



Slide 3	
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Banks Accounts Credit Cards	Taxes Travel In	surance Damage Deposit Waive	er Holds Misc	ffices t	eping Groups Marketing Codes	Offices Seasons 1	Email Settings Custom Email			
Revenue Management					Order Preferences Travel Agencies					
Cancellation Refund Days	0	Cancellation Fee	100.00		Rental Office	1				
Reservation Fee Account	Mgt -	Charge Reservation Fe	ge Reservation Fee When Cancelling		Island Office	New	Edit Extra			
Number of Days Before Refund	0	Extra Day Rate	Fractional •	VR B	ton Realty, Inc. each and Tennis Club	Archive	Apply 1099 2			
Down Payment Amount	50.00	Down Payment Type	Percent Rent +			Management	t Fee Base: Not t Fee: 20%			
Down Payment Minimum Rent	0.00	Number of Days	2			Reservation	Fee: \$3.00 Fee Tax Type: None			
Starting Check Number	115279	Minimum Short Term Balance	100.00			Reservation	Reservation Email: michelle@vrmgr.com Check In: 4.00 PM			
Months to Wait for Escheat	30	Check Form Type	Form A			Check Out: 1 Status:				
Amount to Advance (%)	50.00	*				Junus.				
Amount of Mingmint Fee to Advance	50.00	A https://vacrent-michellea								
Rate Calculate Method	Prora	Banks Accounts Credi	t Cards Taxes Travel Ins							
EFT Setup for All Offices	EFT Setup		Company Name	Vaca	ation Reality, Inc.					
■ 1099 Setup for All Offices	1009 Seta	5	Address	1234	I Oak Island Drive					
E TOTA CARDY AT AN CHICKS	1000 0000		City	TES	T City					
	scellaneous	3	State, Zipcode:	BK			38457			
	stem Configur		Contact Name	MICH	HELLE SMITH					
	a Out		Phone Number	843	737-3436					
L	your		Contact Email	position	ams@vacationrealty.com					
			Foreign Entity (y/n), FEIN:	8	123456789					
					mbined Federal / State Filing					
			Transmitter Control Code:	1234				4		
		Tran	smitter Name (use both fields)	Vaca	ation		Realty			

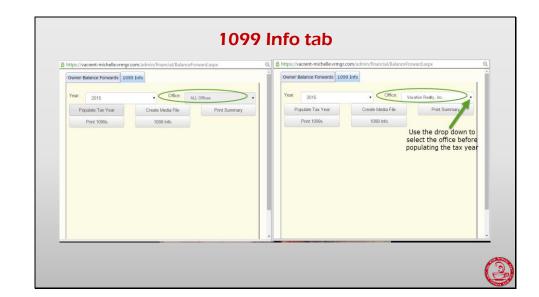
There are two ways the 1099's are set up

- If you only have one office OR if all offices are under the same Tax ID# then set the 1099's up for All Offices
- If the offices are under different Tax ID# then the "1099 Setup for All Offices" box should be unchecked. Then the 1099 info would be set up for each office.

The offices only need to be set up separately if there is a different tax ID# for each office

**The 1099 screen to complete is the same under both areas

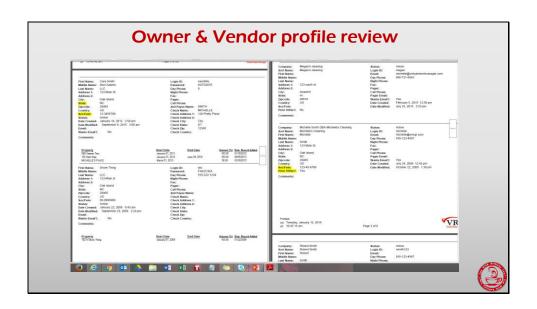
If filing electronically you will need the Transmitter Code from the IRS



<u>1099 Info tab</u>

First screen shot is with the 1099 Setup for All Offices. No need to select an office the system defaults to all offices.

