



1099_create_1099_work_table

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Run the Create 1099 Work Table utility to populate the work table from the check transactions. The check transaction check dates are used for comparison with the specified beginning and ending dates. Finance > Utilities > Create 1099 Work Table

In the Beginning Date and Ending Date fields, type the starting and ending date in the MMDDYYYY format to use as a range to include data in the 1099 work table. By default, Use 1099 Object Codes Table is selected to only extract transactions for 1099-eligible vendors with object codes on the Tables > 1099 Object Codes page. If not selected, all transactions for all 1099-eligible vendors are extracted. Click Add to create a 1099 work table. You are prompted to make any needed adjustments to other tables within Finance. The following transactions are not extracted: Reversed or voided check transactions Check transactions that do not have a check date. Check transactions that have a PAYABL or REVRSL check number. Check transactions for vendors not identified as 1099 eligible. The table populates the Maintenance > 1099 Record Maintenance page and allows you to modify entries. If you created the 1099 object codes table prior to running this utility, only transactions that have the same object code as the 1099 object code table are selected. If the Create 1099 Work Table - Add is performed after a manual add or manual change of an existing record, the manual entries are not deleted by this process.

If you deleted a transaction from a vendor and the Create 1099 Work Table utility is run again, you need to delete the transaction again. The create 1099 work table process uses file ID C and the file ID designation in the Previous Year File ID field on the Tables > District Finance Options > Finance Options tab for file ID C to determine which file IDs to use. Once the Create 1099 Work Table utility is run, 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 are processed). A dialog box is displayed indicating the number of rows added to the table. Click OK to close the dialog box.