

CF-Troubleshooting Q & A 1099-MISC 2017 College Staff Training

Target Audience: The target audience for this class includes Business Office staff responsible for processes that include gathering accurate data, generating, reviewing and reporting on the financial regulatory data for the 1099-MISC forms to the Internal Revenue Service (IRS).

Date: January 25, 2018

Register by Date: January 24, 2018

Delivery Method: via Webinar

Time: 1:30 p.m. – 3:30 p.m.
Log in 10 minutes before class start time

Facilitator(s): Cathy Spence Daniels- Business System Analyst (BSA) – Purchasing
Accounts Payable, E-procurement & Fixed Assets
Jason Forlines, Director of Systems Accounting & Special Projects

Prerequisites: Each participant should have a good understanding of how to process 1099-MISC forms.

Course Description: This session is designed for Colleague users to discuss current US Regulatory updates, Colleague release highlights, updates and issues, and concerns related to processing 1099-MISC forms. Participants are encouraged to share best practices and workflows.

Advanced Preparation: Prior to class:

- Print and bring the class documentation, if available, published via the NCLOR at <http://explorethelor.org>.
- Webinars are conducted using either **Blackboard** or **Skype for Business**. Please ensure your connections to both applications function properly prior to attending a CUST webinar. If you need assistance, please contact your college's IT Department.

Course Objectives: After completing this session, participants will be able to:

- Review new release highlights from Ellucian (Colleague).
- Discuss and understand the significance of current regulations relating to 1099-MISC reporting.
- Explain the workflow steps for set-up and processing 1099-MISC forms.
- Discuss any questions/concerns with issues relating to 1099-MISC.
- Collaborate with peers from other colleges on best practices and workflows.

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 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. After 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.