

USAS-R

2023 Calendar Year End
Closing Procedures



2023 Calendar Year End Agenda

- Notes
- Pre-Closing Procedures
- Month End Close
- Calendar Year End Close
- 1099-NEC & 1099-MISC Procedures
- Send email to NOACSC by **January 12th if NOACSC** printing your district's 1099's.

2023 Don't be Hacked for the Holidays

Notes: Cyber Security Reminders

- Where do you keep your passwords?
- Do you lock your computer screen every time you step away.
- Do you keep your work area secure of files, SSN's etc.
- Do not email W2's as they have sensitive information
 - If you need a secure way to send it let us know.

Due dates of Forms & Instructions

Submit 1099's to NOACSC

- by **January 12th** for printing

Filing of 1099 - NEC

- Filed with the IRS on paper or electronically by January 31, 2024.
- A copy of Form 1099-NEC should also be sent to your vendors and independent contractors by January 31, 2024.

Filing of 1099-MISC

- Filed with the IRS electronically by March 31, 2024.
- A copy of Form 1099-MISC should be sent to the MISC recipients by Jan. 31, 2024.

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 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 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.
- New online Application for requesting a Transmitter Control Code (TCC) on IRS.gov [Information](#)
[Return Application for TCC](#)
- For more information, visit the [FIRE System Update page](#)

1099 submission by *District*

Edit IRS Form 1099 Submission Configuration

☒ Save ☐ Cancel

☒ District Will Submit 1099 File To IRS

Transmitter Control Code ←

Contact Information

Contact's Name

Contact's Phone

Contact's Email

Job Parameters

☐ Truncate EIN/TIN

☐ Exclude Vendors With No Tax Id?

☒ Approved for the combined Federal/State Filing Program?

Amount Type Limit

Royalty Type Limit

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

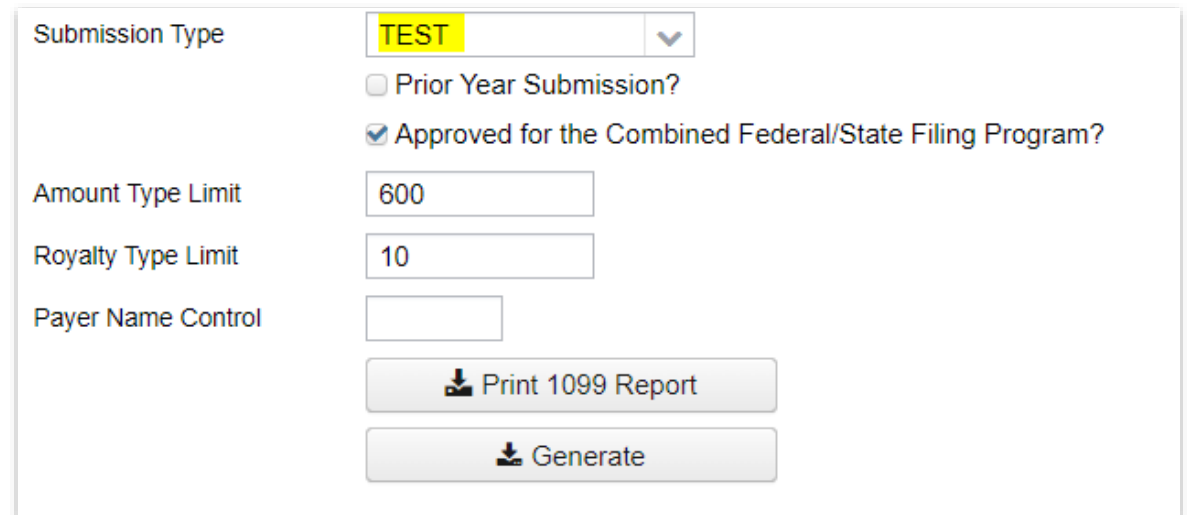
Creating the Test File

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


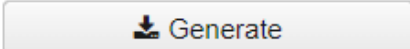
Creating the Test File

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

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



The screenshot shows a web form for generating a 1099 extract. The 'Submission Type' dropdown is set to 'TEST'. Below it, there are two checkboxes: 'Prior Year Submission?' (unchecked) and 'Approved for the Combined Federal/State Filing Program?' (checked). There are three input fields: 'Amount Type Limit' with the value '600', 'Royalty Type Limit' with the value '10', and 'Payer Name Control' which is empty. At the bottom, there are two buttons: 'Print 1099 Report' and 'Generate', both featuring a download icon.

