

USAS-R

2021 CALENDAR

YEAR-END CLOSING PROCEDURES

Overview

Calendar Year-End Closing Review

- 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, 2022 **Submit to NOACSC by January 14th for printing.**

1099 Information

- ▶ Districts will be submitting their own 1099 files
- ▶ 1099 NEC – Non-Employee Compensation
- ▶ 1099 MISC – Miscellaneous Information

previously called Miscellaneous Income

- ▶ IRS website regarding 1099 forms & instructions:
<https://www.irs.gov/instructions/i1099misc>

1099-NEC

VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		OMB No. 1545-0116		Nonemployee Compensation
		2021		
		Form 1099-NEC		
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation		Copy 1 For State Tax Department
		\$		
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		
Street address (including apt. no.)		3		
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld		
		\$		
Account number (see instructions)		5 State tax withheld	6 State/Payer's state no.	
		\$		\$
		\$		\$

Form **1099-NEC**

www.irs.gov/Form1099NEC

Department of the Treasury - Internal Revenue Service

1099-NEC

Box 1 - Amount of nonemployee compensation.

Box 4 - Amount held back to comply with backup withholding requirements.

Boxes 5-7 - Amount of any state withholding.

1099-NEC

Form 1099-NEC

- ▶ Payments of \$600 or more for services of nonemployees and attorneys
- ▶ Reported in Box 1 of Form **1099-NEC**
- ▶ There is no automatic extension available for the 1099-NEC form.
 - ▶ A request for an extension can be submitted by paper Form 8809, refer to Part A, Sec. 8, Extensions

Prior Year Corrections

- ▶ Corrections from prior years should be reported on prior year forms

1099-MISC

1099-MISC Revised

<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED					
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents	OMB No. 1545-0115		
		\$	2021		
		2 Royalties			
		\$			
PAYER'S TIN		3 Other income	4 Federal income tax withheld		
		\$	\$		
RECIPIENT'S TIN		5 Fishing boat proceeds	6 Medical and health care payments		
		\$	\$		
RECIPIENT'S name		7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest		
Street address (including apt. no.)		\$	\$		
City or town, state or province, country, and ZIP or foreign postal code		9 Crop insurance proceeds	10 Gross proceeds paid to an attorney		
		\$	\$		
Account number (see instructions)		11 Fish purchased for resale	12 Section 409A deferrals		
FATCA filing requirement <input type="checkbox"/>		\$	\$		
		13 Excess golden parachute payments	14 Nonqualified deferred compensation		
		\$	\$		
		15 State tax withheld	16 State/Payer's state no.		17 State income
		\$			\$
		\$			\$

Form 1099-MISC

www.irs.gov/Form1099MISC

Department of the Treasury - Internal Revenue Service

Miscellaneous Information

Copy 1
For State Tax Department

Payer made direct sales of \$5,000 or more (checkbox) in box 7.

Crop insurance proceeds – Box 9

Gross proceeds to an attorney – Box 10

Section 409A deferrals – Box 12

Nonqualified deferred compensation income is reported in box 14.

Boxes 15, 16, and 17 report state taxes withheld, state identification number, and amount of income earned in the state, respectively.

1099 Filing

- ▶ Filing of 1099-NEC
 - ▶ File with the IRS on paper or electronically by January 31, 2022
 - ▶ Copy of the 1099-NEC should be sent to vendors and independent contractors by January 31, 2022
- ▶ Filing of 1099-MISC
 - ▶ File with IRS on paper by March 1, 2022
 - ▶ File with IRS electronically by March 31, 2022

1099 submission

- ▶ Must file with the IRS to receive the 5-digit Transmitter Control Code that is required for this process.
- ▶ New online Application for requesting a Transmitter Control Code (TCC) on IRS.gov [Information Return Application for TCC](#)
 - *Form 4419 will only be used to update business name, contact name, phone, or address to an existing TCC as of Sept. 10, 2021.*
- ▶ For more information, visit the [FIRE System Update page](#)

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

Review 1099 Data

- ▶ Review and Verify Vendor's:
 1. Tax ID Type (SSN or EIN)
 2. ID #
 3. Type 1099
 4. 1099 Location address

Vendors Grid

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

Vendors

+ Create Q Advanced Query Report

	Vendor #	Primary Name	Active	Type 1099	Tax id Type	id #	YTD Total
<input checked="" type="checkbox"/> <input type="checkbox"/>	37	Associates, LLC	true	<> non 1099	Ein	111223333	2,100.00
<input checked="" type="checkbox"/> <input type="checkbox"/>	470	ELECTRIC, LLC	true		Ein	222334444	21,568.03
<input checked="" type="checkbox"/> <input type="checkbox"/>	1333	FLORISTS INC.	true		Ein	555669999	905.00

Use Filters:

- Active: =true
- Type 1099 : <> non 1099 (excludes non-1099 types)
- YTD Taxable Total: >=600
 - Use the Type 1099 to filter on a specific 1099 type (i.e. Royalty Payments).
 - Use the YTD Taxable Total to filter on amounts

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

(Double-click properties from left or Drag and Drop them below.)

