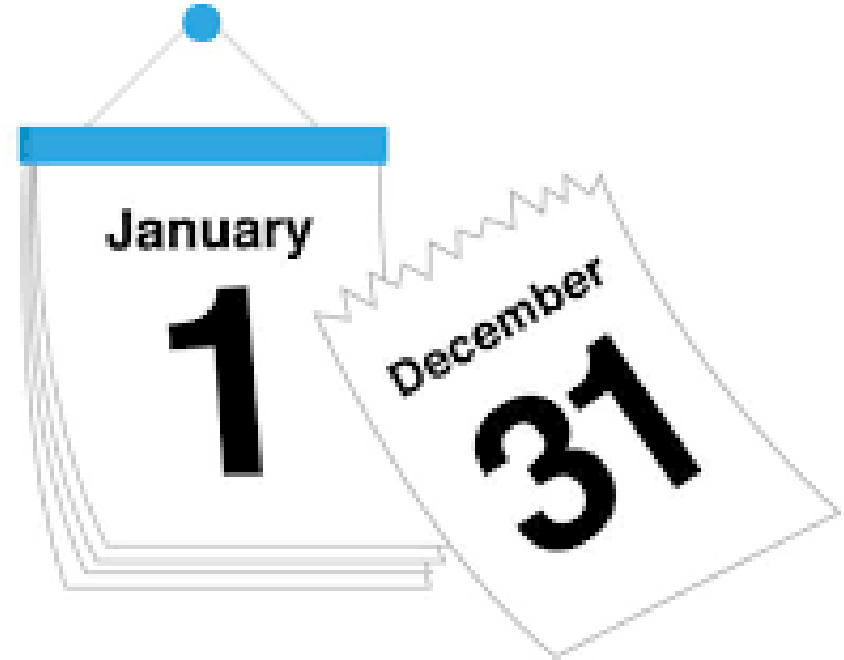


USAS-R

2025 Calendar Year End Closing Procedures



Northwest Ohio Area
Computer Services Cooperative

2025 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 9th if NOACSC** printing your district's 1099's.

What is new & why Important ?

FIRE System - *Filing Information Returns Electronic*

- **NOTE:** System targeted to end Tax Year 2026 / Filing Season 2027

IRIS - *Information Reporting Intake System*

- IRS's new online Portal
- [IRS.gov/IRIS](https://www.irs.gov/IRIS) for additional information and updates.

Transmitter Control Code (TCC)

What is a TCC?

- Transmitter Control Code.
- 5-digit code that identifies your business.
- FIRE System TCCs start with a numeric character.
- IRIS System (new*) TCCs start with 'D'.
- TCC# used for the FIRE System cannot be used for the IRIS System.
- Need to Apply for an IRIS System TCC here:
 - [Information Returns Intake System \(IRIS\) Application for TCC](#)

** Tax Year 2026 / filing season during 2027*

Due dates of Forms & Instructions

Submit 1099's to NOACSC

- by **January 9th** for printing

Filing of 1099 - NEC

- Filed with the IRS electronically by **February 2, 2026**.
- A copy of Form 1099-NEC should also be sent to your vendors and independent contractors by **February 2, 2026**.

Filing of 1099-MISC

- Filed with the IRS electronically by March 31, 2026.
- A copy of Form 1099-MISC should be sent to the MISC recipients by **Feb. 2, 2026**.

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	Nov. 19, 2025, 3 p.m. Eastern time	Jan. 6, 2026, 8 a.m. Eastern time
Available	Jan. 6, 2025	TBD

1099 submission by *District*

Edit IRS Form 1099 Submission Configuration

✓ Save ✕ Cancel

☒ District Will Submit 1099 File To IRS

Transmitter Control Code

57C95

Contact Information

Contact's Name

Brenda Core

Contact's Phone

4192287417

Contact's Email

brenda@noacsc.org

ITC Submission Information

☐ ITC Correction

ITC Tax ID

ITC Transmitter Control Code

ITC Name 1

ITC Name 2 (Attention)

