

USAS

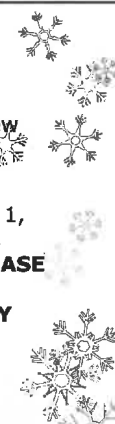
**2020 Calendar
Year-End Closing Procedures**



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!**

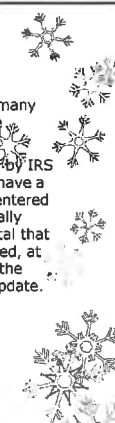
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TINMATCH

- 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.

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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.

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TINMATCH

```
TINMATCH - Creates file for bulk IRS TIN/Name Matching service
Enter the output file name for the bulk TIN/Name matching file.
For IRS specs, do not enter any special characters in the file name
and the file extension must be .txt
Output file TINMATCH.txt
Include vendor only if W9 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? *
```

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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.

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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

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TIN Type (Tax Identification Number)

The screenshot shows a software interface with two main sections: 'VENDOR ADDRESS INFORMATION' and 'TIN INFORMATION'. The 'VENDOR ADDRESS INFORMATION' section includes fields for Vendor (10001), Name (BULLSTONE ANALYSIS, INC), Address (505 MARSHALL BLVD), City (MORNINGVILLE), State (TN), Zip Code (37244), and Country. The 'TIN INFORMATION' section includes fields for TIN Type (10), TIN (1234567890), and TIN Description (1234567890). A white arrow points to the 'TIN Type' field. Below the 'TIN INFORMATION' section, there is a note: 'Enter the type of TIN, from the vendor's W-9 form. 3 = EIN, F = EIN'. To the right of the 'TIN INFORMATION' section, there is a 'YEAR-TO-DATE TOTALS' section with fields for Calendar and Fiscal.

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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.

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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 PODET 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.

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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: J TO4: 122456789 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.

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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.

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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.



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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)**

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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.
- **SUBMISSION DEADLINE IS FRIDAY, JANUARY 15, 2020!**

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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

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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/i1099misc#idm140364700591760>

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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
 - USAEMSEDT – 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 FISENC.
- 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.

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Month-End Closing

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

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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 when complete.
- Reports will be copied to the web by the end of January/beginning of February

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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!**

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VENHIRE/VHRESET

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



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

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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.**

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USERLIST

- Run USERLIST program for your district.

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January Processing

- Begin January 2021 Processing.

2021

Questions?

Contact us: fiscal.support@noacsc.org

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