Properties:	Display Name	Operation	Filter Value
Number	Active	Equals	t
Payee Id	Type 1099	Not equals	Non 1099
Primary Name	YTD Taxable Total	Greater or equal	600
Tax Id			
Text			
Type 1099			
Version			
Web Address			
Withhold Child Support			
YTD Taxable Total			
YTD Total			

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 type="text"/>	<input type="text"/>	<input type="text" value="t"/>	<input type="text" value="non 1099"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=">= 600"/>
			42	Hansen, Bobbie	true	Non 1099			5,621.02
			70	Eatonton Motors	true	Non 1099			123,104.21
			71	Royston Office supplies	true	Non 1099			6,669.00

Advanced Query Filter

Display Name	Operation	Filter Value
Active	Equals ▼	<input type="text" value="t"/>
Type 1099	Equals ▼	<input type="text" value="Non 1099"/>
YTD Taxable Total	Greater or equal ▼	<input type="text" value="600"/>

Vendors Grid – Other Filter Options

16

- ▶ 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

SSDT 1099 Vendor Report

- ▶ SSDT 1099 Vendor Report – Template Report
 - ▶ Report Manager or Home Page

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 : 008888 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 : () -

CHECK ADDRESS INFORMATION

1099 INFORMATION
 Type: 1 ID#: 111223333 SSN/EIN: S Override: _

YEAR-TO-DATE TOTALS
 Calendar: 1000.00
 Fiscal : _____

Vendor	
Vendor Address Information	
Vendor Number	885478 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
	Name 1 Denise Davis	Line 1 123 Main Street	Phone 4195555555	Phone			
	Name 2	Line 2	Extension	Extension			
		City Sampleville	Country Code	Country Code			
		State OH					
		Zip 55555					
		Country					
Primary	Name 1 Denise's Designs	Line 1 123 Main Street	Phone 4195555555	Phone			
	Name 2	Line 2	Extension	Extension			
		City Sampleville	Country Code	Country Code			
		State OH					
		Zip 55555					
		Country					

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

	Date ▼ 1	Description	Taxable	Transaction Number ▲ 2	Amount ☰
<input type="checkbox"/>	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

Date

Description

Taxable

Amount

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
- ▶ Must pick **Type of Return** before 'Print 1099 Report' becomes available
- ▶ Subtotals by 1099 Type
- ▶ **Note: This report cannot be run until the Posting Period for December 2020 has been created**

1099 Extract

Payment Year	2021
Type of Return	<input type="radio"/> 1099-NEC <input type="radio"/> 1099-MISC
Output File Type	IRS Format
Output File Name	Corron_(Demo)_Schools_1099
	<input checked="" type="checkbox"/> Exclude Vendors With No Tax Id?
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 Name	
Contact's Phone	
Contact's E-mail	
Submission Type	ORIGINAL
	<input type="checkbox"/> Prior Year Submission?
	<input checked="" type="checkbox"/> Approved for the Combined Federal/State Filing Program?
Amount Type Limit	600
Royalty Type Limit	10
Payer Name Control	

[Generate Extract File](#)

[Print 1099 Report](#)

1099 Submission to IRS

- ▶ Select 2021 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. 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 file.
- ▶ NOACSC will upload the 1099.XML file into the EDGE software and generate 1099 forms to print on self-sealing 1099-MISC laser forms.

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.

Month-End Closing

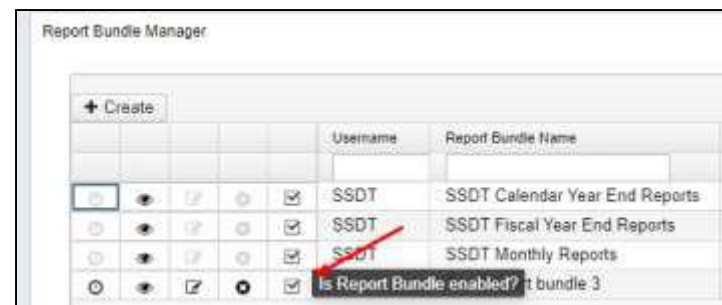
- ▶ If prior steps are performed and totals agree, you are balanced and may proceed with the next step
- Optional: Run a 'Spending Plan Summary' report
- The MonthlyCD Report Bundle is now available and will automatically run when the Posting Period is closed.

27 Month End Reports included in Bundle:

- Cash Reconciliation Report for the month
- Monthly Balance Report
- Cash-related Reports: Cash Summary Report / Financial Detail Report for the month / Financial Summary by Fund
- Budget-related Reports:
 - Budget Summary / Budget Account Activity Report (for the month)
 - Budget Transactions Summarized by Appropriation / Appropriation Summary Report
 - Negative Budget Report / Negative Appropriation Account Report / Error Corrections & Supplies Distributions
- 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 / Transaction Ledger-Vendor Activity / Vendor Listing
- Disbursement-related Reports: Detailed Check Register / 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 / Void Refund Ledger Report
- Transfer Advance Summary / Fund to Fund Transfer Ledger Report
- User Listing AOS Extract

