

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

Districts Review & Compare RUMBA reports	FACB62 FACF79	1099 Report for 2012 List of Vendors by calendar year 01-01-XX to 06-30-XX will be emailed Check if vendors are on B79 who should be, but are not on B62
September 7, 2012	District 1st Pass	Review B62 info with Vendor Inquiry to verify: vendor #, address, tax ID, DBA name listed on 1st line of address as well as DBA line. Add 1099 box code and if necessary new vendor number to B62 spreadsheet. Make changes in Vendor Maintenance if necessary. Send Excel spreadsheet to DBS for review.
September 24, 2012	District 2nd Pass	Upon DBS review if additional corrections are needed districts will be notified.
October 1, 2012	COE	DBS will begin process of manually inputting RUMBA 1099 vendor information into MUNIS
October 22, 2012	COE/District	Districts will be notified when RUMBA vendor data has been input so district personnel can verify data is accurate.
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>	<b>Districts</b>	<b>1099's must be post marked on or before this date</b>