



How To Process Owner 1099's through Property Genie

FACT: The Income Amount on an owner's 1099 is calculated through amount of credits received each year by Rent Payments, Additional Rent Payments (aka Late Fees) and Forfeited Security Deposits.

FACT: The Expense Amount on an owner's 1099 is calculated by the total amount of charges posted to the owner's property ledger (i.e. Vendor Invoices, Management Fees, etc.)

Step 1. Setup your company's IRS Tax ID in the SYSTEM SETTINGS / COMPANY SETTINGS / Company info tab. (ACH Section).

The **Company ID** field is the only one necessary to fill in when processing 1099's. See "How to Process Owner Payments via ACH" to learn more about the rest of the fields used for NACHA file generation.

Property Genie for Magical Management Company - [CompanyMaintenance]

Tenant Coordinator | Property Manager | Owner Coordinator | Accounting | System Settings | Reminders | Help

Property Genie™ | TENANT COORDINATOR | PROPERTY MANAGER | OWNER COORDINATOR | ACCOUNTING | **SYSTEM SETTINGS** | REMINDERS | EXIT

Company Maintenance

Company Info | System Defaults | Accounting | Background Checks | Marketing Uploads | Web Genie | Reminder Emails

Company Settings

Users | Documents | Vendors | Vendor Type | Adverse Actions | Property Features | Review Checklist | Management Fees | Leasing Fees | Late Fee | Charges | Floor Plan | Property Type

Company Info

Company Name: Magical Management Company | Contact Name: Customer Service

Address: 123 Fantasia Lane | Address2:

City: Magic Kingdom | State: FL | Zipcode: 32123

Phone: (407) 123-4567 | Fax: (407) 123-4568 | Toll Free: (800) 123-4567 | E-Mail: CustomerService@MyWebsite.

ACH Folder Path: C:\ | Browse

ACH Information

Bank Name	Bank Recognized Company Name
Magical Management Comp	MagicalManagemet

Processing Center	Description	Company ID
FRB Jacksonville	Disburse	IRS TAX ID

ABA: 999999999 | Routing #: 999999999 | Check Account Number: 9999999999999999

Type: CCD | Use Base 10 Blocking: ☐ | Create ACH Debit Record: ☒

Next Page > | Cancel Changes | SAVE Record

Log Out | Logged On As: Tech Support



Step 2. Make sure that all of your owners that provided an alternate address for their 1099's have been setup in the Owner's Record in the *Accounting Settings* tab.

If the owner of the property does not provide an alternate address for their 1099 Property Genie will use the data stored in the owner's MAILING ADDRESS.

Step 3. Generate Year Long Summary Statements for all of your owners.

- Go to the Accounting/Statements/Owner Statements screen
- Uncheck the box labeled "Show Only Active Owners". (since you want to include owner's that may have terminated their management agreement within the past 12 months)
- Check the box labeled "Process for Rent Received". Because we are including all of the owners (Active and Inactive) this filter will only generate a statement for an owner who has received at least one credit via a rent payment.
- Select the **Period Format - Summary Statement** format.



- Set Start date to **1/1/(Year) - 12/31/(Year)**
- Check the “Print” box if you wish to send a copy of the statements to your default printer.
- Click the “Print and Upload” button. (If you do not have PRINT selected the button will be labeled “Upload Only”)
- Confirm the prompt “Are you sure you want to Print and Upload Owner Statements for the period ending on 12/31/(Year)” by clicking the “Yes” button.

Property Genie for Magical Management Company - [Statements]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Reminders Help

Property Genie™

Tenant Coordinator Property Manager Owner Coordinator Accounting System Reminders Help

Owner Statements Tenant Statements

Owner: Bill, Alex Property: 123 Managed Property Address Property Manager: Anthony

