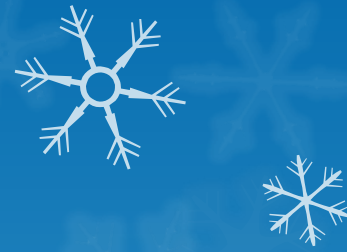


USAS

2019 Calendar

Year-End Closing Procedures



Overview

- Calendar Year-End Closing Review
 - TIN Field in VENSCN & VENLOAD
 - Extract program for 1099's
 - IRS Submission date is January 31, 2020 (submit to ITC by January 17th)

TINMATCH

- This is an optional program that may assist with many 1099 vendors in determining the correct TIN type without having to manually review W-9 forms.
- The program creates a file in the format specified by IRS for bulk TIN/name matching. Only vendors that have a 1099 type and a 1099 ID, but have no TIN type entered will be selected. In addition, the user can optionally decide to only select 1099 vendors with a YTD total that meets the IRS requirements. This is recommended, at least initially, as it may significantly cut down on the number of vendors you will need to review and update.
- To access the program at the menu prompt type `usas_ann`
- TINMATCH is option 9.

TINMATCH

- The names included in the file will be determined in the same manner as the F1099 program. So, for vendors with "1099:" on the second name line, it will strip off the "1099:" and use this name in the file, otherwise it will use the 1st name line. There will also be a prompt for whether you wish to use the check name if this exists, you should answer this the same way you do in the F1099 program. Special characters other than hyphen and ampersand will be stripped from the name included in the output file, as specified in IRS publication 2108A.
- Once the file has been submitted to IRS, they will return a results file within 24 hours. This file will contain an additional numeric code which indicates the status of the match attempt. These codes are detailed in publication 2108A.
- Please see IRS publication 2108A for additional details on the IRS TIN/Name matching program and the requirements for its use before using the TINMATCH program.

TINMATCH

TINMATCH - Creates file for bulk IRS TIN/Name Matching service

Enter the output file name for the bulk TIN/Name matching file.
Per IRS specs, do not enter any special characters in the file name
and the file extension must be .TXT

Output file TINMATCH.TXT

Include vendors only if YTD Total meets IRS requirement? Y

Enter the following option the same as you will enter it in
the F1099 program:

Use check names when they exist? N

Where do I find TIN Type?

- Look at the vendor's W-9 form
- May Utilize the IRS Interactive Tin/Name matching program. This allows you to enter up to 25 TIN/Name combinations and get immediate results.
- Utilize the IRS Bulk TIN/Name matching program. This allows you to enter a file with results within 24 hours of the submission. The SSDT has provided the TINMATCH program to assist with generating a file for districts who have a lot of 1099 vendors and wish to utilize this option.
- Please see IRS Publication 2108A for specifics.

VENSCN

- Field in VENSCN & VENLOAD
 - Must specify TIN type (SSN or EIN)
 - This field has **NOT** been added into **USASWeb**.
- Extract program
 - Can be used w/ IRS TIN Name Matching Program (bulk)
 - Bulletin 2108-A
 - TIN Type on spreadsheet will be '3' unknown

TIN Type (Tax Identification Number)

```

VENDOR ADDRESS INFORMATION
Vendor      : 100101    Status: 1 (Inactive)
Name        : BRIDGESTONE AMERICAS, INC
2nd Name    : FIRESTONE BUILDING PRODUCTS CO
Address     : 535 MARRIOT DRIVE
2nd Addr.   : _____
City        : NASHVILLE
State       : TN
Zip Code    : 37214
Country     : _____
Telephone   : (____) ____ - ____
FAX Number  : (____) ____ - ____

1099 INFORMATION
Type:  _ ID#: [REDACTED] SSN/EIN:  _ Override:  _
Enter the type of ID#, from the vendor's W-9 form.
S = SSN    E = EIN

CHECK ADDRESS INFORMATION
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

YEAR-TO-DATE TOTALS
Calendar:  _____
Fiscal    :  _____
    
```


VENSCN

- The TIN Type in VENSCN is used to determine whether the Taxpayer Identification Number is an SSN or an EIN so that the identification number can be formatted correctly on the printed 1099's.
- It will be necessary to enter the TIN Type for all 1099 Vendors before your final run of F1099.

VENSSN – Verify 1099 Data

- Check Data for 1099 Vendors
 - VENSSN Option 4 or 6
 - Review carefully!

