How to Update Select Tax Year to 2022

***NOTE**: Applying the SoftPro Select 1099 Tax Year Update for 2022 does not require that any users exit Select and should result in zero downtime.*
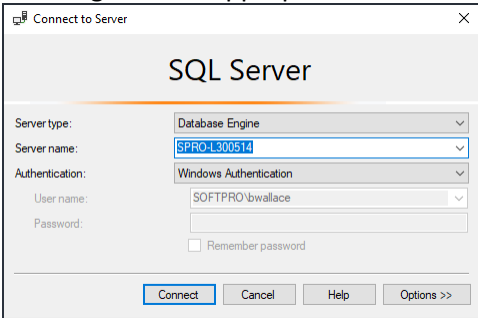
Access to the SQL server that houses your Select instance is required as is the ability to run a script. Post update validation will require access to a Select Client and credentials for a user with permissions to the 1099 module. Most admin or super user credentials should have this required access.

Run the tax year update
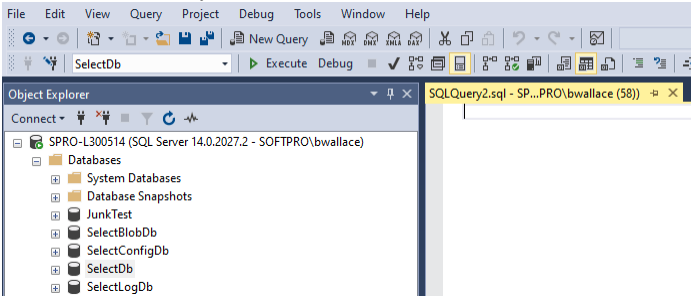
1. Connect to your SQL server and launch MS SQL Server Management Studio

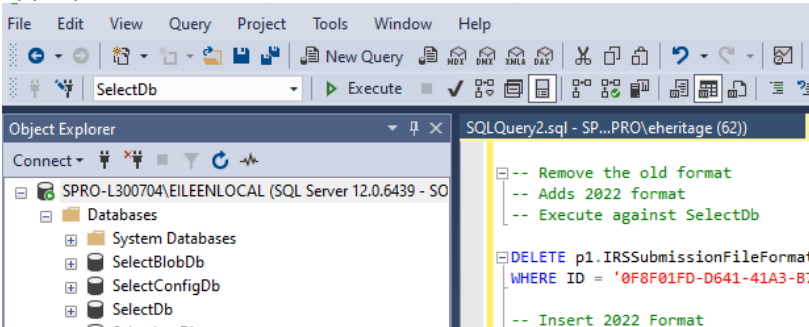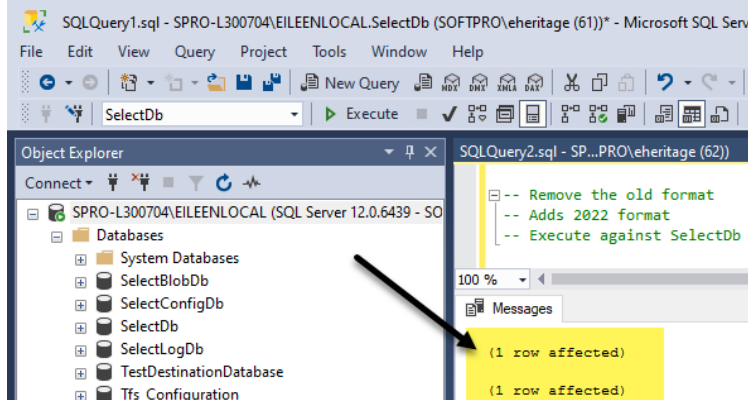
2. Then log into the appropriate instance

3. Click "New Query"

4. Paste the entirety of the text from the attached "Select1099TaxYearUpdate2022" text document into the new query window. Confirm that the script will be executed against the appropriate database(normal the SelectDb).

