

# USAS-R

2024 Calendar Year End  
Closing Procedures






# 2024 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 10<sup>th</sup> if NOACSC** printing your district's 1099's.

# Password Changes

If you change passwords for your employees, extend the expiration date out an extra day after changing the password.

Employees will need to go onto the homepage and click Change Password, then enter the password you reset to create their own.

| Controls  |  |
|---|--|
| Account Expiration  |  <input type="text"/> |
| Password Expiration   |  11/12/24             |
| <input checked="" type="checkbox"/> Enabled                   |  |
| <input type="checkbox"/> Locked                               |  |
| <input checked="" type="checkbox"/> Two Factor Authentication |  |
| <input type="checkbox"/> External Authentication              |  |
| Status  |  |
| Last Login  |  11/8/24            |
| <input type="checkbox"/> Account Expired                      |  |
| <input type="checkbox"/> Password Expired                     |  |

# Due dates of Forms & Instructions

## **Submit 1099's to NOACSC**

- by **January 10th** for printing

## **Filing of 1099 - NEC**

- Filed with the IRS electronically by January 31, 2025.
- A copy of Form 1099-NEC should also be sent to your vendors and independent contractors by January 31, 2025.

## **Filing of 1099-MISC**

- Filed with the IRS electronically by March 31, 2025.
- A copy of Form 1099-MISC should be sent to the MISC recipients by Jan. 31, 2025.

## **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](#)

## **FIRE production system availability**

| Status                  | From                                   | Through          |
|-------------------------|--|------------------|
| Down for annual updates | November 22, 2024, 3 p.m. Eastern time | January 13, 2025 |
| Available               | January 13, 2025                       | TBD              |

# 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 1<sup>st</sup> 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



Submission Type: TEST

☐ Prior Year Submission?

☒ Approved for the Combined Federal/State Filing Program?

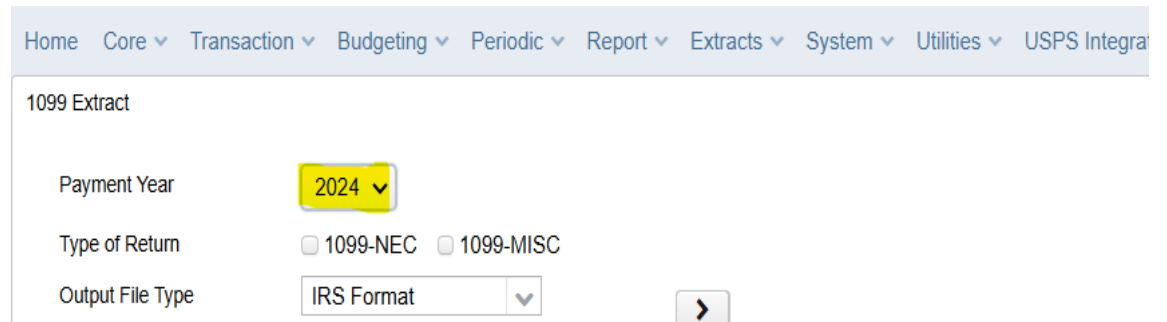
Amount Type Limit: 600

Royalty Type Limit: 10

Payer Name Control:

[Print 1099 Report](#)

[Generate](#)



Home Core Transaction Budgeting Periodic Report Extracts System Utilities USPS Integra

1099 Extract

Payment Year: 2024

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

Output File Type: IRS Format

[>](#)

