



1099_delete_1099_work_table

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Log on to the current file ID to delete the prior year 1099 work table before creating the new year 1099 work table.

[Finance > Utilities > Create 1099 Work Table](#)



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.

It is recommended to not enter specific dates 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.