## USAS-R

2022 Calendar Year End Closing Procedures



# 2022 Calendar Year End Agenda

- Notes
- Pre-Closing Procedures
- Calendar Year End Close
- 1099-NEC & 1099-MISC Procedures
- Submit 1099's to NOACSC by January 13<sup>th</sup> for printing

## 2022 Calendar Year End Notes

#### Notes:

- Cyber Security where do you keep your passwords?
- Treasurer doesn't sign E-rate

# 2022 Calendar Year End Notes

#### Items coming down the pike from the SSDT:

- 1. Automatically filter the various account grids to active accounts.
- 2. Improve the Budget Account Activity Report performance
- **3.** The ability to store attachments on the Vendor, Receipt and AP Invoice comparable to what is available for the requisitions.
- 4. The ability to key in a PO # when posting pending transactions.
- 5. The ability to delete requisitions without having to reopen the posting period associated with the requisition date.
- 6. The ability to unvoid disbursements.

#### Pre-Closing Procedures Publication 1220

#### Sec. 3 What's New for Tax Year 2022

Updates to Publication 1220 after its annual release will be listed in Part E. Exhibit 2, Publication 1220 Tax Year 2022 Revision Updates

- 1. Removed all reference to paper Form 4419 which is obsolete as of August 1, 2022.
- The IRS is continuing its transition to the new Information Returns TCC (IR-TCC) Application for Filing Information Returns Electronically (FIRE) for customers who received their TCC(s) prior to September 26, 2021. Customers must take action to keep their existing TCCs active.
- 3. Beginning in September 2022, FIRE Transmitter Control Code (TCC) holders who submitted their TCC Application prior to September 26, 2021, will need to submit and complete the IR-TCC Application. The IR-TCC Application can be done at any time between September 25, 2022, and August 1, 2023. Your TCC will remain active for use until August 1, 2023, after that date, any FIRE TCC that does not have a completed IR-TCC Application will be dropped and will not be available for e-file. Visit About Information Returns (IR) Application for Transmitter Control Code (TCC) for Filing Information Returns Electronically (FIRE) for more information.
- 4. Part B Sec. 5 Test Files added verbiage to include file limitation of 125 per TCC for a calendar year.
- 5. Part C Sec. 3 Payee "B" Record, Form 1098-F
  - Updated Field Position 552-590, Field Title
  - Updated Field Position 630-668, Field Title & General Field Description
  - Updated Field Position 669-673, Length & deleted Indicators F, G, H & I

Be Informed & review Publication 1220

#### 11/22/2022 <u>https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire</u>

# Due dates of Forms & Instructions

#### Submit 1099's to NOACSC

• by January 13th for printing

#### Filing of 1099 - NEC

- Filed with the IRS on paper or electronically by January 31, 2023.
- A copy of Form 1099-NEC should also be sent to your vendors and independent contractors by January 31, 2023.

#### Filing of 1099-MISC

- Filed with the IRS <u>electronically</u> by March 31, 2023.
- A copy of Form 1099-MISC should be sent to the MISC recipients by Jan. 31, 2023.

#### **General Instructions for Certain Information Returns**

https://www.irs.gov/instructions/i1099gi

# 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 <u>not</u> 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 the current version of W-9
    - It has separate line for LLC

# 1099 submission by District

- Districts must file with the IRS to receive the 5-digit Transmitter Control Code that is required for this process. Most districts should have one from last year.
- New online Application for requesting a Transmitter Control Code (TCC) on IRS.gov
   <u>Information Return Application for TCC</u>
- For more information, visit the *FIRE System Update page*

### 1099 submission by *District*

✓ Save Ø Cancel	
	✓ District Will Submit 1099 File To IRS
Transmitter Control Code	T1111
	Contact Information
Contact's Name	Treasurer
Contact's Phone	419-111-2222
Contact's Email	Treasurer@sample.gov
	Job Parameters
	Truncate EIN/TIN
	Exclude Vendors With No Tax Id?
	✓ Approved for the combined Federal/State Filing Program?
Amount Type Limit	600.00
Royalty Type Limit	10.00

