

TENANT *File*
1099MISC Program

User's Guide
Version 5

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Introduction

Thank you for purchasing the Tenant File 1099MISC Software Program. This program is designed to gather the data and print or the forms or export the data needed to report on the income received by the Owners you have set up in the Tenant File and the Vendors to which you make payments. You will be able to sort the information by Name or Tax ID and limit the information to include only specific choices.

This program reports on the Tenant File Owners by searching all Unit Ledgers under each Owner and totaling all amounts for the Income Categories you select. Keep in mind that only Unit Ledgers are searched since that is where you should be posting the typical income to the Owner such as 'Rent Received' and 'Forfeited Deposits'.

Vendor Reports are not derived from the ledgers at all, but from the actual check information in the Tenant File. For all Vendors in the system, the 1099MISC Program will total checks written and report on the result. This is one important exception: You must have entered a Tax ID Number in the Vendor information or it will not be included. This allows you to enter Tax ID's for the Vendors you have to file a 1099 on, and to skip any other Vendors.

To use this program, you must first install it on your computer. Follow the directions below:

1. Place the CD in your CD ROM drive
2. If the installation doesn't start automatically, then from your WINDOWS DESKTOP, click START and then RUN
3. Browse to your CD ROM Drive letter
4. Run the TF1099500.EXE file and follow screen instructions

Main Screen

Tenant File 1099 Misc Program - Copyright 2011 W G Software, Inc., 3.0.22

For TAX YEAR: 2011

The Tenant File 1099 Misc Program will provide you with the information you need to report on income to Owners and payments you have made to Vendors (or Subcontractors). For Owner reporting, this program will search all UNIT transactions and summarize the information by Owner. For Vendor reporting, the program will search all checks written to Vendors. For either, you must have a Tax ID number for any recipient you wish to include.

Report On

Income to Owners
 Payments to Vendors

Sort By

None
 Tax ID Number
 Vendor Category

Report Type

Report Listing
 1099 Misc Form

Location of Tenant File folder (loc: c:\M4win\)

C:\Tenant File\TF4WIN\

Pages

Pages Tax ID:

Range to Print

Starting:

Ending:

Settings

Include Owners/Vendor Balances Over:

Report on Dates: to

Number of copies (including first page):

The Tenant File 1099 MISC Main Screen is where all of your reports and forms are created. Once you have entered this information once, it will be saved for later use. Your choices are as follows:

Report On: Select whether this report is for your Owners or Vendors.

Sort By: If you selected Owner in the previous box, you can choose to sort by Owner Last Name or Owner Tax ID Number. If you selected Vendor, you can choose to sort by Vendor Name, Vendor Tax ID Number, or by Vendor Category, such as Contractors, Building Suppliers, etc.

Report Type: Choose report first to see exactly what information your forms will be totaling. Once you are satisfied with the 'Report', you can change this selection to 'Form' and print the 1099 Form.

Location of Tenant Files: Here you must enter the exact folder or directory where your Tenant File database (TFDATAFL.MDB) is located on your computer. For most, it will be C:\Tenant File\TF4WIN unless you changed the default locations. Your company name will appear when a Tenant File database is found.

Payer: The Payer is your company or whoever is set up the Tenant File under 'Company Information'. You may select another company, if you wish, by using the arrow buttons (< and >) above the payer field.

Payer Tax ID: This information is not in the Tenant File - you must enter it here.

