



USAS


***2018 CALENDAR YEAR-END
CLOSING PROCEDURES***

Reminder: Vendor TIN

- ▶ TIN Type is located on VENSCN. Determines whether the Taxpayer Identification Number is a SSN or an EIN on the vendor record

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VENDOR ADDRESS INFORMATION
Vendor      : 886478      Status: 0 (Active )      CHECI
Name        : ABC CONSULTING
2nd Name    : 1099:FRAN SMITH
Address     : 12348 SAMPLE STREET
2nd Addr.   :
City        : SAMPLEVILLE
State       : OH
Zip Code    : 55555
Country     :
Telephone   : (     )     -          (     )    
FAX Number : (     )     -    

                1099 INFORMATION
Type: 1 ID#: 3488888888 SSN/EIN:  Override:    
Enter the type of ID#, from the vendor's W-9 form.
      S = SSN          E = EIN
VENSCN -- Vendor Maintenance Screen

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VENSSN – Verify 1099 Data

3

- ▶ 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 - Verify 1099 Vendors

- ▶ 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

Date: 10/19/17

VENDOR MASTER LISTING
Processing Month: November 2017
SAMPLE SCHOOL TESTFILES

Page: 1
(VENSSN)

Ven #	Vendor Name	PO Mailing Address	City	St	Zip	Sts	SSN	Vendor YTD
000010	SALSAL, HAL	205 MONKA ST	SAMPLE	OH	43333	A 111	11 1111	630.00
000012	LOOT, JOHNIE	7777 LINDY LOOT LANE	BEESWAX	OH	44444	A 222	33 3444	3,374.81
000013	QUALITY MEDIA	100 LOOT LANE	SAMPLE	OH	43333 0188	A 341	52 1645	796.19
000014	REESE MUSIC INC.	510 PEANUTBUTTER ST	SAMPLE	OH	43333	A 345	67 8910	3,267.15
000015	BLOOMZ, ROSE	920 DIRTZ RD #3	TOPSOIL GREEN	OH	43400	A 111	22 2333	5,228.28
000016	HORTON WATERPARK SLIDE	247 N. TUBULAR WAY	HORTON	OH	44444	A 444	44 4444	4,144.44
000017	DRYER & WASHERS INC.	127 WASHFEET ST	HALDO SOUTH	OH	44444	A 333	33 3333	3,133.33
000018	RAMEY, KAMEY THE RHYME GROUP, IN	1749 BLANEY LANEY	LANEY	TN	37373	A 373	73 7373	1,374.45
000021	STONES FOR SCHOOLS	PO BOX 7209	ROCKMAN	HI	59771	A 100	00 0000	642.99
000022	SLY STALONE WOOD SHOP	502 BOXER ST	ARCHBOLD	OH	43502	A 088	80 8888	1,228.58
000023	RENAISSANCE COLUMBUS DOWNTOWN	50 TURKEY ST	COLUMBUS	OH	43215	A 222	22 2222	920.68
000025	STEVENS, JONA	888 WHALE RD	OCEAN	OH	43502	A 888	88 8889	1,273.25
000026	WORKS OF LIGHT	333 SPARKLIGHT AVE	TOLEDO	OH	43652	A 222	22 2222	217,967.19
000027	VILLAGE OF SAMPLEVILLE	P O BOX 406	SAMPLEVILLE	OH	42424 2424	A 424	24 2424	16,642.47
000028	CROWN PLAZA JEWEL CENTER NORTH H	11320 SAPHIRE ROAD	CINCINNATI	OH	45246	A 513	51 3513	2,745.00

