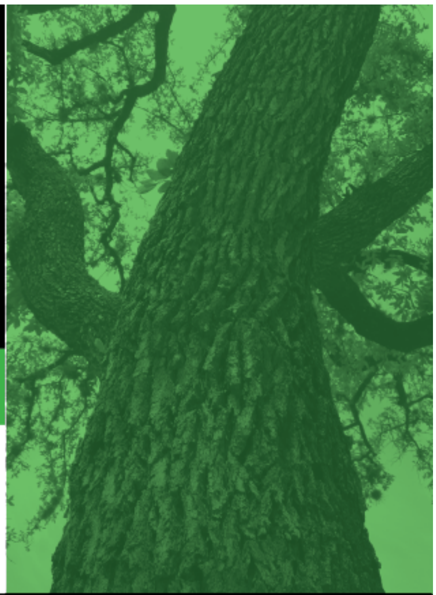
ASCENDER GUIDES



1099_create_1099_work_table

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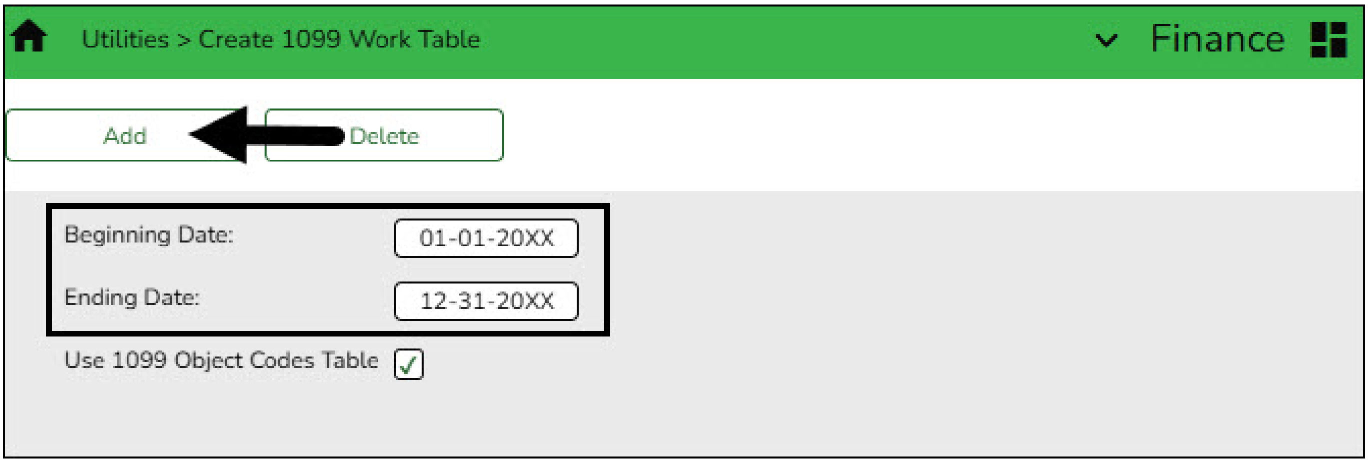
Log on to file ID C.

Finance > Utilities > Create 1099 Work Table

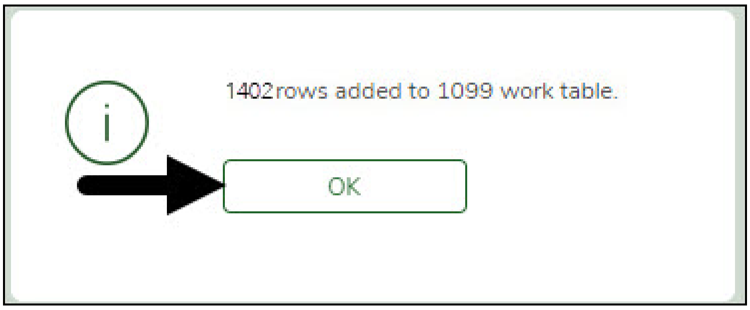
Process this utility to populate the work table from the check transactions. The table populates the Finance > Maintenance > 1099 Record Maintenance page and allows you to modify entries.

The create 1099 work table process uses file ID C and the file ID in the **Previous Year File ID** field on the Finance > Tables > District Finance Options > Finance Options tab for file ID C to determine which file IDs to use. After this utility is processed, if check transactions are identified for a file ID other than C and the **Previous Year File ID** field is blank on the Finance Options tab in file ID C, a warning message asking for confirmation to continue is displayed. Click **Yes** to continue (only file ID C is processed).



❑ Type a **Beginning** and **Ending Date** range.

❑ Click **Add** to create a 1099 work table. A message is displayed with the number of rows being added to the 1099 work table.



❑ Click **OK** to close the message box.