

# FAM Calendar Year End

ERP-Statewide

Exported on 12/19/2019

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No headings included in this document

This article details the processes needed to process calendar year end in FAM. **It is the top level overview of the CYE FAM process.** There are links within this document to other documents which provide additional detail on performing the CYE process.

1. Register for a TCC code if you don't have one already. The TCC code is an identifier specific to the individual who will be submitting the 1099 data to the IRS.
  - Contact your ITC for assistance.
2. Determine when your last check run for the current calendar year will be.
  - a. Process all calendar year AP documents (cashable checks and EFT payments, including payroll vendor checks).
3. Enter all Transactions for the current month
  - a. Enter all receipts for the current month.
  - b. Verify all accounts payable transactions & checks for the month have been completed.
  - c. Verify all payrolls have been posted to FAM.
  - d. Reconcile budgetary & payroll checks with the bank.

 **Do NOT Process Any New Year Calendar Year AP Documents**  
Do NOT process ANY accounts payable checks to be dated for the new calendar tax year.

4. Verify (and add, if needed) all applicable 1099 Box Codes in the 1099 Types (FAM > Reference Tables > Fund Accounting).
5. Use the 1099 Information tab in the Vendor List (FAM > Reference Tables > Fund Accounting) to verify all vendor records are coded with the appropriate 1099 Box Codes. Several advanced search can be used for this purpose. They are shown below.

General	Address	1099 Name and Address	1099 Information	Discount Information	Miscellaneous Information	EFT/ACH																				
<p><b>Form *</b> <span style="border: 1px solid #ccc; padding: 2px;">M - 1099-Misc</span></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Box</th> <th style="width: 15%;">YTD</th> <th style="width: 35%;">Prev</th> </tr> </thead> <tbody> <tr> <td>Misc</td> <td><span style="border: 1px solid #ccc; padding: 2px;">3 - OTHER INCOME</span></td> <td style="text-align: right;">500.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>G</td> <td><span style="border: 1px solid #ccc; padding: 2px;"> </span></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Int</td> <td><span style="border: 1px solid #ccc; padding: 2px;"> </span></td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2">FTD Paid</td> <td style="text-align: right;">500.00</td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>								Box	YTD	Prev	Misc	<span style="border: 1px solid #ccc; padding: 2px;">3 - OTHER INCOME</span>	500.00	0.00	G	<span style="border: 1px solid #ccc; padding: 2px;"> </span>	0.00	0.00	Int	<span style="border: 1px solid #ccc; padding: 2px;"> </span>	0.00	0.00	FTD Paid		500.00	0.00
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FTD Paid		500.00	0.00																							

- a. 1099 Type M Vendors

Advanced Search Criteria					
Vendor	1099 Form Type	Equals	M	x	End

- b. 1099 Type M Vendors with missing Box Code (There should be no vendors listed in this search).

Advanced Search Criteria					
Vendor	1099 Form Type	Equals	M	x	And
Vendor	Box Code 1099-Misc	Is Missing		x	End

6. Update any vendors who were paid outside of eFP with the applicable 1099 payment amounts.

- a. The payment amount should be entered on the appropriate row under the Prev column on the 1099 Information tab on the Vendor Information screen.

	Box	YTD	Prev
Misc	3 - OTHER INCOME	500.00	150.00 ×
G		0.00	0.00
Int		0.00	0.00
FTD Paid		500.00	0.00

- 7. Use advanced searches in the Vendor List reference table to verify all vendors that are to receive a 1099 have data in the following fields. These are not required fields under the vendor setup, **but are required on the 1099.**

- a. Federal Tax ID (General tab)

Advanced Search Criteria

Vendor	1099 Form Type	Equals	M	And
Vendor	Federal Tax ID	Is Missing		End

- b. 1099 Name and Address (1099 Name and Address tab)
  - i. There are currently no advanced search fields for this search.

- 8. Run the Vendor Payment History Report (FAM > Reports > Accounts Payable) to check amounts over 1099 threshold.
  - a. Run the report using a check date range from January 1 through December 31. (01/01/YYYY:12/31/YYYY)
  - b. Review totals by vendor for amounts over 1099 threshold.
- 9. Modify the 1099 Types (Fund Accounting > Periodic Routines > Periodic Processing) on check records as needed.
- 10. Process vendor 1099s using the process on the [1099 Processing<sup>1</sup>](#) page.