Second screen shot is with the 1099's set up per office. You will have to select the office prior to populating the tax year



Review the Basic Owner List & Basic Vendor List

Owner profiles

-make sure the SSN/Tax ID# is correct and the State is abbreviated correctly

Vendor profiles

-make sure the "Print 1099" box is checked for the vendors that need to receive a 1099, that SSN/Tax ID # is correct and the State is abbreviated correctly

**It is very important that the State is abbreviated correctly when filing electronically

If something needs to be changed that would be done on the owner or vendor profile

Dwner Balance Forwards 1099 Info		Owner Balance Forwards 10	99 Info
Year: 2015	Office: ALL Offices	1 Year: 2015	Office: ALL Offices
Populate Tax Year	Create Media File Print Summary	Populate Tax Year	Create Media File Print Summary
Print 1099s	1099 Info	Print 1099s	1099 Info
	Virtual Resort Manager - 1099	is - Google Chrome	
	https://vacrent-michelle.vrmgr.com/admin/financial/Balan	ceForward.aspx	Q
	Owner Balance Forwards 1099 Info		i i
	Office: ALL Offices	a Approval	
	[] Cara Smith LLC 12-3456789 [\$29,489.07]	g Approval	
	[] Joseph & Karen Rombull 999-99-9999 [\$12,000.00] [] Michelle Smith 111-11-1111 [\$6,473.06]		
	[Michelle Smith 111-11-111 [\$1,333.20] [] Shannon Kilion 456-12-7891 [\$1,999.60]		
	[] Mary Martin 789-12-3695 [\$2,000.20] [] Mary Lloyd 999-99-99999 [\$3,900.00]		
	[] Jane Sawyer 999-99-9999 [\$100.00] [] Shela Vrana 999-99-9999 [\$1,500.00]		
Non-Rentals	[] Rudy & Ann Bowman 999-99-9999 [\$1,500.00] [] Bobby Smith dba OKI LLC 541-23-4567 [\$900.00]		
Miscellaneous	[] Michelle Smith 111-11-111 [\$3,994.07] [] Michelle Smith DBA Michelle's Cleaning 123-45-8789 [\$3	3,021.50]	
System Configure			
Log Out			
	Tax Year: 2015		
	<- Back Add	Edt	

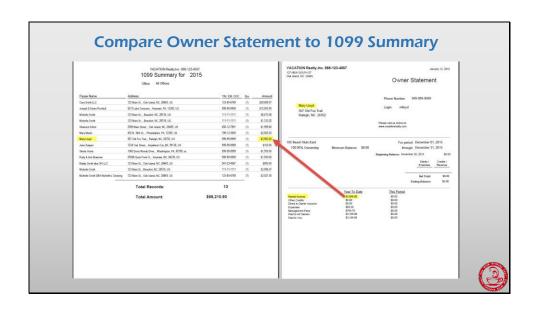
The tax year always needs to be populated before pulling the reports.

To populate the tax year go to Accounting> 1099's> 1099 Info tab> use the drop down to select the year> select the office (if applicable)> click the "Populate Tax Year" button. Once that populates then click the Back button and click on the Print Summary button.