System > Configuration > IRS Form 1099 Submission Configuration

- Check District Will Submit 1099 File to IRS
- District's assigned 5-digit Transmitter Control Code gets entered into Redesign
- Include Contact Information

# Creating the Test File

- **TEST File** First time electronic filers are required to submit a test file before the very 1<sup>st</sup> submission under the Combined Federal/State reporting program
  - More information on Test Files and Combined Federal/State reporting: <u>https://www.irs.gov/taxtopics/tc804</u>
  - More information on FIRE Test System Availability: <u>https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire</u>
- Approval letter/email from IRS must receive this approval before submitting actual file with state records.

# Creating the Test File

- A test file can be generated from the Periodic > 1099 Extract Menu
- Use Submission Type TEST

Submission Type	TEST 🗸
	Prior Year Submission?
Amount Type Limit	600
Royalty Type Limit	10
Payer Name Control	
	🛓 Print 1099 Report
	🛓 Generate

Note: December Posting period must be created for calendar year to show in drop down

# CYE – What can be done now?

#### **Review & Verify Vendors**

- Vendors Tax ID Type (SSN or EIN)
- Vendors ID #
- Vendors Type 1099
- Vendors 1099 Location (address)

# CYE – What can be done now?

#### **1099 Vendor Information located under Core / Vendors**

• 1099 section

1099			
Ignore Limits	Tax Id Type	Id #	Type 1099
	SSN 🗸	123456789	Non-Employee Compensation $\checkmark$

#### Locations

Locations	\$							
Location	Name	Address	Phone	Fax	PO	Check	1099	
Primary	Charlie Brown	123 Peanut Lane New Town OH 43555			true	true	true	

### Edit Vendor details

#### **Vendor Names/Addresses**

• Name/address on W-9 form may be different than name/address for checks

	Location	Name		Address		Phone	Fax	PO	-	Check	1099
0		Name 1	Douglas Fairborn CPA	Line 1	1688 Mollysrock Street	Phone	Phone	0			
		Name 2		Line 2		Extensio	Extension	_			
				City	Alma	Country	Code Country Code				
				State							
				Zip	01405						
				Country							
0	Primary	1									
		Name 1	Fairburn Accounting	Line 1	1100 Oakwood Path	Phone	Phone				
		Name 2		Line 2		Extensio	Extension				
				City	Baden	Country	Code Country Code				
				State							
				Zip	91539						
				Country							

