



Delete 1099 Data

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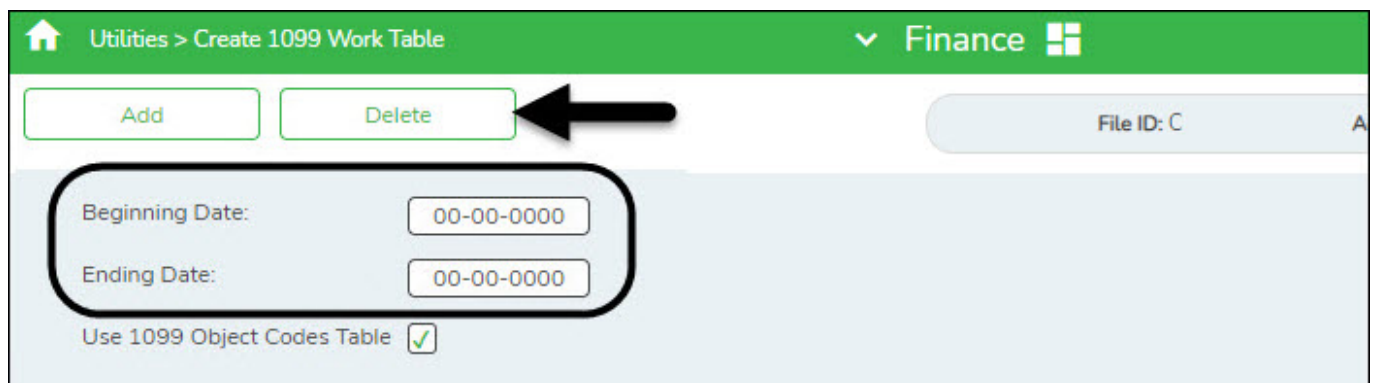
Delete 1099 Data

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.

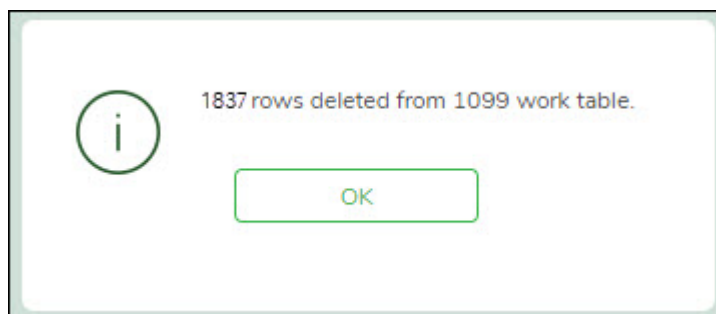
Note: The Finance transactions are not affected when the 1099 work table transactions are deleted.



The screenshot shows the 'Utilities > Create 1099 Work Table' utility interface. The top navigation bar is green and contains a home icon, the text 'Utilities > Create 1099 Work Table', a dropdown arrow, the text 'Finance', and a window icon. Below the navigation bar, there are two buttons: 'Add' and 'Delete'. A black arrow points to the 'Delete' button. To the right of the buttons is a field labeled 'File ID: C'. Below the buttons, there are two date input fields: 'Beginning Date' and 'Ending Date', both containing the text '00-00-0000'. These two fields are circled in black. Below the date fields is a checkbox labeled 'Use 1099 Object Codes Table' which 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.