The 1099 Summary should always be reviewed prior to printing 1099's

	1099 Summary			
	VACATION Realty, Inc. 888-123-45 1099 Summary for 20			
	Office: All Offices			
Payee Name	Address	TIN / EIN / SOC	Box	Amount
Cara Smith LLC	123 Main St., Oak Island, NC, 28465, US	12-3456789	(1)	\$29,489.07
Joseph & Karen Rombull	9210 Lake Crescent, , Anytown, PA, 12345, US	999-99-9999	(1)	\$12,000.00
Michelle Smith	123 Main St., , Beaufort, NC, 28516, US	111-11-1111	(1)	\$6,473.06
Michelle Smith	123 Main St., , Beaufort, NC, 28516, US	111-11-1111	(1)	\$1,333.20
Shannon Killion	2589 Main Street, , Oak Island, NC, 28465, US	458-12-7891	(1)	\$1,999.80
Mary Martin	452 N. 34th St., Philadelphia, PA, 12345, US	789-12-3695	(1)	\$2,000.20
Mary Lloyd	567 Old Fox Trail, , Raleigh, NC, 26702, US	999-99-9999	(1)	\$3,900.00
Jane Sawyer	1234 Oak Street, , Anywhere City, BK, 99136, US	999-99-9999	(1)	\$100.00
Sheila Vrana	1060 Derry Woods Drive, , Washington, PA, 90199, us	999-99-9999	(1)	\$1,500.00
Rudy & Ann Bowman	25588 Quits Pond Ct, , Anytown, BK, 34239, US	999-99-9999	(1)	\$1,500.00
Bobby Smith dba OKI LLC	123 Main St, , Oak Island, NC, 28465, US	541-23-4567	(1)	\$900.00
Michelle Smith	123 Main St, , Beaufort, NC, 28516, US	111-11-1111	(1)	\$3,994.07
Michelle Smith DBA Michelle's Cleaning	123 Main St, , Oak Island, NC, 28465, US	123-45-6789	(7)	\$3,021.50
	Total Records:	13		
	Total Amount:	\$68,210.90		

If the owner has more than one property the 1099 Summary will be a combination of the Rental Income for all properties (unless there are multiple owner profiles for the owner and each profile has one property applied) Keep in mind this is for Short Terms and Long Terms



The 1099 Summary should be compared to the December owner statement. The amount showing on the 1099 Summary should match the Rental Income YTD.

-If you use the owner referral fee- the money being given back to the owner will show under Other Credits on the Owner Statement and will be included in the Amount on the 1099. The reason the owner referral is included in the amount on the 1099 is because the full commission is taken from the owner then a percentage is given back. When the owner does their taxes they will expense the entire management commission, then since the owner was paid back part of the commission it is included in the income since the owner is taking the full commission as an expense



VRM has created a new custom report is available to all clients.

The report is located under Accounting> Reports> Reporting Services> Payables By User Batch

Select the Starting Date & End Date

Payee Type: can select one of these or All

The "Print 1099" checkbox was added so clients can pull this report for just vendors that have the Print 1099 box checked on the vendor profile

The report will show all vendors that have the "Print 1099" box checked however the vendor will only have a 1099 populate if they were paid \$600.00 or more in the year.