Submission Type	TEST
<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	
	
	

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)

- Non 1099
- Non-Employee Compensation
- Rents
- Other Income
- Medical and Health Care
- Royalty Payments
- Attorney Gross Proceeds

IRS Taxpayer Identification Number (TIN) Matching Program with the IRS

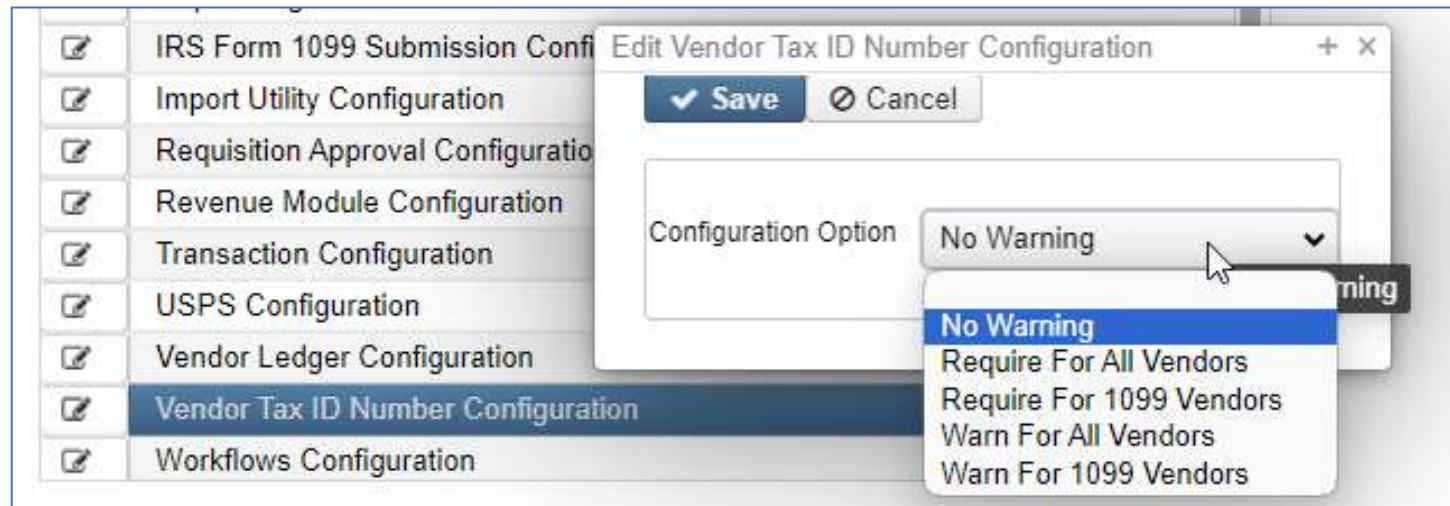
What is this *Optional* TIN Matching Program ?

- IRS TIN Matching Program can optionally be used to check whether an SSN or EIN should be used when reporting the vendor to the IRS.
- This verification is done by matching the Name and Number combination on the IRS interactive site for immediate verification.
- For more information: <https://www.irs.gov/tax-professionals/taxpayer-identification-number-tin-matching>

Vendor Tax ID Number Configuration

System < Configuration < **Vendor Tax Id Number Configuration**

District can configure this to allow validation when entering a new vendor.



CYE – What can be done now?

