

# 2023 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.

**To have NOACSC print your 1099's notify us by January 12<sup>th</sup>, 2024!**

## *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 14 – 28)

- Use the Vendors grid to query Vendors with 1099 Types 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.
- 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.
- 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 many 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 of 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.

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- Review Vendor's Locations. Run the SSDT 1099 Vendor Report to check 1099 data to ensure 1099 names, 1099 Vendor Location addresses, ID # and amounts are correct. By default, the report includes all 1099 types. You can 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.

\_\_\_\_\_ 2. Enter Vendor Adjustments to correct YTD Taxable Total amounts if needed.  
(Slides 29-30)

- If needed, enter Vendor Adjustments to correct YTD Taxable Total amounts on the vendor record. These vendor adjustments may be needed in cases where you have a Prior Year voided check, Royalties to add, or to combine to like vendors set up individually in error.
- If the YTD Taxable Total needs to be updated for a vendor, 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 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 31-34)

\_\_\_\_\_ 3. Enter all transactions for the current month.

\_\_\_\_\_ 4. Reconcile USAS records with your bank(s)

- 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.)
- Under the Periodic menu, select 'Cash Reconciliation' to enter your cash reconciliation information for the month.
- **DO NOT CLOSE THE MONTH YET**

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

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

- 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](#).
- 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 / Monthly Balance Report
  - 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: Disbursement Detail (Chekpy) / 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 35-50)

\_\_\_\_\_ 9. Generate any additional Calendar Year End Reports desired. For a list of what Calendar End reports are included when the Posting Period is closed, please click [here](#).

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- The [Proration Utility](#) can be used to assist in calculating prorated amounts for an expenditure. For example, this can be used to prorate an invoice amount against the wage accounts, used to map against the benefit accounts and to be used to import/create a Purchase Order. (i.e. Worker's Comp or insurance costs) (Slide 36-37)

\_\_\_\_\_ 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.

The screenshot shows a web form for configuring 1099 submissions. At the top, there is a checked checkbox labeled "District Will Submit 1099 File To IRS". Below this is a field for "Transmitter Control Code" which is currently blank. The form is divided into sections: "Contact Information" and "Job Parameters". Under "Contact Information", there are three text input fields: "Contact's Name" (Brenda Core), "Contact's Phone" (4192287417), and "Contact's Email" (brenda@noacsc.org). Under "Job Parameters", there are three checkboxes: "Truncate EIN/TIN" (unchecked), "Exclude Vendors With No Tax Id?" (checked), and "Approved for the combined Federal/State Filing Program?" (checked). At the bottom, there are two numeric input fields: "Amount Type Limit" (600.00) and "Royalty Type Limit" (10.00).

\_\_\_\_\_ 11. Under Periodic, run the 1099 Extracts program to generate the 1099 Extract Options. Copies of the output files generated will be sent to the File Archive > Calendar Year Reports Archive (Slides 42-50)

**NOTE:** Run 1099 extract twice, once for output file **Printer/Sealer Copies** (not XML as in prior years) and once for output file type **IRS Format**

- Select **2023** as the Payment Year
  - December must be open for 2023 to show in the drop-down box.
- **Select Type of Return(s)** - check one or both
  - 1099-NEC
  - 1099-MISC
- Select the appropriate **Output File Type:**
  - **XML Format** is the output file to be used when printing 1099s via third party printing software.

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- This is the file districts sent NOACSC in the past but not this year.
- **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 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 - If Copy B is chosen, you also can truncate the TIN/EIN numbers.
  - Copy C - For Payer
- **Printer/Sealer Copies** generate as PDF form and will contain both Copy 2 and Copy B for each 1099 vendors. These are formatted to fit 8 1/2 X 11 Z-Fold forms only.
- Can select specific vendors or leave blank to include all vendors.
- Select **Output File Name** is pulling the information entered under CORE/Organization but can be modified.
- The system defaults to being check marked to **exclude vendors with no tax ID**. If desired, uncheck to Exclude Vendors with No Tax ID.
- **Review Organization data:**
  - Federal TIN, Name, Address, Contact's Name, Phone, E-mail
- **Submission Type: Choose Original, Correction or Test**
  - 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.
- **Payer Name Control** - not required but is a 4-character code that the IRS assigned when the district applied for their TCC #.
- Click on **Print 1099 Report** to generate a report in PDF format for review of both active and inactive vendors.
  - Generates 1099-NEC.PDF if the box '1099-NEC' is checked under Type of Return.
  - Generates 1099-MISC.PDF if the box '1099-MISC' is checked under Type of Return.
- Once reviewed for accuracy, click on **Print 1099 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. However, these files/reports can be removed prior to the 'final' run by checking the Remove button and/or the report file archive can be filtered by date. By clicking the top of the column, the most current reports will be at the top.
- Click **Generate** to generate the selected output file types:

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
- **IRS Format** output file type will generate the district's TAP file used to submit to the IRS and will be stored in the Calendar Year Report Archive.
  - NOTE: If entity has the IRS Form 1099 Submission Configuration enabled to submit their own IRS file, it will also generate a 1099.TXT transmitter report and store this in the Calendar Year Reports Archive.
- **XML Format** output file type will generate an .XML file to be used by third party software to print the 1099s and will be stored in the Calendar Year Report Archive.
- **Reference Copies**
- **Reference Copies** generates 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 can truncate the TIN/EIN numbers.
  - Copy C - For Payer
- **Printer/Sealer Copies** generates as a PDF form and will contain both Copy 2 and Copy B for each 1099 vendor. These are formatted to fit 8 1/2 X 11 Z-Fold forms only.

\_\_\_\_\_ 12. If you want NOACSC to print your 1099's, send us an email stating you have created the 1099.pdf file and it is ready to print. (Slides 41, 43-45)

- NOACSC will then print your 1099's.

\_\_\_\_\_ 13. Submit the .TAP file to the IRS via the FIRE system. (Slides 46-48)

\_\_\_\_\_ 14. To close the month and calendar year, under the Core menu, click on Posting Periods. (Slides 49)

- Click on  if you would like to 'Close' the current period.
- The *Monthly* Archive Report bundle will automatically run when the Posting Period is closed.
- The *Calendar Year* Report bundle will automatically run when the December Posting Period is closed.
- Make sure the report bundles are finished.
  - Check utilities/job scheduler.
- Click on  to create the new posting period, if needed.
- 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. **Reminder:** 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.

\_\_\_\_\_ 16. You are now closed for the month and calendar year. (Slides 49)

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- \_\_\_\_\_ 17. Check Users in USAS and USPS (Slide 51)
- 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 USAS/USPS connect to the data collector. It needs to stay in both USAS and USPS.
  - The user xx\_hr is for the kiosk. It is a USPS user, and it needs to stay if you use kiosk.
  - The user req\_user is for NOACSC's requisition system. If the district is using NOACSC's requisition system, it needs to stay.
  - If the district has other users for 3<sup>rd</sup> party software, (for example Bonefish or Strategic Solutions) those users should stay if the district is using the 3<sup>rd</sup> party software.
  - Please remember to check USPS and USAS.

*Notify Jennifer Schwartz ([Jschwartz@noacsc.org](mailto:Jschwartz@noacsc.org)) of any usernames that should be inactivated.*

**CONGRATULATIONS!** Begin January processing.