☐ Delete Previous Statement and Re-Create ☒ Show Only Active Owners

☒ ACH ☒ Checks ☒ Select All

Last Name	First Name	Address	City	State	Zip	Status	Property Mgr	Select
Beil	Alex	825 Grassy Point Loop	Lake Mary	FL	32746	Active	Gail Moncla	☒
Crofton	Susan	2000 Blacksmith Lane	Oakville	ON	LGM2T2	Active	Gail Moncla	☒
Diaz	Bill	449 Winding Oak Ln	Longwood	FL	32750	Active	Gail Moncla	☒
McKay	Danny	235 Sunshine Ave	Deland	FL	32151	Active	Gail Moncla	☒
Molina	Louis	771 Pacific Coast Highway	Malibu	CA	90233	Active	Gail Moncla	☒
Negate	Dylan	5181 French Ave	Atlanta	GA	445411	Active	Gail Moncla	☒
Sampersstein	Fredrick	5648 Freedom Trail	Oakland	CA	95555	Active	Gail Moncla	☒
Sanz	Stephanie	12515 Deer Lake Drive	Redmond	WA	12253	Active	Gail Moncla	☒
Sotomayor	Anna	5112 Friendship Ave	Celebration	FL	32552	Active	Gail Moncla	☒
Stevens	Julia	654 Sandy Creek Ave	Miami	FL	33251	Active	Gail Moncla	☒
Owner	Property	234 Owners Address	Orlando	FL	32804	Active	Property Genie	☒

Global Statement Message

☒ Print ☒ Process for Rent Received ☒ Force Print ☒ Period Format Summary

☐ Proof Copy ☐ Include Summary

Start: 01/01/2011 12:00:00 A End Date: 12/31/2011 11:59:59 P

Print & Upload

Log Out Logged On As: Property Genie



Magical Management Company
123 Fantasia Lane,
Magic Kingdom, FL 32123
Property Owner
234 Owners Address,
Orlando, FL 32804
USA

Phone: (407) 123-4567
Fax: (407) 123-4568

Property Statement

Statement Period: 1/1/2011 12:00:01 AM to 12/31/2011 11:59:59 PM

Income	
Total for 123 Managed Property Address	\$4,000.00
Total Income	\$4,000.00
Expenses	
Total for Leasing Fee	\$1,000.00
Total for Management Fee	\$400.00
Total Expenses	\$1,400.00
Other	
Total for Owner Reimbursement	\$150.00
Total Other	\$150.00
Payments to Owner	
Total for 123 Managed Property Address	\$2,250.00
Total Payments to Owner	\$2,250.00

Step 4. Load your owner's 1099 data in the 1099 reports screen.

- Go to the Accounting/Reports/ 1099 screen
- Select the appropriate "Year" from the dropdown list
- In the "See" box, select "Owners" (Property Genie recommends to process your owner and vendor 1099s separately).
- Use the box labeled "Select All" or manually select which owners you wish to process.

*If you choose SELECT ALL you will see the following prompt: "This will clear any previous selection settings. Are you sure you want to Update ALL records?"

**After choosing select all you will get the same prompt if you try to remove someone from your selection. It will ask if you want to "update all records", if you say yes then everyone will become unselected, if you say NO to the prompt "update all records" then only the record you wish to uncheck will become unchecked.

- Once everyone is selected, click the "Load Owner Info" button in the lower left hand corner.
- Confirm the prompts after clicking the "Load Owner Info" button.



Property Genie for Magical Management Company - [Reports]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™ TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR **ACCOUNTING** SYSTEM SETTINGS REMINDERS EXIT

