



1099_delete_1099_work_table

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Finance > Tables > District Finance Options

Log into the current file ID C to delete the existing 1099 work table.

The Create 1099 Work Table utility is used to create a 1099 work table from the check transactions. Prior year 1099 work table will need to be deleted before creating the new year 1099 work table.

You must delete records prior to creating the 1099 work table for a new calendar year (since transactions are retained in the work table from the previous year unless deleted).

1099-MISC forms are printed for all vendors that exist on the Finance > Maintenance > 1099 Record Maintenance page regardless of the year created. Also, if a fund is copied from file ID C to another file ID after extracting, a work table transaction is displayed for each file ID (duplicates).

In the Beginning Date and Ending Date fields, type the starting and ending date in the MMDDYYYY format to use as a range to select check transactions to be deleted from the 1099 work table. Note: It is recommended to leave both fields blank in order to delete all 1099 work transactions. If dates are entered (not recommended), only the data in that date range is deleted. Click Delete to delete the 1099 work table transactions. A message is displayed indicating the number of rows to be deleted. Click OK to return to the Create 1099 Work Table page.