Payables By User Batch	_		Offe	10008000	At Offices H8-123-4847, Date: 1112015-12		
Office: VIIICATION Realty, Inc. 888-123-4567, Dates: 1112015 - 12/31/2015, By: Vensor		Date Added	Account	Property	Descriptor.		now!
lated Account Property Description Plumbing	Anount	Grand Totals	for Dames Ci	leaning Group: 1 pay	ment(s) comprised of 1 pay	abie(s) totalling \$20.00	and the second sec
ED							
ry, March 20, 2015		Michelle Smith	h DBA Michell	e's Cleaning			
A Number: 15271 for: \$500.00 Voided On: 03/20/2015 Stopped Payment? No Reason: Yeal		Check					
014 Owner 100 Easy Goin' Work Order # 243 (test WO)	\$500.00		agust 06, 2011				
015 Housekensing 089 Gavyer Two Itel	\$100.00		HI: 15273 RH: 8 Cleaning	069 Lawyer Two	clearing		100.00
The second se		Res C		The reader (M)	Guest Jensiler Assiston	Stay Dates 6/13/2015 - 6/20/2015	
VOIDED Totals for 03/20/2015: 1 payment(a) comprised of 2 payable (a) to	alling \$660.40	8162015	Cheaning	069 Savger Two	clouring		00.08
		Rei D			Gaest Jonefer Aeriston	Stey Dates: 725/2015 - 81/2015	
ED Grand Totals for ABC Plambing: 1 payment(s) comprised of 2 payable(s) totalling \$600.00		862015 Ret D:	Cleaning 730	102 A Drote Thing	Gent January Anima	Shey Defec: 10(42012 - 10/132012	890.00
• • • • • • • • • • • • • • • • • • •			Cleaning	102 A Shore Thing	deservey		00.09
nexday, September 02, 2015		Fee D		1000	Guest Jornfur Annoise	Skey Dates: 4/25/2013 - 4/27/2013	
k Number: 19 for: \$50.00		Res D	Cleaning	103 Miler Time	Georgia Genet michele Ersth	Stay Dates: 5/3/2014 - 5/10/2014	160.00
15 Owner DEB Eawyer Two Work Onder # 282 (wat WO two vendors)	\$20.90		Cloaning	105 Beach Nuts East			Nei .55
15 Owner 100 Easy Goin' Work Order # 283 (Test-work order 4 vendors)	\$30.00	Ret D			Gaest michele Smith	Stay Date:: 2/10215 - 2/5/2015	
Totate for 09/02/2015; 1 payment(e) comprised of 2 psyable(e) b	tation 550.00	660015 Fer D	Cleaning	112 Relaxin for Shor	Ganzi michela Ereth	51 Diay Dalas: 5/4/2014 - 9/1/2014	150.00
			Cleaning	1235 Beigrade Road			255.00
needay, December 99, 2015		Rei D			Ovest Jill Smith	Stay Date: 65/2010 - 61/2/2010	
A Normber: 25 Nor. \$600.00 015. Owner: 100 Perce Genr. Work Onler & 340 Perce With	1000.00	SECOIS Res.D	Cleaning	1235 Enigrade Road	dearing Over: Jil Smith	Stay Dates: 6/12/2010 - 6/16/2010	255.00
ono caener teo basy user Work Order # 243 (aut WO)	2000.00	662015	Cleaning	1235 Exigrade Koad		5	295.00
Totals for 12/09/2015: 1 payment(s) comprised of 1 payabla(s) to	alling \$500.00	Res D:	521		Gent Jil Smith	Slay Dates: 6/12/2010 - 6/19/2010	
		A60015 Rei C	Cleaning	1235 Deigrade Fized	Guest Jonater West	53 Stav Dates: 6/15/2010 - 6/25/2010	05.00
d Totals for ABC Planking: 2 payment(s) comprised of 3 payable(s) totalling \$550.60			Gaaring	1235 Delande Foet			205.00
		Pei D			Guest Jensiler Assiston	Stay Dates: 6/26/2018 - 7/3/2010	
is Cleaning Group		882015 Ret D	Cleaning	1235 Belgrade Road	dooring Generit Julie Extense	3 Stev Dates: \$152010 - \$2222010	50.00
8			Cleaning	Fait House	Guest Jule Roberts (Intering		80.08
nesday, September 02, 2015		Ret D	629		Gast richels mith	Elay Datas: 3/17/2012 - 3/24/2012	
k Nomber: 22 kor. \$20.00			Cleaning	Pan House	cleaning		00.08
15 Owner 069 Gauger Two Work Order # 254 (Test 800 3 vendors)	\$20.00	Res C: 852215	700 Cloaning	Fun House	Ganet Jonefer Wells	Stey Date: 313/2012 - 317/0512	860.00
					1000		1000
Totals for 09/02/2015: 1 payment(s) comprised of 1 payable(s) 5	caring \$20.00						
		Printed: \$/12/	2016 2:38:48 8	PM	Page 2 of 3	VR	M

The report will display all checks for vendors that have the "Print 1099" box checked.

A 1099 will only populate for a vendor that has the "Print 1099" box checked if they were paid \$600.00 or more in the year.

That being said you may see a vendor on the report that is not on the 1099 Summary report. ** Keep in mind the Payable By User Batch report will show voided checks.

This custom report differs from the stock report in that the voided check amount will not be included in the Grand Totals for the actual checks that were not voided.

