

Archiving Vendor 1099s when Fiscal Year does not End December 31

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If the fiscal year does not end on December 31st, when ending the fiscal month that corresponds to December, all vendor 1099 information is erased.

In most cases, it is recommended to run the 1099s before ending December. However, there is a way to archive this information to run 1099s and/or view totals after ending the fiscal month of December.

Use the *Create/Refresh Play Data* feature at *Hub / Utilities* to make a copy of the data right before ending the month of December. Log into this play data set at any time to see the data as it was before the 1099 information was deleted.