

BUDGETARY CALENDAR YEAR-END PROCEDURES 2021

The following checklist outlines the steps to be followed when closing out USAS for month, quarter and calendar year-end:

Enter all Transactions for the Current Month.
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- Check in **AUTOPOST** for any outstanding batch files that **MUST** be posted prior to closing (press F7 at the Files to process line within the applicable programs in AUTOPOST). Be sure to check for **void** files (payroll).

- Reconcile USAS records with your bank(s). Use the **AUTOREC** OR **RCNCLE** program to reconcile checks. Procedures for reconciling are described in the “Useful Procedures” section of the USAS User Guide:

<https://wiki.ssdt-ohio.org/display/usas/Useful+USAS+Procedures#UsefulUSASProcedures-BankReconciliationProcedure>

- Run the SM12 program (optional).

- Generate any and all needed month-end reports. The following is a listing of the MINIMUM report listings recommended for retention on a monthly basis:
 - USASRPT/BUDDSUM** - YTD (or split) budget summary-all funds.
 - USASRPT/APPSUM** - YTD (or split) appropriation summary-all funds.
 - USASRPT/REVSUM** - YTD option revenue summary – all funds.
 - FINSUMM** choosing the option to generate a **FINDET** report for comparison (the totals will display on the screen). Compare the total from Detailed and Summary. They should be identical.
 - BALCHK** to ensure account files are in balance. Examine MTD, YTD, and FYTD expenditure lines on the report. The dollar amounts for cash, budget and appropriation accounts should be identical for each line on the report. Examine MTD, YTD, and FYTD revenue lines on the report. The dollar amounts for cash and revenue should also be identical.

- PODETL** – run for outstanding PO’s and compare current encumbered totals with **BALCHK** report. They should be identical. If they are not, execute the program **FIXENC** to correct, generate **BALCHK** and compare the totals. If they still do not agree, contact SPARCC for assistance.
- RECLEd** reports – all funds, all options.
- Detailed check register for the month (**CHEKPY**).
- Cash reconciliation report using the cash reconciliation (option 1) of the **USAEMSEDt** program.

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

Verify the 1099 Data:

**CY2021 - IT IS NECESSARY TO ADD A “TIN Type” to the vendor record.
The TIN Type on the vendor record (either SSN or EIN) MUST be entered in order to print 1099 forms.**

- ___ Specify the TIN Type (SSN or EIN) for all 1099 vendors in VENSCN.
<https://wiki.ssd-t-ohio.org/display/usas/TINMATCH>
- ___ Run the VENSSN report verify the 1099 data.
(USAS/USAS_DTR/USAS_DTROT/VENSSN).
- ___ Check vendors that are not flagged to receive a 1099:
___ Option 5. - Not 1099-Misc Vendors and YTD Activity > \$599.99
- ___ Check that all vendors flagged to receive 1099’s are accurate and have a social security number or tax id number; use either of the following option:
___ Option 6. - 1099-Misc Vendors only (Regardless of YTD Activity)
___ Option 4. - 1099-Misc Vendors and YTD Activity meeting IRS Requirement.
- ___ Did you process any refunds that may cause a 1099 to be generated? If so, verify the 1099 type is blank on the USASCN/VENSCN or USASWEB/Vendors screen.
- ___ Make any necessary changes/corrections in USASCN/VENSCN or

USASWEB/Vendor screen.

- Run F1099 program. F1099 may be run in **NEW** (before closing) or **OLD** (after closing). To access OLD, type in OLD at Menu> and select C for Calendar year: F1099 will create 1099-Misc and 1099-NEC forms

<https://wiki.ssd-t-ohio.org/display/usas/F1099+-+1099+Forms>

- If you would like SPARCC to send your 1099's via tape, answer "Y" to the question, "Do you want to create a tape submission file?" in the F1099 program.

****2021** PRINTING 1099'S**

- For EDGE Software districts, please print your 1099's as you have done in the past. Post a Helpdesk Ticket to Fiscal_help@email.sparcc.org make sure to include a note if the file was generated in NEW or OLD.

- For districts using Create-A-Check Software, please post a Helpdesk Ticket Fiscal_Help@email.sparcc.org ask SPARCC to print your 1099's for you. Please make sure to note if the file was generated in NEW or OLD.

- Fill out the 1099 Submission form and send to SPARCC, Attn:Fiscal Help.

Calendar Year End Closing:

 **Next RUNNING** 
BUD_BACKUP



- **PROCESS BUD_BACKUP (USAS/USAS_LCL/BUD_BACKUP).** Choose CALENDAR year. Make sure that everyone is out of your files before running the backup. This creates a backup of your files and puts them in CYE OLD.

*****Do not proceed until you have received an email from SPARCC that your backup completed correctly and it is okay to proceed. *****

- ___ Received email from SPARCC that the backup is correct.
- ___ Execute MONTHLYCD (USAS/USAS_ANN/MONTHLYCD) – wait until you receive the confirmation email that MONTHLYCD has completed before proceeding. It is recommended that you select NOW:
This procedure will generate a standard set of Monthly reports for later archival on CD-Rom.
 - Continue? (Y/N <Y>): y
 - Start NOW or LATER? <LATER> : Type in NOW at this prompt.
- ___ Verify the reports are out on budgetary CD.
- ___ Run the VHRESET option of VENHIRE. This will reset all vendors flagged as “reported” back to “reportable” indicating the vendor may need to be reported again if they are paid at least \$2500.00 during the next calendar year.

<https://wiki.ssd-t-ohio.org/display/usas/VENHIRE+-+Vendor+New+Hire+Report>

Just a reminder that districts should run VENHIRE/VHREPORT option every other week or twice a month to catch any new hires that have reached the \$2500.00 threshold for reporting.

Run the Adjust Program:

“Reminder to run adjust 2 times... First for Month End and then for Year End.”

- ___ Run the ADJUST program the first time selecting the “Month end” option.
Note: “Make sure everyone is out of the files before running ADJUST.”
- ___ **Run the ADJUST program a second time selecting the “Year End” option and run for “Calendar”. Make sure everyone is out of the files before running ADJUST.**
- ___ Begin January processing. ☺

Helpful links for 1099 reporting

<http://www.irs.gov/instructions/i1099msc/index.html>

<https://www.irs.gov/pub/irs-pdf/f1099msc.pdf>

<https://www.irs.gov/pub/irs-pdf/i1099msc.pdf>

Resources for IRS forms and publications:

<http://www.irs.gov/formspubs/index.html>