Grand Total amount for the vendor should match the amount on the 1099 Summary

1099 Summary for 2015					Payat	bles By User Bato	h
Offices All Offices					or VACATION Really Inc.		1/2015, By Vendor
				Date Added Account	Property	Description	Anou
				Res D: 751		Ovest: Amilia Ball	Eney Dates: 18/13/2812 - 16/26/2012 \$220.0
				846/2015 Cleaning Res ID: 787	SECRETTE S PCAC	Cuest: Jensiler Werk	S2200 Boy Dates: 3(2)(2013 - 3(3)(2013
		(1)		8/6/2015 Cleaning	VR BAT 112	cleaning	\$100.0
		- (1)		Res ID: 882		Guest Jerniter Werk	Bay Detes: 18/1/2011 - 19/1/2012
					Totals for 08/	062015: 1 paymentis) compris	ed of till navabletat totalling \$2,815.5
							to the second second second second
		120	\$101.00			financias das 1275	80.0
		(10)	\$1,530.00	Res (D. 145		Guest bet test	Stey Date: 8/62015 - 8/15/2015
				12/18/2015 Cleaning	069 Cowyer Two	cleaning doc 2015	500.0
123 Main Dr., Oak Island NC 26465 US	541-23-4547		\$902.00		THE RAME THINK		Stay Detes: 18/3/2015-18/18/2015
123 Main St. Benufort NC 28516 US	115.35.0111		\$3,994,07	Res (D): 965	the Long Cont	Quest CARA Smith	Sizy Dates: 18/3/2015 - 18/18/2015
123 Main St., Oak Maine, NO, 29465, US	123-46-6769	(7)	\$3,025.50		Totals for 1	12/16/2015: 1 payment(a) comp	rised of 3 payable(s) totalling \$210.0
Total Records:	13			Course Training Star Marcard			
Total Amount: \$	68,210.90			\$3,821.50	THE CON MUSIC	Contract. 2 proprietation of Con-	dense of \$1 byposition and
				Smith Air Conditioning & F	eating, inc.		
				Check			
						West Calue & TCR / Text MCR	192
				7/30/2015 Owner	103 Miler Time	Wark Online # 279 (Test WO)	\$r0.0
					Totals for	05/11/2015: 1 payment(4) com	prised of 2 payable(s) totalling \$20.0
				Grand Totals for Smith A	ir Conditioning & He	uting, Inc.: 1 payment(s) comp	rised of 2 payable(s) totalling \$20.00
				Grand Totals for Smith A	ir Conditioning & He	uting, Inc.: 1 payment(a) comp	rised of 2 psysble(s) totalling \$20.0
	CRUE # 20168 ADDE	CRUE # 400%	Citety: A (10/16) Ammen: Tot (10/16) State Ammen: Tot (10/16) State State Ammen: State State State Ammen: State State State State Ammen: State State </td <td>Construct Monthment The Construct March Antimeter The Construct The Construct The Construct Statistican Lines And Construct The Construct The Construct The Construct Statistican Lines And Construct The Construct The Construct The Construct The Construct Statistican Lines And Construct The Construct The Construct The Construct The Construct Statistican Lines And Construct The Construct The Construct The Construct The Construct Statistican Lines And Construct The Construct The Construct The Construct The Construct</td> <td>Auge Auge <td< td=""><td>Under Sturfmang for Zupfs- mark Startige <t< td=""><td>Dame State State State No State State<!--</td--></td></t<></td></td<></td>	Construct Monthment The Construct March Antimeter The Construct The Construct The Construct Statistican Lines And Construct The Construct The Construct The Construct Statistican Lines And Construct The Construct The Construct The Construct The Construct Statistican Lines And Construct The Construct The Construct The Construct The Construct Statistican Lines And Construct The Construct The Construct The Construct The Construct Statistican Lines And Construct The Construct The Construct The Construct The Construct	Auge Auge <td< td=""><td>Under Sturfmang for Zupfs- mark Startige <t< td=""><td>Dame State State State No State State<!--</td--></td></t<></td></td<>	Under Sturfmang for Zupfs- mark Startige Startige <t< td=""><td>Dame State State State No State State<!--</td--></td></t<>	Dame State State State No State State </td