1099 Vendor Information located under Core / Vendors

- 1099 section

1099

☐ Ignore Limits


Tax Id Type
SSN ▼

Id #
123456789

Type 1099
Non-Employee Compensation ▼

- Locations



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



Verify/Edit Vendor details

Vendor Names/Addresses

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

Locations									
	Location	Name	Address	Phone	Fax	PO	Check	1099	
		Name 1 <input type="text" value="Douglas Fairborn CPA"/>	Line 1 <input type="text" value="1688 Mollysrock Street"/> Line 2 <input type="text"/> City <input type="text" value="Alma"/> State <input type="text"/> Zip <input type="text" value="01405"/> Country <input type="text"/>	Phone <input type="text"/> Extension <input type="text"/> Country Code <input type="text"/>	Fax <input type="text"/> Extension <input type="text"/> Country Code <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Primary	Name 1 <input type="text" value="Fairburn Accounting"/>	Line 1 <input type="text" value="1100 Oakwood Path"/> Line 2 <input type="text"/> City <input type="text" value="Baden"/> State <input type="text"/> Zip <input type="text" value="91539"/> Country <input type="text"/>	Phone <input type="text"/> Extension <input type="text"/> Country Code <input type="text"/>	Fax <input type="text"/> Extension <input type="text"/> Country Code <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Several Options to Review 1099 Data

- **Vendor's Grid**
 - Core > Vendors
- **SSDT 1099 Vendor Report**
 - Home or Report Manager
- **NOACSC (Custom Reports)**
 - 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

▼ 1099

- ☐ Ignore Limits
- ☒ Type 1099
- ▼ Tax Id
 - ☒ Tax Id Type
 - ☒ Id #
- ▶ Ach Info
- ▼ Amounts
 - ☐ FYTD Taxable Total
 - ☐ FYTD Total
 - ☒ YTD Taxable Total
 - ☐ YTD Total
- ▶ Other Info
- ▶ Standard Custom Fields
- ▶ USPS Integration
- ▶ Default 1099 Location
- ▼ Default Check Location
 - ☐ Default 1099 Address
 - ☐ Default Check Address
 - ☐ Default Po Address
 - ☐ Id
 - ☐ Location Label
- ▶ Address
- ▶ Fax
- ▶ Name

Vendors Grid

Vendor #	Primary Name	Type 1099	Id #	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

Vendors Grid – Report

Cotton (Demo) Schools Vendor Report

Vendor #	Primary Name	Type1099	Id #	YDTPossible Total	Tax Id Type	YDTPossible	Line1
15	White Oak Motor Services	Non_Employee_C ompensation	562178931	\$ 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 ompensation	123456789	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
- Review 1099 Type
- Review Vendors qualifying YTD Taxable Total

- Non 1099
- Non-Employee Compensation
- Rents
- Other Income
- Medical and Health Care
- Royalty Payments
- Attorney Gross Proceeds

Vendors Grid – 1099 Vendors

Use the MORE button: Tax ID Type, ID#, & Type 1099

			Vendor #	Primary Name	Active	Type 1099	Tax Id Type	Id #	YTD Taxable Total
					t	<> non 1099			>= 600
			1964	Cash, Rebecca	true	Attorney gross proceeds			2,522.00
			8757	Cannon, Evelyn	true	Non employee compensation			12,850.00
			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	YTD
		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	

Type 1099
a
Attorney gross proceeds
Attorney gross proceeds
Attorney gross proceeds

- 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
- Apply Query
- Save Query to use again if you choose

Apply Query Clear Query Hide Advanced Query Controls (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			

Load Saved Query 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
 - Use the Type 1099 to filter on a specific 1099 type (i.e. Royalty Payments).
 - Use the YTD Taxable Total to filter on amounts

Vendors

+ Create Mass Change Import			Advanced Query				
			Vendor #	Primary Name	Active	Type 1099	YTD Total
			<input type="text"/>	<input type="text"/>	<input type="text" value="t"/>	<input type="text" value="=non 1099"/>	<input type="text" value=">=600"/>
			110001	Allen County Treasurer	true	Non 1099	614.75
			110005	American Registry for Internet	true	Non 1099	2,000.00
			110008	Auditor of State	true	Non 1099	7,523.50
			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

