



## IRIS Processing



## Table of Contents

<b>IRIS Processing</b> .....	1
------------------------------	---



# IRIS Processing

**Finance > Utilities > IRIS > IRIS Processing**

ASCENDER interfaces with the IRS Information Returns Intake System (IRIS) system to allow authorized users to transmit information returns directly to the IRS via the Application-to-Application (A2A) transmission method. Through the A2A transmission method, users can perform the following:

- Electronic filing of information returns
- Submit transmissions directly from their application to the IRIS application
- XML Format
- Bulk filing
- Corrections and Automatic Extensions

This utility is used to transmit and process information returns to IRIS via Application to Application (A2A).

For more information about using IRIS, refer to the IRS E-file information returns with IRIS webpage at: <https://www.irs.gov/filing/e-file-information-returns-with-iris>

## Process IRIS return:

Under **Calendar Year**, the year populates the from year in the **School Year** field on the [Finance > Tables > District Finance Options > Finance Options](#) tab and must exist in District Administration > Tables > District Information. The calendar must be great than or equal to 2025.

Under **Submission Type**, select the form type to be submitted:

- **1099-NEC**
- **1099-MISC**

Click **Retrieve**. A list of vendors meeting the criteria is displayed in the grid on the left side of the page. (how are these vendors populated? which ones should be selected?)

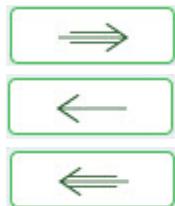
Field	Description
<b>Vendor Nbr</b>	
<b>Vendor Sort Key</b>	
<b>Vendor Name</b>	

Select the vendors to include in IRIS processing.

Use the following buttons to move the selected vendors to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.
- Click to move selected entries from the right side to the left side of the page.
- Click to move all entries from the right side to the left side of the page.

Click **Execute**.

The .xml file is created on the backend of the program.

The IRIS file submission cannot exceed the 100 MB size limit. If so, reduce the number of vendors selected for processing to meet the submission requirements.

If file is Accepted, then a green "IRIS Submission Successful" will display at the bottom of UI

If file is Rejected, then the Error button will display next to the Retrieve button and the Error Popup will display indicating the error that occurred.

If file is Rejected, two files will automatically be downloaded to the user on the browser.

The xml file that was created to send to IRIS (Example: IRSTAX\_NE\_20260113094015.xml) The xml response file that contains the errors that occurred during submission to IRIS. The Response file include the line numbers that corresponds to the line number in the submission xml file. (Example: IRSTAX\_NE\_RESPONSE\_20260113094015\_2025-68318816669-2ab9e6747.xml)

## Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
-----------------	--



## Back Cover