Compare the 1099 Summary to the Payable By User report for the vendors

The first report is the Payable By User Batch report which will show all the payables for the vendor and give a Grand Total for each vendor. The Grand Total amount should match the amount of the 1099

Office: All Coffice: All Coffice: All Coffice: All Coffice: All Coffice: Coffice:	Payset R Cara timulation Fauntation Tapparel Ro 23346179 Payset Ro 2833577 Johnes 23366179 Payset Ro 2833577 Johnes 23366179 Payset Ro Bender Conjecture Payset Ro Bender Bender
Tax Year. 2015 Roo.	Are Cer Virtual Resort Masager - 1099s - Google Orome reard.aspr
Opennet Statutes Financial (1998) Precising Agenoration Cffice	Fayse #1 Fayse 2 Targayer 00 Toranyo 0 Adverse Targayer 10 Ory On Ory Ory Compre- Project Ory Compre-

The 1099 buttons

Back-this will return the user to the original 1099 Info pageEdit-this allows the user to edit the 1099 entryAdd-this gives the user the ability to manually add a 1099 record

These options can benefit new clients that were using a different software for part of the year.

Edit-this will allow the user to add the amount of the Rental Income for the owner and/or vendor form their old system so they can print just one 1099.

Add-this will allow a user to add a new entry for again an owner and/or vendor that may not have income in VRM but did out of the old system used.

**Make sure to pull the reports and do the proper review of the information from the old system used.

Owner Balance Forwards 109	9 Info	
Office: ALL Offices		
All Entries	ged Entries 💿 Pending Approval	
[] Michelle Smith 111-11-111 [] Michelle Smith 111-11-111 [] Shannon Killion 456-12-789 [] Mary Lloyd 989-96-5690 [] [] Jane Sawyer 599-599-9690 [] Shella Vrana 109-09-9990 [] Shella Vrana 109-09-9990 [] Ruby & Ann Bowman 000- [] Bobby Smith das OKI LLC	1 (§1.33.20) 1 (§1.969.80) 22.000.20] 53.000.00] (§1.500.00] 64.9000 (§1.500.00]	
[] Michelle Smith 111-11-11 [] Michelle Smith DBA Michel Tax Year: 2015	1 [\$3.994.07]	_
[] Michelle Smith DBA Michel	1 [\$3.994.07]	Edit
i j Michelle Smith DBA Michel Tax Year: 2015	(B.0.94.07) 6°s Cleaning 123-46-8789 [B3,021.50] Add	Edit Approve
[] Michelle Smith DBA Michel Tax Year: 2015 Back Delete	(B.0.94.07) 6°s Cleaning 123-46-8789 [B3,021.50] Add	
Michelle Smith DBA Michel Tax Year: 2015	183.094.07] Iris Cleaning 123-46-8789 [I3.021.50] Add Flag Mary Lloyd	
Michelle Smith DBA Michel Tax Year: 2015	18.04.07] In Claning 123-46.8789 [13.021.50] Aust Filag Mary Lloyd 000000090	
Michelle Smith DBA Michel Tax Year: 2015	1[8:094:07] Add Mary Lloyd Pilag Mary Lloyd s99999999 90000000 3300:00	
Michelle Smith DBA Michel Tax Year: 2015	18.094.07] Ast Ast Pag Mary Loyd Pag Sasonog Sasonog Sasonog Sasonog Sasonog Sasonog	
Tax Year: 2015 Back Ba	18.04.07	
Michelle Smith DBA Michel Tax Year: 2015	IB.0.94.07] Ast Mary Loyd Flag Mary Loyd Flag Mary Loyd Flag 11/2015 Flag	
i j Michele Smith DBA Michel Tax Year: 2015 - Back Delete Payne 81 Payne 92 Taxapayer ID Payment Ansont Address Tax ID Type Cay	18.064.07	
i j Michelle Smith DBA Michel Tax Year: 2015 Carlos Control C	IBL08-07	
i j Michele Smith DBA Michel Tax Year: 2015 - Back Delete Payne 81 Payne 92 Taxapayer ID Payment Ansont Address Tax ID Type Cay	18.064.07	

Delete-this allows the user to delete a 1099 entry. If an entry is accidentally deleted you can click the Back button and re-populate the tax year to get the 1099 back. If an entry is accidentally deleted the user can click the Back button and re-populate the tax year to get the 1099 entry back.

