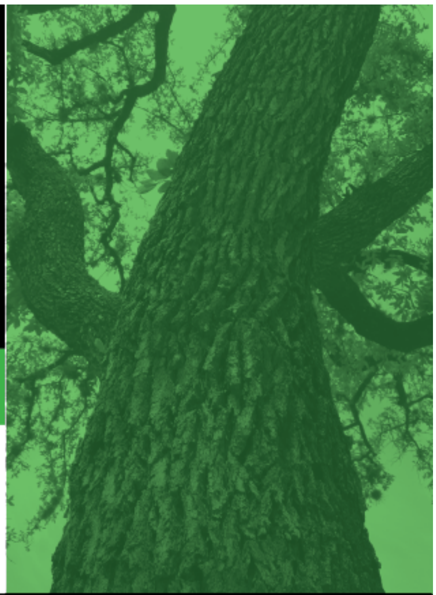

ASCENDER GUIDES

1099_create_1099_work_table

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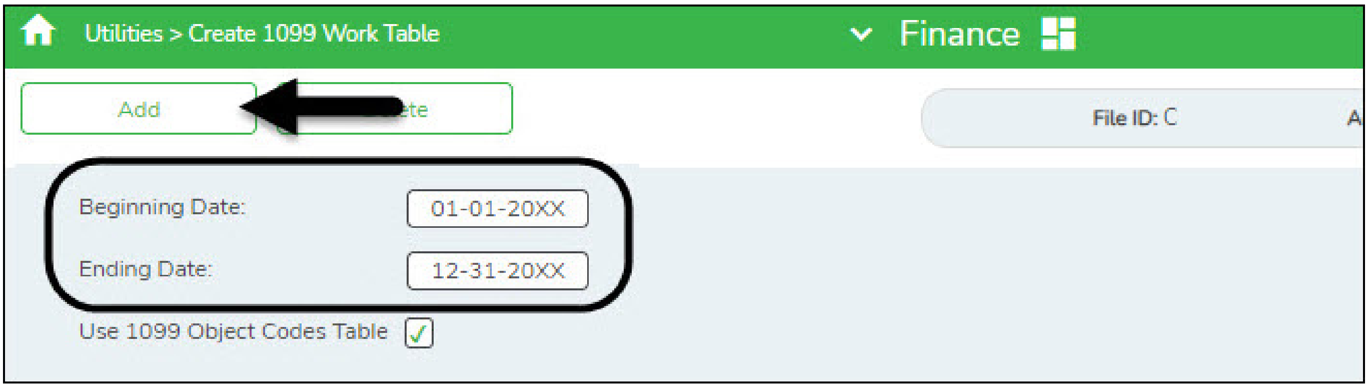
Finance > Utilities > Create 1099 Work Table

Run this utility to populate the work table from the check transactions. 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.

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. 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).

Image



Click **Add** to create a 1099 work table. You are prompted to make any needed adjustments to other tables within Finance.

A message box is displayed indicating the number of rows added to the table.

Click **OK** to close the dialog box.