Cotton (Demo) Schools 1099 Vendor Report

Vendor #	Name	Name 2	Address Line 1	Address Line 2	City	State	Postal Code	Tax Id Type	Tax Id #	YTD Taxable Total	YTD Total
Type 1099: Non_Employee_Compensation											
8982	Washington Signs		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
Type 1099: Medical_and_Health_Care											
5835	Higgston Engineering		1083 Shepherd Square		Parrott		32148			11,100.00	11,100.00
										\$ 11,100.00	\$ 11,100.00
Type 1099: Royalty_Payments											
7901	Bristol Industries		1509 Ferrell Place		Waynesboro		16596			1,157.05	1,157.05
										\$ 1,157.05	\$ 1,157.05
Type 1099: Attorney_Gross_Proceeds											
9868	Flemington Insurance		1289 Vetter Blvd		Baconton		54932			10,699.50	10,699.50
										\$ 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
SSDT 1099 Vendor Report ▼

Import Report

Save As
SSDT 1099 Vendor Rep

Select Properties | **Configure Filters** | Generate Report

Display Name	Operation	Filter Value
Type 1099	Not equals ▼	Non_1099 ←
YTD Taxable Total	Greater or equal ▼	param("ytdtax","", "YTD Taxable Total g
As Of Period	Equals ▼	param("asOfPeriod","", "Total As of Per
Type 1099	One of ▼	param("type1099",,"1099 Type(s): (No

1099 Extracts Report

- Periodic Menu > 1099 Extracts > Print 1099 Report
- 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.*

1099 Extract

Payment Year	2022
Type of Return	<input checked="" type="checkbox"/> 1099-NEC <input type="checkbox"/> 1099-MISC
Output File Type	IRS Format
Vendor	Aaron Thompson AIM Media Midwest
Output File Name	NOACSC_-_COG_1099
	<input checked="" type="checkbox"/> Exclude Vendors With No Tax Id?
Organization Federal TIN	364713278
Organization Name (Line 1)	NOACSC - COG
Organization Name (Line 2)	
Organization Address	4277 EAST RD
Organization City	LIMA
Organization State	OH
Organization Zip Code	45807
Contact's Name	Brenda Core
Contact's Phone	4192287417
Contact's E-mail	brenda@noacsc.org
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	
	<input type="button" value="Print 1099 Report"/>
	<input type="button" value="Generate"/>

Vendor Adjustments

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

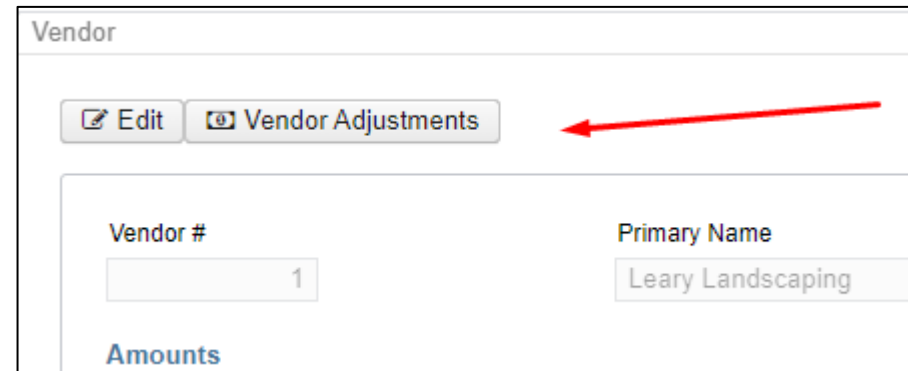
- View the Vendor under Core
- Click on Vendor Adjustments





Vendors

+ Create

	Vendor #	Primary Name
	1	Leary Landscaping



Vendor

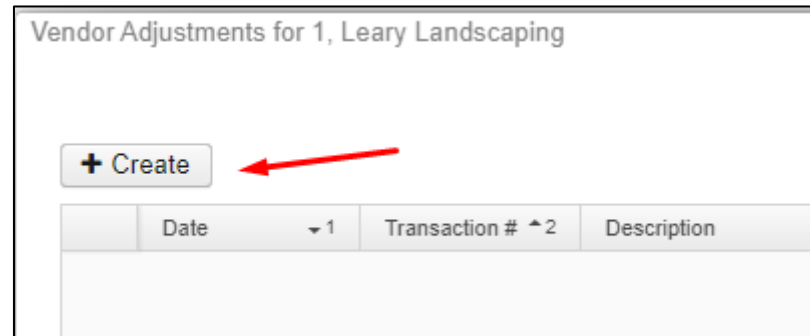
 Edit  Vendor Adjustments

Vendor # 1 Primary Name Leary Landscaping

[Amounts](#)