## 1099 Locations

Country

VENDOR ADDRESS INFORMATION

2nd Nam	ne : $\frac{1}{10}$	099:Denis	e Davi	is							
Address	<b>3 :</b> <u>1</u> 7	<u>23 Main S</u>	<u>treet</u>								
2nd Add	ir.:_										
City	: <u>Sa</u>	amplevill	в								
State	: <u>O</u>	H						_			
Zip Coo	ie : <u>5</u> ;	5555									
Country	/ : _										
Telepha	one :( <u>4</u>	<u>19)555-55</u>	55			()					
FAX Num	nber:(_	_)				Ý	'EAR-TO-I	DATE TOT	<b>ALS</b>	3	
	1099	INFORMAT	TON			Ca	lendar:	10	00.	00	
Tyne: 1		111223333	99N/I	TN· S Ov	erride	Fi	scal .			00	
TADO: 7	_ 10#.		0007	<u>- 14. 0</u> 0v			June 1				
ations											
Location	Name		Address		Ptone		Ťa.		PO	Chece	1096
Location	Name 1	Denise Davis	Address	123 Main Street	Phone	4195555555	Per	-	PO	Chece D	1099
Location	Name 1	Denise Davis	Addressa Line 1	123 Main Street	Phone Phone Extension	4195555555	Fax Phone Extension		PO	Check	1000
Location	Name 1 Name 1	Denise Davis	Address Line 1 Line 2 City	123 Main Street	Phone Phone Extension	419555555	Fax Phone Extension Country Code		PO	Checili	1000
Location .	Name 1 Name 2	Denise Davis	Address Line 1 Line 2 City	123 Main Street Sampleville	Ptisme Phone Extension Country Code	4195555555	Pax Phone Extension Country Code		P0	Chece	1096
Location	Name 1 Name 2	Denise Davis	Address Line 1 Line 2 City State Zo	123 Main Street Sampleville OH	Phone Phone Extension Country Code	419555555	Pex Phone Extension Country Code		P0	Check	1000
Location	Name 1 Name 2	Denise Davis	Address Line 1 Line 2 City State Zip	123 Main Street Sampleville OH 55555	Phone Phone Extension Country Code	419555555	Pase Phone Extension Country Code		20	Chace	1000
Location	Name 1 Name 1	Denise Davis	Address Line 1 Line 2 City State Zip Country	123 Main Street Sampleville OH 55555	Phone Phone Extension Country Code	4195555555	Pax Phone Extension Country Code		PO 0	Check	2
Location	Name 1 Name 2	Denise Davis	Address Line 1 Line 2 City State Zip Country	123 Main Street Sampleville OH 55555	Phone Phone Extension Country Code	4195555555	Pax Phone Extension Country Code		20	Check	1000
Listation	Name 1 Name 2 Name 1	Denise Davis Denise's Designs	Address Line 1 Line 2 City State Zip Country Line 1	123 Main Street Sampleville OH 55555	Phone Phone Extension Country Code	419555555	Pase Phone Extension Country Code Phone		. s	Check D	1000
Location	Name 1 Name 2 Name 1 Name 1 Hame 1 Hame 2	Denise Davis Denise's Designs	Address Line 1 Line 2 City State Zip Country Line 1 Line 2	123 Main Street Sampleville OH 55555	Phone Extension Country Code Phone Extension	419555555	Pase Phone Extension Country Code Phone Extension		8 8	Check D	1000
Location Location Primary	Name 1 Name 2 Name 2 Name 1 Name 1 Name 2	Denise Davis Denise's Designs	Address Line 1 Line 2 City State Zip Country Line 1 Line 2 City	123 Main Street Sampleville OH 55555 123 Main Street Sampleville	Phone Phone Extension Country Code Phone Extension Country Code	4195555555	Pas: Phone Extension Country Code Phone Extension Country Code		\$ 	Chees U	2
Primary	Name 1 Name 2 Name 1 Name 1 Name 1	Denise Davis	Address Line 1 Line 2 City State Zip Country Line 1 Line 1 Line 2 City State	123 Main Street Sampleville OH 55555 123 Main Street Sampleville OH	Phone Extension Country Code Phone Extension Extension Country Code	419555555	Pax Phone Extension Country Code Phone Extension Country Code		20 *	Checs D	2
Location Location Primary	Name 1 Name 2 Name 1 Name 1 Name 2	Denise Davis	Address Line 1 Line 2 City State Zip Country Line 1 Line 2 City State Zip	123 Main Street Sampleville OH 123 Main Street 123 Main Street Sampleville OH 55555	Phone Extension Country Code Phone Extension Extension Country Code	4195555555	Pax Phone Extension Country Code Phone Extension Country Code		2	Checs D	1096

Classic

#### Redesign

# Options to Review 1099 Data

- Vendor's Grid
  - Core > Vendors
- SSDT 1099 Vendor Report
  - Home or Report Manager
- Noacsc
  - 1099 report
  - 1099 Vendors > \$600.00
  - 1099 Vendors YTD Amount
- 1099 Extract Report
  - Periodic > 1099 Extracts > Print 1099 Report

# Vendors Grid – MORE button

#### · 1099 Info

- Type 1099
- Tax ID Type
- Id#

#### Default 1099 Location

- Name
- Address

Use the Report button to save your filtered grid settings



# Vendors Grid

#### **View the Grid details**

Vendor #	Primary Name	Туре 1099	ld #	Line 1	YTD Taxable Total	Tax Id Type	YTD Total	
	charlie b 🛞							
1000001	Charlie Brown & Peanuts Gang	Non employee compensation	123456789	123 Peanut Lane	2,000.00	Ssn	2,100.00	