5. Execute the script. If the script is successful, you will see the message "(1 row affected)" printed twice.
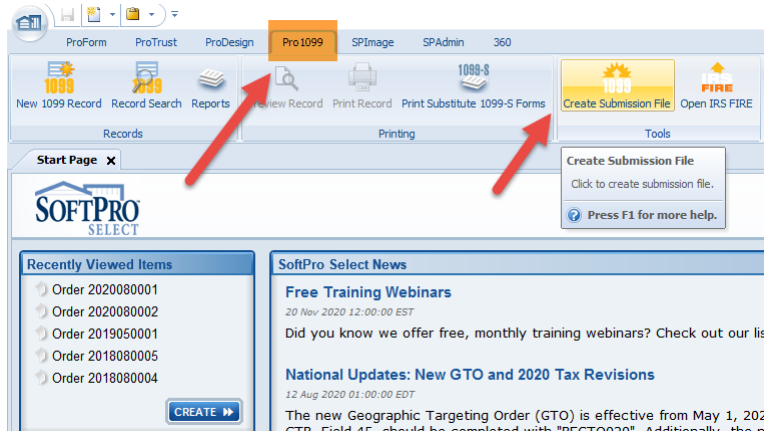

6. This completes the SoftPro Select 1099 Update for the 2021 Tax Year.

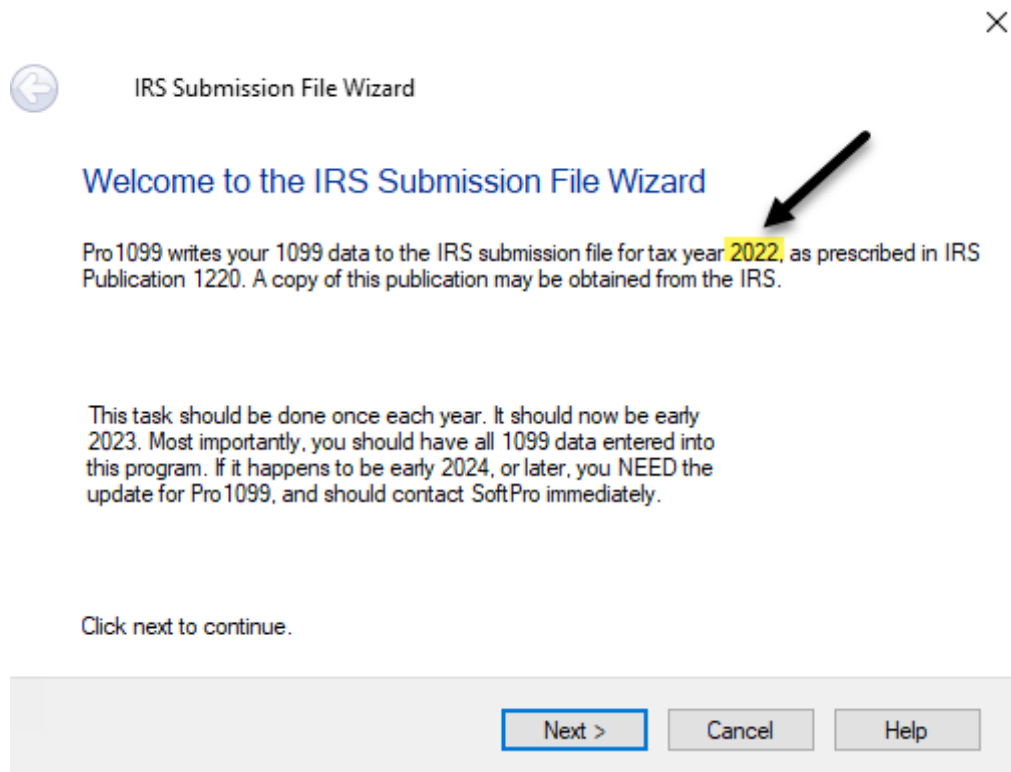## Validate the tax year was updated

1. Launch Select and run it with credentials that have access to the Pro1099 module.

2. Click on the Pro1099 module tab and then click on "Create Submission File" on the ribbon.

3. The IRS Submissions File Wizard should launch and you should see that the tax year has been updated to read "2022". You can "Cancel" or close this wizard.

×

IRS Submission File Wizard

Welcome to the IRS Submission File Wizard

Pro1099 writes your 1099 data to the IRS submission file for tax year 2022, as prescribed in IRS Publication 1220. A copy of this publication may be obtained from the IRS.

This task should be done once each year. It should now be early 2023. Most importantly, you should have all 1099 data entered into this program. If it happens to be early 2024, or later, you NEED the update for Pro1099, and should contact SoftPro immediately.

Click next to continue.

| Next > | Cancel | Help |

4. This completes the validation of the tax year update.