# 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

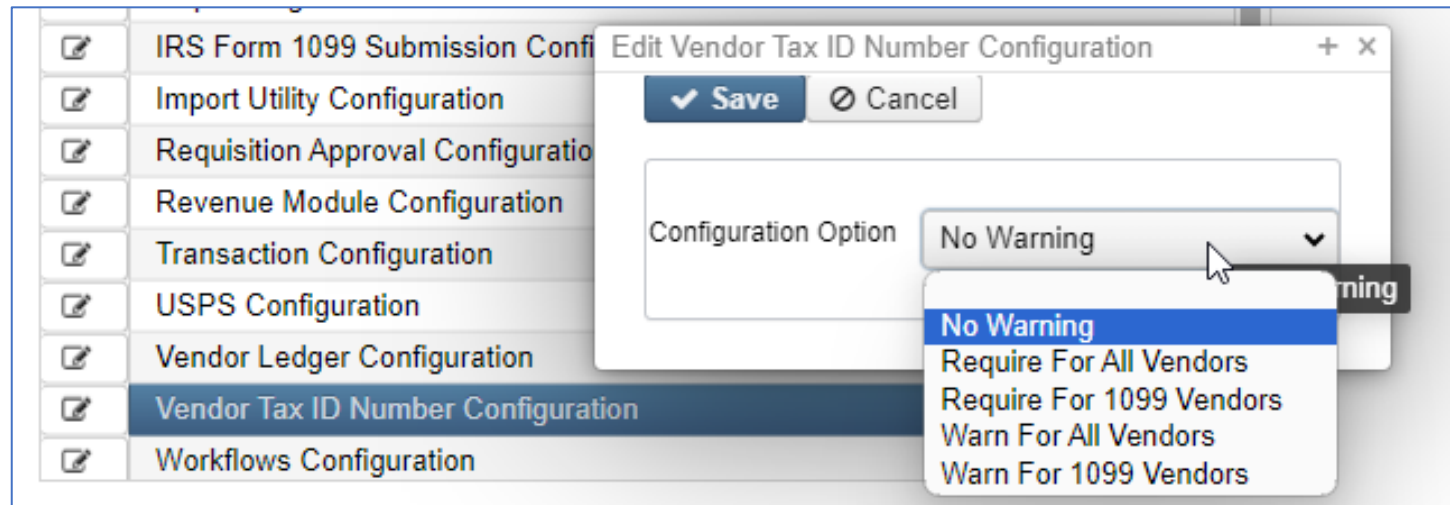
What is this *Optional* TIN Matching Program ?

- 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 Douglas Fairborn CPA<br>Name 2 | Line 1 1688 Mollysrock Street<br>Line 2<br>City Alma<br>State<br>Zip 01405<br>Country | Phone<br>Extension<br>Country Code | Phone<br>Extension<br>Country Code | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
|           | Primary  | Name 1 Fairburn Accounting<br>Name 2  | Line 1 1100 Oakwood Path<br>Line 2<br>City Baden<br>State<br>Zip 91539<br>Country     | Phone<br>Extension<br>Country Code | Phone<br>Extension<br>Country Code | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |



# Several Options to Review 1099 Data

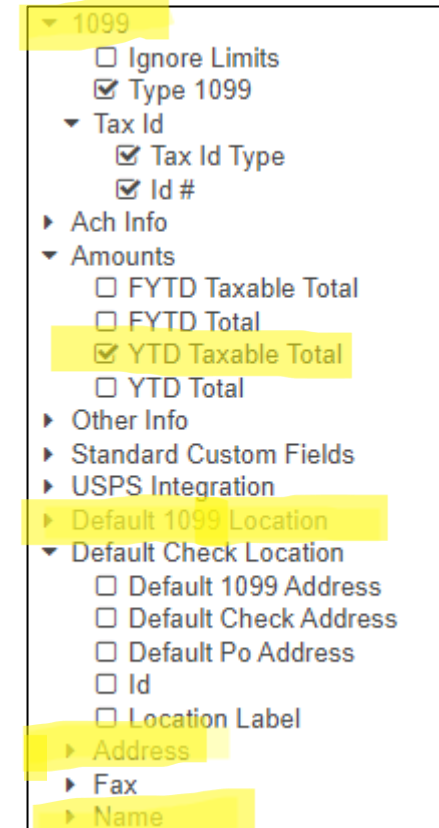
- **Vendor's Grid**
  - Core > Vendors
- **SSDT 1099 Vendor Report**
  - Home or Report Manager
- **NOACSC (Custom Reports)**
  - 1099 report
  - 1099 Vendors >= \$600.00
  - 1099 Vendors YTD Amount
- **1099 Extract Report**
  - Periodic > 1099 Extracts > Print 1099 Report



