

USAS-R

2019 CALENDAR YEAR-END CLOSING PROCEDURES

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Overview

Calendar Year-End Closing Review

- At this time, no TINMATCH program comparable to classic.
- Use Vendor's grid to review Tax ID type for 1099 vendors.
- Extract program for 1099's
- IRS Submission date is January 31, 2020. **Submit to NOACSC by January 17th.**

Where do I find Tax ID 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. It requires a file in a specific layout.
- ▶ See IRS Publication 2108A for specifics.

Vendor Tax ID Type

- ▶ The Tax ID Type 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 Tax ID Type for all 1099 Vendors before your final run of 1099 Extract.

Review 1099 Data

- ▶ 3 Options to Review 1099 Data
 1. Vendors Grid
 - ▶ Core/Vendors
 2. SSDT 1099 Vendor Report
 - ▶ Home or Report Manager
 3. 1099 Extract Report
 - ▶ Periodic/1099 Extract/Print Report

Vendors Grid

- ▶ Use the Vendors grid to review the Tax ID type for 1099 vendors.

Vendors

+ Create								Advanced Query	Report
	Vendor #	Primary Name	Active	Type 1099	Tax ID Type	US #	YTD Total		
•	37	Associates, LLC	true	Non-employee compensation	Ein	111223333	2,100.00		
•	470	ELECTRIC, LLC	true	Non-employee compensation	Ein	222134444	21,568.03		
•	1333	FLORISTS, INC.	true	Non-employee compensation	Ein	555669999	905.00		

TIP: Use the YTD Total to filter on amounts and the Type 1099 to filter on a specific 1099 type (i.e. Royalty Payments).

TIP: Use the Report button to save your filtered grid settings.

Vendors Grid - Advanced Query

The Advanced Query can also be used to locate 1099 Vendors in the grid

Active - Equals - true

Type 1099 - Not equals - Non 1099

YTD Taxable Total – Greater or equal – 600

Apply Query

Save Query to use again

Note: Saved Queries are user-specific

The screenshot shows the 'Advanced Query Controls' window. On the left, a list of properties includes 'Active', 'Type 1099', and 'YTD Taxable Total'. The main area shows the following configuration:

Display Name	Operation	Filter Value
Active	Equals	t
Type 1099	Not equals	Non 1099
YTD Taxable Total	Greater or equal	600

At the bottom, there is a 'Load Saved Query' dropdown set to '1099 Vendors' and a 'Save Query' button.

Vendors Grid – Non 1099 Vendors

Review vendors marked NOT to receive a 1099

Change Type 1099 filter "equals" Non 1099 vendor to review Vendors with a qualifying YTD amount that are marked NOT to receive a 1099. Review and update as needed.

Grid Filter

	Vendor #	Primary Name	Active	Type 1099	Tax Id Type	Id #	YTD Taxable Total
<input checked="" type="checkbox"/>	42	Hansen, Bobbie	true	Non 1099			5,521.02
<input checked="" type="checkbox"/>	70	Eaton Motors	true	Non 1099			123,104.21
<input checked="" type="checkbox"/>	71	Royston Office supplies	true	Non 1099			6,659.00

Advanced Query Filter

Display Name	Operation	Filter Value
Active	Equals	t
Type 1099	Equals	Non 1099
YTD Taxable Total	Greater or equal	600

Vendors Grid – Other Filter Options

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

SSTD 1099 Vendor Report

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- ▶ SSTD 1099 Vendor Report – Template Report
 - ▶ Report Manager or Home Page
 - ▶ Update Coming: Currently show the Primary Name/Address. JIRA Issue USASR-4505 has been created to change it to the 1099 Name and Address

1099 Extract Report

- ▶ Periodic/1099 Extract/Print Report
- ▶ Use to verify data prior to creating the tape file
- ▶ Defaults to Exclude Vendors with No Tax ID
- ▶ Subtotals by 1099 Type
- ▶ **Note: This report cannot be run until the Posting Period for December 2019 has been created**