VENSSN.TXT 1/5449 0%

<Q>uit <T>op ottom <H>idh <P>age <F>ind <N>ext <S>ave

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

2nd Name 1099:KARA JONES

Address 123 MAIN STREET

2nd Address

City SAMPLEVILLE

State OH

Postal Code 55555

Country

Phone (888) 555 - 1111

Fax () -

Check Name

Check 2nd Name

Check Address

Check 2nd Address

Check City

Check State

Check Postal Code

Check Country

Check Phone () -

1099 Information

Year-To-Date Totals

1099 Type Non-employee Compensation

ID# 22222222

Calendar YTD Total 2,000.00

Fiscal YTD Total 0.00

Override

Other Information

Account Number

Last Activity 12/30/2008

Creation Date 12/18/2008

Email Address

Category

Minority Vendor N

Multi-Vendor Flag N

Child Support Flag N

New Hire Reporting

New Hire Flag Not Reportable

Date Payments Begin

Birth Date

New Hire SSN/FEIN

Month-End Closing

- Proceed with closing out for the month of December as normal.
 - ▶ Enter all transactions for the current month.
 - ▶ Perform Bank Reconciliation procedures from the USAS User Guide “USAS Useful Procedures” chapter.
 - ▶ Examine recommended reports to ensure you are in balance:
 - ▶ USAEMSED – Cash Reconciliation – Option 1
 - ▶ PODETL – Outstanding POs
 - ▶ BALCHK :
 - ▶ MTD, FTD, YTD expended amounts are identical
 - ▶ MTD, FTD, YTD received amounts are identical
 - ▶ Outstanding encumbered amount agrees with outstanding PODETL encumbered amount. If they don't match, run FIXENC.

Month-End Closing

- ▶ Run FINSUMM selecting “Y” to generate FINDET at the same time. The current fund balances should be identical on each report.
- ▶ Run SM2CALC (option if tracking SM12 figures). Print off and check the resulting report.
- Minimum month-end reports recommended: For Balancing Month
 - BUDSUM, APPSUM, REVSUM
 - DETAILED PODETL – ALL FUNDS
 - FINDET & FINSUMM
 - RECLED
 - DETAILED CHEKPY
 - CASH RECONCILIATION FROM OPTION 1 OF USAEMSED
 - **MonthlyCD** will also generate all the above reports after closing the month
- Generate any additional Calendar Year-End reports desired

Month-End Closing

- ▶ In **AUTOPOST**, use F7 on “files to process” line for ALL options (Levpro, Payroll, etc.) to verify that all 2018 batch files have been posted.
- ▶ Run the **WORKCOMP program**, if used by the district, located under the USAS_LCL menu. Send/Copy to WORKCOMP report to the district directory (PTR), so that it will be included in the 2018 backup.
- ▶ Run **VALACT** – look for Fatal errors to be corrected.

VENHIRE/VHRESET

- ▶ Run VENHIRE/VHRESET
 - ▶ Resets all vendors flagged as “Reported” to “Reportable”

VHRESET - Vendor Reset Option

Report File Specifications:

Output file

VHRESET.TXT

- ▶ Vendor will be reported again the next year if they are paid at least \$2,500.

Calendar Year-End Closing

- ▶ Run the program F1099 which creates 1099s for the current calendar year

District Information:

1. Federal EIN : 349999999
2. District name line 1 : SAMPLEVILLE SCHOOL DISTRICT
3. District name line 2 : TREASURERS OFFICE
4. District Address line 1 : 123 MAIN STREET
5. District City, State, Zip : SAMPLEVILLE OH 55555
6. District Telephone Number : 555-555-1234 ext: 55555

Reporting Requirements:

7. Minimum Amount to Report : 600.00
8. Minimum Royalty Payment to Report: 10.00
9. Report vendors with no ID number : N
10. Utilize check name, address : N

Tape Submission Information:

11. Create Tape File : Y 13. Payer Name Control :
12. Payment Year : 2018

Calendar Year-End Closing

- Upon completion, the F1099 generates the following:
 - F1099.TXT – report of 1099 vendors sorted by miscellaneous income type
 - F1099.DAT – file containing the 1099 data that is to be used with laser-generated forms
 - F1099.FRM – file containing vendor 1099 information to be printed on blank pin-fed 1099 forms
 - F1099.TAP – tape file containing the vendor 1099 information to be sent to the IRS
- **Print and check F1099.TXT report carefully**

Calendar Year-End Closing

When all balancing and 1099 processes are complete, create Cherwell Helpdesk ticket by emailing:

financesupport@mail.hccanet.org

To request HCC to run the backup and ADJUST the month of December and close the Calendar Year 2018

Once this has been completed HCC will respond to the helpdesk ticket.

1099 submissions to IRS

- ▶ **REMINDER:** A couple of years ago, a new federal law moved up the 1099 deadline. Those reporting nonemployee compensation (Box 7) such as payments to independent contractors submitted to the IRS are due by Jan. 31. The new law makes it easier for the IRS to find and stop refund fraud.
- ▶ **DEADLINE:** Tuesday, January 22nd is the district's deadline to have the 1099 tape created in order for HCC to meet the electronic filing deadline.

Questions?

Wishing everyone wonderful Holidays and Happy New Year!!!

