Controller requests focus report from OIT for all expenses paid to vendors in prior tax year.

OIT provides focus report including vendor name, tax ID, address, amount, 1099 indicator.

Does 1099 indicator say "Y"?

- yes: Controller reviews each remaining item individually for eligibility.
  - yes: Item is entered in 1099 prep software.
    - yes: 1099s are printed from the 1099 prep software onto forms obtained from IRS, copy is kept, forms are mailed to vendor.
  - no: Item is not 1099 eligible, marked off focus report.

- no: Does Company name say "Inc."?
  - yes: Item is entered in 1099 prep software.
    - yes: 1099s are printed from the 1099 prep software onto forms obtained from IRS, copy is kept, forms are mailed to vendor.
  - no: Item is not 1099 eligible, marked off focus report.