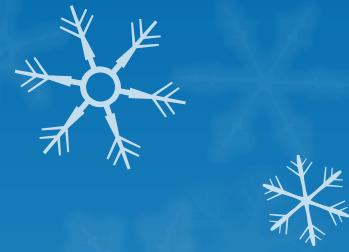


# USAS

***2020 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 February 1, 2021 for 1099-NEC and March 1, 2021 for **1099-MISC...BUT PLEASE HAVE ALL SUBMISSIONS TO NOACSC BY FRIDAY, JANUARY 15!**

# 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
  - 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: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

## CHECK ADDRESS INFORMATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 1099 INFORMATION

Type: \_ ID#:            **SSN/EIN:** \_ Override: \_

Enter the type of ID#, from the vendor's W-9 form.

S = SSN                    E = EIN

## 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!
  - Be sure to review each potential 1099 recipient to be sure the “Type” is designated, especially if the person should be reported as Non-Employee Compensation (1099-MISC vs 1099-NEC)

## 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	HAUNEE	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 ==&gt;&gt;

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 "2<sup>nd</sup> 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
- ❖ Be sure you correctly designate non-employee compensation (don't use 'other') for vendors providing a service to the district

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

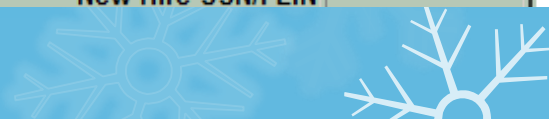
Vendor Address Information			
Vendor Number	85 Active		
Name	JONES CONSULTING SERVICES	Check Name	
2nd Name	1099:KARA JONES	Check 2nd Name	
Address	123 MAIN STREET	Check Address	
2nd Address		Check 2nd Address	
City	SAMPLEVILLE	Check City	
State	OH	Check State	
Postal Code	55555	Check Postal Code	
Country		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	



# Month-End Closing

- Proceed with closing out for the month of December as normal.
  - Enter all transactions for the current month.
  - Perform Bank Reconciliation procedures.
  - Examine recommended reports to ensure you are in balance:
    - USAEMSED – Cash Reconciliation – Option 1
    - PODETL – Outstanding Pos
    - BALCHK
      - MTD, FTD, YTD expended amounts are identical
      - MTD, FTD, YTD received amounts are identical
      - Outstanding encumbered amount agrees with outstanding PODETL amount. (if they don't match, run FIXENC)
      - Run FINSUMM selecting "Y" to generate FINDET to check that current fund balances are identical on each report.



# 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.

# STOP HERE!

At this point, please start the remainder of the closeout first thing in the morning. If you are unable to wait, please call 419-228-7417 Option 3 to have us backup your files. Please do not proceed until you hear from us.

# 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 2020.



# 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.SUPPORT@NOACSC.ORG](mailto:FISCAL.SUPPORT@NOACSC.ORG).
- **SUBMISSION DEADLINE IS FRIDAY, JANUARY 15, 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

<https://www.irs.gov/instructions/i1099msc#idm140364700591760>



# 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 PODETL – 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
- **Be sure to print copies OR save copies to your computer!**
- An email message will be sent to you and [fiscal.support@noacsc.org](mailto:fiscal.support@noacsc.org) when complete.
- Reports will be copied to the web by the end of January/beginning of February

# 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

**V**HRESET.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! Please call 419.228.7417 Option 3 to verify you’re clear to run Adjust before proceeding.**

# USERLIST

- Run USERLIST program for your district.

# January Processing

- Begin January 2021 Processing.

# 2021

Questions?

**Contact us: [fiscal.support@noacsc.org](mailto:fiscal.support@noacsc.org)**