

2019 USAS-R Calendar Year-End Procedure

The following checklist outlines the steps needed when closing out USAS-R for the month, quarter and calendar year-end.

Deadline to Submit 1099's to NOACSC is January 17th, 2020!

At this time, USAS-R doesn't have a TINMATCH program comparable to classic.

District 1099 Procedures

_____ 1. Use the Vendors grid to review the Tax ID Type (SSN or EIN) for all 1099 vendors to make sure they are correct and identified.

Option 1: In the Vendors grid, add the 'Type 1099', 'Tax ID Type', 'ID #' and 'YTD Total' columns to the grid. Select 'Active' vendors only and under 'Type 1099' filter by <> non 1099 to query all 1099 vendors. You can then use the YTD Total to filter on amounts (i.e. >=600). You can also save your filtered grid by using the 'REPORT' button.

- Check Vendors >= 600.00 and <> Non 1099
 - (Classic Option 4) These are your 1099-Misc vendors whose YTD activity meets the IRS requirement.
- Check Vendors >= 600.00 and = Non 1099
 - (Classic Option 5) Not 1099-Misc Vendors with YTD activity >= 600.00
- Check Vendors <> Non 1099 and all YTD totals
 - (Classic Option 6) These are your 1099-Misc vendors regardless of their YTD Activity

Option 2: In the Vendors grid, create an Advance Query. See Slides 7 & 8 for examples

- Click 'Save Query' to keep for next year
- Saved queries are user-specific

_____ 2. Run the SSDT 1099 Vendor Report to check 1099 data in order to ensure 1099 names, addresses, ID # and amounts are correct. By default, the report includes all 1099 types. You have the ability to include all 1099 types regardless of YTD amounts or those meeting the IRS requirement. You may also run the report for specified 1099 Types (i.e. royalty payments)

- Contact fiscal@noacsc.org for an additional report that includes 'Ignore 1099 limits' flag.
- Note: Currently the reports shows the Vendor's PRIMARY Name and Address. JIRA Issue USASR-4045 will correct the report to be the 1099 Name and Address

2019 USAS-R Calendar Year-End Procedure

_____3. Check the vendor names. If the vendor uses a different name for 1099 reporting than what is normally used for checks, use Locations under the vendor to modify. For example:

Locations

Location	Name	Address	Phone	Fax	PO	Check	1099
<input type="checkbox"/>	Name 1 Denise Davis	Line 1 123 Main Street	Phone 4195555555	Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Name 2	Line 2	Extension	Extension			
		City Sampleville	Country Code	Country Code			
		State OH					
		Zip 55555					
		Country					
<input checked="" type="checkbox"/> Primary	Name 1 Denise's Designs	Line 1 123 Main Street	Phone 4195555555	Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Name 2	Line 2	Extension	Extension			
		City Sampleville	Country Code	Country Code			
		State OH					
		Zip 55555					
		Country					

_____4. Enter Vendor Adjustment to correct YTD, if applicable.

- Go to Core/Vendor, VIEW the Vendor to access the 'Vendor Adjustment' button.
- Check the 'Taxable' box to update the YTD Taxable and YTD Totals.
- Note: Unchecking the 'Taxable' box, will only update the YTD Total

_____5. Under Periodic, run the 1099 Extract program.

- Select 2019 as the Payment Year
- Select the appropriate Output File Type:
 - Edge Format (XML) is the output file to be used when printing 1099s
 - IRS Format (TAP) is the output file used to generate the TAP file for IRS submission
 - Review the File Name, TIN, Address and contact information
 - Click on 'Print Report' to generate the 1099 Extract Report in PDF format – **REVIEW**
 - Click on 'Generate Extract File' to generate the selected output file type

2019 USAS-R Calendar Year-End Procedure


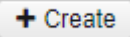
- _____ 6. If you want NOACSC to submit the file to SSA, please email fiscal@noacsc.org. We will submit your 1099 information to SSA using electronic media, if you wish. However, **if you have 250 or more 1099's, we must submit for you!**
- _____ 7. Send XML and TAP files to NOACSC via secure file transfer
- A secure file transfer link will be sent to you from fiscal@naocsc.org. You can upload all calendar year end files using this link.

Please remember Friday, January 17, 2020 is the deadline for 1099's!

Regular Monthly Closeout Procedures

- _____ 8. Enter all transactions for the current month.
- _____ 9. Reconcile USAS records with your bank(s). (The following are recommended procedures as outlined by the SSDT. You may use your own monthly reconciling procedures or use the ones below.)
- Perform the Bank Reconciliation Procedure
 - Under the Periodic menu, select 'Cash Reconciliation' to enter your cash reconciliation information for the month
- _____ 10. Generate the '**SSDT Cash Summary**' report and the '**SSDT Financial Detail Report**'.
- The Financial Detail Report may be run for the month only to compare MTD totals to the Cash Summary Report.
 - Compare the totals from reports... they should be identical.
 - If all above steps are performed and totals all agree, you are in balance and may proceed with the next step.
- _____ 11. *Optional Step:* Run a '**Spending Plan Summary**' report.
- _____ 12. MonthlyCD Report Bundle will run when December posting period is closed
- 24 monthly reports included:
 - Cash Reconciliation Report for the month
 - Cash-related Reports: Cash Summary Report and a Financial Detail Report for the month
 - Budget-related Reports:
 - Budget Summary/Budget Account Activity Report (for the month)
 - Appropriation Summary Report
 - Budget Summary MOE

2019 USAS-R Calendar Year-End Procedure

- Negative Budget Report; Negative Appropriation Account Report
 - Revenue-related Reports: Revenue Summary/Revenue Account Activity report for the month
 - PO-related Reports: Purchase Order Detail Report for the month; Outstanding Purchase Order Detail Report
 - Invoice-related Reports: Outstanding Invoices by Vendor Name report
 - Disbursement-related Reports: Disbursement Summary Report for the month; Outstanding Disbursement Summary Report
 - Receipt-related Reports:
 - Receipt Ledger Report for the month
 - Reduction of Expenditure Ledger Report for the month
 - Refund Ledger Report for the month
- _____ 13. Run any additional Calendar Year End Reports or Report Bundle
- Example: SSDT 1099 Vendor Report, 1099 Extract Report.
- _____ 14. Classic's BWCRT equivalent can found under Utilities/Proration Utility
- Account Filter needs set up to include the Worker's Comp accounts (Ex. 1xx Object Codes)
- _____ 15. To close the month, go to Core/Posting Periods.
- Click on  to 'Close' the current period.
 - Click on  to create the new posting period. Select the month, enter the calendar year, and checkmark the 'current' box to make the new posting period the current period.
 - MonthlyCD Report Bundle will execute
 - May take 30 mins or longer to run. Do not run any additional reports during this time. Can check the status of MonthlyCD under Utilities/Job Scheduler.
- _____ 16. You are now closed for the month and calendar year.
- _____ 17. To check USERS for your district please see directions on Slide 30 of powerpoint.
- Click System/Users
 - Show the column Enabled. (If you don't see it as a column click More and add it.)
 - Filter the column enabled to =true
 - Click the report button
 - All users listed should be your current users. If not, please notify NOACSC to update accordingly.
 - The user EMIS_SIF is how the Redesign connects to the data collector. It needs to stay.

2019 USAS-R Calendar Year-End Procedure

- The user Kiosk_User is for the kiosk. It needs to stay.
- The user Req_User is used for NOACSC's requisition system. It needs to stay.

Notify Jennifer Schwartz (Jschwartz@noacsc.org) of any usernames that should be deleted.

CONGRATULATIONS! Begin January processing.