# Vendors Grid – MORE button

- **1099 Info**
  - Type 1099
  - Tax ID Type
  - Id#
  - YTD Taxable Total
- **Default 1099 Location**
  - Name
  - Address

Use the Report button to save your filtered grid settings



A screenshot of a software settings menu for '1099' forms. The menu is titled '1099' and contains several expandable sections. The following items are highlighted with yellow boxes:

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

# Vendors Grid

| Vendor #             | Primary Name                           | Type 1099                 | Id #                 | Line 1               | YTD Taxable Total    | Tax Id Type          | YTD Total            |
|----------------------|--|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text" value="charlie b"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 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 #      | YDTaxable Total      | Tax Id Type | YDTTotal             | Line1                  |
|--------------------|------------------------------|-------------------------------|-----------|----------------------|-------------|----------------------|------------------------|
| 15                 | White Oak Motor Services     | Non_Employee_C<br>ompensation | 562178931 | \$ 2,458.28          | SSN         | \$ 2,458.28          | 446 Malibu Blvd        |
| 4140               | Fairburn Accounting          | Non_Employee_C<br>ompensation |           | 5,780.00             |             | 5,780.00             | 1688 Mollysrock Street |
| 4966               | Craig, Crystal               | Non_Employee_C<br>ompensation |           | 5,323.00             |             | 5,323.00             | 1784 Lakeside St       |
| 5178               | Wilkins, Connie              | Non_Employee_C<br>ompensation |           | 6,348.00             |             | 6,348.00             | 954 Mohawk Court       |
| 7590               | Homer Motor Services         | Non_Employee_C<br>ompensation |           | 143,520.00           |             | 143,520.00           | 859 Airport Rd         |
| 7662               | Denmark Accounting           | Non_Employee_C<br>ompensation |           | 1,500.00             |             | 1,500.00             | 538 Harbor Ave         |
| 7796               | Howell Engineering           | Non_Employee_C<br>ompensation |           | 765.34               |             | 765.34               | 610 Cranfield Street   |
| 8403               | Hodge, Melinda               | Non_Employee_C<br>ompensation |           | 5,370.00             |             | 5,370.00             | 1555 Royalton Rd       |
| 1000001            | Charlie Brown & Peanuts Gang | Non_Employee_C<br>ompensation | 123456789 | 2,000.00             | SSN         | 2,100.00             | 123 Peanut Lane        |
| <b>Grand Total</b> |                              |                               |           | <b>\$ 173,064.62</b> |             | <b>\$ 173,164.62</b> |                        |

# 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 >= 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

| <a href="#">+ Create</a> <a href="#">Mass Change</a> <a href="#">Import</a> |  |  | <a href="#">Advanced Query</a> |                                |                                |  |                                       |
|---|--|--|--------------------------------|--------------------------------|--------------------------------|--|---------------------------------------|
|   |  |  | 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="&gt;=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 # | YDTaxable Total      | YTDTotal             |
|------------------|------------------------|----------------------------------|-----------------------|----------------|---------------|-------|-------------|-------------|----------|----------------------|----------------------|
| <b>Type1099:</b> |                        | <b>Non_Employee_Compensation</b> |                       |                |               |       |             |             |          |                      |                      |
| 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               |
|                  |                        |                                  |                       |                |               |       |             |             |          | <b>\$ 207,724.20</b> | <b>\$ 207,724.20</b> |
| <b>Type1099:</b> |                        | <b>Medical_and_Health_Care</b>   |                       |                |               |       |             |             |          |                      |                      |
| 5835             | Higgston Engineering   |                                  | 1083 Shepherd Square  |                | Parrott       |       | 32148       |             |          | 11,100.00            | 11,100.00            |
|                  |                        |                                  |                       |                |               |       |             |             |          | <b>\$ 11,100.00</b>  | <b>\$ 11,100.00</b>  |
| <b>Type1099:</b> |                        | <b>Royalty_Payments</b>          |                       |                |               |       |             |             |          |                      |                      |
| 7901             | Bristol Industries     |                                  | 1509 Ferrell Place    |                | Waynesboro    |       | 16596       |             |          | 1,157.05             | 1,157.05             |
|                  |                        |                                  |                       |                |               |       |             |             |          | <b>\$ 1,157.05</b>   | <b>\$ 1,157.05</b>   |
| <b>Type1099:</b> |                        | <b>Attorney_Gross_Proceeds</b>   |                       |                |               |       |             |             |          |                      |                      |
| 9868             | Flemington Insurance   |                                  | 1289 Vetter Blvd      |                | Baconton      |       | 54932       |             |          | 10,699.50            | 10,699.50            |
|                  |                        |                                  |                       |                |               |       |             |             |          | <b>\$ 10,699.50</b>  | <b>\$ 10,699.50</b>  |
| <b>Grand</b>     |                        |                                  |                       |                |               |       |             |             |          | <b>\$ 230,680.75</b> | <b>\$ 230,680.75</b> |