Accounting Reports

Reports Reconcile Tool

Management Company Tenant Owner Vendor QuickBooks 1099

Select All ☒ Year 2011 See: **Owners** Status All 1099 List

Select	Type	Tax ID	Name	City	State	Zipcode	Foreign?	Amount	Status	Status By
☒	Owner	Y	Bell, Alex	825 Grassy Point ...	Lake Mary	FL	32746	\$12,529.73	Calculated	Property G
☒	Owner	Y	Crofton, Susan	2000 Blacksmith...	Oakville	ON	LGM2T2	\$1,688.97	Calculated	Property G
☒	Owner	Y	Diaz, Bill	449 Winding Oak...	Longwood	FL	32750	\$1,000.00	Calculated	Property G
☒	Owner	Y	McKay, Danny	235 Sunshine Av...	Deland	FL	32151	\$5,573.77	Calculated	Property G
☒	Owner	Y	Molina, Louis	771 Pacific Coast...	Malibu	CA	90233	\$2,400.00	Calculated	Property G
☒	Owner	Y	Negate, Dylan	5181 French Ave...	Atlanta	GA	445411	\$3,226.23	Calculated	Property G
☒	Owner	Y	Property Owner	1099 Mailing Add...	Sanford	FL	32771	\$4,000.00	Calculated	Property G
☒	Owner		Samperstein, Fre...	5648 Freedom Tr...	Oakland	CA	95555	\$1,767.21	Calculated	Property G
☒	Owner	Y	Sanz, Stephanie	12515 Deer Lake...	Redmond	WA	12253	\$3,191.37	Calculated	Property G
☒	Owner		Sotomayor, Anna	5112 Friendship ...	Celebration	FL	33252	\$1,255.00	Calculated	Property G
☒	Owner		Stevens, Julia	654 Sandy Creek...	Miami	FL	33251	\$6,000.00	Calculated	Property G

< Previous Page Load Owner Info ReCalc Owner \$ Bulk TIN Preview

Log Out Logged On As: Property Genie

*This prompt gives you the option to update “only the selected owners”, or to simply “erase and reload all owners”. If this is the first time you are processing 1099’s then select Erase & Reload All Owners.

Update 1099 Information

Update 1099 Information

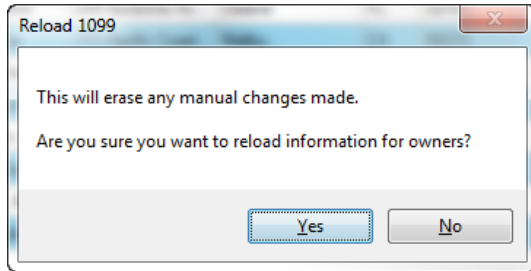
Do you want to:

☒ ERASE & RELOAD All owners

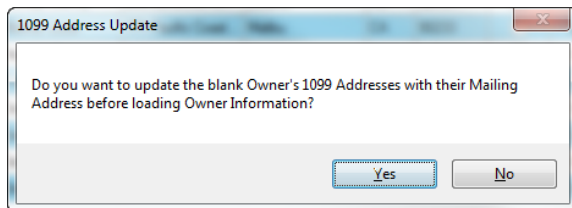
☐ UPDATE only selected owners

OK Cancel

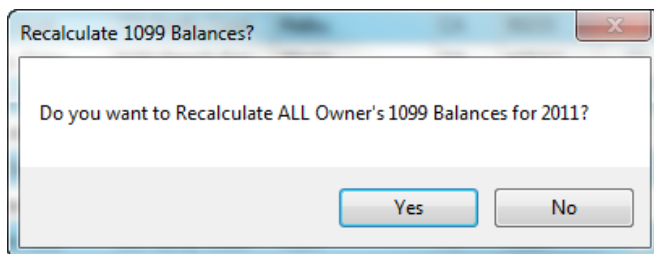
**Say OK if you ready to overwrite all of the information in the 1099 screen.



***If you recall in Step 2 we had you update all owners who provided a custom address for their 1099. For any owners who you did not fill in this field, Property Genie will use the owner's mailing address after clicking the YES button.



****When it prompts you to recalculate ALL Owners' 1099 balances for (YEAR), say YES. This will run a query similar to the one used when generating the yearend report to calculate the owner's income.



Step 5. Verify the amount of income from the owner's year-end summary statement matches the amount of income listed in the owner's 1099 amount. If the amount is different, then go through that owner's statements to try and find the difference.

*A user can adjust the Amount Column by selecting the data in it and typing in a new amount. For users who started using Property Genie in the middle of the year and want to print one 1099, they will have to calculate the amounts manually and fill in the data.