Report Selection Options:

- 1 - All Vendors
- 2 - Active Vendors Only
- 3 - Inactive Vendors Only
- 4 - 1099-MISC Vendors AND YTD Activity meeting IRS requirement
- 5 - NOT 1099-MISC Vendors AND YTD Activity > \$599.99
- 6 - 1099-MISC Vendors Only (Regardless of YTD Activity)
- 7 - Memo Vendors Only
- 8 - Range of Vendor Numbers
- 9 - Range of YTD Activity With Vendor

VENSSN - Verify 1099 Vendors

- Check that all vendors that should be are flagged
 - VENSSN Option 5
 - Review list for any vendors that should get 1099

Report Selection Options:

- 1 - All Vendors
- 2 - Active Vendors Only
- 3 - Inactive Vendors Only
- 4 - 1099-MISC Vendors AND YTD Activity meeting IRS requirement
- 5 - NOT 1099-MISC Vendors AND YTD Activity > \$599.99
- 6 - 1099-MISC Vendors Only (Regardless of YTD Activity)
- 7 - Memo Vendors Only
- 8 - Range of Vendor Numbers
- 9 - Range of YTD Activity With Vendor

Date: 01/03/06

VENDOR MASTER LISTING
 Processing Month: December 2005
 SAMPLEVILLE SCHOOLS

Page: 1
 (VENSSM)

| Ven # | Vendor Name | PO Mailing Address | City | St | Zip | Sts | SSN | Vendor YTD |
|--------|----------------------------------|------------------------------|-----------|----|-------|-----|-------------|------------|
| 004136 | B & W FENCE | 6209 CO. RD. 6-3 | DELTA | OH | 43515 | A | 000 11 1111 | 4,035.46 |
| 009664 | BRUNS, LILLIAN D.B.A. LILL'S CAT | P942 COUNTY RD 16 | NAPOLEON | OH | 43545 | A | 000 11 2222 | 1,232.00 |
| 001136 | BUEHRER GROUP ARCHITECTURE & ENG | 314 CONANT STREET | HAUHEE | OH | 43537 | A | 000 11 3333 | 2,054.00 |
| 004187 | Drossco Custom Hardwood | 406 North Street | Hoodville | OH | 43469 | A | 000 11 4444 | 4,600.00 |
| 004397 | JACKSON DELUXE CLEANERS | 522 HOBSON ST. | NAPOLEON | OH | 43545 | A | 000 11 5555 | 2,606.75 |
| 008455 | JBS OFFICE SOLUTIONS, LTD. | 1808 BALTIMORE ROAD | DEFIANCE | OH | 43512 | A | 000 11 6666 | 30,925.46 |
| 004321 | KURTZ TRUE VALUE HARDWARE | 734 N PERRY STREET | NAPOLEON | OH | 43545 | A | 000 11 7777 | 635.00 |
| 020382 | ROGERS & HAMMERSTEIN THEATRE LIB | 229 WEST 28TH ST.-11TH FLOOR | NEW YORK | NY | 10001 | A | 000 11 8888 | 190.00 |
| 003951 | THE GOLF SHOP 1099 JAMES W. EISA | 15-211 US RT. 6 | NAPOLEON | OH | 43545 | A | 000 11 9999 | 2,548.05 |
| 003087 | WRITE-AWAY PRODUCTIONS | PO BOX 64 | HINSTER | OH | 45865 | A | 000 11 0000 | 800.00 |

Report Totals ==>>

63,712.95

Vendor Names

- ❖ If the vendor uses a different name for 1099 reporting, the district may enter the 1099 reportable name on the “2nd Name” field.
- ❖ Enter the digits 1099: followed by the IRS-1099 name.
- ❖ The F1099 program will strip off the “1099:” and use the name following it as the primary name on the 1099 reporting form and submission file

To display individual's name on 1099 but keep business name as the first line on PO, enter **1099:individual's name** on the 2nd name field of the vendor record. PO will display:

To: (886478)
 ABC CONSULTING
 1099:FRAN SMITH
 12348 SAMPLE STREET
 SAMPLEVILLE OH 55555

| | |
|---------------|-----------------|
| Vendor Number | 886478 Active |
| Name | ABC CONSULTING |
| 2nd Name | 1099:FRAN SMITH |

