



## Delete 1099 Data



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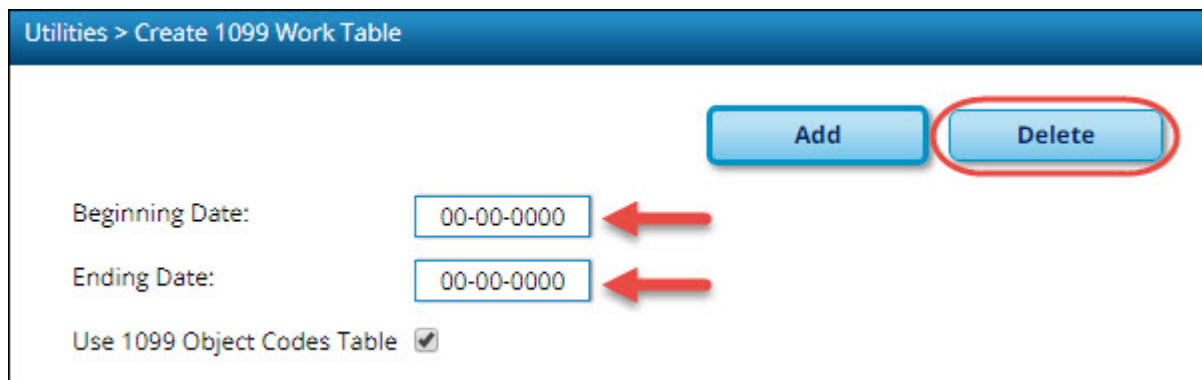


[Finance > Utilities > Create 1099 Work Table](#)

Log on to the current file ID.

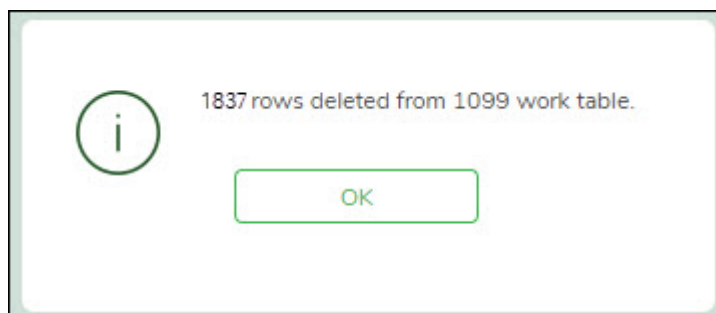
Use the Create 1099 Work Table utility to delete existing 1099 data from the tables. If 1099 work table data is not deleted, backup files will not be imported.

**Note:** Deleting the work table transactions does not delete 1099 transactions.

[Image](#)

Leave the **Beginning Date** and **Ending Date** fields blank to delete all existing 1099 table data.

Click **Delete**. A message is displayed informing you of the number of rows deleted from the 1099 work table.

[Image](#)

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



## Back Cover