Property Genie™



Magical Management Company
123 Fantasia Lane,
Magic Kingdom, FL 32123
Property Owner
234 Owners Address,
Orlando, FL 32804
USA

Phone: (407) 123-4567
Fax: (407) 123-4568

Property Statement

Statement Period: 1/1/2011 12:00:01 AM to 12/31/2011 11:59:59 PM

Income

Total for 123 Managed Property Address

\$4,000.00

Total Income

\$4,000.00

Expenses

Total for Leasing Fee

\$1,000.00

Total for Management Fee

\$400.00

Total Expenses

\$1,400.00

Other

Total for Owner Reimbursement

\$150.00

Total Other

\$150.00

Payments to Owner

Total for 123 Managed Property Address

\$2,250.00

Total Payments to Owner

\$2,250.00

[Settings](#)
[Reminders](#)
[Help](#)

[ACCOUNTING](#)
[SYSTEM SETTINGS](#)
[REMINDERS](#)
[EXIT](#)

Accounting Reports

1099

Status: All

1099 List

Select	Type	Tax ID	Name	Address	City	State	Zipcode	Foreign?	Amount	Status	Status By
☒	Owner	Y	Bell, Alex	825 Grassy Point ...	Lake Mary	FL	32746	☐	\$12,529.73	Calculated	Property G
☒	Owner	Y	Crofton, Susan	2000 Blacksmith...	Oakville	ON	LGM2T2	☒	\$1,688.97	Calculated	Property G
☒	Owner	Y	Diaz, Bill	449 Winding Oak...	Longwood	FL	32750	☐	\$1,000.00	Calculated	Property G
☒	Owner	Y	McKay, Danny	235 Sunshine Av...	Deland	FL	32151	☐	\$5,573.77	Calculated	Property G
☒	Owner	Y	Molina, Louis	771 Pacific Coast...	Malibu	CA	90233	☐	\$2,400.00	Calculated	Property G
☒	Owner	Y	Negate, Dylan	5181 French Ave,	Atlanta	GA	445411	☐	\$3,226.23	Calculated	Property G
☒	Owner	Y	Property Owner	1099 Mailing Add...	Sanford	FL	32771	☐	\$4,000.00	Calculated	Property G
☒	Owner		Samperstein, Fre...	5648 Freedom Tr...	Oakland	CA	95555	☐	\$1,767.21	Calculated	Property G
☒	Owner	Y	Sanz, Stephanie	12515 Deer Lake...	Redmond	WA	12253	☐	\$3,191.37	Calculated	Property G
☒	Owner		Sotomayor, Anna	5112 Friendship ...	Celebration	FL	33252	☐	\$1,255.00	Calculated	Property G
☒	Owner		Stevens, Julia	654 Sandy Creek...	Miami	FL	33251	☐	\$6,000.00	Calculated	Property G

Step 6. Preview and Print the 1099s.

- After selecting all of the owners you wish to print a 1099 for, click the button labeled "Preview" in the lower right hand corner.

Property Genie™



- This will open up the Report Viewer window with the data formatted to print on a standard 1099 form. (You can download and print these forms for free from the IRS, or go buy the templates pre-printed from nearly all office supply stores)
- Load your templates into your printer and make sure they are inserted the right way so the data prints in the boxes.
- Click the PRINT icon (printer logo), then select your printer and finish printing like you would any other document.

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents		OMB No. 1545-0115		Miscellaneous Income
Magical Management Company		\$ 4,000.00		2012		
123 Fantasia Lane Magic Kingdon, FL 32123		2 Royalties		Form 1099-MISC		
PAYER'S federal identification number IRS TAX ID 999999999		3 Other income		4 Federal income tax withheld		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.
RECIPIENT'S identification number		5 Fishing boat proceeds		6 Medical and health care payments		
RECIPIENT'S name Property Owner		7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest		
Street address (including apt. no.) 1099 Mailing Address Suite 111		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ☐		10 Crop insurance proceeds		
City, state, and ZIP code Sanford, FL 32771		11		12		
Account number (see instructions)		13 Excess golden parachute payments		14 Gross proceeds paid to an attorney		18 State income
15a Section 409A deferrals		16 State tax withheld		17 State/Payer's state no.		
15b Section 409A income						
Form 1099-MISC		(keep for your records)		Department of the Treasury - Internal Revenue Service		



Step 7. Keep track of the documents you've printed by clicking the button in the top right hand corner of the page running the 1099 List report .

