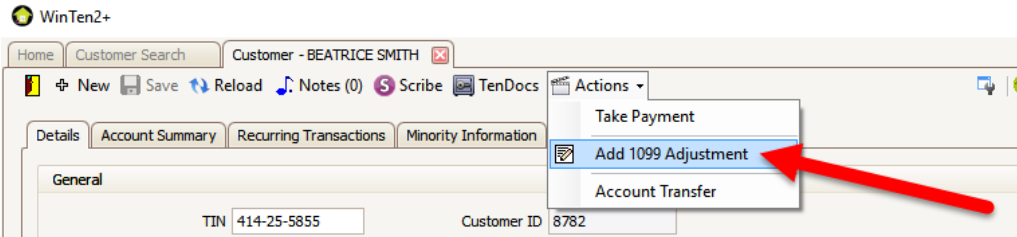


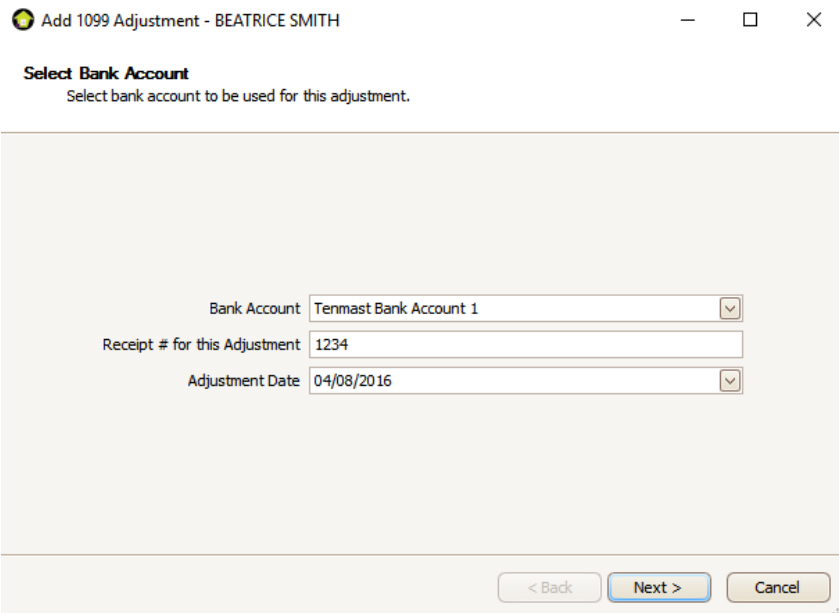
USING THE ADD 1099 ADJUSTMENT WIZARD

WinTen 2+ gives users the ability to make **1099 adjustments** for customer records. In addition, you can include these adjustments into your **Voucher Management System (VMS)** information and specify the VMS Date and VMS Type. To process a 1099 adjustment:

From the **Home** menu, open **Customer Search**. Search for the customer that needs an adjustment and click **View** to open their information. Open the **Customer Record** screen and click the big **Actions** button and choose **Add 1099 Adjustment** to launch the **Add 1099 Adjustment** wizard.



Enter the **Bank Account**, **Receipt # for this Adjustment**, and **Adjustment Date** in the first step of the wizard. Click Next > to continue.



Enter the **Adjustment Amount**, **Expense Account #**, and **Accrual Account #**. Click Next > to continue.



Don't know which Expense Account and/or Accrual Account to select? Click [here](#) for help.

Enter Adjustment Amount

Enter the amount of the adjustment and posting information.

Adjustment Amount

Post to Ledger **Checking 'Post to Ledger' will post this transaction to general ledger.**

Expense Account #

Accrual Account #

< Back Next > Cancel

! *Note: Leaving the **Post to Ledger** box checked will post this transaction to your general ledger.*

In the next step of the wizard, you see a message notifying you that a 1099 adjustment will not be included in VMS (Voucher Management System). Adding a 1099 Adjustment will not reflect a payment as received or paid for VMS purposes.

- If you want to reduce or increase the amount of VMS Expense, click the **Cancel** button and use the **Pay to Customer** or **Recoup from Customer** wizards respectively.
- If the customer is reimbursing your PHA, click the **Cancel** button and use the **Take Payment** wizard instead.

Click the button to proceed with the Add 1099 Adjustment wizard.

Add 1099 Adjustment

VMS
A 1099 adjustment will not be included in VMS!

! Warning! Processing a 1099 Adjustment will not reflect as a payment received or paid for **VMS** purposes. A 1099 Adjustment will only reflect 1099 Totals for the owner for 1099 purposes and is not linked to a specific tenant account. If you wish to update the tenant HAP/URP account and reduce or increase the amount of VMS expense you should use the adjustment options, Pay To Customer or Recoup from Customer. If the customer is reimbursing money to your agency you should cancel this wizard and use the Take Payment action on the Tenant HAP/URP account instead.

< Back Next > Cancel

Review the information on the final page of the Add 1099 Adjustment wizard and click the button to complete the wizard.

Completing the wizard

You have successfully completed the wizard

Bank Account Tenmast Bank Account 1
Receipt Number 1234
Adjustment Date 4/8/2016
Adjustment Amount \$250.00
Post To Ledger? Yes
Expense Account # 999.1111.999.999 - CASH-Tenmast OPERATING
Accrual Account # 999.1111.999.999 - CASH-Tenmast OPERATING

To close this wizard, click Finish

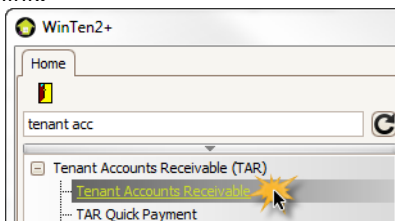
< Back Finish Cancel

HOW CAN I FIND WHAT THE ACCRUAL AND EXPENSE ACCOUNTS SHOULD BE?