#### **IRS Interactive TIN/Name Matching program**

- Optional
- can be used to check if SSN or EIN should be used by matching up the Name and number combo on the IRS interactive site for immediately verified.

https://www.irs.gov/tax-professionals/taxpayer-identification-number-tin-matching



# Vendors Grid – Report

-	Cotton (Demo) Schools Vendor Report								
Vendor # Primary Name	Type1099 Id #	YTDTaxable Total Tax Id Type	YTDTotal Line1						
15 White Oak Motor Services	Non_Employee_C 562178931 ompensation	\$ 2,458.28 SSN	\$ 2,458.28 446 Malibu Blvd						
4140 Fairburn Accounting	Non_Employee_C ompensation	5,780.00	5,780.00 1688 Mollysrock Street						
4966 Craig, Crystal	Non_Employee_C ompensation	5,323.00	5,323.00 1784 Lakeside St						
5178 Wilkins, Connie	Non_Employee_C ompensation	6,348.00	6,348.00 954 Mohawk Court						
7590 Homer Motor Services	Non_Employee_C ompensation	143,520.00	143,520.00 859 Airport Rd						
7662 Denmark Accounting	Non_Employee_C ompensation	1,500.00	1,500.00 538 Harbor Ave						
7796 Howell Engineering	Non_Employee_C ompensation	765.34	765.34 610 Cranfield Street						
8403 Hodge, Melinda	Non_Employee_C ompensation	5,370.00	5,370.00 1555 Royalton Rd						
1000001 Charlie Brown & Peanuts Gang	Non_Employee_C 123456789 ompensation	2,000.00 SSN	2,100.00 123 Peanut Lane						
Grand Total		\$ 173,064.62	\$ 173,164.62						

# Verify 1099 Data

#### Verify Vendors who should receive 1099s and their YTD amounts

- Identify 1099 Vendors and non-1099 vendors
- 1099 Type
- Vendors qualifying YTD Taxable Total

### Vendors Grid – 1099 Vendors

#### **Use the MORE button:**

Tax ID Type, ID#, & Type 1099

			Vendor #	Primary Name	Active	Туре 1099	Tax Id Type	ld #	YTD Taxable Total
					t 😒	🗢 non 1099 🛞			>= 600 🛞
۲	ľ	0	1964	Cash, Rebecca	true	Attorney gross proceeds			2,522.00
۲	Ø	0	8757	Cannon, Evelyn	true	Non employee compensation			12,850.00
۲	ß	0	9309	Snellville Software	true	Non employee compensation			1,187.12

#### **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 print and/or save your filtered grid settings

# Review 'Types' using Vendors Grid

#### **Use the Vendors Grid to filter Type 1099**

Vendor #	Primary Name	Type 1099	YTE
		r 😣	
3477	Sylvester Pro Services	Royalty payments	
4308	Dacula Gymnasium	Royalty payments	
5791	Sterling Development	Royalty payments	
5894	Wolfe, Jack	Royalty payments	
6815	Abbeville Development	Royalty payments	
7623	Ellijay Textiles	Royalty payments	
8148	Vienna Development	Royalty payments	
8556	Howard, Veronica	Royalty payments	
10303	Walter, Abby	Rents	



• Use the Report button to save your filtered grid settings

### Grid – 1099 Vendors – Advanced Query

#### Advanced Query can also be used to locate 1099 Vendors

- Active Equals True
- Type 1099 Not equals Non 1099
- YTD Taxable Total Greater or equal 600
- Appy Query
- Save Query to use again if you choose

Q Apply Query Q Clear Query	Η	ide Advanced Query Controls (Double-click properties from left of	r Drag and Drop them below.)	
Properties:		Display Name	Operation	Filter Value
Number Pavee Id		Active	Equals •	t
Primary Name		Type 1099	Not equals •	Non 1099
Text		YTD Taxable Total	Greater or equal	600
Version Web Address Withhold Child Support YTD Taxable Total YTD Total	•	Load Saved Query V C 1099 Vendors Save Query		