ITC Company Address

ITC Company City

ITC Company State

ITC Company Zip Code

ITC Contact's Name

ITC Contact's Phone

ITC 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

11/18/2025

600.00

Royalty Type Limit

10.00

System > Configuration > IRS Form 1099 Submission Configuration

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

Creating the Test File

- **TEST File** – First time electronic filers are required to submit a test file before the very 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

Submission Type	<div>TEST</div>
	<input type="checkbox"/> Prior Year Submission?
	<input checked="" type="checkbox"/> Approved for the Combined Federal/State Filing Program?
Amount Type Limit	<div>600</div>
Royalty Type Limit	<div>10</div>
Payer Name Control	<div></div>
	<div> Print 1099 Report</div>
	<div> Generate</div>

1099 Extract

Payment Year

2025

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

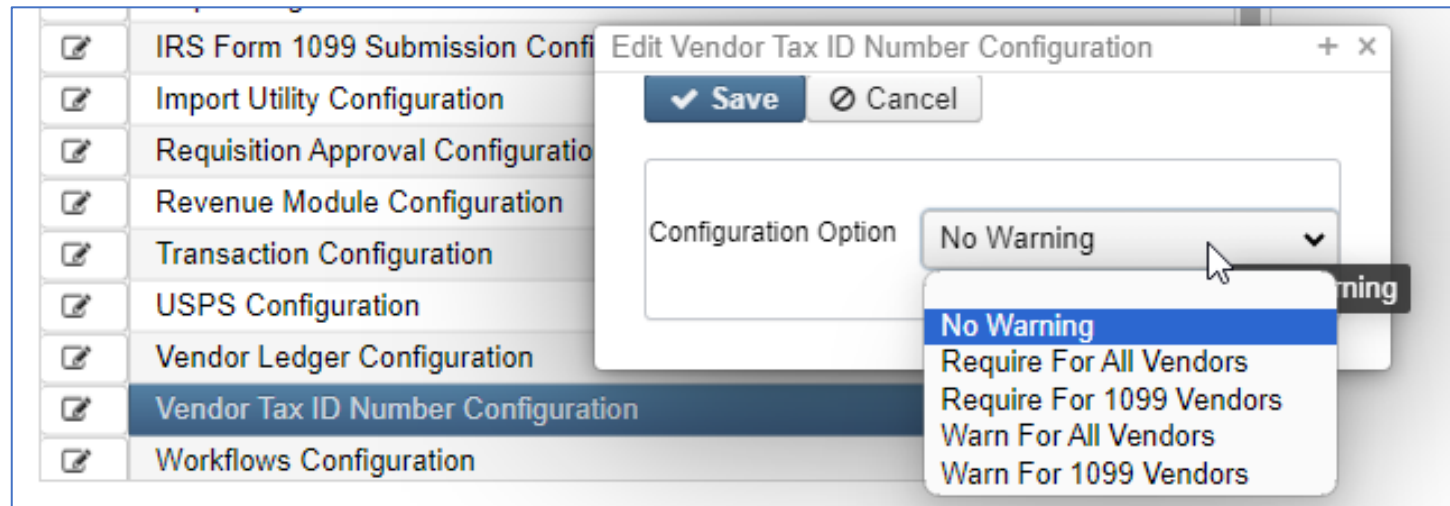
What is this *Optional* TIN Matching Program ?

