

1099 History

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Now the 1099 Browse screen 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 are no longer able to regenerate unless you unmark the year as finalized first. When the button is changed from **'Mark year as finalized'** to **'Unmark year as finalized'** the 1099s for that year will be taken off the vendor portal.
