

# USAS-R Calendar Year End Checklist

## Pre-Closing Procedures

The following pre-closing procedures can be completed any time prior to closing the calendar year.

- \_\_\_ Review Vendors that qualify to receive 1099s and verify their relevant 1099 information.
  - \_\_\_ Use the Vendors grid to query Vendors with a 1099 Type and qualifying YTD Taxable Total.

In the Vendors grid, add the 'Type 1099', 'Tax ID Type', 'ID #' and 'YTD Taxable Total' columns to the grid. Under 'Type 1099' filter by <> non 1099 to query all 1099 vendors. You can then use the YTD Total to filter on amounts (i.e. >=600). You can also save your filtered grid by using the 'REPORT' button.

- \_\_\_ Review the Tax ID Type and Id# (SSN or EIN) for all 1099 vendors to make sure they are correct and identified.

**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.**

- \_\_\_ Review Vendors marked as “1099” and check their Tax ID Type or Id#, update the vendor record to include this information.

<https://wiki.ssd-t-ohio.org/display/usas/TINMATCH>

- \_\_\_ Use the Vendors grid to review Vendors that have a qualifying YTD Taxable Total that are not marked to receive a 1099.

- \_\_\_ Review Vendors marked as "Non 1099" but should be receiving a 1099, update the Vendor's Type 1099 field, Tax ID Type, and Tax ID # and verify the Name and Address marked as the 1099 Location.

Under 'Type 1099' filter by **non 1099** to query all non 1099 vendors. You can then use the YTD Total to filter on amounts (i.e. >=600). You can also save your filtered grid by using the 'REPORT' button.

NOTE: Districts with a large number of vendors may receive an error for Excessive query when using the Vendor Grid. In this case, the information can be reviewed by pulling a partially filtered grid to a Report with the type Excel-Data (enter filters that do not receive the error) and then filtering on the remaining columns in the spreadsheet.

- \_\_\_ Run the SSDT 1099 Vendor Report to check 1099 data in order to ensure 1099 names, addresses, ID # and amounts are correct. By default, the report includes all 1099 types. You have the ability to include all 1099 types regardless of YTD amounts or those meeting the IRS requirement. You may also run the report for specified 1099 Types (i.e. royalty payments)


The Vendor Name and Address used for 1099 reporting comes from the Vendor Location with the 1099 check box marked on the Vendor record. To update the 1099 address, modify the location or change the 1099 check mark to use a different location address.

**NOTE:** Classic Vendors with the "1099:" prefix entered in the Name2 field that was imported with a Vendor Location using that name marked as the 1099 Address.  
For districts that are processing 1099s in Redesign for the first time, *all* 1099 addresses needs reviewed for accuracy.

\_\_\_ Did you process any refunds that may cause a 1099 to be generated? If so verify the 1099 type is blank on the Vendor Screen.

\_\_\_ Enter Vendor Adjustments to correct YTD Taxable Total amounts if needed.

If the YTD Taxable Total needs updated for a vendor (Void Prior FY Check, Royalties, combining Vendor records) the Vendor Adjustments option can be used to modify the YTD Taxable Total and YTD Total fields.

The Vendor Adjustments option is found by clicking the View icon  on the Vendor. The amount can be entered as positive or negative to increase or decrease the totals.

**Make sure the 'Taxable' check box is marked in order to update the YTD Taxable Total.**

For more information: see the [Vendor Adjustments section](#) on the Vendors page.

## Month-End Closing

\_\_\_ Enter all transactions for the current month

\_\_\_ Attempt to reconcile USAS records with your bank(s)

\_\_\_ Perform [bank reconciliation procedure](#)

\_\_\_ Under the 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**'.

◊ Run the Financial Detail Report for the month only to compare MTD totals to the Cash Summary Report.

◊ Compare the totals from reports... they should be identical.

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

\_\_\_ *Optional Step:* Run a '**Spending Plan Summary**' report.

## **Manually run and review desired reports**

The Monthly Reports Archive is now available under Utilities>File Archive and will automatically run when the Posting Period is closed. This bundle includes 27 SSDT Template reports.

\_\_\_ Month end reports:

\_\_\_ Cash Reconciliation Report for the month

Cash-related Reports:

\_\_\_ Cash Summary Report (Finsumm in legacy)

\_\_\_ Financial Detail Report for the month Compare totals, they should be identical

Budget-related Reports:

- Budget Summary
- Budget Account Activity Report (for the month)
- Appropriation Summary Report
- Budget Transactions Summarized by Appropriation
- 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

Invoice-related Reports:

- Outstanding Invoices by Vendor Name report

Disbursement-related Reports:

- Disbursement Summary Report for the month
- 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

Other:

- Transfer Advance Summary
- Fund to Fund Transfer Ledger Report
- User Listing AOS Extract

## *Calendar Year-End Closing*

— Generate any additional Calendar Year End Reports desired

The [Proration Utility](#) is used to generate a template for Worker's Comp

The Proration Utility program generates a spreadsheet, which may be used to assist in calculating premium amounts for Worker's Compensation payments.

