



## USAS 2018 CALENDAR YEAR-END

**Review Vendors**, making sure vendors that should be flagged to receive 1099's are flagged and that their files are complete (addresses & tax ID's & TIN\_TYPE's). Make any corrections to Vendors in USASWEB or in VENSCN.

- \_\_\_\_\_ Clean up vendor file and use **VENCHG** to merge any duplicate vendors.
- \_\_\_\_\_ **VENSSN** - choose Option 4 or 6
- \_\_\_\_\_ **VENSSN** - choose Option 5
- \_\_\_\_\_ Run **TINMATCH** and update SSN/EIN field in USASCN/VENSCN for 1099 vendors.
- \_\_\_\_\_ Run **F1099** program (**Do not create the TAPE**) by typing F1099 at Menu prompt.
  - ❖ Review the F1099.TXT report - this can be run as needed, multiple times.
  - ❖ Watch for error messages during processing. Example:

\*\*\* Error \*\*\* Missing or Incorrect TIN Type Vendor # 400

### Vendor TIN Type

The TIN Type is used to determine whether the Taxpayer Identification Number (TIN) is an SSN or an EIN so that the identification number can be formatted correctly on printed 1099's. The field is found on USASCN/VENSCN, not in USASWEB.

**The TIN Type is required for all 1099 vendors.** You will be unable to print any 1099 forms if there are any vendors without a TIN Type. *An error message will be printed on the F1099.TXT file* if a 1099 vendor does not have a TIN type filled in. Please look for this before running your final F1099. Example: \*\*\* ERROR \*\*\* MISSING OR INVALID TIN TYPE

There are several ways you may get this information:

- ❖ Refer to the **vendor's W-9 form**.
- ❖ Utilize the **IRS Interactive TIN/Name matching program**. This allows you to enter up to 25 TIN/Name combinations to get immediate results.
- ❖ Utilize the **IRS Bulk TIN/Name matching program**. This allows you to enter a file with TIN/Name combinations and submit it to IRS. You'll receive a file with results within 24 hours of the submission.
- ❖ In PowerTerm, use the **TINMATCH** program to generate a file of all 1099 vendors which are not yet identified as having an SSN or EIN. The file can be used to compare with F1099 reports to see if any that are unidentified will be receiving a 1099 for 2018, and it can also be used to upload to the IRS Bulk TIN/Name matching program.
- ❖ Use Safari, in Excel, to run a query of your vendor file to examine.

Please see IRS publication 2108A for specifics on the use of their Interactive and Bulk TIN/Name matching programs. Both require the district to have an IRS e-Services account set up before the matching programs can be used. Specific result codes sent back by IRS are also detailed in this publication.

## TINMATCH

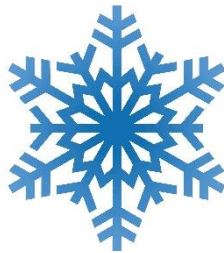
This is an entirely optional program that may assist districts with determining the correct TIN type for 1099 vendors without having to manually review W-9 forms.

This program creates a file in the format specified by IRS for bulk TIN/Name matching. Only vendors that have a 1099 type and a 1099 ID, but have no TIN Type entered in USAS, will be included in the report. Additionally, the user can optionally decide to only select 1099 vendors with YTD totals that meet the IRS requirements. This is recommended, at least initially, as it may significantly cut down on the number of vendors to review and update.

The names included in the file will be determined in the same manner as the F1099 program. So, for vendors with "1099:" on the second name line, it will strip off the "1099:" and use this name in the file, otherwise it will use the 1st name line. There will also be a prompt for whether you wish to use the check name, if that exists. Answer that the same way you do when running the F1099 program. Special characters other than hyphen and ampersand will be stripped from the name included in the output file, as specified in IRS publication 2108A.

Once the file has been submitted to the IRS Bulk TIN/Name matching program, a results file will be returned within 24 hours. This file will contain an additional numeric code which indicates the status of the match attempt. These codes are detailed in publication 2108A.

Please see IRS publication 2108A for additional details on the IRS TIN/Name matching program and requirements for its use before using the TINMATCH program.



## Month-End Procedures

----- Enter all transactions for the current month.

