



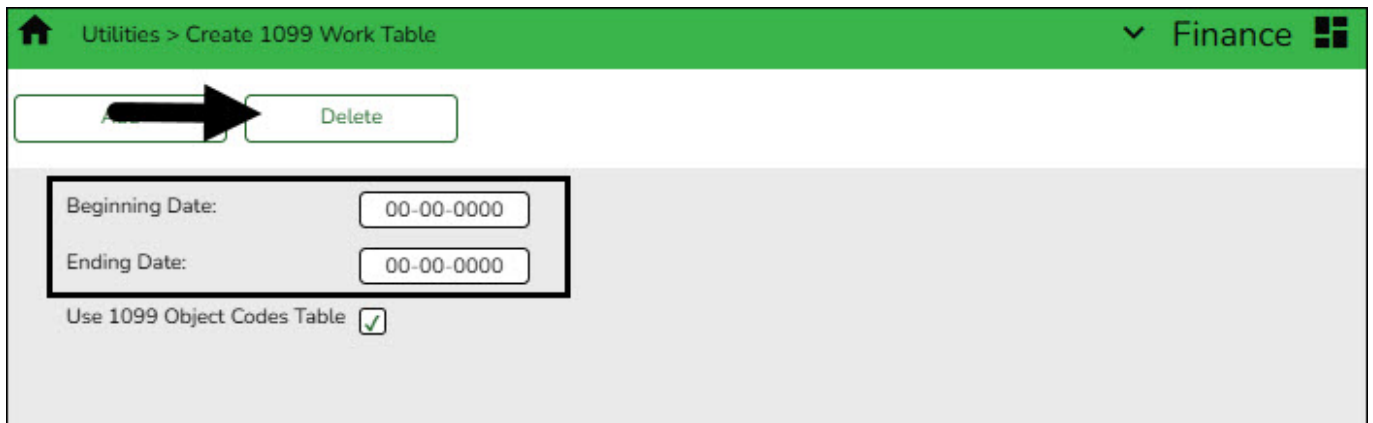
1099_delete_1099_work_table

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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.



Utilities > Create 1099 Work Table

Finance

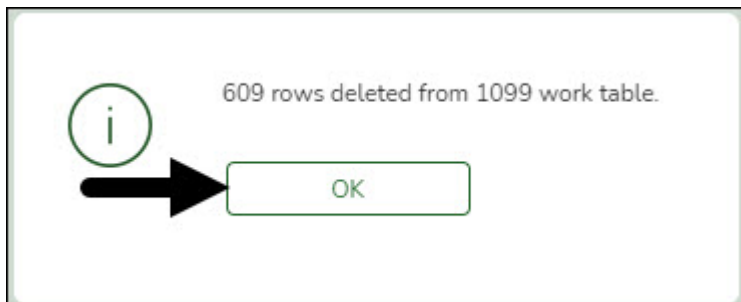
Delete

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 being deleted from the 1099 work table.



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



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