



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.

- 1. Use the Vendors grid to review the TIN type (SSN or EIN) for all 1099 vendors to make sure they are correct and identified.
 - In the Vendors grid, add the 'Type 1099', 'Tax ID Type', 'ID #' and 'YTD Total' columns to the grid. Select **active** vendors only and 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.
 - Use the Vendors grid to review Vendors that have a qualifying YTD Taxable Total that are **not** marked to receive a 1099. 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 **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. If Vendors are 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.
- 2. 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).
- 3. Enter Vendor Adjustments to correct YTD Taxable Total amounts if needed.

Month-End Closing

- 4. Enter all transactions for the current month
- 5. 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
- 6. Generate the '**SSDT Cash Summary**' report and the '**SSDT Financial Detail Report**'.
 - ◇ The Financial Detail Report may be run for the month only to compare MTD totals to the Cash Summary Report.
 - ◇ Compare the totals from reports... they should be identical.
- 7. If all above steps are performed and totals all agree, you are in balance and may proceed with the next step.
- 8. *Optional Step*: Run a '**Spending Plan Summary**' report.
- 9. Run Monthly Reports.

Recommended monthly reports include:

- Cash Reconciliation Report for the month
- Cash-related Reports: Cash Summary Report and a Financial Detail Report for the month
- Budget-related Reports:
 - Budget Summary/Budget Account Activity Report (for the month)
 - Appropriation Summary Report
 - Budget Summary MOE
 - Negative Budget Report; Negative Appropriation Account Report
- 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
- 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



Calendar Year-End Closing

Your month-end reports will automatically generate when you close the month of December.

- 10. Generate any other Calendar Year End Reports not generated with month-end close: The Proration Utility can be used to generate a template for Worker's Comp

- 11. Under Periodic, run the 1099 Extract program.
 - NOTE: Select 2019 as the Payment Year
 - Select the appropriate Output File Type:
 - Edge Format (XML) is the output file to be used when printing 1099s
 - This will be sent to HCC via sharebase. Each district will receive a sharebase folder. Please DO NOT email these files.
 - IRS Format (TAP) is the output file used to generate the TAP file for IRS submission
 - This will be sent to HCC via sharebase. Each district will receive a sharebase folder. Please DO NOT email these files.
 - Review the File Name, TIN, Address and contact information
 - Click on 'Generate Extract File' to generate the selected output file type
 - Click on 'Print Report' to generate the 1099 Extract Report in PDF format

- 12. 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 MonthlyCD report bundle will automatically run when the Posting Period is closed.

- 13. You are now closed for the month and calendar year.