Calendar Year-End

Purchasing & Payables

I. Districts will be printing AND SUBMITTING their own 1099s!
   a. IRS says submit by February 28th
   b. Forms must be ordered by the district.
   c. Order Extra!!
   d. 1099s print on a BLANK 2-UP, there should only be writing on the back of the form!
      i. Typically this is form # **LMBL**
   e. Order from a variety of vendors such as:
      i. AIG Technology
         1. Robert Satcher @ (888) 457-8879
      ii. Safeguard Business Systems
         1. Mike Den Bleyker @ (877) 797-8490
      iii. SR Roberts Inc.
         1. Monica Rasmussen @ (800) 626-1132
      iv. Harris Printers
         1. (602) 233-1888

II. Before you generate your 1099s
   a. Verify State ID and Federal Tax EIN
      i. Check *General Ledger > Configuration > General Ledger Default Settings*
   b. Verify 1099 Default information
      i. Check *Purchasing & Payables > Configuration > Purchasing & Payables Default Settings*
         1. Set Calendar Begin & End Dates
         2. Set MISC Limit to $600.00, INT limit to $10.00
   c. Check to make sure that 1099 Vendors are set up correctly.
      i. Go to *Purchasing & Payables > Vendors > Vendor Maintenance* and select the "1099 Vendors" View then hit Apply Selection.
      ii. Default Box should be set to Misc 7 in 99.9% of your vendors.
      iii. Should either have a SSN or Tax ID for each vendor.
         1. There cannot be any Duplicates!!
      iv. Unless you paid these vendors outside of IVEE the CYTD Balance column should be $0.00.
      v. You may want to run *Actions > Update Invoice(s) 1099 Settings* in order to make sure that all the invoices paid to 1099 Vendors are correctly flagged as 1099 eligible invoices. Do this in BOTH fiscal years (FY0708 & FY0809)

III. Generating 1099s
   a. Go into *Purchasing & Payables > Payables > 1099 Processing*.
   b. Choose *Actions > Validation Report* to find out if any vendors have a name or address that is too long to fit on a 1099. If so, you may have to abbreviate the address as much as possible in order to mail it.
      i. If an address still doesn't fit, you will need to enclose the 1099 in a separate envelope with the correct address on the front.

c. Choose *Actions > Generate 1099s* in order to generate the records for your vendors.
    i. You may Add / Edit / Delete records on this grid if necessary
d. Choose *Actions > Remove Vendors Below Limit* to eliminate any vendor paid less than $600.00 from the grid. You do not need to report these vendors to the IRS or generate 1099 for them.
e. Now you're ready to print. Go to *Actions > Print 1099-MISC* (not 1099-INT, that's for interest earned). The report viewer will appear and you may print at your leisure.
    i. When you're done printing, export the report to PDF and save for your records.

IV. Submit 1099 information online
a. You must have submitted a completed **Form 4419** to the IRS in order to submit 1099 information electronically.
    i. This form must be submitted AT LEAST 30 Days prior to the due date (This means the end of January, but the sooner the better)
    ii. This form can be downloaded from the IRS (http://www.irs.gov/pub/irs-pdf/f4419.pdf)
b. Create the 1099 file by going to *Actions > Create 1099 File*.
    i. Fill out the form with all the necessary information. Then save the file somewhere on your C:\ drive so you can access it later.
c. Submit file to IRS FIRE System (http://fire.irs.gov)
    i. Full instructions can be found in IRS Publication 1220 (http://www.irs.gov/pub/irs-pdf/p1220.pdf)
    ii. Login or create a new account on the FIRE system
    iii. Follow the prompts & instructions to submit your file