

Tri-County Computer Services Association

# USAS Calendar Year End Closing Procedures - 2018

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## ***Table Of Contents***

### **Contents**

Verify 1099 Data.....	3
Enter Monthly Transactions .....	3
Perform Balancing Procedures .....	4
Generate Reports .....	5
Month End Processing.....	5
Calendar Year End Processing.....	7

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This document outlines the steps to be taken to close USAS for the month, quarter and calendar year 2018.

## Verify 1099 Data

The following procedures can be completed any time prior to starting calendar year closing.

- 1) Check 1099 Data with the datatrieve report VENSSN.**
  - Check that all vendors flagged to receive 1099's are accurate and have a social security/tax ID number.
    - ◇ 1099-MISC Vendors only (Regardless of YTD Activity)
    - ◇ 1099-MISC Vendors and YTD Activity meeting IRS requirement
  - Check those vendors not flagged as shown
    - ◇ NOT 1099-MISC Vendors and YTD Activity > \$599.99
- 2) Verify SSN/EIN indicator on VENSCN.**
  - Required for new 1099 printing software.
  - Three methods to determine:
    - W9 form
    - TINMATCH extract
    - IRS website – manual lookup

## Enter Monthly Transactions

- 3) Enter all transactions for the current month**

## Perform Balancing Procedures

- 4)** Perform the Bank Reconciliation Procedure described in the 'Useful Procedures' section of the USAS User Guide.
- 5)** Generate Cash Reconciliation using the cash reconciliation (option 1) of the USAEMSED program, FINSUMM, PODETL (Outstanding PO's) and BALCHK Reports.
- 6)** Examine the MTD, YTD, and FYTD expenditure lines on the BALCHK report. The dollar amounts for cash, budget, and appropriation accounts should be identical for each line on the report.
- 7)** Examine the MTD, YTD, and FYTD revenue lines on the BALCHK report. The dollar amounts for cash and revenue accounts should be identical for each line on the report.
- 8)** Compare Current Encumbered totals from the BALCHK and PODETL reports. They should be identical.
  - If they are not, execute the program FIXENC to correct and then regenerate BALCHK and compare totals. If the totals still do not balance contract TCCSA for assistance.
- 9)** Run FINSUMM, selecting 'Y' to 'Generate FINDET report for comparison' option. This will cause the FINDET report to be generated with identical selection criteria as the FINSUMM and will determine if it balances with FINSUMM.
  - Selecting 'Y' will cause the report to take substantially longer to generate. The total will display on the screen therefore it is not necessary to print the report.
  - Compare the total from FINDET to FINSUMM. They should be identical.

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**If all above steps are performed and totals all agree, you  
are in balance and may proceed.**

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## Generate Reports

- 10)** If desired, run the CALC option from the SM12 program. The CALC option works the same way as the SM2 calculate option - it calculates the SM2 for the month. Print the resulting report.
- 11)** Generate any needed month end reports which are not part of the normal MONTHLYCD process. You will be running MONTHLYCD as part of the month end ADJUST processing. The following is a listing of MINIMUM report listings recommended for retention on a monthly basis.
  - USARPT/BUDSUM using YTD (or Split) Budget Summary-All Funds
  - USARPT/APPSUM using YTD (or Split) Appropriation Summary-All Funds
  - USARPT/REVSUM using YTD option Revenue Summary-All Funds
  - Detailed PODETL - All Funds in Account Order
  - USARPT/FINDET and USARPT/FINSUMM reports
  - RECLEDE Reports-All Funds, All Options
  - Detailed Check Register for the Month
  - Cash Reconciliation Report using the cash reconciliation (option 1) of the USAEMSED program
- 12)** Generate any additional calendar year end reports.

## Month End Processing

- 13)** Run the VENHIRE/VHRESET program to reset all vendors flagged as 'Reported' to 'Reportable'.
- 14)** Run the F1099 program.
  - Verify the data on the F1099.TXT report.

- 15) Run ADJUST indicating your desire to perform month-end processing
- The program will ask for which month (December), and you will confirm that you are indeed certain that you have completed all processing for that month.
  - **Note:** Run MONTHLYCD as part of the monthly ADJUST processing.
    - This procedure will generate a standardized set of monthly USAS financial reports which can be made available to registered users online via a secure web site and can be archived to CD-ROM if desired.
    - Verify the reports are on the archive site.
  - No other programs (USAS or USPS) can be used when running ADJUST.

**STOP!**

**CREATE A TCCSA.FISCAL HELPDESK 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 a prompt for TCCSA to create a pdf file of the 1099 forms on the December USAS report archive. It is located at [http://tccsa0.tccsa.net/archive\\_usas/xxxx/](http://tccsa0.tccsa.net/archive_usas/xxxx/) (where xxxx is your 4 character district code). We will notify you when they are ready for review. The forms will not be printed until we have received a review confirmation via a TCCSA.FISCAL helpdesk ticket. At that time we will print the actual 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 Processing**

**16)** Run ADJUST choosing option 2 (year-end processing) and then select “CALENDAR”.

- No other programs (USAS or USPS) can be used when running ADJUST.

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**This completes all necessary steps to close USAS for the calendar year. You may start processing transactions for the new calendar year!**

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