Month-End Closing

- ▶ Will automatically run when Posting Period is closed.
- ▶ Wait until the bundle is complete before closing another month
- ▶ Reports can be viewed under Utilities/File Archive
- ▶ If you do NOT want report bundle to run for Posting Period
 - Navigate to Report/Reports Bundle
 - Disable bundle by clicking the checkbox
- ▶ Individual reports cannot be deleted - only entire monthly bundle



Calendar Year End Closing



Calendar Year End Closing

Generate any desired Calendar Year End Reports (i.e. Workers Comp)

- **The Proration Utility program** generates a spreadsheet which may be used to assist in calculating premium amounts for Worker's Compensation payments.
 - Utilities > Proration Utility
 - Choose Time Period – i.e. Calendar Year To Date
 - Choose Filter – i.e. Workers Comp **** Must be set up prior to running proration utility**
 - (ex. Expenditure object 1%% in filter)
 - Enter File Name of your spreadsheet – i.e. Workers Comp 2021
 - Can run by Appropriation
 - lick create to create spreadsheet
 - Enter amount to prorate in column B1
 - Download file to save in excel

Example of Proration Utility

Time Period
 Calendar Year to Date

Account Filter
 Workers Comp

Run By Appropriation

File Name
 Workers Comp 2021

[+ Create](#)


[Download](#) [+ Create PO CSV](#)

B10		ALTERNATIVE SUPPLEMENT SAL-CERT				
	A	B	C	D	E	F
1	Prorate Amount		\$75,000.00			
2	Account Code	Description	Calendar Year to Date	Prorate Percent	Prorated Amount	
3	001-1110-112-0000-000000-096-00-000	SUBSTITUTE TEACHERS-TRIMBLE	\$31,700.00	0.0072898827	\$546.74	
4	001-1110-112-0009-000000-096-00-000	SUBSTITUTE TEACHERS-TRIMBLE	\$12,535.00	0.0028826082	\$216.20	
5	001-1140-111-0000-000000-035-00-000	A.S. TEACHER - SALARY	\$22,909.54	0.0052683868	\$395.13	
6	001-1140-111-0000-000000-094-00-000	SOUTHERN PERRY ALT SCH. - TEACHER WAGES	\$ - 0	0	\$ - 0	
7	001-1140-111-0005-000000-035-00-000	A.S. TEACHER - SALARY	\$5,423.04	0.0012471081	\$93.53	
8	001-1140-112-0000-000000-035-00-000	A.S. TEACHER - SUBSTITUTE	\$ - 0	0	\$ - 0	
9	001-1140-112-0000-000000-094-00-000	SOUTHERN PERRY ALT SCH. - SUB. TEACHER WAGES	\$ - 0	0	\$ - 0	
10	001-1140-113-0000-000000-094-00-000	ALTERNATIVE SUPPLEMENT SAL-CERT	\$ - 0	0	\$ - 0	
11	001-1140-141-0000-000000-035-00-000	ALTERNATIVE SCHOOL AIDE - SALARY	\$ - 0	0	\$ - 0	
12	001-1140-141-0000-000000-094-00-000	SOUTHERN PERRY ALT SCH. - AIDE WAGES	\$11,270.04	0.002591712	\$194.38	
13	001-1140-141-0008-000000-094-00-000	SOUTHERN PERRY ALT SCH. - AIDE WAGES	\$1,076.58	0.0003855543	\$28.92	
14	001-1140-142-0000-000000-035-00-000	ALTERNATIVE SUBSTITUTE	\$ - 0	0	\$ - 0	
15	001-1140-142-0000-000000-094-00-000	SOUTHERN PERRY ALT SCH. - SUB.AIDE WAGES	\$ - 0	0	\$ - 0	
16	001-1140-149-0000-000000-094-00-000	GENERAL REG ALTERNATIVE	\$ - 0	0	\$ - 0	

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

- **Create new Posting Period for January** under Core > Posting Periods
- **Close December** by clicking on  to close the December period.
 - Monthly Reports Archive will generate automatically when the posting period is closed.
 - Calendar Year End Reports Archive will generate.
- You are now closed for the month and calendar year.

MonthlyCD Report Bundle

- ▶ Automatically runs when the posting period is closed
- ▶ Will generate 27 SSDT Template Reports
- ▶ Reports can be viewed under Utilities/File Archive

Calendar Year End Report Archive

Monthly Reports Archive

Fiscal Year Reports Archive

Calendar Year Reports Archive

- ▶ **Separate tab under Utilities>File Archive**
- ▶ **When 1099 Extract file** is generated, these files will be stored in the Calendar Year Reports Archive :
 - ▶ **1099 XML files** (for printing)
 - ▶ **1099 TAP files** (for submission)
 - ▶ **Transmitter report (pdf) - 1099Result.txt** **1099-MISC Extract report (PDF)**
 - ▶ **1099-NEC Extract report (PDF)**

Please verify these files are there once closed.

Report Bundles

- ▶ 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 27 reports, so you should refrain from running other reports while the bundle completes
 - ▶ Can check the status in Job Scheduler

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 xx_hr 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.support@noacsc.org

419-228-7417 Option 3