Flag-this will flag the 1099 entry so the user knows they have to go back to that 1099 entry. The 1099 entries can be sorted by the Flagged entries. This could be used if a discrepancy is found between the 1099 amount and the owner statement so the user know to go back and research further. **The owner statement may have to be pulled for the year and review it for xfers, owner referrals, etc.

**Selecting the "Flagged Entries" radial button will only display 1099 entries that are Flagged

Approve-the Approve button is very IMPORTANT. When a 1099 entry is approved that entry is being flagged so when the 1099 info is re-populated the 1099 data will not change.

**The radial button for Pending Approval will only display entries that have not been approved

** If you edit or add a 1099 entry that entry would need to be approved in order for it to remain in the system when the 1099 tax year is re-populated

***Every time the tax year is selected, office is selected and the "Populate Tax Year" button is clicked the system will collect the original 1099 data. If a 1099 entry has been edited or a new

1099 entry added they have to be approved. A approved entry will not change if the 1099 data is reloaded.

	Owner Re	ferrals	
Rental Income: Other Credits: Direct to Owner Account: Expenses Management Fees:	Year To Date \$5,188.15 \$0.00 \$0.00 \$2,828.01 \$606.34 \$2,287.87	This Period \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Owner Referrals New feature turned ON When this is turned on the Mgent Fees will be induced by the amount of the owner referral fee
Rental Income: Other Credits: Direct to Owner Account: Expenses Management Fees: Paid to All Owners Paid to You;	Year To Date \$5,188.15 \$120.00 \$0.00 \$726.34 \$5,115.88 \$1,413.15	This Period \$5,188.15 \$120.00 \$0.00 \$726.34 \$5,115.88 \$1,413.15	Owner Referrals New feature turned OFF When this is turned off the Mart Feas are not reduced and the owner referance fees a solid outpoor Other Chrolits and included in the 1099 amount

We have a new feature available is regard to how the owner referrals is accounted for on the owner statements. If you would like to have this turned on please send a help ticket to the help desk. It is important to make sure you are done your 2015 1099s before this is turned on but also that it is turned on before sending January owner statements.

This is a toggle that can be turn OFF or ON

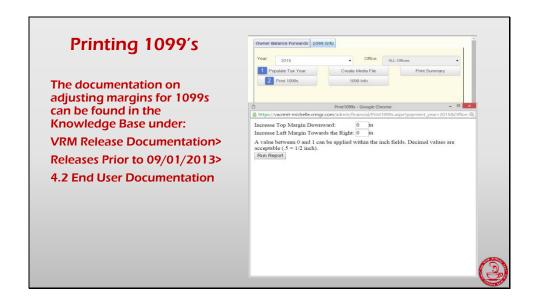
When this is turned **OFF** the owner referral will be accounted for on the owner statement as it has always worked.

-the owner is charged the full commission then is paid back the owner referral percentage. The management fees are not reduced rather the amount given back to the owner displays under Other Credits and is added in the Rental Income on the 1099

When this is turned **ON**

-The owner referral still works the same in that the owner is charged the full commission then is given the owner referral percentage back but on the owner statement management fees are reduced by the amount of the owner referral amount.