Report Viewer

1 of 1 100% Find | Next

1099 Report

2011 1099 Information for ALL Owners and Vendors

Name	Address	City	State	Amount	Status	Tax ID?
Owner						
Bell, Alex	825 Grassy Point Loop,	Lake Mary	FL	\$12,529.73	Calculated	Y
Crofton, Susan	2000 Blacksmith Lane,	Oakville	ON	\$1,688.97	Calculated	Y
Diaz, Bill	449 Winding Oak Ln,	Longwood	FL	\$1,000.00	Calculated	Y
McKay, Danny	235 Sunshine Ave,	Deland	FL	\$5,573.77	Calculated	Y
Molina, Louis	771 Pacific Coast Highway,	Malibu	CA	\$2,400.00	Calculated	Y
Negate, Dylan	5181 French Ave,	Atlanta	GA	\$3,226.23	Calculated	Y
Property Owner	1099 Mailing Address Suite 111	Sanford	FL	\$4,000.00	Printed	Y
Samperstein, Fredrick	5648 Freedom Trail,	Oakland	CA	\$1,767.21	Calculated	Y
Sanz, Stephanie	12515 Deer Lake Drive,	Redmond	WA	\$3,191.37	Calculated	Y
Sotomayor, Anna	5112 Friendship Ave,	Celebration	FL	\$1,255.00	Calculated	Y
Stevens, Julia	654 Sandy Creek Ave,	Miami	FL	\$6,000.00	Calculated	Y
				Sub Total for Owner: \$42,632.28		
				Total: \$42,632.28		



If the amounts do not appear correct on the 1099, be sure to review all of your charges. Make sure Owner income items are checked in the 1099 column:

Property Genie for O.C. Property Management Specialists LLC - [Charges Maintenance]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™ **TENANT COORDINATOR** **PROPERTY MANAGER** **OWNER COORDINATOR** **ACCOUNTING** **SYSTEM SETTINGS** **REMINERS** **EXIT**

Select a Type of Charge: ☒ Show Active Only **Charges Maintenance**

Charge Type	Charge Description	Amount	Show on Late Pay Notice	Management Fees Apply	Management Company Income	Is Deposit	Inactive	Owner 1099	Is Metered
Lease	Additional Rent	\$0.00	☐	☒	☒	☐	☐	☐	☐
Both	Advertising	\$0.00	☐	☐	☐	☐	☐	☐	☐
Both	Air Conditioning	\$0.00	☐	☐	☐	☐	☐	☐	☐
Both	Application Fee	\$0.00	☐	☐	☒	☐	☐	☐	☐
Both	Cleaning	\$0.00	☐	☐	☐	☐	☐	☐	☐
Lease	Commission	\$0.00	☐	☐	☐	☐	☐	☐	☐
Lease	Damage Repair	\$0.00	☐	☐	☐	☐	☐	☐	☐
Both	Electric Bill	\$0.00	☐	☐	☐	☐	☐	☐	☐
Both	Forfeit Security Deposit	\$0.00	☐	☐	☐	☐	☐	☐	☐
Lease	Forfeited Lease Discount	\$0.00	☐	☐	☒	☐	☐	☐	☐
Lease	Keys	\$0.00	☐	☐	☐	☐	☐	☐	☐
Lease	Late Fee	\$0.00	☐	☐	☒	☐	☐	☐	☐
Both	Leasing Fee	\$0.00	☐	☐	☒	☐	☐	☐	☐
Both	Legal and Accounting	\$0.00	☐	☐	☐	☐	☐	☐	☐
Both	Maintenance Fee	\$15.00	☐	☐	☐	☐	☐	☐	☐
Both	Management Fee	\$0.00	☐	☐	☒	☐	☐	☐	☐
Both	Miscellaneous	\$0.00	☐	☐	☐	☐	☐	☐	☐
Lease	Nonrefundable pet fee	\$0.00	☐	☐	☐	☐	☐	☐	☐
Both	NSF Check	\$0.00	☒	☐	☐	☐	☐	☐	☐

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Log Out Logged On As: Tech Support



How to process 1099 reports as an eFile that is directly uploaded to the IRS website:

(REQUIRED if you have 250 or more properties)

Under Accounting, reports, select 1099 tab.