Vendor Adjustments

- **Create a new Adjustment**



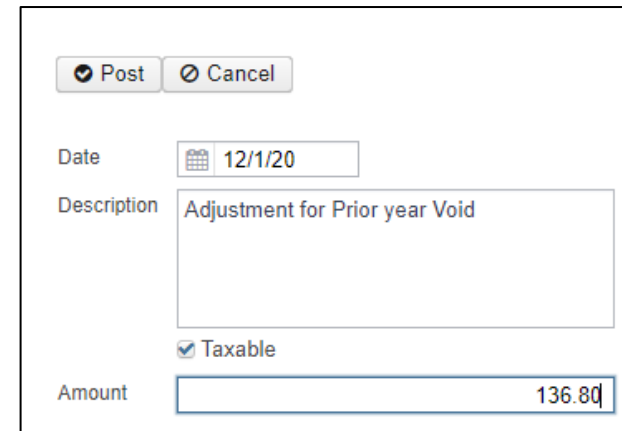
Vendor Adjustments for 1, Leary Landscaping

+ Create

Date	Transaction #	Description

- **Enter Adjustment info**

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



Date

Description

☒ Taxable

Amount

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
- If totals agree . . . You are balanced & may proceed

Additional Reports

Generate any optional reports that may not be included in the Monthly Report Bundle.

- Spending Plan reports
- Any reports the district normally generates monthly

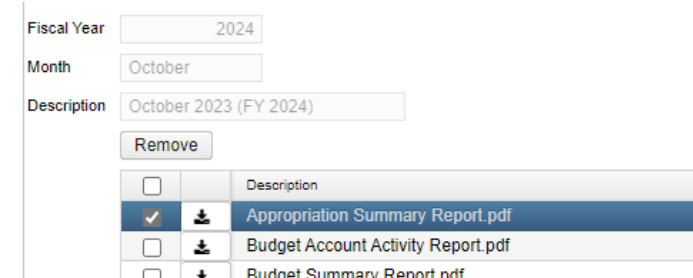
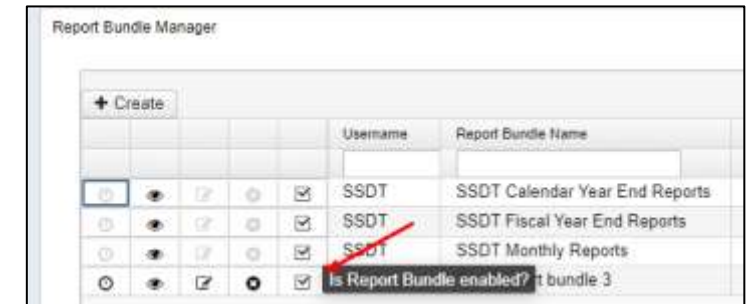
Monthly Report Bundle

Reports Generated when December 2023 posting period is closed.

- 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

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 can now be deleted



Calendar Year End Closing

Generate any desired Calendar Year End Reports

- **Custom Reports**
- **The Proration Utility program** generates a spreadsheet which may be used to assist in calculating prorated amounts for an expenditure. (i.e. Workers Comp)
 - For example, these prorated amounts can be based on salaries paid, and prorated to their mapped benefit account for Workers Comp, Insurance, etc.
 - 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 2023
 - 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

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	ALTERNATIVESCHOOL 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	\$1,676.58	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	
17						

Prorated Amounts

Calendar Year End Report Archive

When December is closed, reports will be generated:

	Calendar Year End 1099 Vendor Report - All 1099 Vendors.pdf
	Calendar Year End 1099 Vendor Report.pdf
	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
	Calendar Year End Fund to Fund Transfer Ledger Report.pdf
	Calendar Year End Purchase Order Detail.pdf
	Calendar Year End Receipts Ledger Report.pdf
	Calendar Year End Reduction of Expenditure Ledger Report.pdf
	Calendar Year End Refund Ledger Report.pdf
	Calendar Year End Revenue Account Activity Report.pdf
	Calendar Year End Transaction Ledger - Vendor Activity.pdf
	Calendar Year End Void Refund Ledger Report.pdf