Note that running this utility requires an account filter selection. Create your account filters prior to running the utility via the [Account Filters](#) page.

The screenshot shows a web form with the following fields and controls:

- Time Period:** A dropdown menu with "Fiscal Year to Date" selected.
- Account Filter:** A dropdown menu with "workcomp" selected.
- File Name:** A text input field containing "FY19 Workers Comp".
- Buttons:** A "+ Create" button is located below the File Name field.

- **Time Period:** Select amounts based off the following time periods:
- Fiscal Year to date
- Calendar Year to date
- Month to date

- **Account Filter:** Select an existing account filter in order to include specific accounts in the spreadsheet. An account filter will need to be created if they do not have one for the accounts they want to prorate (i.e. 1xx object code Expenditure Accounts)
- **File Name:** Enter the Name of the spreadsheet
- Click on  to create the spreadsheet.

Once the spreadsheet is created, you may enter a prorate amount in Column B, which will automatically prorate the amount entered to all of the accounts included in the spreadsheet, automatically calculating the prorate percentage and prorated amount to be charged to each account. You may edit the spreadsheet within the program or download it so it can be pulled into EXCEL. The spreadsheet includes the accounts codes (based off of the account filter entered), account description, the expenditure amount (based off of the time period selected), and the prorate percentage and prorated amount based on the total prorate amount entered in Column B. Accounts will be sorted in order by Full Account Code. Once the spreadsheet is complete, it can be used as a reference when creating your workers compensation requisition or purchase order.

Download						
B1	10000					
	A	B	C	D	E	F
1	Prorate Amount		\$10,000.00			
2	Account Code	Description	Calendar Year to Date	Prorate Percent	Prorated Amount	
3	516-2189-119-9320-000000-300-00-000	SPECIAL NEEDS INSTRUCTION	\$2,000.00	0.0002716404	\$2.72	
4	001-1239-142-7463-000000-300-00-000	SPECIAL EDUCATION AIDE SUBSTITUTE SALARY	\$1,750.59	0.0002377655	\$2.38	
5	572-1270-111-9219-000000-300-00-000	TITLE I FY19 SALARIES	\$25,000.00	0.0033955056	\$33.96	
6	572-1270-111-9208-000000-300-00-000	TITLE I DISADVANTAGED CHILDREN DISADVANTAGED YOUTH REGULAR - CERT.	\$10,000.00	0.0013582022	\$13.58	
7	001-2140-139-7461-000000-000-00-000	PSYCHOLOGIST OTHER COMPENSATION	\$200.00	0.000027164	\$0.27	
8	001-2960-169-7463-290000-000-00-000	TECHNOLOGY DIRECTOR OTHER COMPENSATION	\$400.00	0.0000543281	\$0.54	
9	590-2213-112-9219-000000-000-00-000	TITLE IIA FY19 MENTOR SALARIES	\$10,000.00	0.0013582022	\$13.58	

The account filter used with the Proration Utility cannot contain an apostrophe. For example, if the account filter name is "worker's comp" the user will receive an error.

— If District is submitting files to IRS, the IRS Form 1099 Submission Configuration must be completed under the System>Configuration menu. Let Sparcc know if you need help filling this out.

— Under Periodic, run the 1099 Extract program.

NOTE: Select 2021 as the Payment Year

Select the appropriate Output File Type:

- Select Type of Return(s) - check one or both
  - 1099-NEC
  - 1099-MISC

- \_\_\_ Select the appropriate Output File Type:
  - Edge Format (XML) is the output file to be used when printing 1099s
  - IRS Format (TAP) is the output file used to generate the TAP file for IRS submission
- \_\_\_ Select Output File Name
- \_\_\_ Select/Unselect if to Exclude Vendors with No Tax ID
- \_\_\_ Review Organization data: Federal TIN, Name, Address, Phone
  - Additional options are necessary if District will submit to the IRS (Contact's Name, E-mail, Submission Type, Prior Year Submission? and Approved for Combined Fed/State Filing Program)
- \_\_\_ Click on 'Print 1099 Report' to generate a report in PDF format for review
- \_\_\_ Generate Extract File' to generate the selected output file type
- \_\_\_ Click on 'Print Report' to generate the final 1099 Extract Report in PDF format

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

## **Next Request Backup**

\_\_\_ Email `fiscal_staff@email.sparcc.org` for a backup.

\_\_\_ Received email from Sparcc that the backup is complete

\_\_\_ To close the month, under the Core menu, click on Posting Periods.

\_\_\_ Click on  to create the new posting period. Select the month, enter the calendar year and checkmark the 'current' box to make the new posting period the current period.

\_\_\_ Click on  if you would like to 'Close' the current period.

The Calendar Year Report bundle will automatically run when the December Posting Period is closed.

**You are now closed for the month and calendar year.**

### **Reminder:**

After the new posting period is open, please review any Pending Transactions in Transactions>Pending Transactions that are to be posted in the new period. Please post accordingly.

### **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>

<https://www.irs.gov/pub/irs-pdf/f1099nec.pdf>

**Resources for IRS forms and publications:**

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