Once the comparisons have been done to ensure accuracy then it is time to print 1099's

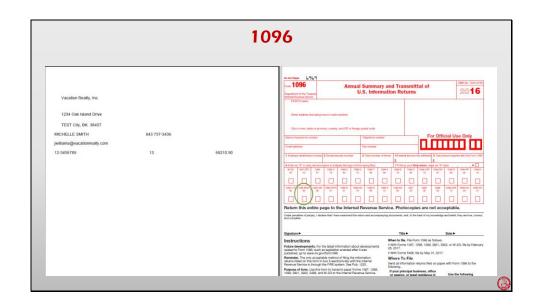
To print 1099's go to Accounting> 1099s> 1099 Info tab> select the tax year> select the office (if applicable)> click Populate Tax Year> once populated click the Back button>click the "Print 1099s" button.

First thing that will show is the screen that the margins can be adjusted.

		1099s				
	1	9595				
		PAYERS surren, street address, caty or or favings period code, and address, caty or			2000 No. 1040-0110	
Vacation Reality, Inc. 1234 Oak Island Drive	29489.07			A Reputer	2015	Miscellaneous
TEST City, BK 38457 843 737-3436					Provide States Provide States Provide States	Copy A
		PANYIYI kedesir karaktadan mindur	SECONTENTS Assessment rights	8 Philosop total proceeds	3 R. Walted and built are payments	For Internal Devenue
12-3456789 12-3456789						Service Center
Cara Smith LLC		NECEPTENS' U name		V. historyitytä tärtyömättö	 Baladede angenetity in line of generating in transit 	For Privacy Act and Paperwork
123 Main St		Stret address (including up) on (Proper results detect autos of ELEX or vision of community 	5 10 Stationers process	Pladuction Act Notice, see the
Oak Island, NC, 28465		City or hows, while or provinsin 00045	and 22° or through passed builts	products to a burry +	5	2015 General Instructions for Certain
		Advenuel mariline term realizations)				Information Returns.
		Addition of the rest of the re		paymonds	at alorray	
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Vacation Reality, Inc.	12000.00	9595		TED		
1234 Oak Island Drive TEST City, BK 38457		PAYER'S earen, shoot address, sity or or family pestal order, and himphone-	news, make or province, or a try, 200 40.	Y Over	(066) Ma. 1545-0175	
843 737-3436				1 Constitute	2015	Miscellaneous Income
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We suggest that you print the first page of the 1099s on plain paper then hold that up against the 1099 form to the light to see where the margins need to be adjusted. Play around with the margins and continue to print just the first page of the 1099s until it lines up with the 1099 form when held up to the light.

The documentation for this can be found in the Help Desk, Knowledge Base under VRM Release Documentation> Releases Prior to 09/01/2013> 4.2 End User Documentation.



The last page when printing the 1099s is the 1096. On the 1096 the 1099-MISC checkbox location has changed over the last few years so we have removed the check mark. This means that once printed the end user will just need to take a pen and check the box for 1099-MISC.

**Important to print the last page of the 1099s which is the 1096 and hold that up to the light behind that actual 1096 to check the margins

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MAKE SURE THE VRM SITE IS SET UP TO ALLOW POP UPS

To create the Media File go to Accounting> 1099s> 1099 Info tab> select the tax year> select the office (if applicable)> click Populate Tax Year> once populated click the Back button>click the "Create Media File" button.

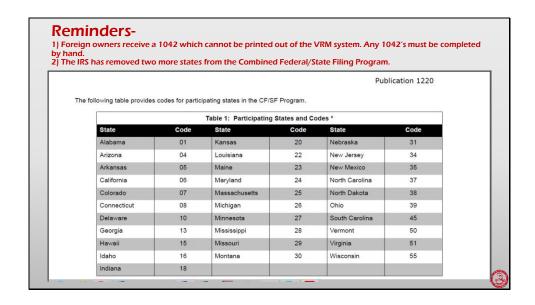
The end user can do one more final review by clicking on Print Summary to check the 1099 entries name, address, city, state, zip, SSN/Tax ID# and amounts.

**Again the state must be abbreviated or the media file will be rejected by the IRS.

Slide 19

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The VRM is set up to only allow the Combined Federal/State Filing for the state listed above which is directly from the IRS Publication 1220





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