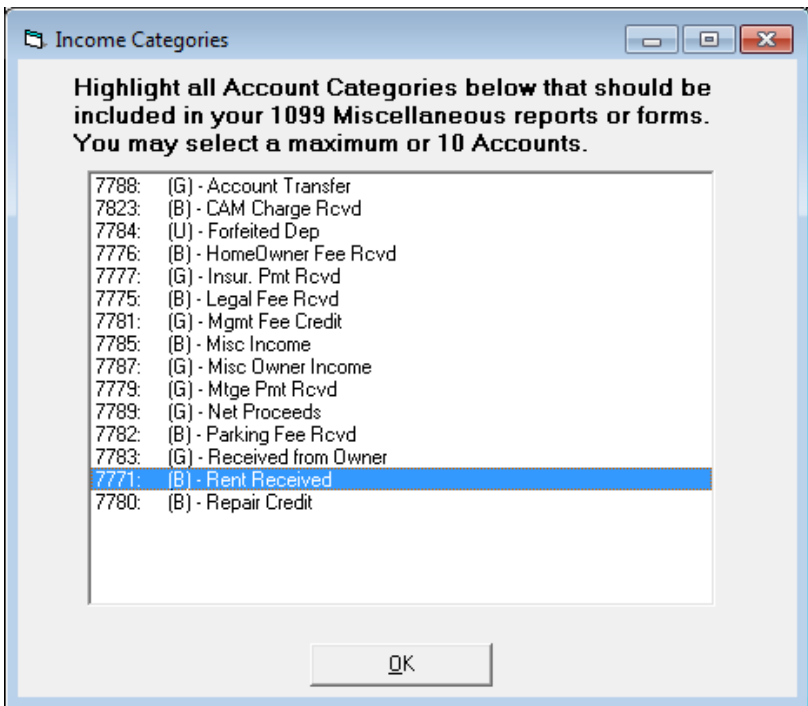
Range to Print: Leave this at the default to print all. This range is determined by your selection under 'Report On' and 'Sort By'. For example, if you selected 'Report On' = Owners and 'Sort By' = Name, then you would enter the last name of the Owner range you wish to include. If you selected 'Report On' = Vendors and 'Sort By' = Tax ID, then you would enter the starting and ending Tax ID you wish to include. If you do not enter anything, the program will include all Owners or Vendors in the system.

Include Owner/Vendor Balances Over: You may enter a number here, and the program will skip any Owners or Vendors whose total income is more than that amount.

Report On Dates: This selection allows you to skip any transactions (or checks) that are not in the date range you specify. Especially helpful if you do not use a calendar year in the Tenant File.

Number of Copies (including first page): On laser forms, you will need to print out multiple copies for each form run, depending on how many parts are included in the 1099 MISC Form package.

Selecting Income Categories



Since you have the flexibility in the Tenant File to add and delete Account Categories at will, you will need to choose

from your existing accounts which ones to include and total on your 1099 Reports and Forms. Simply select the accounts you wish to include and click OK.

Printing Reports and Forms

Efficient Real Estate Company						
2406 South Forest Boulevard Houston TX 78754-1223 427-9340 Office 427-3333 Fax						
1099 Misc Owner Listing						
01/01/2010 to 12/31/2010						
Date	Account	Enter	Remark	Check Number	Enter	Amount
Porter Dr John			74-33432311			
Porter Investment Properties						
1275 Cedar Trail Drive						
01/01/2010	Rent Received	B	January Monthly Rent Paym	101043	B	\$1,500.00
02/01/2010	Rent Received	B	February Monthly Rent Pay	201041	B	\$1,500.00
03/01/2010	Rent Received	B	March Monthly Rent Payme	301041	B	\$1,500.00
04/01/2010	Rent Received	B	April Monthly Rent Paymen	401051	B	\$1,500.00
Total 1099 Income for 1275 Cedar Trail Drive						\$6,000.00
3403 Riverview Court						
01/01/2010	Rent Received	B	January Monthly Rent Paym	101043	B	\$784.23
02/01/2010	Rent Received	B	February Monthly Rent Pay	201041	B	\$784.23
03/01/2010	Rent Received	B	March Monthly Rent Payme	301041	B	\$784.23
04/01/2010	Rent Received	B	April Monthly Rent Paymen	401051	B	\$784.23
Total 1099 Income for 3403 Riverview Court						\$3,137.00
Total 1099 Income for Porter Investment Properties						\$9,137.00
Porter Willow Street Duplex						
3307 Willow Street A						
01/01/2010	Rent Received	B	January Monthly Rent Paym	101043	B	\$800.00
02/01/2010	Rent Received	B	February Monthly Rent Pay	201041	B	\$800.00
03/01/2010	Rent Received	B	March Monthly Rent Payme	301041	B	\$800.00
04/01/2010	Rent Received	B	April Monthly Rent Paymen	401051	B	\$800.00
Total 1099 Income for 3307 Willow Street A						\$3,200.00
3307 Willow Street B						
01/01/2010	Rent Received	B	January Monthly Rent Paym	101043	B	\$750.00
02/01/2010	Rent Received	B	February Monthly Rent Pay	201041	B	\$750.00
03/01/2010	Rent Received	B	March Monthly Rent Payme	301041	B	\$750.00
04/01/2010	Rent Received	B	April Monthly Rent Paymen	401051	B	\$750.00
Total 1099 Income for 3307 Willow Street B						\$3,000.00
Total 1099 Income for Porter Willow Street Duplex						\$6,200.00
Total 1099 Income for Porter Dr John						\$15,337.00

The first thing you should do is to print a 'Report Listing' to see what information is going to print on the actual 1099 MISC forms. Once you have chosen all of your setup selections, make sure the 'Report Type' is 'Report Listing', then press the 'Start Printing' button. You will see a report similar to the report above for the Owner Report. Check the information very carefully to be sure everything is correct,

and compare to reports you have run in the main Tenant File program.

