

**GROUP I MUNIS YEAR-ENDING 2012  
1099 & SUPPLEMENTAL W-2 CALENDAR**

September 10, 2012	District 1st Pass	Review 1099 Reports for correct vendor number, address, 1099 code, DBA name listed on 1st line of address as well as DBA line. Request information from vendors as needed and update vendor information in vendor summary.
September 17, 2012	District 2nd Pass	Review 1099 Reports for correct vendor number, address, 1099 code, DBA name listed on 1st line of address as well as DBA line. Request information from vendors as needed and update vendor information in vendor summary.
October 1, 2012	Districts	Vendor information needs to be as complete as possible before the version 9.4 upgrade.
November 5, 2012	COE	Process to upgrade to version 9.4 begins
January 4, 2013	COE	JoHanna runs script in live database to generate missing MUNIS 1099 transaction records.
January 7, 2013	District	District runs Preliminary Reports to begin 1099 vendor reconciliation: * Vendor 1099/Donation Detail * AP Invoice History by object report  Begin to Add/Delete/Correct vendor info in 1099 Vendor Summary
January 18, 2013	Districts	Final day for district's to key corrections into MUNIS  **JoHanna to run final script in all databases
January 22, 2013	Districts	District runs final reports for 1099's (same as above) before this date
January 22nd-January 25th	COE	DBS runs 1099's for MUNIS districts
January 28, 2013	Districts	1099's available for pick-up in DBS after 12 noon
<b>January 31, 2013</b>	Districts	<b>1099's must be post marked on or before this date</b>