Load Owner Info > Loads just the Owner list and their 1099 mailing addresses

ReCalc Owner \$ > Calculates the Owners 1099 amounts

Bulk TIN > Creates a file to upload to the IRS Bulk TIN verification system

Create eFile > Creates the eFile to upload to the IRS

Preview > shows the 1099s in Preview of the printed format

1099 List >



Property Genie for Magical Management - [Reports]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™ **TENANT COORDINATOR** **PROPERTY MANAGER** **OWNER COORDINATOR** **ACCOUNTING** **SYSTEM SETTINGS** **REMINDERS** **EXIT**

Accounting Reports

Management Company Tenant Owner Vendor QuickBooks 1099

Select a Report Actual Management Fees

☐ By Owner A Property, Genie ☒ All Owners

☐ By Property ☒ All Properties

☒ Date Range From 12/ 1/2011 To 12/20/2011

☐ By Property Manager Anthony Hopkins ☒ All Property Managers

< Previous Page Preview

Log Out ▾ Logged On As: Tech Support ..



Property Genie for Magical Management - [Reports]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Accounting Reports

Management Company Tenant Owner Vendor QuickBooks 1099

Select All ☐ Year 2011 See: Both Status All 1099 List

Select	Type	Tax ID	Name	Address	City	State	Zipcode	Foreign?	Amount	Status	Status
☒	Owner	Y	A. B...	33055 Main St	Orlando	FL	32844	☐	\$4,500.00	Printed	Tech S
☒	Owner					FL		☐	\$3,197.54	Printed	Tech S
☒	Owner					FL	32771	☒	\$4,000.00	Printed	Tech S
☒	Owner					FL	32720	☐	\$0.00	Calculated	Tech S
☒	Owner	Y				FL	33333	☐	\$0.00	Calculated	Tech S
☒	Owner					FL		☐	\$4,918.03	Printed	Tech S
☒	Owner					FL		☐	\$0.00	Calculated	Tech S
☒	Owner	Y				FL	33333	☐	\$0.00	Calculated	Tech S
☒	Owner	Y				FL	33390	☐	\$0.00	Calculated	Tech S
☒	Owner	Y	Caldwell, Richard	456 Weichert W...	Hagerstown	MD	12365	☒	\$1,191.27	Printed	Tech S
☒	Owner	Y	Case, Justin	123 Alfalfa St.	Sanford	FL	32771	☐	\$1,300.00	Printed	Tech S
☒	Owner		Cleveland, Warren	.		FL		☐	\$5,327.87	Printed	Tech S
☒	Owner		Company, Mother	Vento Ave.	Miami	FL	32888	☐	\$1,050.00	Printed	Tech S
☒	Owner	Y	Corp, Acme	23232 Acme Lan...	Los Angeles	CA	90210	☐	\$0.00	Calculated	Tech S
☒	Owner		Demo, Silvio	123 S. St	Miami	FL	33522	☐	\$2,114.76	Printed	Tech S

1099 eFile Created

Your 1099 eFile was created successfully.

Please remember to upload this file to the IRS.

OK

< Previous Page Load 1099 Info ReCalc 1099 \$ Bulk TIN Create eFile Preview

Log Out Logged On As: Tech Support

1099_111220_1536.txt

Property Genie™



Property Genie for Magical Management - [Reports]

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Accounting Reports

[Reports](#)
[Reconcile Tool](#)

