

Create 1099 Work Table - FIN7400

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This utility is used to create a 1099 work table from the check transaction table or delete all 1099 records by date range at the end of the current year. The check date in the check transaction is used for comparison with the dates specified on this page. The following transactions are not extracted:

- Check transactions that have been reversed or voided.
- Check transactions that do not have a check date.
- Check transactions that have a check number of PAYABL or REVRSL.
- Check transactions for vendors not marked as 1099 eligible.

Create a 1099 work table:

Field	Description
Beginning Date	Type the starting date in the MMDDYYYY format to use as a range to select check transactions to be added or deleted from the 1099 work table. If no beginning date is specified, 01-01-YYYY, where YYYY is from the from **School Year** field on the Tables > District Finance Options page is used as the default date. If there is no data in the **School Year** field, an error is generated.
Ending Date	Type the ending date in the MMDDYYYY format to use as a range to select check transactions to be added or deleted from the 1099 work table. If no ending date is specified, 12-31-YYYY, where YYYY is from the from **School Year** field on the District Finance Options page is used as the default date. If there is no data in the **School Year** field, an error is generated.
Use 1099 Object Codes Table	Selected by default to only extract transactions for 1099-eligible vendors with object codes in the Object Code table. If not selected, all transactions for all 1099 eligible vendors are extracted.

Delete

Other functions and features:

	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.