The 1099 will exclude the first name, and strip the "1099:" from the second name field, using the 2nd name as the name on the printed 1099

| Vendor Address Information | |
|----------------------------|---------------------|
| Vendor Number | 886478 Active |
| Name | ABC CONSULTING |
| 2nd Name | 1099:FRAN SMITH |
| Address | 12348 SAMPLE STREET |
| 2nd Address | |
| City | SAMPLEVILLE |
| State | OH |
| Postal Code | 55555 |
| Country | |
| Phone | () - |
| Fax | () - |
| 1099 Information | |
| 1099 Type | Other Income |
| ID# | 348888888 |
| Override | |
| Other Information | |
| Account Number | |
| Last Activity | 10/30/2014 |
| Creation Date | 10/30/2014 |
| Email Address | |

| PAYER'S federal identification number | RECIPIENT'S identification number |
|---------------------------------------|-----------------------------------|
| 349999999 | 348888888 |
| FRAN SMITH | |
| 12348 SAMPLE STREET | |
| SAMPLEVILLE | OH 55555- |

To display the individual's name on the 1099 but keep the business name as the first name on the PO, you can enter **1099:individual's name** on the 2nd name field of the vendor record.

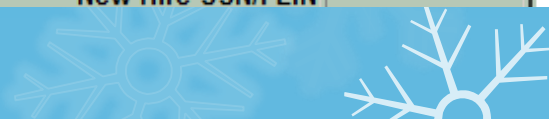
| Vendor Address Information | | | |
|----------------------------|---------------------------|-------------------|------|
| Vendor Number | 85 Active | | |
| Name | JONES CONSULTING SERVICES | Check Name | |
| 2nd Name | 1099:KARA JONES | Check 2nd Name | |
| Address | 123 MAIN STREET | Check Address | |
| 2nd Address | | Check 2nd Address | |
| City | SAMPLEVILLE | Check City | |
| State | OH | Check State | |
| Postal Code | 55555 | Check Postal Code | |
| Country | | Check Country | |
| Phone | (888) 555 - 1111 | Check Phone | () - |
| Fax | () - | | |

1099 will display:
 KARA JONES
 123 MAIN STREET
 SAMPLEVILLE, OH 55555

| 1099 Information | | Year-To-Date Totals | |
|------------------|---------------------------|---------------------|----------|
| 1099 Type | Non-employee Compensation | Calendar YTD Total | 2,000.00 |
| ID# | 22222222 | Fiscal YTD Total | 0.00 |
| Override | | | |

| Other Information | | | |
|-------------------|------------|--------------------|---|
| Account Number | | Category | |
| Last Activity | 12/30/2008 | Minority Vendor | N |
| Creation Date | 12/18/2008 | Multi-Vendor Flag | N |
| Email Address | | Child Support Flag | N |

| New Hire Reporting | | | |
|---------------------|----------------|-------------------|--|
| New Hire Flag | Not Reportable | Birth Date | |
| Date Payments Begin | | New Hire SSN/FEIN | |



F1099 Program

- Run the F1099 program.
 - NOACSC will print the District's 1099 forms through Edge and mail to the district
 - The F1099 program looks for any vendor flagged for 1099 reporting with a YTD total equal to or greater than the minimum amount entered by the user.

District Information:

| | | |
|------------------------------|---|-----------------------------|
| 1. Federal EIN | : | 349999999 |
| 2. District name line 1 | : | SAMPLEVILLE SCHOOL DISTRICT |
| 3. District name line 2 | : | TREASURERS OFFICE |
| 4. District Address line 1 | : | 123 MAIN STREET |
| 5. District City, State, Zip | : | SAMPLEVILLE OH 55555 |
| 6. District Telephone Number | : | 555-555-1234 ext: 55555 |

Reporting Requirements:

| | | |
|---------------------------------------|---|--------|
| 7. Minimum Amount to Report | : | 600.00 |
| 8. Minimum Royalty Payment to Report: | : | 10.00 |
| 9. Report vendors with no ID number | : | N |
| 10. Utilize check name, address | : | N |

Tape Submission Information:

| | | | | |
|----------------------|---|------|------------------------|---|
| 11. Create Tape File | : | Y | 13. Payer Name Control | : |
| 12. Payment Year | : | 2019 | | |

F1099 Program

- There is an “override” flag on **VENSCN** that will generate a 1099, regardless of the YTD amount. This flag is shown below:
- If you choose to use this flag, the vendor will receive a 1099 regardless of whether or not they meet the minimum reporting amount, as long as their YTD total is > \$0.

```
1099 INFORMATION
1099 Type: 1 ID#: 123456789 Override: _
```

- The override flag can also be found in USASWeb – Vendors
- When running the **F1099** program, you may choose to suppress 1099’s for any vendors without a 1099 Id number.
- Answer “N” to the “Create Tape Submission File” prompt until you have confirmed the data and are ready for the final run.

