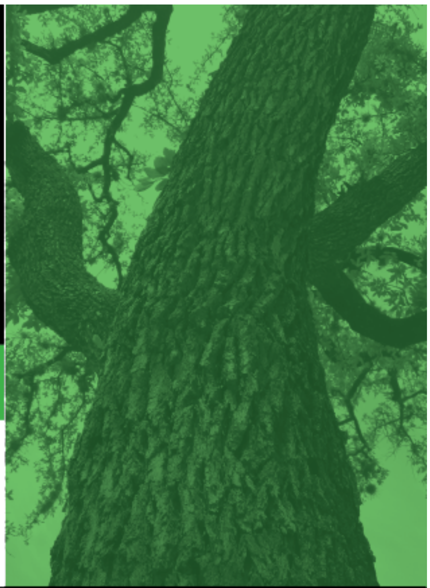
ASCENDER GUIDES



# 1099 Record Maintenance - FIN3400

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# 1099 Record Maintenance - FIN3400

### *Finance > Maintenance > 1099 Record Maintenance*

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.<br>If the vendor name or number is not known, click **Directory**. The Vendors directory is displayed. |

Click **+Add**. The following fields are displayed.

| | |
|---|---|
| **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. The field can be a maximum of six alphanumeric characters. Special characters are not allowed. If you enter one to five digits and tab out of the field, the field is zero-filled to six digits. If you enter alphanumeric values, the field is not zero-filled. |
| **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.<br>Select one of the following options and click **Search**:<br><br>**Only POs with Current File ID**<br>**Only POs with Previous File ID**<br>A list of purchase order numbers is displayed. Select a purchase order to populate the **PO Number** field. |

| | |
|---|---|
| **Account Code** | Enter an account code using either of the following:<br><br>Type the account number, if known.<br>Click ⋮ to open the Account Code directory.<br>Type the applicable account code components or leave blank for all account codes.<br>Click **Search**. A list of available account code components is displayed.<br>Select an account code from the list. Otherwise, click **Cancel**. |
| **Description** | The field is populated when the **Account Code** field is entered. |
| **Invoice Number** | Type the invoice number. |
| **Invoice Date** | Type the date of the invoice in the MMDDYYYY format. |
| **Transaction Date** | The current date is displayed in the MMDDYYYY format; however, it can be changed. |
| **Reason** | Type a description of the transaction. |

Click **Save**.

## Other functions and features:

| | |
|---|---|
| **+Add** | Click to add a row to the grid or press ALT+1.<br>**Note**: When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad. |


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