DDMS®: Copying V-AUX

Before you execute Vendor Period-End and before you print 1099s, copy the V-AUX file to the VAUX2023 file. Keep this new copy in case you need to reprint 1099s for 2023. Before you begin make sure you have enough space on the unit to which you are copying.

1. From the Master Menu, double-click

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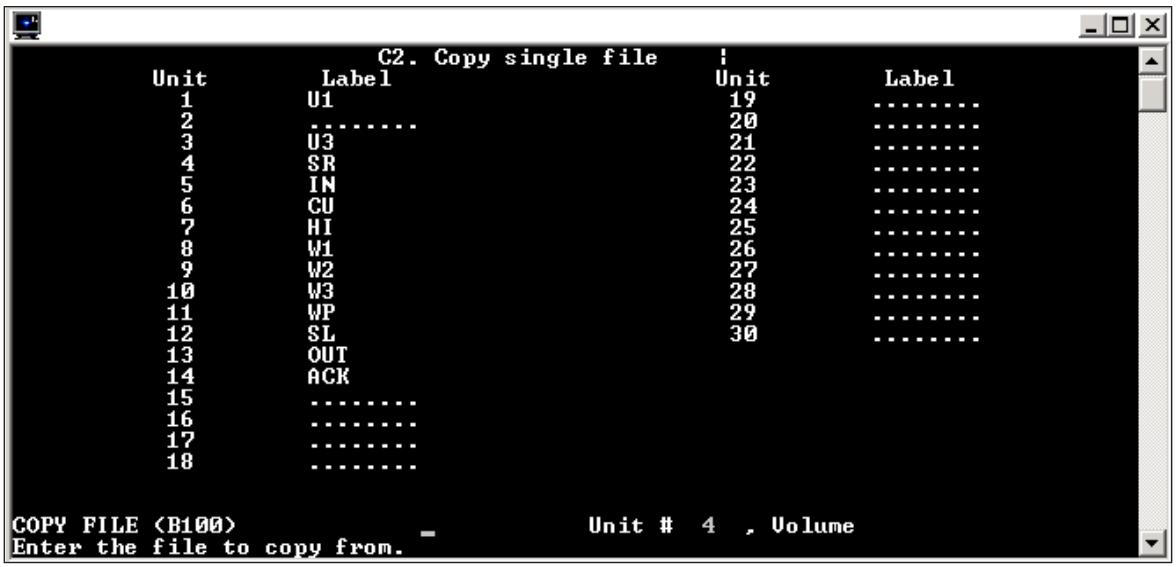
2. Double-click

. The text-based (Z) System Utilities screen opens.
3. In the Enter Utility Type field, type **C**.
4. In the Enter Subset Number field, type **2**. The C2 Copy Single File screen opens.



5. At the Enter the File to Copy From prompt, type **V-AUX**.
6. Press Tab.
7. In the Unit # field, enter the unit where the file is stored.
8. In the Volume field, press Tab to accept the default volume serial.
9. At the Enter the File To Copy To prompt, type **VAUX2023**.
10. Press Tab.
11. In the Unit # field, enter the unit where the file is stored.
12. In the Volume field, press Tab to accept the default volume serial.
13. At the N=Normal copy R=Recover deleted records, I=No duplicate keys prompt, type **N** to copy the file as is.

    The system copies the file and repeats the prompt Enter the File To Copy From.

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