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

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

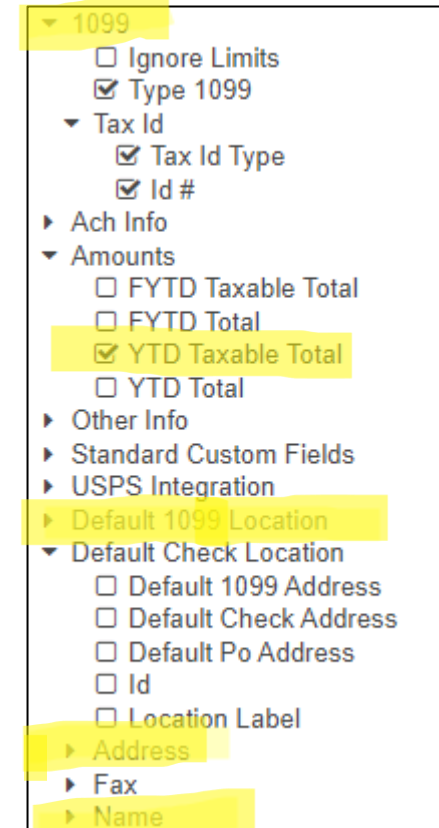
Several Options to Review 1099 Data

- **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



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
<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

You can also generate a Report from Vendor's Grid details

[Help](#) [Logout](#)

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 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	

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

+ 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: 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:

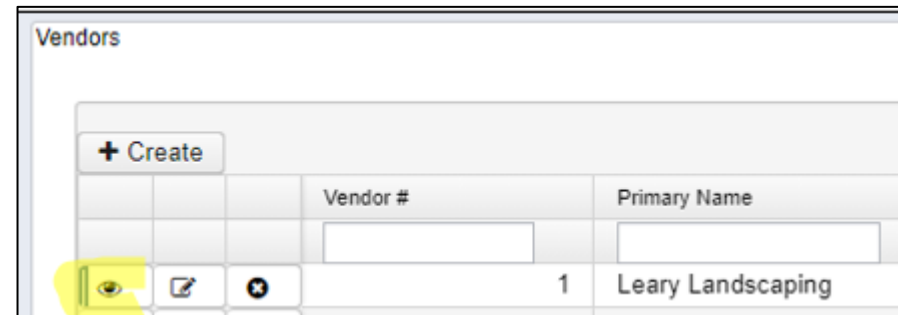
Print 1099 Report

Generate

Vendor Adjustments

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

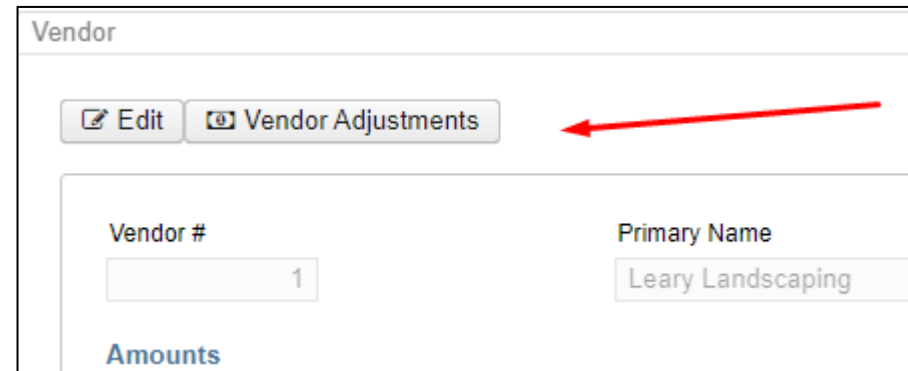
- View the Vendor under Core
- Click on Vendor Adjustments