On the **Customer Record** screen, click on the **Account Summary** tab. Note the **Development Column**. In this example, this customer's tenants all have the same project, but if they were different, you would want to pick the tenant's account and note the **Development** for which he is returning money. If the returning monies span more than one development, you would want to break the payment apart and enter it separately for each development.

Account Nu...	Description	Development	Account H...	Unit Address	Apt#	Lease Holder	Begin...	Du...	Du...	Ending ...
A0000	HAP: RODRIGUEZ, KA...		O0001				0.00	0.00	0.00	0.00
A0000	HAP: RODRIGUEZ, KA...		O0001		2C		0.00	0.00	0.00	0.00
A0000	HAP: CABALLERO, EM...		O0001				0.00	0.00	0.00	0.00
A0000	HAP: GETTIS, CAMALA...		O0001				0.00	0.00	0.00	0.00
A0000	HAP: FELICIANO, DAV...		O0001				0.00	0.00	0.00	0.00
A0000	HAP: GENNARO, JOHN...		O0001		2ND FL		0.00	0.00	0.00	0.00
A0000	HAP: PARKER, SHAKE...		O0001		2		0.00	0.00	0.00	0.00
A0000	HAP: COLON, GERALD...		O0001				0.00	0.00	0.00	0.00

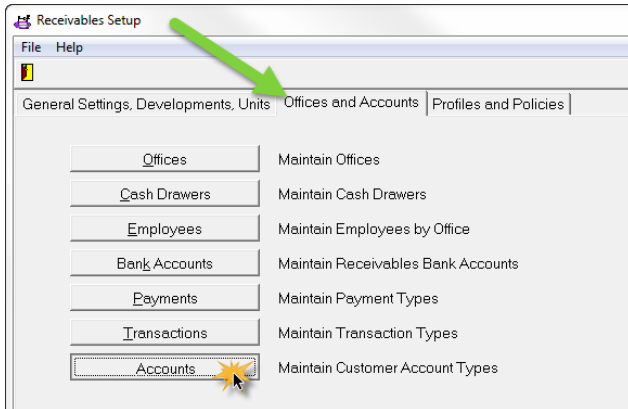
Next open **Tenant Accounts Receivable**. Type 'tenant accounts' in the **Search Menu** and click on the **Tenant Accounts Receivable** link.



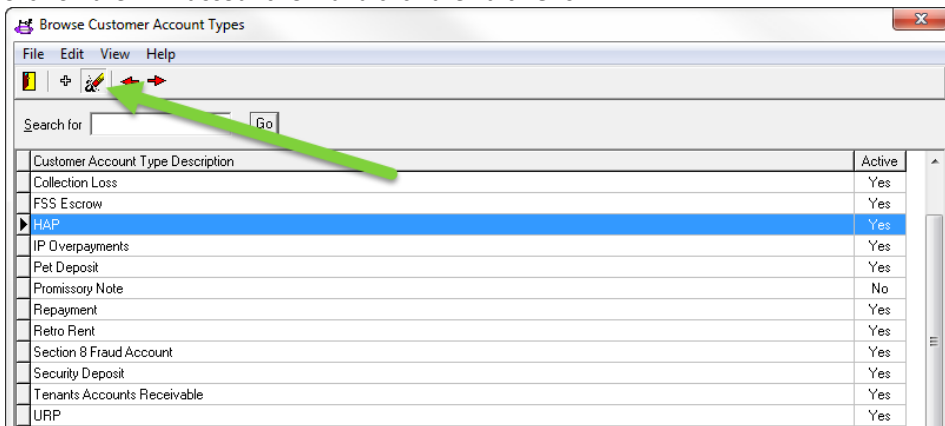
Click the **Setup** button.



Click on the **Offices and Accounts** tab and then click on the **Accounts** button.



Click on the **HAP** account row and click the **Edit Pencil**.



Click on **Development Account Mapping** tab.

- Click on the **Development Name** seen on the **Account Summary** tab from the **Customer Screen**.
- The **Posting Account Number** is your *accrual* or *liability* Account. This is the number you will select and enter as the **Accrual Account** on the 1099 Adjustment Wizard.

Note: The Expense Account will always be your 4715 which is also required if you will be posting to ledger when using the 1099 Adjustment Wizard.

Maintain Customer Account Types

Account Description | HAP

Main | Development Account Mapping | Transactions Included in Account

Dev #	Development Name	Posting Account	Bank Account	Direct Debit Cash Drawer
DEV13	Housing Choice Voucher - 14	A/P HAP	1 - Tenmast Bank Account 1	(None)
DEV14	Main Stream - 5 Year - 13	A/P MAINSTREAM	1 - Tenmast Bank Account 1	(None)
DEV12	VASH Voucher Type - 7	A/P VASH	1 - Tenmast Bank Account 1	(None)
DEV15	2008 and 2009 Non-Elderly Disabled - 12	A/P MFP	1 - Tenmast Bank Account 1	(None)
DEV16	Tenant Protection - 15	A/P S8 DEMO/DISPO-TPV	1 - Tenmast Bank Account 1	(None)
DEV21	Tenmast Development 21	A/R PORT AUTH	1 - Tenmast Bank Account 1	(None)
DEV18	Housing Choice Voucher - 16	A/P PORT INS	1 - Tenmast Bank Account 1	(None)

Development: DEV13 | Interest Account Mapping

Development Name: DEV13:Housing Choice Voucher - 14

Posting Account Number: 030.2118.901.000

Bank Account Number: Tenmast Bank Account 1

Direct Debit Cash Drawer: (None)

Account Mapping | Cash Drawers