### Vendors Grid – Non 1099 Vendors

#### **Check Non-1099 Vendors with qualifying YTD activity by filtering:**

- Active: true
- Type 1099 : = non 1099
- YTD Taxable Total: >=600

dors							
+ 0	reate	C N	lass Change 🛛 🌲 Im	port			Q Advanced Query
			Vendor #	Primary Name	Active	Type 1099	YTD Total
					t 🖸	=non 1099 📀	>=600
۲	Ø	Θ	110001	Allen County Treasurer	true	Non 1099	614.75
۲	Ø	0	110005	American Registry for Internet	true	Non 1099	2,000.00
۲	ľ	0	110008	Auditor of State	true	Non 1099	7,523.50
۲	8	0	110013	Brown Supply	true	Non 1099	767.78

• Use the Report button to save your filtered grid settings

#### Grid – Non 1099 Vendors – Advanced Query

#### Use Advanced Query to Review Vendors marked NOT to receive a 1099

Change Filter TYPE 1099 to Equals "Non 1099"

Change **YTD Taxable Total** >=600

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

## SSDT 1099 Vendor Report

Reporting Period: December 2021 (FY 2022)

#### 11/11/21 5:38 PM

			Co 1	tton (Demo 099 Vendor	) Schools Report	l.			
Vendor #	# Name	Name 2	Address Line 1 Address Line 2	City	State	Postal Code	Tax Id Tax Id # Type	YTDTaxable Total	YTDTotal
Type1099:	Non_E	mployee_Co	mpensation	70					
8982	Washington Signs	0 M B	624 Gant Terrace	Guyton		34431		\$ 1,750.80	\$ 1,750.80
8403	Glennville Gymnasium		633 Forry Road	Hawkinsville		03406		5,495.00	5,495.00
7912	McFadden, Alexandra		943 Maplewood Court	Lyons		09128		1,198.00	1,198.00
4140	Doraville Engineering		525 Norwood Run	Edison		08902		5,895.00	5,895.00
7333	Russo, William		547 Cathy Crescent	Pembroke		16884		3,117.29	3,117.29
7951	New Rock Hill Software		1481 Blalock Run	Dawsonville		83959		186,811.00	186,811.00
10587	Fuentes, Brandi		1798 Fess Place	Holt		58197		600.00	600.00
4966	Barnesville Textiles		1253 Mulberry Run	Dock Junction		32336		2,257.11	2,257.11
10586	Iron City Motors		1276 Cattle Boulevard	Oglethorpe		58804		600.00	600.00
								\$ 207,724.20	\$ 207,724.20
Type1099:	Medica	al_and_Heal	th_Care						
5835	Higgston Engineering		1083 Shepherd Square	Parrott		32148		11,100.00	11,100.00
								\$ 11,100.00	\$ 11,100.00
Type1099:	Royalt	y_Payments							
7901	Bristol Industries		1509 Ferrell Place	Waynesboro		16596		1,157.05	1,157.05
	() ( <b>)</b>		Inductions and					\$ 1,157.05	\$ 1,157.05
1ype1099: 9868	Flemington	ey_Gross_Pr	1289 Vetter	Baconton		54932		10,699.50	10,699.50
	Insurance		Blvd					\$ 10,699.50	\$ 10,699.50
Grand								\$ 230,680,75	\$ 230,680,75

#### SSDT 1099 Vendor Report

#### Can Modify Configure Filters to run for specified 1099 Types

	Restore				Save As
	SSDT 1099	Vendor Report	✓ In	port Report	t SSDT 1099 Vendor Rep
		~		_	
	Select Properties	Configure Filters	Generate Report		
•	Display Name		Operation		Filter Value
	Туре 1099		Not equals	~	Non_1099
	YTD Taxable Total As Of Period Type 1099		Greater or equal	•	param("ytdtax","","YTD Taxable Total g
			Equals	*	param("asOfPeriod","","Total As of Per
			One of	•	param("type1099",,"1099 Type(s): (No

# 1099 Extracts Report

- Periodic Menu > 1099 Extracts
- Used to verify data prior to creating Extract 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 can NOT be run until the Posting Period for December has been created.