Output File Type:	IRS Format (TAP) ▼
<input type="checkbox"/> Exclude Vendors With No Tax Id?	
File Name:	Cotton_(Demo)_Schools_1099.TAP
Organization Federal TIN:	813116679
Organization Name (Line 1):	Cotton (Demo) Schools
Organization Name (Line 2):	Tim McGuire, Treasurer
Organization Address:	1795 Rains Park
Organization City:	Patterson
Organization State:	OH
Organization Zip Code:	45084
Contact's Phone:	null
Payment Year:	2019 ▼
Amount Type Limit:	600.00
Royalty Type Limit:	10.00
Payer Name Control:	
	<input type="button" value="Generate Extract File"/>
	<input type="button" value="Print Report"/>

Vendor Names

- ❖ If the vendor uses a different name for 1099 reporting, the district may enter in locations under Locations and on the right-hand side click 1099. An example follows. (Edit a vendor to see the locations at the bottom.)

1099 Locations

Classic

VENDOR ADDRESS INFORMATION
 Vendor : 000000 Status: (Active)
 Name : Denise's Designs
 2nd Name : 1099:Denise Davis
 Address : 123 Main Street
 2nd Addr. :
 City : Sampleville
 State : OH
 Zip Code : 55555
 Country :
 Telephone : (419) 555-5555
 FAX Number : () -
 Type : 1 ID#: 111223333 SSN/EIN: 0 Override: _ Fiscal :
CHECK ADDRESS INFORMATION
YEAR-TO-DATE TOTALS
 Calendar: 1099_00

Vendor	
Vendor Address Information	
Vendor Number	886478 Active
Name	ABC CONSULTING
2nd Name	1099:FRAN SMITH
Address	12348 SAMPLE STREET

How It Imports into Redesign

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

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

Vendor Adjustments

- ▶ If a manual adjustment is needed to the Vendor YTD Amount, this can be added on the Vendor record
 - ▶ Examples: Adding Royalties, Prior FY check voided in CY, Combining Vendors
 - ▶ **VIEW** the Vendor
 - ▶ Click Vendor Adjustments

Vendor

[Edit](#) [Vendor Adjustments](#)

Vendor #	Primary Name	<input type="checkbox"/> Active	Account Number
<input type="text" value="1"/>	<input type="text" value="Valona Travel"/>		<input type="text"/>
Email Address3	<input type="text"/>		

Vendor Adjustments

- ▶ Create a new Adjustment

+ Create					
	Date	Description	Taxable	Transaction Number	Amount
<input checked="" type="radio"/>	09/01/2019	YTD Adjustment	true	3	50.00

- ▶ Enter adjustment info

- ▶ Amount can be positive or negative
- ▶ Check 'Taxable' box to update the YTD Taxable Total & YTD Total
- ▶ Unchecking 'Taxable' box will only update YTD Total

Post Cancel

Date:

Description:

Taxable

Amount:

1099 Submission to IRS

- ▶ Under Periodic, run the 1099 Extract program

1099 Extract

Output File Type:

Exclude Vendors With No Tax Id?

File Name:

Organization Federal TIN:

Organization Name (Line 1):

Organization Name (Line 2):

Organization Address:

Organization City:

Organization State:

Organization Zip Code:

Contact's Phone:

Amount Type Limit:

Royalty Type Limit:

Payer Name Control:

1099 Submission to IRS

- ▶ 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

Submitting 1099 Procedures

- ▶ District notifies NOACSC that 1099 XML file is ready to be printed and data submitted to IRS. Upload file to secure file transfer that will be sent to you from fiscal@noacsc.org
- ▶ NOACSC will send the district instructions to send us a secure email attaching their 1099.xml and 1099.tap extract files.
- ▶ NOACSC will upload the 1099.XML file into the EDGE software and generate 1099 forms to print on self-sealing 1099-MISC laser forms.
- ▶ When NOACSC receives the 1099.TAP file, it will be renamed referencing the district (i.e. EL_W1099.TAP), FTP'd to the VMS system, appended with other districts and sent on to the IRS via the Fire System.

