

USAS

**Calendar Year 2018
Closing Procedures**

VENSSN

- Check Data for 1099 Vendors
 - VENSSN Option 4 or 6
 - Review carefully!


Report Selection Options:

- 1 - All Vendors
- 2 - Active Vendors Only
- 3 - Inactive Vendors Only
- ➔ 4 - 1099-MISC Vendors AND YTD Activity meeting IRS requirement
- 5 - NOT 1099-MISC Vendors AND YTD Activity > \$599.99
- ➔ 6 - 1099-MISC Vendors Only (Regardless of YTD Activity)
- 7 - Memo Vendors Only
- 8 - Range of Vendor Numbers
- 9 - Range of YTD Activity With Vendor

VENSSN

- Check that all vendors that should be, are flagged
 - VENSSN Option 5
 - Review list for any vendors that should get 1099

Report Selection Options:

- 1 - All Vendors
- 2 - Active Vendors Only
- 3 - Inactive Vendors Only
- 4 - 1099-MISC Vendors AND YTD Activity meeting IRS requirement
-  5 - NOT 1099-MISC Vendors AND YTD Activity > \$599.99
- 6 - 1099-MISC Vendors Only (Regardless of YTD Activity)
- 7 - Memo Vendors Only
- 8 - Range of Vendor Numbers
- 9 - Range of YTD Activity With Vendor

Vendor Names

- If the vendor uses a different name for 1099 reporting, the district may enter the 1099 reportable name on the “2nd Name” field.
- Enter the digits 1099: followed by the IRS-1099 name.
- The F1099 program will strip off the “1099:” and use the name following it as the primary name on the 1099 reporting form and submission file.

To display individual's name on 1099 but keep business name as the first line on PO, enter **1099:individual's name** on the 2nd name field of the vendor record. PO will display:

To: (886478)
 ABC CONSULTING
 1099:FRAN SMITH
 12348 SAMPLE STREET
 SAMPLEVILLE OH 55555

Vendor Address Information	
Vendor Number	886478 Active
Name	ABC CONSULTING
2nd Name	1099:FRAN SMITH
Address	12348 SAMPLE STREET
2nd Address	
City	SAMPLEVILLE
State	OH
Postal Code	55555
Country	
Phone	() -
Fax	() -
1099 Information	
1099 Type	Other Income
ID#	348888888
Override	
Other Information	
Account Number	
Last Activity	10/30/2014
Creation Date	10/30/2014
Email Address	

The 1099 will exclude the first name, and strip the "1099:" from the second name field, using the 2nd name as the name on the printed 1099

PAYER'S federal identification number	RECIPIENT'S identification number
349999999	348888888
FRAN SMITH	
12348 SAMPLE STREET	
SAMPLEVILLE	OH 55555-



Vendor Detail

Vendor Address Information

Check Address Information

Vendor Number 85 Active

Name JONES CONSULTING SERVICES

Check Name

2nd Name 1099:KARA JONES

Check 2nd Name

Address 123 MAIN STREET

Check Address

2nd Address

Check 2nd Address

City SAMPLEVILLE

Check City

State OH

Check State

Postal Code 55555

Check Postal Code

Country

Check Country

Phone (888) 555 - 1111

Check Phone () -

Fax () -

1099 Information

Year-To-Date Totals

1099 Type Non-employee Compensation

Calendar YTD Total 2,000.00

ID# 22222222

Fiscal YTD Total 0.00

Override

Other Information

Account Number

Category

Last Activity 12/30/2008

Minority Vendor N

Creation Date 12/18/2008

Multi-Vendor Flag N

Email Address

Child Support Flag N

New Hire Reporting

New Hire Flag Not Reportable

Birth Date

Date Payments Begin

New Hire SSN/FEIN

VENSCN

- New field added in VENSCN & VENLOAD
 - Must specify TIN type (SSN or EIN)
 - Not on USASWEB
 - Required for new 1099 printing software.
- Can lookup using IRS website
- New Extract program - TINMATCH
 - Can be used w/ IRS TIN Name Matching Program (bulk)
 - Bulletin 2108-A
 - TIN Type on spreadsheet will be '3' unknown

1099 INFORMATION

Type: _ ID#: 123456789 SSN/EIN: _ Override: Y



Month End Balancing

- Enter all transactions for the current month
- Perform Bank Reconciliation procedures from the USAS User Guide “USAS Useful Procedures” chapter
- Run recommended reports to use to ensure you are in balance
 - USAEMSEDT – Cash Reconciliation – Option 1
 - FINSUMM
 - PODETL
 - BALCHK

Month End Balancing

- Examine BALCHK report.
 - MTD, FTD, YTD expended amounts are identical
 - MTD, FTD, YTD revenue amounts are identical
 - Outstanding encumbered amount agrees with outstanding PODETL encumbered amount. If they don't, run FIXENC.
- Run FINSUMM selecting "Y" to generate FINDET at the same time. The current fund balances should be identical on each report.
- If the above reports balance, you may proceed.

Generate Reports

- If desired, run the CALC option of the SM12 program.
- Generate all needed month end reports.
- Generate any additional calendar year end reports.

Month End Closing

- Run the VENHIRE/VHRESET program to reset all vendors flagged as 'Reported' to 'Reportable'.
- Run the F1099 program.
 - Verify the data on F1099.TXT.
- Run ADJUST indicating desire to perform month end processing.
 - Run MONTHLYCD as part of the monthly ADJUST processing.
 - Verify the reports are on the archive site.

Help Desk Ticket

- Submit a TCCSA.FISCAL help desk ticket to request a USAS backup.
- DO NOT proceed until you are notified that TCCSA has a good backup!
- Requesting a calendar year end backup will also serve as the prompt for TCCSA to create a pdf file of the 1099 forms. This pdf file will be placed on the December USAS report archive.



IRS Deadline for 1099 Forms

- The IRS has changed the deadline for electronic submission of 1099 data. This data is now due to the IRS by January 31.
- TCCSA has set a deadline of **January 11, 2019** as the deadline for the 1099 forms to be verified by districts and ok to print and submit electronically.



Calendar Year End Closing

- Run ADJUST choosing option 2 (year-end processing) and then select 'CALENDAR'.
- This completes all necessary steps to close USAS for the calendar year.