



## 1099irisprocessing



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Use the following steps to process 1099 information returns to IRIS.

Before using this utility, the Connection tab must be completed with the proper IRS credentials.

This utility is used to select vendors to be included in the 1099 information file, create the selected 1099 .xml submission file, and transmit and process 1099-NEC and 1099-MISC information returns through the Information Returns Intake System (IRIS) via the Application to Application (A2A) method.

For additional information, refer to the E-file information returns with IRIS webpage:

<https://www.irs.gov/filing/e-file-information-returns-with-iris>

## Process IRIS return:

☐ The **Calendar Year** field populates the from year (e.g., 2025-2026 = 2025) listed 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 year must be greater 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.

Field	Description
<b>Status</b>	Displays the vendor status from the Finance > Maintenance > Vendor Information > Vendor Name/Address page.
<b>Vendor Nbr</b>	Displays the vendor number from the Finance > Maintenance > Vendor Information > Vendor Name/Address page.
<b>Vendor Sort Key</b>	Displays the vendor sort key from the Finance > Maintenance > Vendor Information > Vendor Name/Address page.
<b>Vendor Name</b>	Displays the vendor name from the Finance > Maintenance > Vendor Information > Vendor Name/Address page.

☐ Select the vendors to be included in the file submission to IRIS.

☐ 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 generated and submitted through IRIS in the background as part of the program's internal process. The IRIS submission file cannot exceed the 100 MB size limit. If it does, reduce the number of vendors selected for processing to meet the submission requirements.
- If the file is Accepted, the *IRIS Submission Successful* message is displayed at the bottom of the page.
- If the file is Rejected, the **Error** button is displayed at the top of the page and an Error pop-up message is displayed indicating an error occurred. In addition, two files are automatically downloaded to the browser:
  - The .xml file that was created to send to IRIS. (**Example file:** IRSTAX\_NEC\_20260113094015.xml)
  - The .xml response file that contains the errors that occurred during submission to IRIS. The response file includes the line numbers that correspond to the line number in the submission .xml file. (**Example file:** IRSTAX\_NEC\_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.
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