F1099 Program

- Following are the prompts for the F1099 program.
- When you run F1099 to create the tape file, the year entered needs to be 2019.

District Information:

```
1. Federal EIN           : 364713278
2. District name line 1  : NOACSC - COG
3. District name line 2  :
4. District Address line 1 : 4277 EAST RD
5. District City, State, Zip : LIMA OH 45807
6. District Telephone Number : 419-228-7417
```

Reporting Requirements:

```
7. Minimum Amount to Report      :           600.00
8. Minimum Royalty Payment to Report:           10.00
9. Report vendors with no ID number : N
10. Utilize check name, address   : N
```

Tape Submission Information:

```
11. Create Tape File           : Y           13. Payer Name Control      :
12. Payment Year                : 2019
```

F1099 Program

- The following files are generated:
 - F1099.TXT – report of 1099 vendors sorted by income type. **Print and carefully check this report.**
 - F1099.DAT – a data file which can be used for laser printing. **(Please do not print this file)**
 - F1099.FRM – file containing vendor 1099 information to be printed on blank 1099 forms **(Please do not print this file)**
 - F1099.TAP – tape file containing the vendor 1099 information to be sent to the IRS. **(Please do not print this file)**

F1099 Program

- Execute 1099_Print
- **WAIT** for a mail message!
- This program will submit your 1099's for printing at the ITC.
- We will submit your 1099 information to the SSA office using electronic media, if you wish. However, **if you have 250 or more 1099's, we must submit for you!**
- If you want NOACSC to submit the file to SSA, please send email to FISCAL@NOACSC.ORG.
- **SUBMISSION DEADLINE IS THURSDAY, JANUARY 17, 2020!**

Who Should Receive a 1099

- Payments of \$600 or more per year (add together every payment, from every dept.)
- Services (including parts and materials)
- Sole Proprietor, Partnership, Trusts
- Excludes corporations (C or S) unless:
 - Medical & Health Care Payments
 - Does not apply if payment made to tax exempt hospital
 - Payment to Attorneys

Who Should Receive a 1099

- LLC – Limited Liability Company
 - Not necessarily a corporation
 - Could be corporation, partnership or sole proprietor
 - Use current version of W-9
 - Has separate line for LLC

Month-End Closing



- Proceed with monthly closeout of December as normal
 - Enter all transactions for the current month
 - Perform Bank Reconciliation procedures from the USAS User Guide “USAS Useful Procedures” chapter
 - Examine recommended reports to ensure you are in balance
 - USAEMSED – Cash Reconciliation – Option 1
 - PODETL
 - **BALCHK**
 - MTD, FTD, YTD expended amounts are identical
 - MTD, FTD, YTD received amounts are identical
 - Outstanding encumbered amount agrees with outstanding PODETL encumbered amount. If they don't, run FIXENC.
 - Run FINSUMM selecting “Y” to generate FINDET at the same time. The current fund balances should be identical on each report.
 - Run SM2CALC option (if tracking SM12 figures). Print off and check the resulting report.



Month-End Closing

- Generate December's reports
- Minimum month-end reports recommended:
 - BUDSUM, APPSUM, REVSUM
 - DETAILED POETL – ALL FUNDS
 - FINDET & FINSUMM
 - RECLED
 - DETAILED CHEKPY
 - CASH RECONCILIATION FROM OPTION 1 OF USAEMSED
- Generate any additional Calendar Year-End reports desired

Month-End Closing

- Confirm the BWC report was run during USPS Payroll Closeout
- An email message will be sent to you and fiscal@noacsc.org when complete.
- NOACSC will copy the reports to the web.

Month-End Closing

- Run MDADJUST
- This program will automatically run MonthlyCD and then run ADJUST for the month
- Choose “Month End” option
- Please verify your monthly reports are on the web before proceeding!

VENHIRE/VHRESET

- Run VENHIRE/VHRESET
 - Resets all vendors flagged as "Reported" to "Reportable"

VHRESET - Vendor Reset Option

Report File Specifications:

Output file

VHRESET.TXT

- Vendor will be reported again the next year if they are paid at least \$2,500.

Year-End ADJUST

- Run ADJUST and select “Year-end” and run for “Calendar”.
- You must NOT be running any other programs during this process.

USERLIST

- Run USERLIST program for your district.

January Processing

- Begin January Processing.

Questions?

Contact us: fiscal@noacsc.org

