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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 for the 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.