

SUBJECT: 1099 Processing for Calendar Year 2011

POSTED: December 20, 2011

ANNOUNCEMENT

Minimal changes apply to 1099 Processing for Calendar Year 2011. These changes include:

- Masking TINs on the Copy B's is no longer allowed by the IRS, so that option was removed from the Print 1099 Copy B run control page.
- The Print 1099 Copy B Process Scheduler Request page was modified to hide the processes that we do not use.
- The BOR 1099 Reportable Transactions Report, BORRY010, has been updated. This report now includes payments that were reported in the previous calendar year and were cancelled/voided in the current calendar year. Previously, these cancelled payments were not being included in the report.

SUPPORTING DOCUMENTATION

The following materials for 1099 Processing are available on the GeorgiaFIRST Financials website:

- **1099 Processing User's Guide** – This guide provides step-by-step instructions for 1099 processing. This version 2.0, dated 12/18/2011, has been updated for Calendar 2011 and is available on the GeorgiaFIRST website under Documentation > Accounts Payable. Direct Access Link: http://www.usg.edu/gafirst-fin/documents/1099_Processing_Users_Guide_v2.0.pdf
- **Wimba Session Archive and PowerPoint** - A recorded Wimba online training session and PowerPoint presentation for 1099 Processing are available on the GeorgiaFIRST Training Archives page. The Wimba session was recorded December 15, 2010 for last year's 1099 processing. The PowerPoint slides have been updated with minor changes for Calendar Year 2011. Link: <http://www.usg.edu/gafirst-fin/training/archives>

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oit/policies>. For USG services status, please visit <http://status.usg.edu>.