----- **AUTOPOST** - Use the F7 key on the "Files to Process" line for ALL options (Levpro, Payroll, etc.) to confirm that no 2018 batches are unposted.

- ❖ If any unposted batches from previous months, copy the batch names into a Cherwell Ticket.
- ❖ Reconcile USAS records with your bank(s). See the Bank Reconciliation Procedure described in the "Useful USAS Procedures" section of the USAS User Guide.
- ❖

----- Generate Cash Reconciliation (not required) (option 1. only of the USAEMSED program), FINSUMM.

----- 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.

----- 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.

----- Compare Current Encumbered totals from the BALCHK and PODETL reports. They should be identical. If they are not, execute the program FIXENC (Menu>FIXENC) to correct and then regenerate BALCHK and compare totals. If the totals still do not balance, contact HCC for assistance.

----- 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. Please note that selecting "Y" will cause the report to take substantially longer to generate. The total will display on the screen therefore it's not necessary to print the report. Compare the total from FINDET and FINSUMM. They should be identical.

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

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.

**Do not run month end adjust at this time for December. Continue with calendar yearend processing below.**

Run & review recommended reports to ensure you are in balance:

----- **CHEKPY** - Look for aging/stale outstanding checks. Verify whether such a check did not, in fact, clear the bank. Verify with vendor whether the check was received.

----- **REQSUM** - Look for aging requisitions that have not been downloaded to purchase orders.

----- **PODETL** - Look for aging PO's and blanket PO's you may want to close out. Also look for PO's with zero remaining encumbrance to close.

----- **WORKCOMP** - Located under the USAS\_LCL menu, this program must be run before the backup and clearing of the YTD figures.

----- **Copy the WORKCOMP reports to the District PTR to be included in your 2018 USAS Backup.**

----- Run **VENHIRE/VHRESET** to reset all vendors flagged as "REPORTED" to "REPORTABLE" indicating the vendor may need to be reported again if they are paid at least \$2,500.00 during the next calendar year.

Run & review the following reports to look for possible adjustments to make. December is a great time to make adjustments and may help with accurate planning of your FY19 appropriations.

----- **VALACT** - This program is strongly recommended to find & correct any fatals/invalid account codes. Fatal errors will not stop the closing of the Calendar Year.

----- **NEGAPP & NEGBUD**

----- **APPSUM, BUDSUM, REVSUM**

**Reminder: DO NOT RUN either MonthlyCD or Adjust for December.**

**HCC runs them as part of the backup procedure.**



## Calendar Year End Procedures

----- **F1099 Program** - Say **Y** (Yes) to **Create the TAPE** (you should have already verified the vendor information) and the following reports will be generated:

- ❖ F1099.TXT - report of 1099 vendors sorted by miscellaneous income type
- ❖ F1099.FRM - file containing vendor 1099 information to be printed into OnBASE

----- **COPY F1099.FRM and F1099.TXT** reports to the District PTR.

- ❖ These files will be included in your 2018 USAS backup.
- ❖ HCC will put this file into OnBase for printing of 1099's by Districts.

----- **Create Cherwell Helpdesk ticket to notify HCC that you have created the F1099 Tape and are ready for USAS 2018 Calendar Year Backup.**

- ❖ Please watch for emails from OECN Support, from HCC staff.
- ❖ All users must be logged out of USPS, USAS, USPSWEB & USASWEB.
- ❖ When you create ticket, please include a phone number where you may be reached, in case there is an issue.
- ❖ HCC will run ADJUST for both the Month and Calendar Year, and will create MonthlyCD.
- ❖
- ❖ After the backup is completed, **HCC staff will notify District** by responding to the Cherwell HelpDesk ticket.

**You may then begin processing data for January 2019**

**All of us at HCC wish you a very Happy Holiday & New Year!**

HCC will be closed on the following dates:

- ❖ December 24, 2018
- ❖ December 25, 2018
- ❖ December 31, 2018
- ❖ January 1, 2019

Two ways to create a Cherwell Helpdesk ticket:

- ❖ log into Cherwell through HCC website
- OR**
- ❖ email [financesupport@mail.HCCAnet.org](mailto:financesupport@mail.HCCAnet.org)

