ASCENDER GUIDES

1099 Record Maintenance - FIN3400

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This page permits you to verify, add, delete, or update check transactions by vendor to ensure accuracy of the vendors' 1099 records. The page can be populated using the Create 1099 Work Table located in Utilities. All transactions that meet the qualifications of the Tables > 1099 Object Codes page for vendors marked 1099 eligible, are created and displayed here.

- If the district has not created the 1099 Object Codes table, all transactions for 1099-eligible vendors are displayed.
- If the district's student activity fund is not maintained on the system, you can add transactions for vendors that should be reported as income on the vendor's 1099 MISC forms.
- 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 the Create 1099 Work Table - Delete is performed after a manual add or manual change of an existing record, the manual entries are deleted by this process.

Perform 1099 record maintenance:

Field	Description
Vendor	Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select vendor name and click **Retrieve**. The vendor record is displayed. If the vendor name or number is not known, click **Directory**. The Vendors directory is displayed.

Click **+Add**.

Check Type	Click ⌄ to select C for computer check or D for district check.
Check Date	Type the date of the check using the MMDDYYYY format.
Check Number	Type the check number.
Net Exp Amt	Type the net expenditure amount.
PO Type	Click ⌄ to select A for payment authorization or O for purchase order.
PO Number	Click ⋮ to open the PO Number directory. Select one of the following options and click **Search**: **Only POs with Current File ID** **Only POs with Previous File ID** A list of purchase order numbers is displayed. Select a purchase order to populate the **PO Number** field.
Account Code	

Click **Save**.

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.


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