# 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: 2023

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

Output File Type: IRS Format

Vendor: Aaron Thompson, Aero Printing, 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

Output File Name: NOACSC\_-\_COG\_1099

☒ 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

☐ Prior Year Submission?

☒ Approved for the Combined Federal/State Filing Program?

Submission Type: ORIGINAL

Amount Type Limit: 600

Royalty Type Limit: 10

Payer Name Control:

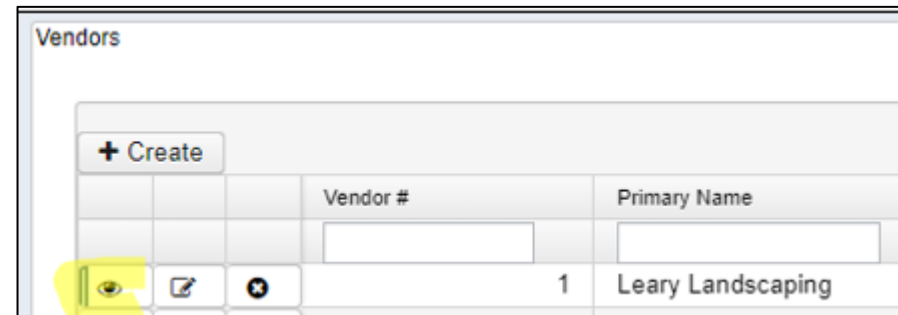
Print 1099 Report

Generate

# Vendor Adjustments

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

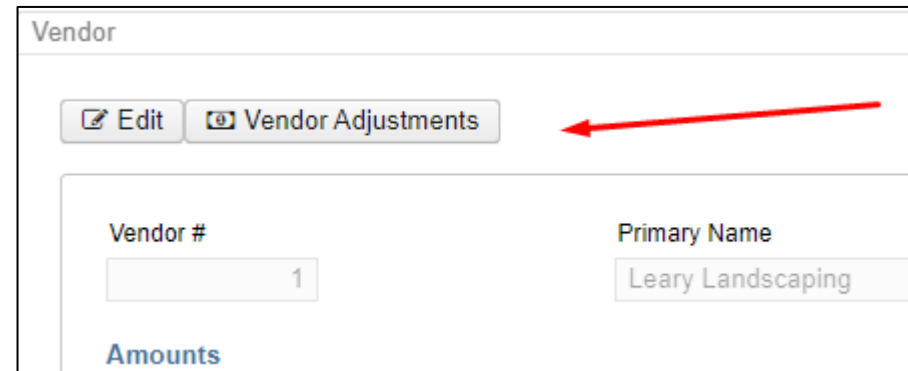
- View the Vendor under Core
- Click on Vendor Adjustments



Vendors

+ Create

|  |  |  | Vendor # | Primary Name      |
|--|--|--|----------|-------------------|
|  |  |  | 1        | Leary Landscaping |



