



# 1099\_delete\_1099\_work\_table



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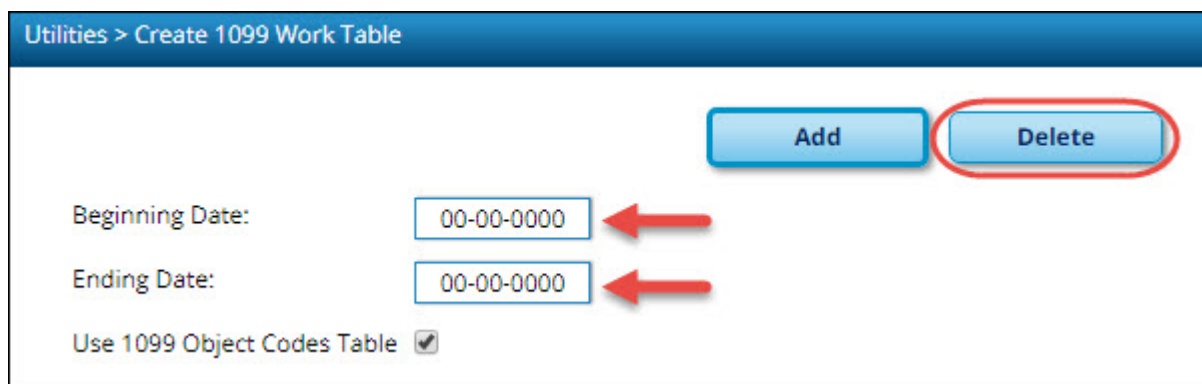


**Log on to file ID C.**[Finance > Utilities > Create 1099 Work Table](#)

Use the Create 1099 Work Table utility to delete 1099 historical data from the tables before creating the new year 1099 work table.

**Note:** The Finance transactions are not affected when the 1099 work table transactions are deleted.

Image



Utilities > Create 1099 Work Table

Add Delete

Beginning Date: 00-00-0000

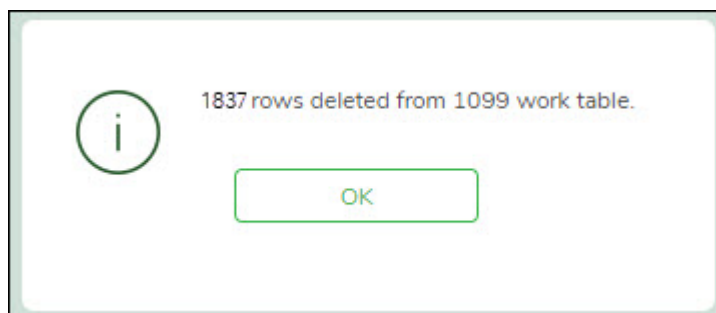
Ending Date: 00-00-0000

Use 1099 Object Codes Table

Leave the **Beginning Date** and **Ending Date** fields blank to delete all existing 1099 table data.

Click **Delete**. A message is displayed with the number of rows to be deleted from the 1099 work table.

Image



Click **OK** to close the message box.