



1099_create_1099_work_table

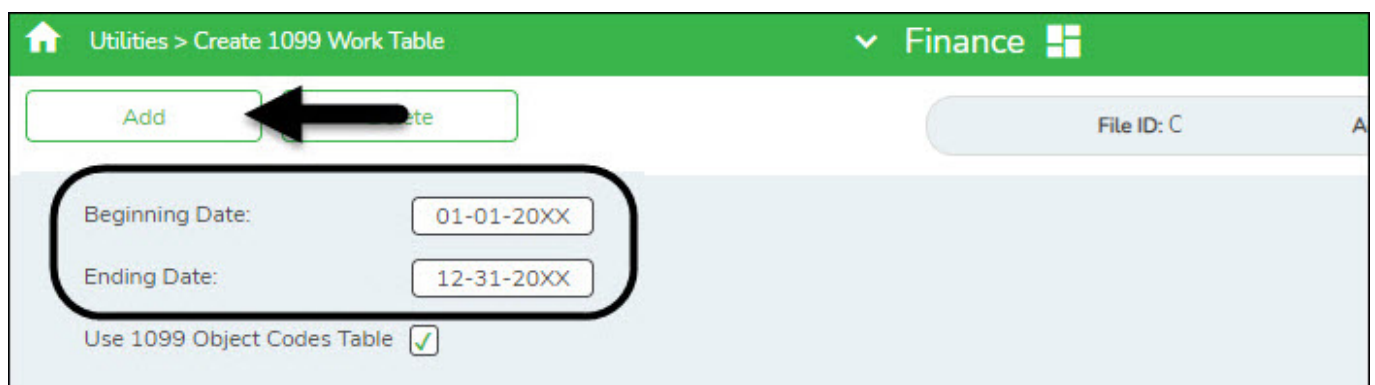
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[Finance > Utilities > Create 1099 Work Table](#)

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.

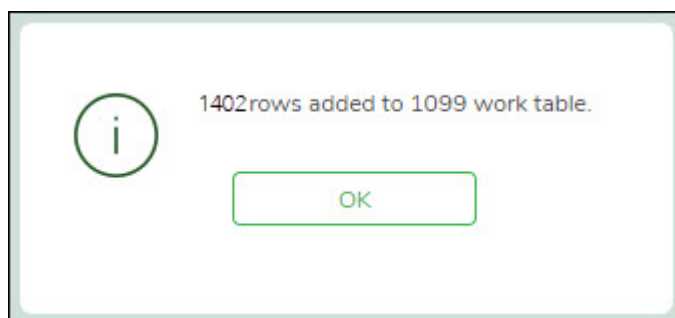
The create 1099 work table process uses file ID C and the file ID designation in the **Previous Year File ID** field on the Tables > District Finance Options > Finance Options tab for file ID C to determine which file IDs to use. After this utility is processed, if check transactions are identified for 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](#)

The screenshot shows the 'Utilities > Create 1099 Work Table' interface. At the top, there is a green header with a home icon, the text 'Utilities > Create 1099 Work Table', and a 'Finance' dropdown menu. Below the header, there are two buttons: 'Add' and 'Delete'. A black arrow points to the 'Add' button. To the right of these buttons, there is a field labeled 'File ID: C'. Below this, there are two date input fields: 'Beginning Date' with the value '01-01-20XX' and 'Ending Date' with the value '12-31-20XX'. These two date fields are enclosed in a black rounded rectangle. Below the date fields, there is a checkbox labeled 'Use 1099 Object Codes Table' which is checked with a green checkmark.

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.

[Image](#)

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