**⚠ Step 4 (Printing of 1099 Edit Lists) on the 1099 Processing Page MUST be Completed Before Continuing**

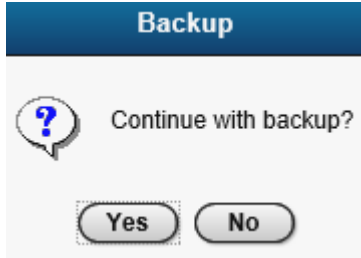
Do **NOT** continue unless the printing of 1099 Edit Lists, step 4 on the 1099 Processing page has been completed. The best practice is to complete all steps on the 1099 Processing page before continuing. However, if time or circumstances dictate, you may continue with the steps below after completing step 4 on the 1099 Processing page.

- 11. Optionally, generate the Workers Comp Distribution (HR > Reports > Payroll > Workers Comp Distribution) report.
  - a. Run to report.
  - b. Detail Distribution Detail to Excel

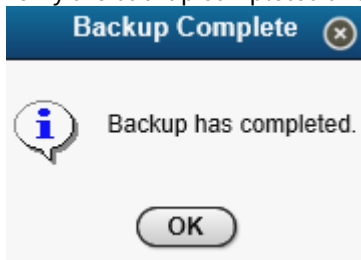
<sup>1</sup> <https://community.mcoecn.org/display/ERPPublic/1099+Processing>

- 12. Backup Fund Accounting to Disk (System Administration > Administration > Backups to Disk).
  - a. Verify all users are out of FAM.


- b. Click Yes to continue with the backup.

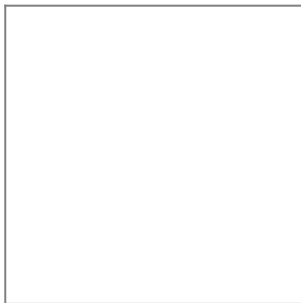


- c. Verify the backup completed and click OK to continue.



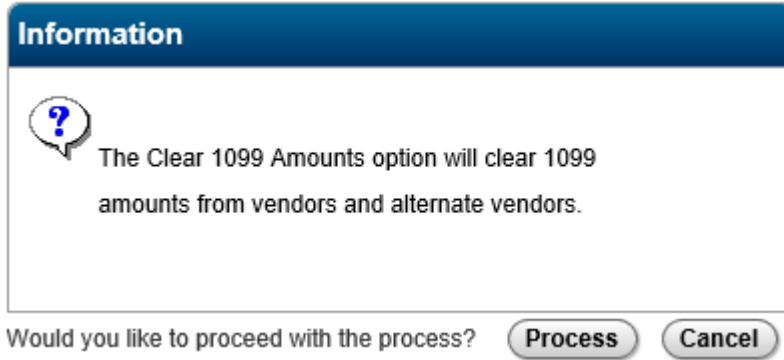
- 13. Contact your ITC so they can perform a full database backup. The above fund accounting backup to disk is **NOT** a replacement for this full backup performed by your ITC.

 **STOP! Do NOT Proceed Without a Backup**  
Contact your ITC to request a backup of the CYE data.

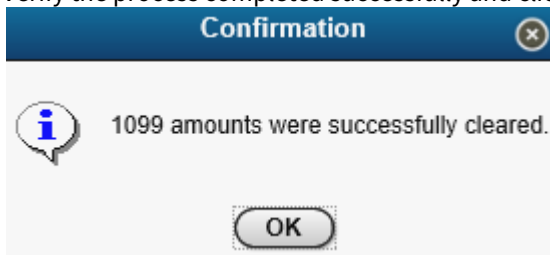


- 14. Clear 1099 Amounts (FAM > Periodic Routines > Periodic Processing).

- a. Click Process to begin the 1099 clear process.



- b. Verify the process completed successfully and click OK.



- 15. Perform the Period End (FAM > Periodic Routines > Periodic Processing) process to change the system default period to period 7.
- 16. Proceed with processing January transactions.

**Do NOT Purge Work File or Audit File**  
NEVER purge the 1099 work file or audit file. The ONLY exception to this is purging the current work file if you will be reloading it while processing the current calendar year.

## Related articles

### Content by label

There is no content with the specified labels

