2022 USAS-R Calendar Year End Checklist

The following checklist outlines the steps needed when closing out USAS-R for the month, quarter, and calendar year-end. For more detail, please see the USAS-R Calendar Year End PowerPoint. Corresponding slide numbers are listed for reference.

Deadline to Submit 1099's to NOACSC is January 13th, 2023!

Pre-Closing Procedures

The following pre-closing procedures can be completed any time prior to closing the calendar year.

_____ 1.   Review Vendors that qualify to receive 1099s and verify their relevant 1099 information.   (Slides 13 – 28)

- o   Use the Vendors grid to query Vendors with a 1099 Type and qualifying YTD Taxable Total.
    - ▪ In the Vendors grid, add the 'Type 1099', 'Tax ID Type', 'ID #" and 'YTD Taxable Total' columns to the grid. Under 'Type 1099' filter by **<> non 1099** to query all 1099 vendors. You can then use the YTD Total to filter on amounts (i.e. >=600). You can also save your filtered grid by using the 'REPORT' button.

- o   Review the Tax ID Type and Id# (SSN or EIN) for all 1099 vendors to make sure they are correct and identified.
    - ▪ If Vendors do not have a Tax ID Type or Id#, update the vendor record to include this information.

- o   Use the Vendors grid to review Vendors that have a qualifying YTD Taxable Total that are not marked to receive a 1099.
    - ▪ In the Vendors grid, add the 'Type 1099', 'Tax ID Type', 'ID #" and 'YTD Taxable Total' columns to the grid. Under 'Type 1099' filter by **non 1099** to query all non 1099 vendors. You can then use the YTD Total to filter on amounts (i.e. >=600). You can also save your filtered grid by using the 'REPORT' button.
    - ▪ NOTE: Districts with a large number of vendors may receive an error for Excessive query when using the Vendor Grid. In this case, the information can be reviewed by pulling a partially filtered grid to a Report with the type Excel-Data (enter filters that do not receive the error) and then filtering on the remaining columns in the spreadsheet.
    - ▪ If Vendors are marked as "Non 1099" but should be receiving a 1099, update the Vendor's Type 1099 field, Tax ID Type, and Tax ID # and verify the Name and Address marked as the 1099 Location.

2022 USAS-R Calendar Year End Checklist

- o Run the SSDT 1099 Vendor Report to check 1099 data in order to ensure 1099 names, 1099 Vendor Location addresses, ID # and amounts are correct. By default, the report includes all 1099 types. You have the ability to include all 1099 types regardless of YTD amounts or those meeting the IRS requirement. You may also run the report for specified 1099 Types (i.e. royalty payments)
    - ▪ The Vendor Name and Address used for 1099 reporting is based on the Vendor Location with the 1099 check box marked on the Vendor record. To update the 1099 address, modify the location or change the 1099 check mark to use a different location address.
    - ▪ Classic Vendors with the "1099:" prefix entered in the Name2 field were imported with a Vendor Location using that name marked as the 1099 Address. For districts that are processing 1099s in Redesign for the first time, *all* 1099 addresses should be reviewed for accuracy.

_____ 2.   Enter Vendor Adjustments to correct YTD Taxable Total amounts if needed. (Slides 30-31)

- o If the YTD Taxable Total needs to be updated for a vendor (Void Prior FY Check, Royalties, combining Vendor records) the Vendor Adjustments option can be used to modify the YTD Taxable Total and YTD Total fields.
- o The Vendor Adjustments option can be found by clicking the View icon ⬤ on the Vendor. The amount can be entered as positive or negative to increase or decrease the totals. **Make sure the 'Taxable' check box is marked in order to update the YTD Taxable Total**. Unchecking the 'Taxable' box, will only update the YTD total.

   For more information see the Vendor Adjustments section on the Vendors page.

Month-End Closing (Slides 32-34)

_____ 3.   Enter all transactions for the current month.

_____ 4.   Reconcile USAS records with your bank(s)

- o Perform bank reconciliation procedure (This is the SSDT's procedure. You may use your own monthly reconciling procedures but do not close the month yet.)
- o Under the Periodic menu, select 'Cash Reconciliation' to enter your cash reconciliation information for the month
- o **DO NOT CLOSE THE MONTH YET**

_____ 5.   Generate the '**SSDT Cash Summary**' report and the '**SSDT Financial Detail Report**'.

2022 USAS-R Calendar Year End Checklist

      o   The Financial Detail Report may be run for the month only to compare MTD totals to the Cash Summary Report.

      o   Compare the totals from reports... they should be identical.