10	99 Extract	
	Payment Year	2022 🗸
→	Type of Return	☑ 1099-NEC □ 1099-MISC
	Output File Type	IRS Format 🗸
	Vendor	Aaron Thompson AIM Media Midwest
	Output File Name	NOACSCCOG_1099
	Organization Federal TIN	364713278
	Organization Name (Line 1)	NOACSC - COG
	Organization Name (Line 2)	
	Organization Address	4277 EAST RD
	Organization City	LIMA
	Organization State	ОН
	Organization Zip Code	45807
	Contact's Name	Brenda Core
	Contact's Phone	4192287417
	Contact's E-mail	brenda@noacsc.org
	Submission Type	ORIGINAL 🗸
		Prior Year Submission?
		Approved for the Combined Federal/State Filing Program?
	Amount Type Limit	600
	Royalty Type Limit	10
	Payer Name Control	
		Print 1099 Report
		∠ J

# Vendor Adjustments

#### If a manual adjustment is needed on the Vendor's YTD Amount

• View the Vendor under Core

• Click on Vendor Adjustments

+ Cre	eate	]		
			Vendor #	Primary Name
(3)	17	0	1	Leary Landscaping
0r			der Adiustmente	
or Tedit	t C	D Vend	dor Adjustments	Primary Name

# Vendor Adjustments

• Create a new Adjustment



#### Enter Adjustment info

- Amount can be positive or negative
- Check Taxable box to update YTD Taxable Total

Post	Ø Cancel
Date	12/1/20
Description	Adjustment for Prior year Void
	✓ Taxable
Amount	136.80

# Month End Closing

#### Proceed with closing out for the month of December

- Enter all transactions for the current month
- Attempt to reconcile USAS records with your bank(s)
  - Perform Bank Reconciliation Procedure (link is provided in the CYE checklist)
  - Under 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 in order to compare MTD totals to the Cash Summary report for December. Totals should match.
- Optional: Run a 'Spending Plan Summary' Report
- 11f2totals agree . . . You are balanced & may proceed

# Monthly Report Bundle

- Cash Reconciliation Report for the month
- Monthly Balance Report
- <u>Cash-related Reports</u>: Cash Summary Report / Financial Detail Report for the month / Financial Summary by Fund
- <u>Budget-related Reports:</u>
  - 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
- <u>Revenue-related Reports:</u> Revenue Summary / Revenue Account Activity report for the month
- <u>PO-related Reports</u>: 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
- <u>Receipt-related Reports</u>:
  - 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

# Monthly Report Bundle

- Will automatically run when Posting Period is closed.
- Wait until the bundle is complete before closing another month or making the next month current
- 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

#### 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 2022
  - Can run by Appropriation
  - Click create to create spreadsheet
  - Enter amount to prorate in column B1
  - Download file to save in excel

# Example of Proration Utility

ne Perio	d					
Calenda	r Year to Date 🐱					
count Fi	Iter					
Vorkers	Comp 🗸					
Run Rv	Appropriation					
	Appropriation					
e Name	Comp 2021					
vorkers	Comp 2021					
Creat	e					
+ Dou			/			
	Tiload - Cleate FO CSV					
	B10 ALTERNATIVE SUPPLEME	NT SAL-CERT				
	A	В	С	D	E	
1	Prorate Amount	\$75,000.0	0			
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	1
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	\$ - C	1
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	\$ - C	1
9	001-1140-112-0000-000000-094-00-000	SOUTHERN PERRY ALT SCH SUB. TEACHER WAGES	\$-0	0	\$ - C	1
10	001-1140-113-0000-000000-094-00-000	ALTERNATIVE SUPPLEMENT SAL-CERT	\$-0	0	\$ - C	1
11	001-1140-141-0000-000000-035-00-000	ALTERNATIVESCHOOL AIDE - SALARY	\$-0	0	\$ - C	1
12	001-1140-141-0000-000000-094-00-000	SOUTHERN PERRY ALT SCH AIDE WAGES	\$11,270.04	0.002591712	\$194.38	1
13	001-1140-141-0008-000000-094-00-000	SOUTHERN PERRY ALT SCH AIDE WAGES	\$1,676.58	0.0003855543	\$28.92	
14	001-1140-142-0000-000000-035-00-000	ALTERNATIVE SUBSTITUTE	\$-0	0	\$ - C	1
15	001-1140-142-0000-000000-094-00-000	SOUTHERN PERRY ALT SCH SUB.AIDE WAGES	\$-0	0	\$ - C	-
16	001-1140-149-0000-000000-094-00-000	GENERAL REG ALTERNATIVE	\$-0	0	\$ - C	
17						

