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1099 History

The 1099 Browse screen now has a button for **Mark Year as finalized** beside the **Create file** button.

When the button is clicked, the current year will be marked as finalized, and the 1099 will be visible to the vendor portal vendor to view and print their 1099. ***NOTE:*** *1099s will still need to be mailed to the vendor*

When the button has been checked as finalized, you can no longer regenerate unless you first unmark the year as finalized. When the button changes from **Mark year as finalized** to **Unmark year as finalized,** the 1099s for that year will be taken off the vendor portal.