### CF – 1099-MISC for New Users

**College Staff Training**

<table>
<thead>
<tr>
<th><strong>Target Audience:</strong></th>
<th>The target audience for this class includes Business Office staff members responsible for gathering, generating, reviewing, and reporting on the financial regulatory data for the 1099-MISC forms for submission the IRS.</th>
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</thead>
<tbody>
<tr>
<td><strong>Date:</strong></td>
<td>01/10/2017</td>
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<tr>
<td><strong>Register by Date:</strong></td>
<td>01/05/2017</td>
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<td><strong>Delivery Method:</strong></td>
<td>via Webinar</td>
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<tr>
<td><strong>Time:</strong></td>
<td>9:00 a.m. – 12:00 p.m&lt;br&gt;<strong>Log in 30 minutes before class start time.</strong></td>
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<td><strong>Facilitator(s):</strong></td>
<td>Cathy Daniels, Business System Analyst – EP, Fixed Assets, PU, and AP</td>
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**Prerequisites:** None

**Course Description:** This class will cover the processing of 1099-MISC forms, including where, why, and how setup occurs for production of 1099 forms. The 2016US Regulatory updates will also be discussed.

**Advanced Preparation:** Print bring the class documentation, if available, published via the NCLOR at [http://exporethelor.org](http://exporethelor.org).

**Course Objectives:** After completing this session, participants will be able to:
- Locate and understand the significance of current regulations and instructions.
- Identify the mnemonics and processes used to set up Colleague to create accurate 1099-MISC information.
- Build and manage 1099-MISC work files.
- Print 1099-MISC forms.
- Create magnetic media for electronic submission, when necessary.
- Make post-certification changes.
- Review new release highlights.

Directions for Joining the Webinar:

Join a webinar session by using the meeting link and telephone bridge information provided to you via the "Class Information" email. If you cannot locate the "Class Information" email from Diana Spears (spearsd@nccommunitycolleges.edu), please contact the College User Support Team at (919) 807-7178 or InternalCUST@nccommunitycolleges.edu and someone will assist you.

A limited number of phone lines are available for the call; therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access, and a projection unit to display the presentation. Contact your college’s IT Department Help Desk if you need assistance.

Course Evaluation:

Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.