# 1099 Extracts

#### Once all 1099 data is verified, balanced and complete . . .

• District runs the **1099 Extracts** under the Periodic

#### menu.

- XML file Used for printing 1099s with the Edge Software program
- IRS format (TAP) Used for IRS Submission
- PDF Format Standard PDF
- **Reference Copies** Used printing and saving individual form types for reference.
  - Copy 1 For State Tax Department
  - Copy 2 Recipient's State Copy
  - Copy A Internal Revenue Service Center copy
  - Copy B For Recipient
  - Copy C For Payer
- **Printer/Sealer Copies** Used for direct printing. A printable form that contains both Copy 2 and Copy B that will be provided to 1099 vendors. These are formatted to fit 8 1/2 X 11 Z-Fold forms only.



### Calendar Year End Report Archive

- When 1099 Extract options are run, a copy will be sent to the File Archive > Calendar Year Reports Archive section.
- Separate tab under Utilities > File Archive



• Please verify these files have been created.

# Calendar Year End Closing

- Printing of 1099 Forms Will be done by ITC
   .XML file is used to generate & print forms
- Submission of 1099 data to IRS Will be done by District
  - Submit IRS Format 1099.TAP to IRS via FIRE



# Calendar Year End Closing

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



#### Calendar Year End Report Archive

#### When December is closed, reports will be generated:

Ŧ	Calendar Year End 1099 Vendor Report - All 1099 Vendors.pdf
Ŧ	Calendar Year End 1099 Vendor Report.pdf
Ŧ	Calendar Year End Budget Account Activity Report.pdf
*	Calendar Year End Budgeting Transactions Summarized by Appropriation.pdf
*	Calendar Year End Disbursement Summary Report.pdf
¥	Calendar Year End Error Corrections/Supplies Distributions.pdf
¥	Calendar Year End Financial Detail Report.pdf
Ŧ	Calendar Year End Fund to Fund Transfer Ledger Report.pdf
Ŧ	Calendar Year End Purchase Order Detail.pdf
Ŧ	Calendar Year End Receipts Ledger Report.pdf
Ŧ	Calendar Year End Reduction of Expenditure Ledger Report.pdf
Ŧ	Calendar Year End Refund Ledger Report.pdf
Ŧ	Calendar Year End Revenue Account Activity Report.pdf
Ŧ	Calendar Year End Transaction Ledger - Vendor Activity.pdf
Ŧ	Calendar Year End Void Refund Ledger Report.pdf

# 1099-NEC and 1099-MISC Forms

- Generate Submission File to IRS via the Fire System
- Generate Printed Forms
  - District notifies NOACSC that 1099 .xml file is ready to be printed. Upload the file to secure file transfer that will be sent to you from <u>fiscal@noacsc.org</u>
  - NOACSC will send the district instructions to send a secure email attaching the 1099.xml file to NOACSC.
  - NOACSC will upload the 1099.xml file into the EDGE Accountability software and generate 1099 forms to print on self-sealing forms.

Note: The submission and print files can be generated as part of the CYE Close process. They will be sent to the Calendar Year Reports Archive when the 1099 Extract is run. If needed, they can be generated/regenerated after the close process.