1099 Submission to IRS

- ▶ **REMINDER:** A couple of years ago, a new federal law moved up the 1099 deadline. Those reporting nonemployee compensation (Box 7) such as payments to independent contractors submitted to the IRS are due by Jan. 31. The new law makes it easier for the IRS to find and stop refund fraud.
- ▶ **Please submit to NOACSC by January 17th, 2020** so that we can submit to IRS in a timely manner.

Month-End Closing

- Proceed with closing out December as normal.
 - ▶ Enter all transactions for the current month
 - ▶ Perform Bank Reconciliation Procedure
 - ▶ Under the Periodic menu, select 'Cash Reconciliation' to enter your cash reconciliation information for the month
 - ▶ Generate the 'SSDT Cash Summary' report and the 'SSDT Financial Detail' report
 - ▶ The detail report may be run for the month to compare MTD totals to the Cash Summary report; totals should match.
 - ▶ The detail report may be run for the fiscal year to compare FYTD totals to the Cash Summary report; totals should match.

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- ▶ If prior steps are performed and totals agree, you are balanced and may proceed with the next step
- Optional: Run a 'Spending Plan Summary' report
- The MonthlyCD Report Bundle is now available and will automatically run when the Posting Period is closed.
 - Includes 24 SSDT reports
 - 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
 - Negative Budget Report; Negative Appropriation Account Report

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- 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
- Manually run additional desired month-end reports or create a new report bundle.

Calendar Year-End Closing

- ▶ Generate additional Calendar Year End Reports if needed
 - ▶ The Proration Utility program generates a spreadsheet which may be used to assist in calculating premium amounts for Worker's Compensation payments.
 - ▶ Create an Account Filter to include Worker's Comp amounts (ex. 1xx Object Expenditure Accounts)

Time Period
Calendar Year to Date

Account Filter
workcomp

File Name
workcomp2019


Download

	B1	100000			
	A	B	C	D	E
1	Prorate Amount		\$100,000.00		
2	Account Code	Description	Calendar Year to Date	Prorate Percent	Prorated Amount
3	001-2240-111-9214-000000-200-00-000	GENERAL INSTRUCTION-RELATED TECHNOLOGY REGULAR - CERT.	\$-0	0	\$-0
4	439-1280-141-9018-000000-000-00-000	PUBLIC SCHOOL PRESCHOOL PRESCHOOL REGULAR - NONCERT.	\$-0	0	\$-0
5	001-2700-142-0000-000000-000-00-000	GENERAL OPERATION & MAINT OF PLANT SER TEMPORARY - NONCERT.	\$344.96	0.0002027185	\$20.27
6	001-1100-119-0000-000000-000-00-000	GENERAL REGULAR INSTRUCTION OTHER CERTIFICATED	\$9,500.00	0.0020568033	\$205.68

VENHIRE/VHRESET

- In Classic Venhire/VHRESET
 - Reset all vendors flagged as "Reported" to "Reportable"
- In Redesign this is a "behind the scenes" automated setting and a separate option will not need run.

Calendar Year-End Closing

- Close December:
 - Under Core, click on Posting Periods
 - Click on if you would like 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.

- You are now closed for the month and calendar year.

MonthlyCD Report Bundle

- ▶ Automatically runs when the posting period is closed
- ▶ Will generate 24 SSDT Template Reports
- ▶ Reports can be viewed under Utilities/File Archive

MonthlyCD Report Bundle

▶ Additional Notes:

- ▶ If you need to reopen a posting period, the MonthlyCD Bundle will automatically run again when the period is re-closed.
 - ▶ Disable the bundle before reclosing OR
 - ▶ Delete the previous Monthly Archive before re-closing
- ▶ Wait until the bundle has completed before closing another month
- ▶ Closing a period will generate 24 reports, so you should refrain from running other reports while the bundle completes
 - ▶ May take 30 mins or longer to run
 - ▶ Can check the status in Job Scheduler
- ▶ This process should only be used for months going forward – There will be a way to regenerate the reports for previously closed periods in the future

USERS

- To see the users who currently have access to your district for USAS:
 - 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.
 - 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.

January Processing

- Begin January Processing!

Questions?

Contact us: fiscal@noacsc.org
419-228-7417 Option 3