_____ 6.   If all above steps are performed and totals all agree, you are in balance and may proceed with the next step.

_____ 7.   *Optional Step:* Run a '**Spending Plan Summary**' report.

_____ 8.   Generate any month-end reports desired not listed below.

      o   The Monthly Reports Archive is available under Utilities>File Archive and will automatically run when the Posting Period is closed. This bundle includes 27 SSDT Template reports. A list of included reports can be found [here](#).

      o   Month end reports:
- Cash Reconciliation Report for the month
- 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

Calendar Year-End Closing (Slides 35-48)

_____ 9.   Generate any additional Calendar Year End Reports desired

      o   The [Proration Utility](#) can be used to generate a template for a Worker's Comp Report (Slide 35-36)

2022 USAS-R Calendar Year End Checklist

_____ 10. The IRS Form 1099 Submission Configuration must be completed under the System>Configuration menu. It should include your TCC code and your contact info. It should look similar to below with a TCC code which is a 5 character code.

_____ 11. Under Periodic, run the 1099 Extracts program. (Slides 37-38)

NOTE: Run 1099 extract twice once for output file .XML and once for output file .TAP

- o Select **2022** as the Payment Year
  - ▪ December must be open for 2022 to show in the drop-down box.
- o Select Type of Return(s) - check one or both
  - ▪ 1099-NEC
  - ▪ 1099-MISC
- o Select the appropriate Output File Type:
  - ▪ XML Format is the output file to be used when printing 1099s via third party printing software
    - ▪ You will send this file to NOACSC securely
  - ▪ IRS Format (TAP) is the output file used to generate the .TAP file for IRS submission
    - ▪ You will load this file in the IRS's FIRE system
  - ▪ Reference Copies generate as PDF to save for your records.
    - ▪ Copy 1 - For State Tax Department
    - ▪ Copy 2 - Recipient's State Copy
    - ▪ Copy A - Internal Revenue Service Center copy

- ▪ Copy B - For Recipient - If Copy B is chosen, you also have the ability to truncate the TIN/EIN numbers.
  - ▪ Printer/Sealer Copies generate as PDF and contain both Copy 2 and Copy B for direct printing of copies to provide 1099 vendors. These are formatted to fit 8 1/2 X 11 Z-Fold forms only.
    - ▪ This file will not be used this year as NOACSC will print all 1099's.
- o Select Output File Name
- o Select/Unselect if to Exclude Vendors with No Tax ID
- o Review Organization data:
  - ▪ Federal TIN, Name, Address, Contact's Name, Phone, E-mail, Submission Type, Prior Year Submission? and Approved for Combined Fed/State Filing Program
  - ▪ Prior Year submission typically will not be checked
  - ▪ Approved for Combined Fed/State Filing Program will typically be checked.
- o Click on 'Print 1099 Report' to generate a report in PDF format for review
- o Click on 'Generate Extract File' to generate the selected output file type
- o Click on 'Print Report' to generate the final 1099 Extract Report in PDF format
  - ▪ This report can be created multiple times but will go to file archive each time. You may want to use the grids to make sure data is correct first.

_____ 12. Send .XML file to NOACSC via secure file transfer. (Slides 42, 46, and 47)
- o A secure file transfer link will be sent to you from fiscal@noacsc.org. You can upload all calendar year-end files using this link.

_____ 13. Submit the .TAP file to the IRS via the FIRE system. (Slides 42-45)

_____ 14. To close the month, under the Core menu, click on Posting Periods. (Slides 40-41)

- o Click on ■ if you would like to 'Close' the current period.
- o The *Monthly* Archive Report bundle will automatically run when the Posting Period is closed.
- o The *Calendar Year* Report bundle will automatically run when the December Posting Period is closed.
- o Make sure the report bundles are finished.
  - ▪ Check utilities/job scheduler
- o Click on **+ Create** to create the new posting period, if needed.
- o Once the report bundles are done
  - ▪ Select the month, enter the calendar year and checkmark the '**current**' box to make the new posting period the current period.

_____ 15. You are now closed for the month and calendar year. (Slides 40)

2022 USAS-R Calendar Year End Checklist

_____ 16. Check Users in USAS and USPS (Slide 48)
- 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.

Notify Jennifer Schwartz (Jschwartz@noacsc.org) of any usernames that should be inactivated.

_____ 17. After the new posting period is open, please review any Pending Transactions in Transactions>Pending Transactions that are to be posted in the new period. Please post accordingly.

CONGRATULATIONS! Begin January processing.