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 Report Archive

Calendar Year Report Archive also stores:

- **1099 Extract Options** generated by user:
 - 1099 XML files for outside printing.
 - IRS Submission Extract File (TAP)
 - Reference or Printer/Sealer (PDF) copies
 - Transmitter report (txt) – created IF district submits to IRS
 - 1099 Report (pdf)

Calendar Year End Closing

- **Printing of 1099 Forms** – Will be done by ITC if requested
 - In USAS, Printer/Sealer copies are used to generate & print forms
- **Submission of 1099 data to IRS** – Will be done by District as it was last year
 - Submit IRS Format 1099.TAP to IRS via FIRE

1099-NEC and 1099-MISC Forms

- Generate Submission File using option IRS format (TAP) to IRS via the Fire System
- Generate Printed Forms
 - District notifies NOACSC that 1099 .pdf file is ready to be printed.
 - NOACSC will print 1099 forms 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.

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

Generate the **1099 Extracts** under the Periodic Menu.

- **Menu Options**
 - Includes contact name, email and submission details
- **Payment Year**
 - Must be chosen to pull correct YTD data on vendors.
 - Current year will not show until December is created.
- **Type of Return**
 - Choose one or both. 1099-NEC and/or 1099-MISC
 - If both are selected but do not generate, check for pop-up blockers.

1099 Extract

Payment Year: 2023

Type of Return: ☒ 1099-NEC ☐ 1099-MISC

Output File Type: IRS Format

Vendor: Abba Signs, Abbeville Cafe, Abbeville Software, Adairsville Studios, Aguilar, Richard, Ailey Medical supplies, Ailey Realty, Alapaha Accounting, Albany Motor Services, Alford, Deanna

Output File Name: Sampleville_Schools_1099

☐ Exclude Vendors With No Tax Id?

Organization Federal TIN: 813116679

Organization Name (Line 1): Sampleville 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

Contact's Phone: 4191112222

Contact's E-mail: Treasurer@sample.gov

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

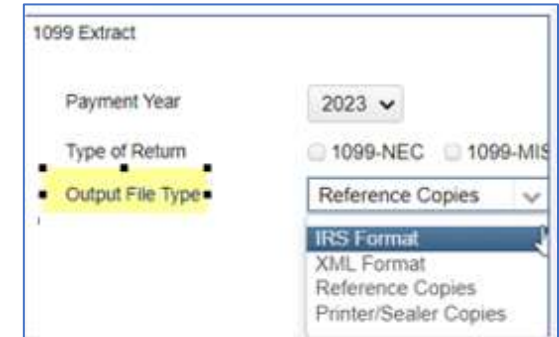
Generate

Periodic < 1099 Extracts

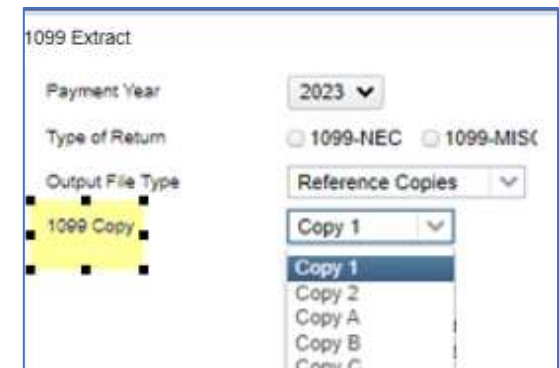
Output File Type

Output File Type:

- District runs the **1099 Extracts** under the Periodic menu.
 - **IRS format (TAP)** - Used for IRS Electronic Submission
 - **XML file** - Used for printing 1099s with 3rd party software
 - **Reference Copies** – Generates a PDF copy 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
 - 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.



The screenshot shows the '1099 Extract' form. The 'Payment Year' is set to 2023. The 'Type of Return' has radio buttons for '1099-NEC' and '1099-MISC'. The 'Output File Type' dropdown menu is open, showing options: 'IRS Format', 'XML Format', 'Reference Copies', and 'Printer/Sealer Copies'. The 'Reference Copies' option is currently selected.