Vendor

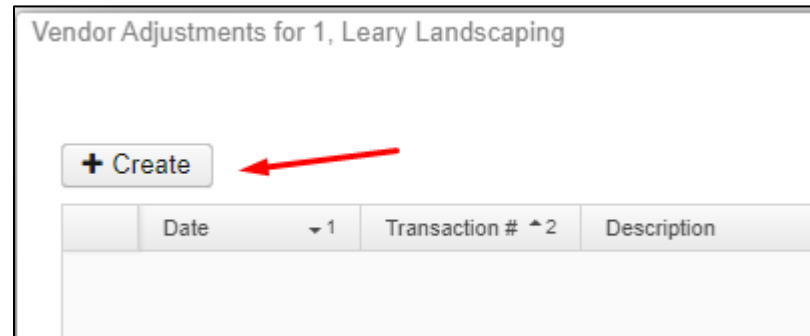
Edit Vendor Adjustments

Vendor # 1 Primary Name Leary Landscaping

Amounts

# Vendor Adjustments

- **Create a new Adjustment**



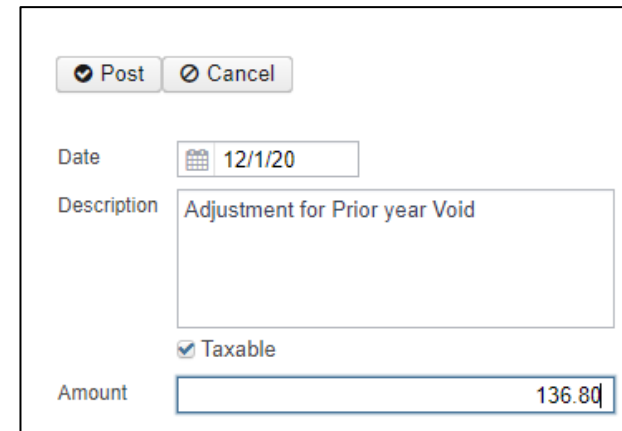
Vendor Adjustments for 1, Leary Landscaping

**+ 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 2024 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 be deleted

Report Bundle Manager

+ Create

|                          |  |  |  |                                     |  | Username | Report Bundle Name                 |
|--------------------------|--|--|--|-------------------------------------|--|----------|------------------------------------|
| <input type="checkbox"/> |  |  |  | <input checked="" type="checkbox"/> |  | SSDT     | SSDT Calendar Year End Reports     |
| <input type="checkbox"/> |  |  |  | <input checked="" type="checkbox"/> |  | SSDT     | SSDT Fiscal Year End Reports       |
| <input type="checkbox"/> |  |  |  | <input checked="" type="checkbox"/> |  | SSDT     | SSDT Monthly Reports               |
| <input type="checkbox"/> |  |  |  | <input checked="" type="checkbox"/> |  |          | Is Report Bundle enabled? bundle 3 |

Fiscal Year

Month

Description

| <input type="checkbox"/>            |  | Description                        |
|-------------------------------------|--|------------------------------------|
| <input checked="" type="checkbox"/> |  | Appropriation Summary Report.pdf   |
| <input type="checkbox"/>            |  | Budget Account Activity Report.pdf |
| <input type="checkbox"/>            |  | Budget Summary Report.pdf          |

# 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 2024
  - 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:
  - 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.

# 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: 2024

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

Output File Type: IRS Format

Vendor: Aaron Thompson, Aero Printing, 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

Output File Name: NOACSC\_-\_COG\_1099

☒ 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

☐ Prior Year Submission?

☒ Approved for the Combined Federal/State Filing Program?

Submission Type: ORIGINAL

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
  - **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 image displays two screenshots of the '1099 Extract' software interface. Both screenshots show the 'Payment Year' set to 2024 and 'Type of Return' with radio buttons for '1099-NEC' and '1099-MISC'. The 'Output File Type' dropdown menu is open in both. In the top screenshot, the menu options are 'IRS Format', 'XML Format', 'Reference Copies', and 'Printer/Sealer Copies'. In the bottom screenshot, the menu options are 'Copy 1', 'Copy 2', 'Copy A', 'Copy B', and 'Copy C'. The 'Reference Copies' option in the top screenshot and 'Copy 1' in the bottom screenshot are highlighted with a mouse cursor.