Management Company
Tenant
Owner
Vendor
QuickBooks
1099

Select All
Year: 2011
See: Both
Status: All
1099 List

Select	Type	Tax ID	Name	Address	City	State	Zipcode	Foreign?	Amount	Status	Status
☒	Owner	Y	A Property, Genie	32355 Magic Car...	Orlando	FL	32844	☐	\$4,500.00	eFiled	Tech S
☒	Owner		Abel, Bill	.		FL		☐	\$3,197.54	eFiled	Tech S
☒	Owner		Backer, Ben	111 Juliet,	Sanford	FL	32771	☒	\$4,000.00	eFiled	Tech S
☒	Owner		Barber, William	900 W. New Yor...	DeLand	FL	32720	☐	\$0.00	eFiled	Tech S
☒	Owner	Y	Belz, Melissa	564 Belz Dr,	Naples	FL	33333	☐	\$0.00	eFiled	Tech S
☒	Owner		Benedict, Gloria	.		FL		☐	\$4,918.03	eFiled	Tech S
☒	Owner		Benedict, James	.		FL		☐	\$0.00	eFiled	Tech S
☒	Owner	Y	Bolanos, April	123 April St,	Cape Coral	FL	33333	☐	\$0.00	eFiled	Tech S
☒	Owner	Y	Brownie, Patty	456 Good Browni...	Cape Coral	FL	33390	☐	\$0.00	eFiled	Tech S
☒	Owner	Y	Caldwell, Richard	456 Weichert W...	Hagerstown	MD	12365	☒	\$1,191.27	eFiled	Tech S
☒	Owner	Y	Case, Justin	123 Alfalfa St,	Sanford	FL	32771	☐	\$1,300.00	eFiled	Tech S
☒	Owner		Cleveland, Warren	.		FL		☐	\$5,327.87	eFiled	Tech S
☒	Owner		Company, Mother	Vento Ave,	Miami	FL	32888	☐	\$1,050.00	eFiled	Tech S
☒	Owner	Y	Corp, Acme	23232 Acme Lan...	Los Angeles	CA	90210	☐	\$0.00	eFiled	Tech S
☒	Owner		Demo, Silvio	123 S. St	Miami	FL	33122	☐	\$3,114.75	eFiled	Tech S

[Load 1099 Info](#)
[ReCalc 1099 \\$](#)
[Bulk TIN](#)
[Create eFile](#)
[Preview](#)

[Log Out](#)
Logged On As: Tech Support

Property Genie™



Property Genie for Magical Management - [Reports]

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Accounting Reports

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Management Company
Tenant
Owner
Vendor
QuickBooks
1099

Select All
Year: 2011
See: Both
Status: All
1099 List

Select	Type	Tax ID	Name	Ad	City	State	Zipcode	Foreign?	Amount	Status	Status
☒	Owner	Y	A Property, Genie	32355 Magic Car...	Orlando	FL	32844	☐	\$4,500.00	eFiled	Tech S
☒	Owner		Abel, Bill	.		FL		☐	\$3,197.54	eFiled	Tech S
☒	Owner		Backer, Ben	111 Juliet,	Sanford	FL	32771	☒	\$4,000.00	eFiled	Tech S
☒	Owner		Barber, William	900 W. New Yor...	DeLand	FL	32720	☐	\$0.00	eFiled	Tech S
☒	Owner	Y	Belz, Melissa	564 Belz Dr,	Naples	FL	33333	☐	\$0.00	eFiled	Tech S
☒	Owner		Benedict, Gloria	.		FL		☐	\$4,918.03	eFiled	Tech S
☒	Owner		Benedict, James	.		FL		☐	\$0.00	eFiled	Tech S
☒	Owner	Y	Bolanos, April	123 April St,	Cape Coral	FL	33333	☐	\$0.00	eFiled	Tech S
☒	Owner	Y	Brownie, Patty	456 Good Browni...	Cape Coral	FL	33390	☐	\$0.00	eFiled	Tech S
☒	Owner	Y	Caldwell, Richard	456 Weichert W...	Hagerstown	MD	12365	☒	\$1,191.27	eFiled	Tech S
☒	Owner	Y	Case, Justin	123 Alfalfa St,	Sanford	FL	32771	☐	\$1,300.00	eFiled	Tech S
☒	Owner		Cleveland, Warren	.		FL		☐	\$5,327.87	eFiled	Tech S
☒	Owner		Company, Mother	Vento Ave,	Miami	FL	32888	☐	\$1,050.00	eFiled	Tech S
☒	Owner	Y	Corp, Acme	23232 Acme Lan...	Los Angeles	CA	90210	☐	\$0.00	eFiled	Tech S
☒	Owner		Demo, Silvio	123 S. St	Miami	FL	32522	☐	\$2,114.75	eFiled	Tech S

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Property Genie™



Property Genie for Magical Management - [Reports]

Tenant Coordinator | Property Manager | Owner Coordinator | Accounting | System Settings | Reminders | Help

