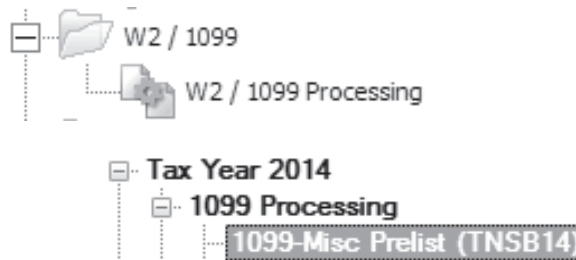


November 21, 2014

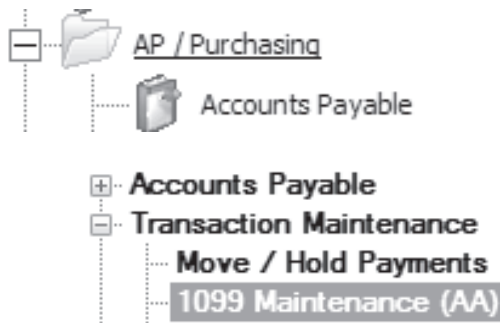
TO: School District Administrators
FROM: Division of Administration, Finance & Accountability
SUBJECT: 1099s

Districts desiring the Kern County Superintendent of Schools Office to print 1099s for 2014 should submit signed 1099 prelists. These are to be submitted by January 9, 2015 to the Superintendent of Schools Business Services Department (BSD). Only those districts that have submitted signed prelists will have 1099s processed and printed January 16. The final file for this process will be created on March 13, 2015.

1099 Related QCC Modules



1099 Prelist



1099 PO Payment Flag Maintenance



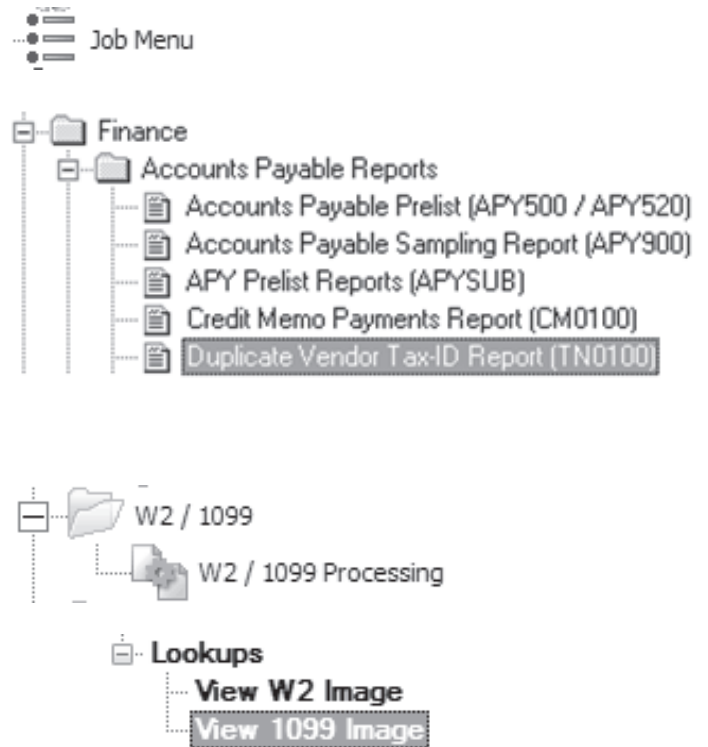
*Vendor 1099 (Y/N) and Default Transaction Value

Job Menu - Finance - Accounts Payable Reports - Duplicate Vendor Tax-ID Report (TN0100)

Print the Duplicate Vendor Tax-Id Report

Run at any time to clear up discrepancies of vendors who are entered with the same TIN under multiple vendor numbers. This report will allow you to begin resolving some of the 1099 issues prior to January 1.

View/Reprint 1099 PDF Image



*Be advised that even though you adjust the vendor's 1099 flag with the Vendor Maintenance module, when you enter the purchase order payment screen, the 1099 flag will not have changed. The purchase order payment screen always indicates the status of the 1099 flag at the time of payment and does not change. The vendor record 1099 flag must be set on and one or more payments to the vendor that have been flagged for 1099 reporting must exist before a vendor will be taken into consideration when determining whether a 1099 will be printed.

Please email bass@kern.org or contact Priscilla Quinn at (661) 636-4732 or Robert Canales at (661) 636-4275 if you have any questions regarding this process.

PQ:mrp