# 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

| <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED  |                                       | OMB No. 1545-0046<br>Form <b>1099-NEC</b><br>(Rev. January 2022)<br>For calendar year 20_23_                                       |   | <b>Nonemployee Compensation</b> |
|---|---------------------------------------|--|---|---------------------------------|
| <b>PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number:</b><br>SAMPLEVILLE SCHOOLS<br>1795 RAINS PARK<br>PATTERSON OH 45084<br>41912345678 |                                       |  |   |                                 |
| <b>PAYER'S TIN</b><br>813116679   | <b>RECIPIENT'S TIN</b><br>123-45-6789 | <b>1 Nonemployee compensation</b><br>\$ 3150.00  | <b>Copy 2</b><br>To be filed with recipient's state income tax return, when required. |                                 |
| <b>RECIPIENT'S name</b><br>CHARLES SCHULTZ  |                                       | <b>2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale</b><br><input type="checkbox"/> |   |                                 |
| <b>Street address (including apt. no.)</b><br>123 MANSON DRIVE<br>City or town, state or province, country, and ZIP or foreign postal code<br>BIG, OH 45555   |                                       | <b>3</b>   |   |                                 |
| <b>Account number (see instructions)</b>  |                                       | <b>4 Federal income tax withheld</b><br>\$   |   |                                 |
|   |                                       | <b>5 State tax withheld</b><br>\$  | <b>6 State/Payer's state no.</b><br>\$  | <b>7 State income</b><br>\$     |
| Form <b>1099-NEC</b> (Rev. 1-2022) <a href="http://www.irs.gov/Form1099NEC">www.irs.gov/Form1099NEC</a> Department of the Treasury - Internal Revenue Service   |                                       |  |   |                                 |

| <input type="checkbox"/> CORRECTED (if checked)   |                                       | OMB No. 1545-0046<br>Form <b>1099-NEC</b><br>(Rev. January 2022)<br>For calendar year 20_23_                                       |  | <b>Nonemployee Compensation</b> |
|---|---------------------------------------|--|--|---------------------------------|
| <b>PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number:</b><br>SAMPLEVILLE SCHOOLS<br>1795 RAINS PARK<br>PATTERSON OH 45084<br>41912345678 |                                       |  |  |                                 |
| <b>PAYER'S TIN</b><br>813116679   | <b>RECIPIENT'S TIN</b><br>123-45-6789 | <b>1 Nonemployee compensation</b><br>\$ 3150.00  | <b>Copy B</b><br><b>For Recipient</b><br>This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported. |                                 |
| <b>RECIPIENT'S name</b><br>CHARLES SCHULTZ  |                                       | <b>2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale</b><br><input type="checkbox"/> |  |                                 |
| <b>Street address (including apt. no.)</b><br>123 MANSON DRIVE<br>City or town, state or province, country, and ZIP or foreign postal code<br>BIG, OH 45555   |                                       | <b>3</b>   |  |                                 |
| <b>Account number (see instructions)</b>  |                                       | <b>4 Federal income tax withheld</b><br>\$   |  |                                 |
|   |                                       | <b>5 State tax withheld</b><br>\$  | <b>6 State/Payer's state no.</b><br>\$   | <b>7 State income</b><br>\$     |
| Form <b>1099-NEC</b> (Rev. 1-2022) (Keep for your records) <a href="http://www.irs.gov/Form1099NEC">www.irs.gov/Form1099NEC</a> Department of the Treasury - Internal Revenue Service                           |                                       |  |  |                                 |

SAMPLEVILLE SCHOOLS  
1795 RAINS PARK  
PATTERSON OH 45084

CHARLES SCHULTZ  
123 MANSON DRIVE  
BIG, OH 45555

# 1099 Printed Forms

1099 Extract

Payment Year: 2024 ▼

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

Output File Type: Printer/Sealer Copies ▼

☐ Truncate TINs (SSN/EIN)

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:**
  - 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: 2024

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



# 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 10<sup>th</sup>** 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](mailto:fiscal.support@noacsc.org)**  
**419 228-7417 Option 3**