



## Delete 1099 Data



# Table of Contents



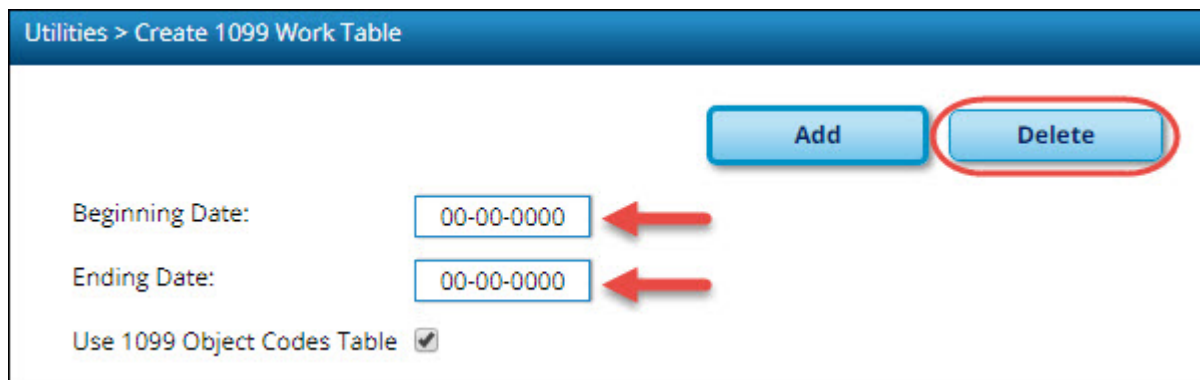
Log on to file ID C.

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

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 affect the Finance transactions.

Image



Utilities > Create 1099 Work Table

Add Delete

Beginning Date: 00-00-0000

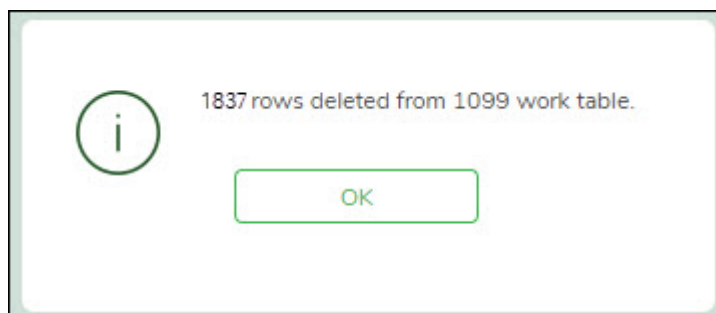
Ending Date: 00-00-0000

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 informing you of the number of rows deleted from the 1099 work table.

Image



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



## Back Cover