There are several buttons across the top, which enable you to change how you view or print your report. From left to right they are:

Close Button: Exit the report and return to the Tenant File 1099 Main Menu.

Arrow Buttons: The inner buttons move throughout your report one page at a time, and the outer arrows (with a vertical line) move you to the first or last page.

Page Count Display: Shows current page number and the total pages in your report, such as page '2 of 10'. If you have not accessed the last page you may see something like '2 of 2+'.

Square Button: Stops activity of report. Press the arrows to resume or exit.

Printer icon: Prints the report, first allowing you to select a page range and number of copies.

Envelope icon: Prints the report to a file.

Drill Down icon: Opens or closes window on left side of the screen which allows you to 'drill down' on your report information. Click on the '+' sign to drill down even further,

or the '-' sign to close up the tree. Double click on any item to jump to that item in the report.

Drop down window: Click on the arrow and select a viewing size for your report.

Record Information: Shows the percent (%) of report loaded during loading and the number of records accessed by the report.

Note: Before you print the forms we suggest that you display the form information and print from Page 1 to Page 1. This will print a test to allow you to position the forms as needed. Repeat this procedure until the forms are printing correctly. The program will use the default printer (which you have set up) within Windows.

Once you are satisfied that everything is correct, you can print the actual forms themselves. Load plain paper in the printer and run tests to be sure the information lines up correctly to the actual form. Print from 'Page 1 to Page 1' to test. The program will use the default printer, which you have set up in Windows. Use the 'Adjust Form' selection if you need to make changes.

Now you can run the actual 1099 MISC forms as shown in the following image:

The image shows two identical copies of the 1096 Transmittal Form, one above the other. Each form is a complex grid with multiple columns and rows for entering data. The forms are titled '1096' and '1099-MISC' and include a red 'XX' logo in the top right corner. The forms are slightly faded and appear to be scanned from a document.

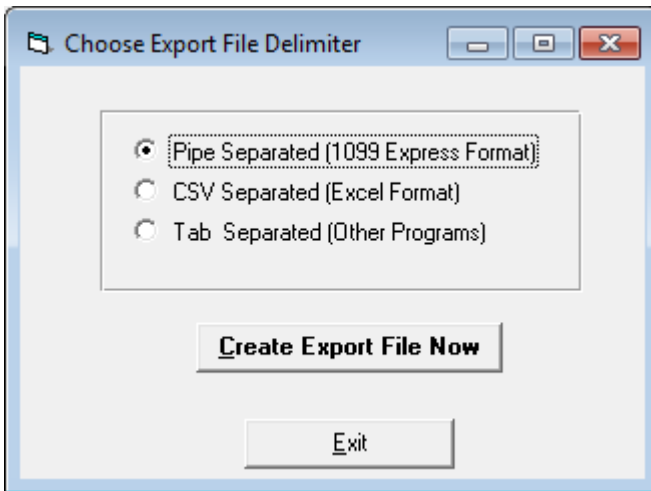
The 1096 Transmittal Form

The 1096 Form is a form that has to be included with your 1099 MISC forms, and is a summary of all of the 1099 information. The Tenant File will calculate the totals for you, and give you other options as well. Most of the information should be totaled by the program for you, but you do have the flexibility to force the entries yourself, if needed. Check the totals for accuracy.

Exporting your Data

The Tenant File 1099 MISC Program will also create an export file for your data. This is the button at the bottom labeled 'Create Owners (or Vendors) Export File'.

This feature is provided in case you need to file your 1099 MISC forms electronically (e-Filing), which may even be required by the IRS. In any case, filing electronically can save time and money over paper filing. The Tenant File 1099 program does not e-File for you, it only creates an export file that can be used with most 3rd party e-Filing companies. A list of these companies can be found at the IRS website.



You simply need to choose the format that you want, and then click the 'Create Export File Now' button. All of the other settings on the 1099 Screen will be used.

END-USER LICENSE AGREEMENT FOR TENANT FILE 1099MISC PROGRAM

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