



# 1099\_delete\_1099\_work\_table



# Table of Contents

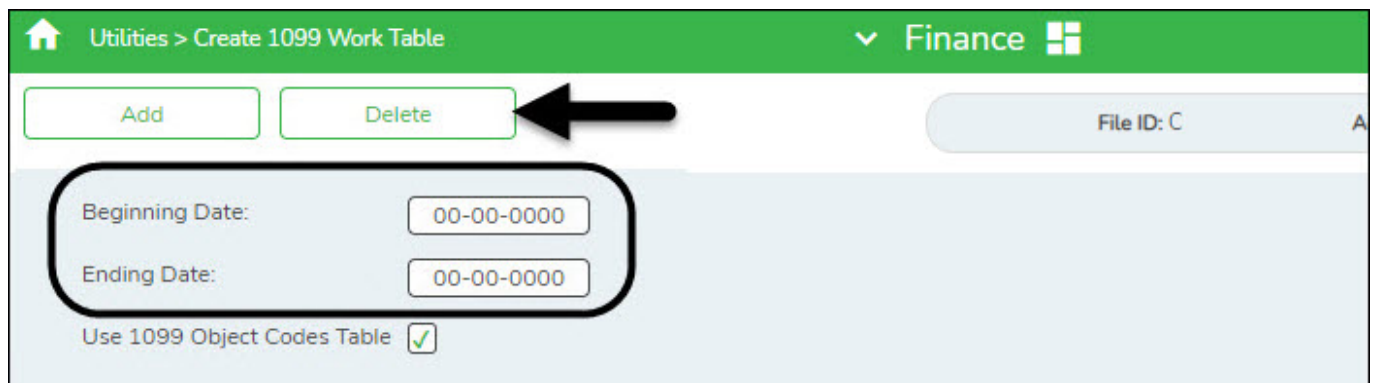
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**Log on to file ID C.**[Finance > Utilities > Create 1099 Work Table](#)

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

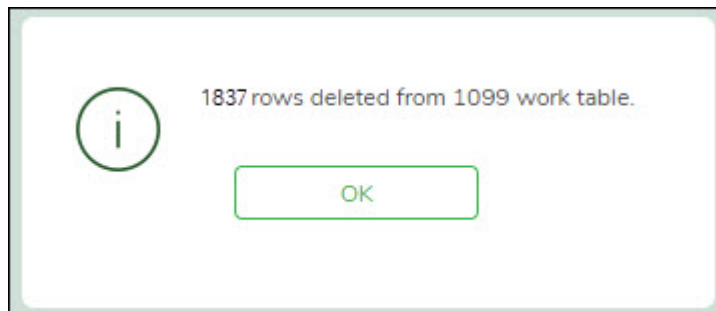
**Note:** The Finance transactions are not affected when the 1099 work table transactions are deleted.



The screenshot shows the 'Utilities > Create 1099 Work Table' utility interface. The 'Delete' button is highlighted with a black arrow. The 'Beginning Date' and 'Ending Date' fields are circled in black and contain '00-00-0000'. The 'Use 1099 Object Codes Table' checkbox is checked.

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 being deleted from the 1099 work table.



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