



# 1099\_delete\_1099\_work\_table



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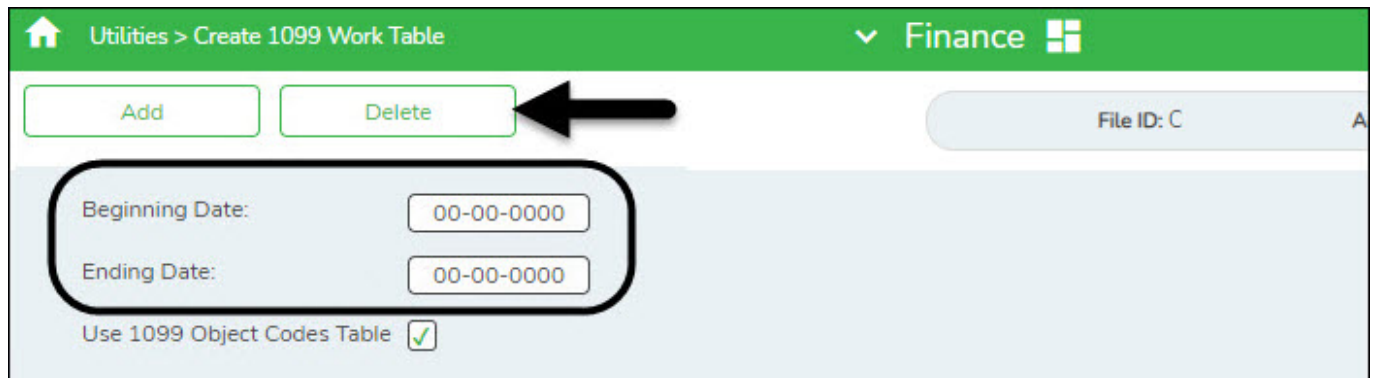
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**Log on to file ID C.**[Finance > Utilities > Create 1099 Work Table](#)

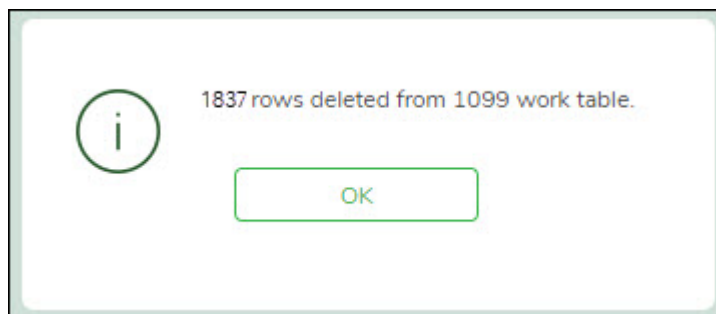
Delete 1099 historical data from the tables before creating the new year 1099 work table.

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



The screenshot shows the 'Utilities > Create 1099 Work Table' interface. At the top, there is a green header with a home icon, the text 'Utilities > Create 1099 Work Table', and a 'Finance' dropdown menu. Below the header, there are two buttons: 'Add' and 'Delete'. A black arrow points to the 'Delete' button. Below the buttons, there are two date fields: 'Beginning Date' and 'Ending Date', both containing '00-00-0000'. These two fields are circled in black. Below the date fields, there is a checkbox labeled 'Use 1099 Object Codes Table' which is checked. On the right side of the interface, there is a 'File ID: C' label.

- 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.