

OFM Training

DISBURSEMENT REPORTING SYSTEM (DRS)

IRS FORM 1099 PROCESSING (FOR NON-DRS HISTORY FILE USERS)

Class Description: This two-hour, hands-on class covers how to input, edit, process, and report 1099 data using the new features added to the system since last year's processing. This class is for agencies that do not maintain vendor history records in the Disbursement Reporting System (DRS) but only use the system for 1099 processing.

Target Group: Fiscal personnel responsible for IRS Form 1099 Processing whose agencies do not use the DRS History File. Persons attending the class are encouraged to have the following AFRS security: Table Maintenance Flags 'VE' and 'SWV' should be at least a '1', and Disbursement Reporting Flags '1099', and 'PROF' should be at least a '1'.

Class Objectives: At the conclusion of this class, participants should be able to:

- Understand the security levels needed to use this process,
- Understand and know how to update the agency profile maintenance screen,
- Understand how to add, change, and delete IRS 1099-MISC records,
- Know how to use inquiry and reporting screens, and
- Understand how to correct and print IRS 1099-MISC forms.