The screenshot shows the '1099 Extract' form with the 'Reference Copies' dropdown menu open. The 'Payment Year' is 2023. The 'Type of Return' has radio buttons for '1099-NEC' and '1099-MISC'. The 'Output File Type' dropdown is set to 'Reference Copies'. The 'Reference Copies' dropdown menu is open, showing options: 'Copy 1', 'Copy 2', 'Copy A', 'Copy B', and 'Copy C'. The 'Copy 1' option is currently selected.

1099 Printed Forms

Print 1099 Forms from USAS: (Periodic < 1099 Extracts)

Output File Type: **Printer/Sealer forms (PDF)**

- Formatted to fit 8 ½ x 11 Z-Fold forms only
 - Copy 2 - Recipient's State Copy
 - Copy B - For Recipient
- Separate output file types for each form type:
 - 1099-NEC and 1099-MISC

The image displays two sample 1099-NEC (Nonemployee Compensation) forms. The top form is labeled 'Copy 2' and the bottom form is labeled 'Copy B'. Both forms are for the same recipient, Charles Schultz, and the same payer, Sampleville Schools. The forms are filled out with sample data, including the recipient's address (123 Manson Drive, Big, OH 45555) and the payer's address (Sampleville Schools, 1795 Rains Park, Patterson OH 45084). The forms show a nonemployee compensation amount of \$3150.00. The bottom form (Copy B) includes a section for the recipient to provide information about the compensation, such as whether it is for services rendered, and whether the recipient is a resident of the state. The forms are formatted to fit 8 ½ x 11 Z-Fold forms.

Copy 2

Copy B

1099 Printed Forms

1099 Extract

Payment Year: 2023

Type of Return: ☐ 1099-NEC ☐ 1099-MISC

Output File Type:

Vendor:

Aaron Thompson
AIM Media Midwest
ALT-N MULTIVENDOR
Alt-N Technologies, LTD
Amerigas Propane, LP
Automated Business Machines
Barney's LLC
Bottling Group, LLC
Bricker & Eckler, LLP
Bricker Graydon LLP

> <

Output File Name: NOACSC_-_COG_1099

☒ Exclude Vendors With No Tax Id?

Organization Federal TIN:

Organization Name (Line 1): NOACSC - COG

Organization Name (Line 2):

Organization Address: 4277 EAST RD

Organization City: LIMA

Organization State: OH

Organization Zip Code: 45807

Contact's Name: Brenda Core

Contact's Phone: 4192287417

Contact's E-mail: brenda@noacsc.org

Submission Type: ☒ Approved for the Combined Federal/State Filing Program?

Amount Type Limit: 600

Royalty Type Limit: 10

Payer Name Control:

- **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:**
 - Printer/Sealer Copies 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

1099 File submitted to IRS

1099 Extract

Payment Year: 2023

Type of Return: ☒ 1099-NEC ☒ 1099-MISC

Output File Type: IRS Format

Vendor: Aaron Thompson, AIM Media Midwest, ALT-N MULTIVENDOR, ALT-N Technologies, LTD, Amerigas Propane, LP, Automated Business Machines, Barney's LLC, Bottling Group, LLC, Bricker & Eckler, LLP, Bricker Graydon LLP

Output File Name: NOACSC_-_COG_1099

☒ Exclude Vendors With No Tax Id?

Organization Federal TIN:

Organization Name (Line 1): NOACSC - COG

Organization Name (Line 2):

Organization Address: 4277 EAST RD

Organization City: LIMA

Organization State: OH

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:**
 - 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 <https://fire.irs.gov/> to submit

1099 Printed Forms

- NOACSC is not using third party software this year to print forms
 - Generate .PDF format not .XML
 - NOACSC will print .PDF of 1099's for district if district sends us an email telling us to print their 1099's. (see checklist)

Calendar Year End Closing

- **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.
- **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.**

1099 Forms

Email NOACSC by **January 12th** if you want us to print your 1099's.

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.**

Questions ?

Contact us: fiscal.support@noacsc.org
419 228-7417 Option 3