Property Genie™

Accounting Reports

Management Company | Tenant | Owner | Vendor | QuickBooks | 1099

Select All | Year: 2011 | See: Both | Status: All | 1099 List

Select	Type	Tax ID	Name	Ad	City	State	Zipcode	Foreign?	Amount	Status	Status
☒	Owner	Y	A Property, Genie	32355 Magic Car...	Orlando	FL	32844		\$4,500.00	eFiled	Tech S
☒	Owner		Abel, Bill	.		FL			\$3,197.54	eFiled	Tech S
☒	Owner		Backer, Ben	111 Juliet,	Sanford	FL	32771	☒	\$4,000.00	eFiled	Tech S
☒	Owner		Barber, William	900 W. New Yor...	DeLand	FL	32720		\$0.00	eFiled	Tech S
☒	Owner	Y	Belz, Melissa	564 Belz Dr,	Naples	FL	33333		\$0.00	eFiled	Tech S
☒	Owner		Benedict, Gloria	.		FL			\$4,918.03	eFiled	Tech S
☒	Owner		Benedict, James	.		FL			\$0.00	eFiled	Tech S
☒	Owner	Y	Bolanos, April	123 April St,	Cape Coral	FL	33333		\$0.00	eFiled	Tech S
☒	Owner	Y	Brownie, Patty	456 Good Browni...	Cape Coral	FL	33390		\$0.00	eFiled	Tech S
☒	Owner	Y	Caldwell, Richard	456 Weichert W...	Hagerstown	MD	12365	☒	\$1,191.27	eFiled	Tech S
☒	Owner	Y	Case, Justin	123 Alfalfa St,	Sanford	FL	32771		\$1,300.00	eFiled	Tech S
☒	Owner		Cleveland, Warren	.		FL			\$5,327.87	eFiled	Tech S
☒	Owner		Company, Mother	Vento Ave,	Miami	FL	32888		\$1,050.00	eFiled	Tech S
☒	Owner	Y	Corp, Acme	23232 Acme Lan...	Los Angeles	CA	90210		\$0.00	eFiled	Tech S
☒	Owner		Damon, Susan	123 S. St	Miami	FL	33633		\$3,114.75	eFiled	Tech S

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Property Genie for Magical Management - [CompanyMaintenance]

Tenant Coordinator Property Manager Owner Coordinator Accounting System Settings Reminders Help

Property Genie™

TENANT COORDINATOR PROPERTY MANAGER OWNER COORDINATOR ACCOUNTING **SYSTEM SETTINGS** REMINDERS EXIT

Company Maintenance

Company Info System Defaults Accounting Background Checks Marketing Uploads Web Genie Reminder Emails

Company Settings

Users Documents Vendors Vendor Type Adverse Actions Property Features Review Checklist Management Fees Leasing Fees Addl Rent Charges Floor Plan Property Type

Company Name
Magical Management

Contact Name
Harry Houdini

Address
209 San Carlos Ave

Address2
111

City
Sanford

State
FL

Zipcode
32771

Phone
407-878-4977

Fax
407-878-4979

Toll Free
888-63GENIE

E-Mail
anthony@property-genie.com

ACH Folder Path
C:\My Dropbox\PGDocs\Owners\

ACH Information

Bank Name
No Bailout Bank

Bank Recognized Company Name
Magical Manage

Processing Center
Cayman Islands

Description
Checking

Company ID
11-111111

ABA

Routing #

Check Account Number

Type
PPD

☐ Use Base 10 Blocking ☒ Create ACH Debit Record ☐

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The file is created in Property Genie, but must be uploaded to the IRS via their website.

Once you have processed the Owner 1099's, you can follow the steps above to create Vendor 1099's, by selecting Vendors in Step 4, Item C.

The Vendor 1099 is based on the income date of the charge in Property Genie – that is, when the charge for that work order was paid. It is based on the completed date of the Work Order because often there is a lag time between the completion dates and when the Property Management Company receives payment for the Work Order and it is then paid.

In addition, the 1099 is a sum of the work orders that were performed AND the recurring checks that were issued to the vendor.



Based on the above information, you may want to consider using QuickBooks to prepare your Vendor 1099's. However, if you choose to prepare them in Property Genie it is recommended that you run Vendor Reports in QuickBooks to verify the checks cut to the Vendor for the year to compare to the numbers in the Vendor 1099 in Property Genie.