irisprocessingbody

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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 1099-NEC and 1099-MISC 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**, this field populates the from year (e.g., 2025-2026 = 2025) 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.

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

❏ 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.
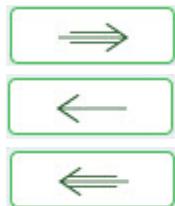
| [→ button] | - Click to move all entries from the left side to the right side of the page. |

| [← button] | - Click to move selected entries from the right side to the left side of the page. |

| [⇐ button] | - Click to move all entries from the right side to the left side of the page. |

☐ Click **Execute**.

- The .xml file is generated in the background 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 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**: 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**: IRSTAX_NEC_RESPONSE_20260113094015_2025-68318816669-2ab9e6747.xml)

Other functions and features:

| Retrieve | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |

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