



## Delete 1099 Data



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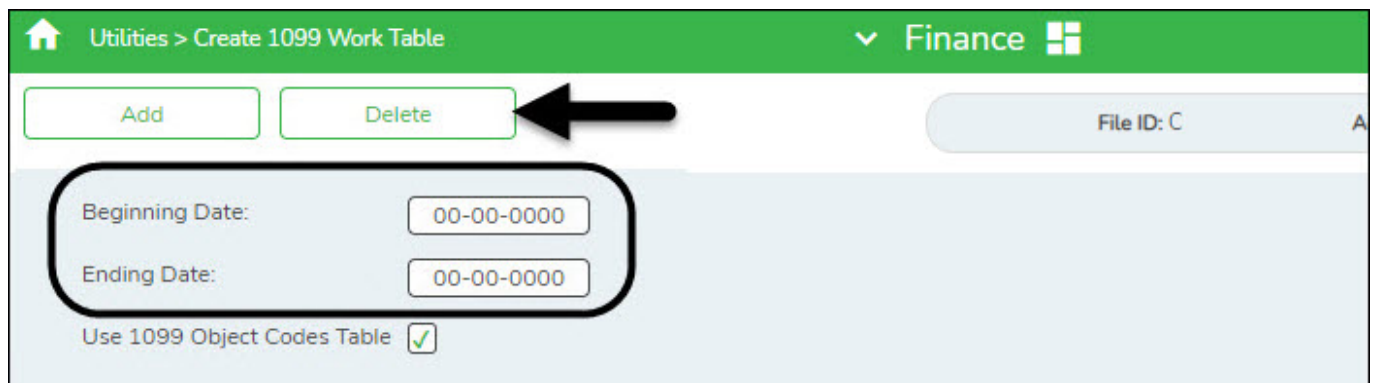
**Delete 1099 Data** ..... i



**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. If 1099 work table data is not deleted, backup files will not be imported.

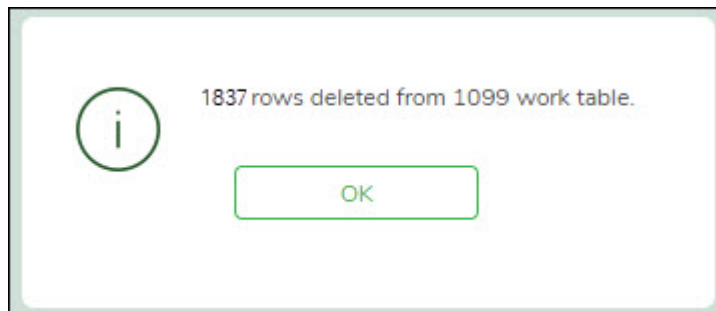
**Note:** The Finance transactions are not affected when the 1099 work table transactions are deleted.



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 to be deleted from the 1099 work table.



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