


# Create 1099 Work Table - FIN7400

# Table of Contents

**Create 1099 Work Table - FIN7400** ..... 1

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***Finance > Utilities > Create 1099 Work Table***

This utility is used to create a 1099 work table from the check transaction table or delete all 1099 records by date range at the end of the current year. The check date in the check transaction is used for comparison with the dates specified on this page. The following transactions are not extracted:

- Check transactions that have been reversed or voided.
- Check transactions that do not have a check date.
- Check transactions that have a check number of PAYABL or REVRSL.
- Check transactions for vendors not marked as 1099 eligible.

## Create a 1099 work table:

| Field | Description |
|---|---|
| **Beginning Date** | Type the starting date in the MMDDYYYY format to use as a range to select check transactions to be added or deleted from the 1099 work table.<br>If no beginning date is specified, 01-01-YYYY, where YYYY is from the from **School Year** field on the Tables > District Finance Options page is used as the default date. If there is no data in the **School Year** field, an error is generated. |
| **Ending Date** | Type the ending date in the MMDDYYYY format to use as a range to select check transactions to be added or deleted from the 1099 work table.<br>If no ending date is specified, 12-31-YYYY, where YYYY is from the from **School Year** field on the District Finance Options page is used as the default date. If there is no data in the **School Year** field, an error is generated. |
| **Use 1099 Object Codes Table** | Selected by default to only extract transactions for 1099-eligible vendors with object codes in the Object Code table. If not selected, all transactions for all 1099 eligible vendors are extracted. |
| **Delete** | ❑ Click **Delete** to clear any existing work tables.<br>•<br>It is recommended that you export both the current and previous file IDs before deleting the 1099 work table, since an export prompt is not offered and since the 1099 work table includes transactions from two file IDs.<br>•<br>Specify the beginning and ending dates for deleting transactions; if no dates are specified, all 1099 work table transactions are deleted.<br>•<br>It is recommended that you review the FIN2050 - 1099 Report to verify that all transactions are deleted. |
| **Add** | |

## Other functions and features:

| | |
|---|---|
|  | Delete a row.<br>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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# Back Cover