## 1099 Submission to IRS

#### District will submit their own data

# 1099 File submitted to IRS

Payment Year	2022 🗸
Type of Return	¥ 1099-NEC € 1099-MISC
Output File Type	IRS Format 🗸
Vendor	Abba Signs Abbeville Cafe Abbeville Software Adairsville Studios Aquilar, Richard Ailey Medical supplies Ailey Realty Alapaha Accounting Albany Motor Services Alford, Deanna
Output File Name	Cotton_(Demo)_Schools_1099
	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	Treasurer
Contacts Phone	4191112222
Contact's E-mail	Treasurer@sample.gov
Submission Type	ORIGINAL 🗸
	C Prior Year Submission?
	Approved for the Combined Federal/State Filing Program?
Amount Type Limit	600
Royalty Type Limit	10
Payer Name Control	
	A Print 1099 Report
	▲ Generate

• Payment Year: choose with drop down.

(December Posting Period must be created to show current year)

• Type of Return: Check mark one or both

#### • Output File Type:

• IRS Format (TAP) - for IRS submission

#### • Submission Type

- Original to be used for the Original Submission
- Correction to be used for any Corrected Submissions
- Test to be used to test the Submission

• Organization and Contact Information - Will populate from Organization & Configuration information

• Print 1099 Report – Click to generate the 1099 pdf report(s)

•Generate - Click to generate the selected output file type

## 1099 File submitted to IRS

#### • 1099 TAP File

- Download from the Calendar Year Reports Archive or generate and save
- The file name will reflect if district generated for just 1099-NEC, 1099-MISC, or BOTH
  - Cotton\_(Demo)\_Schools\_1099\_BOTH.tap
- Sign into <a href="https://fire.irs.gov/">https://fire.irs.gov/</a> to submit

# 1099 Printed Forms

- NOACSC is using third party software EDGE Accountability to print forms
  - Generate .XML format
  - Transfer .XML to third party software and complete printing steps there

# 1099 Printed Forms

#### 1099 Extract

Payment Year	2022 🗸
Type of Return	✓ 1099-NEC Ø 1099-MISC
Output File Type	XML Format 🗸
Vendor	Aaron Thompson AIM Media Midwest ALT-N MULTIVENDOR Alt-N Technologies, LTD Amerigas Propane, LP Automated Business Machines Barmey's LLC Bottling Group, LLC Bricker & Eckler, LLP Busy B Realty
Output File Name	NOACSCCOG_1099
	Exclude Vendors With No Tax Id?
Organization Federal TIN	813116679
Organization Name (Line 1)	NOACSC - COG
Organization Name (Line 2)	
Organization Address	4277 EAST RD
Organization City	LIMA
Organization State	ОН
Organization Zip Code	45807
Contact's Name	Brenda Core
Contact's Phone	4192287417
Contact's E-mail	brenda@noacsc.org
Submission Type	ORIGINAL 🗸
	Prior Year Submission?
	✓ Approved for the Combined Federal/State Filing Program?
Amount Type Limit	600
Royalty Type Limit	10
Payer Name Control	
	📥 Print 1099 Report
	🛓 Generate

• **Payment Year**: choose with drop down. (December Posting Period must be created to show current year)

• Type of Return: Check mark one or both

#### • Output File Type:

• .XML file to be used to print 1099's.

#### Submission Type

- Original to be used for the Original Submission
- Correction to be used for any Corrected Submissions
- Test to be used to test the Submission

• Organization and Contact Information - Will populate from Organization & Configuration information

• Print 1099 Report - Click to generate the 1099 pdf report(s)

•Generate - Click to generate the selected output file type

#### 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 't'
- 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 the link between the data collector and USAS; it needs to stay.
- The user req\_user is used for NOACSC's requisition system; it needs to stay.



#### Submit 1099's to NOACSC by January 13<sup>th</sup> for printing

#### Questions ?

# Contact us: <u>fiscal.support@noacsc.org</u> 419 228-7417 Option 3