

Quarterly 1099 Reminder

To insure proper attention is given to the 1099 reporting process, SAO is recommending that each agency perform a quarterly review of all 1099 supplier balances. This review should insure reporting issues are identified and addressed in a timely manner.

What does my agency need to do?

- At a minimum, after the end of each quarter, run reports and review them for appropriateness of vendor balances reported for 1099 purposes.
 - 1099 Summary Report
 - APXXX0439, where XXX = Business Unit – *For reporting years 2020 and after.*
 - APXXX0441, where XXX = Business Unit – *For reporting years 2025 and after.*
 - 1099 Detail Report
 - APXXX0438, where XXX = Business Unit – *For reporting years 2020 and after.*
 - APXXX0440, where XXX = Business Unit – *For reporting years 2025 and after.*
- Corrective action: Enter 1099 adjustment transactions to appropriately reflect supplier balances.

What if suppliers are not appropriately setup in the system?

If suppliers are not appropriately setup in the system for 1099 reporting, contact SAO Vendor Management Group at psvendor@sao.ga.gov to request the necessary updates.

Questions: SAO Customer Service Center - Financials

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