Vendors

+ Create

			Vendor #	Primary Name
			1	Leary Landscaping



Vendor

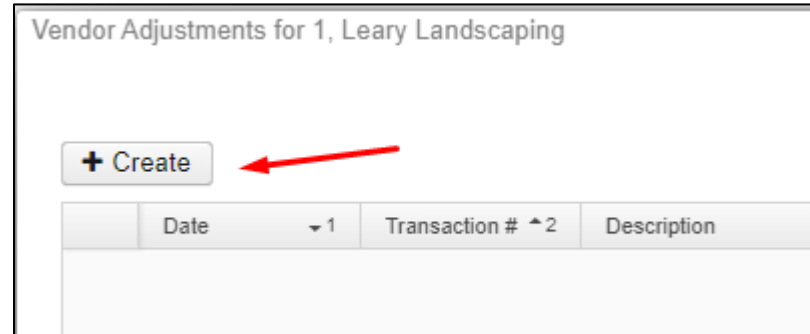
Edit Vendor Adjustments

Vendor # 1 Primary Name Leary Landscaping

Amounts

Vendor Adjustments

- **Create a new Adjustment**



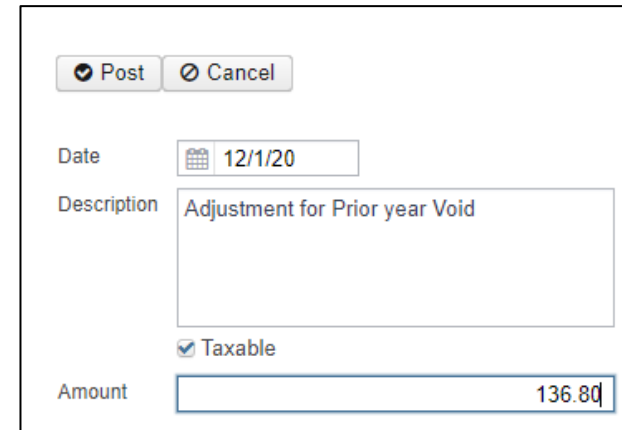
Vendor Adjustments for 1, Leary Landscaping

+ 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

- Enter all transactions for the current month of December
- 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 2025 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 2025
 - 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: 2025

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 shows two screenshots of a web form titled "1099 Extract". Each form has the following fields: "Payment Year" (set to 2025), "Type of Return" (with checkboxes for 1099-NEC and 1099-MISC), "Output File Type" (highlighted in yellow), and "Vendor".

The top form shows the "Output File Type" dropdown menu open, with options: "IRS Format", "XML Format", "Reference Copies", and "Printer/Sealer Copies".

The bottom form shows the "Output File Type" dropdown menu open, with options: "Reference Copies", "Copy 1", "Copy 2", "Copy A", "Copy B", and "Copy C".

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 Form 1099-NEC (Rev. January 2022) For calendar year 20_23_		Nonemployee Compensation
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number: SAMPLEVILLE SCHOOLS 1795 RAINS PARK PATTERSON OH 45084 41912345678		1 Nonemployee compensation \$ 3150.00		Copy 2 To be filed with recipient's state income tax return, when required.
PAYER'S TIN 813116679	RECIPIENT'S TIN 123-45-6789	2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		
RECIPIENT'S name CHARLES SCHULTZ		3		
Street address (including apt. no.) 123 MANSON DRIVE City or town, state or province, country, and ZIP or foreign postal code BIG, OH 45555		4 Federal income tax withheld \$		
Account number (see instructions)		5 State tax withheld \$	6 State/Payer's state no. \$	7 State income \$
Form 1099-NEC (Rev. 1-2022) www.irs.gov/Form1099-NEC Department of the Treasury - Internal Revenue Service				
<input type="checkbox"/> CORRECTED (if checked)		OMB No. 1545-0046 Form 1099-NEC (Rev. January 2022) For calendar year 20_23_		Nonemployee Compensation
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number: SAMPLEVILLE SCHOOLS 1795 RAINS PARK PATTERSON OH 45084 41912345678		1 Nonemployee compensation \$ 3150.00		Copy B For Recipient 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.
PAYER'S TIN 813116679	RECIPIENT'S TIN 123-45-6789	2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		
RECIPIENT'S name CHARLES SCHULTZ		3		
Street address (including apt. no.) 123 MANSON DRIVE City or town, state or province, country, and ZIP or foreign postal code BIG, OH 45555		4 Federal income tax withheld \$		
Account number (see instructions)		5 State tax withheld \$	6 State/Payer's state no. \$	7 State income \$
Form 1099-NEC (Rev. 1-2022) (keep for your records) www.irs.gov/Form1099-NEC 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: 2025 ▼

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

Output File Type: ▼
☐ 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:

- **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: 2025

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 9th** 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