.

1099 MISC: Vendor Menu

Menu Item	Purpose
Payer: Management Co.	
Extract by Management Co. - Gets 1099	Extract vendor data to the 1099 table for vendors who will get a 1099, with the property-management company as the 1099 payer.
Extract by Management Co. - Does Not Get 1099	Extract vendor data to the 1099 table for vendors who will not get a 1099, with the property-management company as the 1099 payer.
1099 Check Report	Generate a report showing transactions included in vendor 1099-MISC processing.
1099 Forms	Print 1099-MISC vendor forms.
Electr File Vendor By Management	Generate an electronic file to send 1099-MISC vendor data to the IRS, with the property-management company as the 1099 payer.
Payer: Owner	
Extract by Owner - Gets 1099	Extract vendor data to the 1099 table for vendors who will get a 1099, with the owner as the 1099 payer.
Extract by Owner - Does Not Get 1099	Extract vendor data to the 1099 table for vendors who will not get a 1099, with the owner as the 1099 payer.
1099 Check Report	Print a report showing transactions included in vendor 1099-MISC processing.
1099 Forms	Print 1099-MISC vendor forms.
Electr File Vendor By Owner	Generate an electronic file to send 1099-MISC vendor data to the IRS, with the owner as the 1099 payer.

Menu Item	Purpose
Payer: Bank Account Vendor	
Extract by Bank - Gets 1099	Extract vendor data to the 1099 table for vendors who were paid from a particular bank account and will get a 1099.
1099 Check Report	Print a report showing transactions included in vendor 1099-MISC processing.
1099 Forms	Prints 1099-MISC vendor forms.
Electr File Vendor By Bank	Generate an electronic file to submit 1099-MISC vendor data to the IRS, with the bank as the 1099 payer.

1099 MISC: Owner Menu

Menu Item	Purpose
Payer: Management Co.	
Extract by Management Co	Extract owner 1099 data to the 1099 table.
1099 Detail Report	Print a report showing transactions included in owner 1099-MISC owner forms.
1099 Forms	Print 1099-MISC owner forms.
Electr File Owner By Management	Generate an electronic file to submit owner 1099 data to the IRS.

1099 Interest Menu

Menu Item	Purpose
Payer: Management Co.	
Extract by Management Co.	Extract paid or credited interest to the 1099 table, with the property-management company as the 1099 payer.
1099 Detail Report	Print a report showing transactions included in 1099-INT processing.
1099 Forms	Print 1099-INT forms.
Electr File Interest By Management	Generate an electronic file to submit owner, tenant, and vendor 1099-INT data to the IRS, with the property-management company as payer.
Payer: Owner	
Extract by Owner	Extract paid or credited interest to the 1099 table, with the owner as the 1099 payer.
1099 Detail Report	Print a report showing transactions included in 1099-INT processing.
1099 Forms	Print 1099-INT forms.
Electr File Interest By Owner	Generate an electronic file to submit owner, tenant, and vendor 1099-INT data to the IRS, with the owner as payer.

1099 S Menu

Menu Item	Purpose
1099-S Detail Report	Print a report showing transactions included in 1099-S processing.
1099-S Forms	Print 1099-S forms.
1099-S Electronic File	Generate an electronic file to send 1099-S data to the IRS, with the property-management company as payer.

1099 Utilities Menu

Menu Item	Purpose
Vendor Directory	Display a list of vendors, with Taxpayer Identification Numbers, limited by transaction date. See "To view the Vendor Directory" on page 22.
Update 1099 Flag on Payables	Display report showing invoices with the **Exclude from 1099** field set to **Yes**, and resets this field to **No** for multiple invoices at once. See "Missing Invoices" on page 58

1098 Menu

For information about 1098 processing, see the *Voyager IRS Form 1098 Procedures Guide*.

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