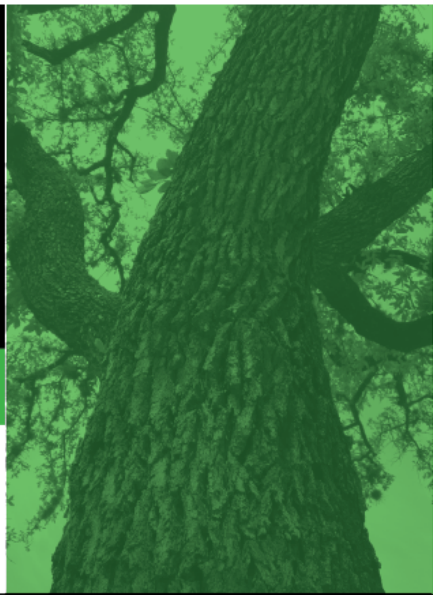

ASCENDER GUIDES

1099 Object Codes - FIN2500

Table of Contents

1099 Object Codes - FIN2500

Finance > Tables > 1099 Object Codes

This tab is used to relate object codes that are appropriate for 1099s to the box numbers on the 1099-MISC forms. When the table is populated, 1099-eligible vendors and transactions that match these object codes are selected when the 1099 work table is created. If this table is blank when the 1099 work table is created, all transactions are selected from 1099-eligible vendors for file ID C and the **Previous File ID** field designated on the Finance Options tab in file ID C.

If the previous school year's finance tables have been moved to a new file ID, the 1099 Object Codes tables for both file IDs are used in the Create 1099 Work Table utility. Transactions are extracted according to the parameters of each file ID's 1099 Object Codes table (e.g., If the object codes table in file ID 3 is blank and the object codes table in file ID C has 6211 only, the work table includes all unique 1099-eligible 6211 transactions for file ID C and all 1099-eligible transactions for file ID 3. If both file IDs have duplicate 1099-eligible 6211 transactions, the one placed in the work table could come from either file ID.).

Set up an object code:

Click **+Add** to add a row.

Field	Description
Object Code	Enter an object code using either of the following: Type the four-digit object code, if known. Click ⋮ to open the Objects directory. For **non-charter** schools, object codes that begin with 2, 6, or 8 (2XXX, 6XXX, and 8XXX) can be used in the table. For **charter** schools, object codes that begin with 14 and 15 (14XX and 15XX) can be used in the table. A list of available object codes is displayed. For **non-charter** schools, object codes that begin with 14 and 15 (14XX and 15XX) are not displayed in the directory. Select an object code from the list. Otherwise, click **Cancel** to return to the 1099 Object Codes page. **Note**: The object codes must exist on the Finance > Tables > Account Codes > Object tab.
Object Description	The description from the Tables > Account Codes > Object is displayed. The object description cannot be changed from here.
Type Payment	Click ⌄ to select a code, or type the first letter of the 1099 box code of the transaction that should be printed in the field (e.g., R = Rent). **Note**: This field determines to which box the dollar amount is added on the 1099-MISC form. Refer to the Instructions for Form 1099-MISC to assist you in selecting the best-suited payment type option.

Click **Refresh Description** to update the **Object Description** field after an existing object code number is entered. The object code and description is populated from the Finance > Tables > Account Codes > Object tab.

Click **Save**.

Note: If 1099 transactions exist for objects you do not want to collect, you can delete the object code from the 1099 Object Codes table, and the associated transactions are not included on the 1099-MISC forms or the 1099 file, but are still displayed on the 1099 Report and the 1099 Record Maintenance page. When transactions display on the 1099 Report that are not to be included on the 1099-MISC form, no description is displayed in the **Payment Type** field on the report.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
+Add	Add a row. Click to add a row to the grid or press ALT+1. **Note**: When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
Print	Print data. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.