



# USAS-R CYE 2021 Checklist

## Pre-Closing Procedures

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

1. \_\_\_\_\_ **Review Vendors** that qualify to receive 1099s and verify their relevant 1099 information.

Go to **Core > Vendors** to query Vendors with a 1099 Type and qualifying YTD Taxable Total.

In the Vendors grid, use the **More** button to add these fields to the grid:

- ✓ **Type 1099**
- ✓ **Tax ID Type**
- ✓ **ID #**
- ✓ **YTD Taxable Total**

Column Selection

- id
- Vendor #
- Primary Name
- Active
- Account Number
- Default Payment Type
- Email Address2
- ▶ New Hire
- ▼ 1099
  - Ignore Limits
  - Type 1099**
- ▼ Tax Id
  - Tax Id Type**
  - Id #**
- ▼ Amounts
  - FYTD Taxable Total
  - FYTD Total
  - YTD Taxable Total**
  - YTD Total
- ▶ Other Info

- A. Filter by the Type 1099, entering **<> non 1099** to find all vendors currently flagged as 1099 vendors. Then filter by the YTD Total on amounts **>=600**. If desired, download the filtered grid by using the **REPORT** button.

Remember, the minimum reportable YTD Total for vendors receiving a 1099 for Royalty Payments is only \$10.

Review the Tax ID Type (EIN or SSN) and ID# for all 1099 vendors to make sure they are correct and identified. If a Tax ID Type or ID# is missing, review the vendor's W-9 form on file, or request a new form from the vendor. **Notice in the example below**, that vendor # 624 is apparently incorporated but is incorrectly flagged to receive a 1099; this should also prompt a review of the vendor's W-9 form. Correct/update vendor records as applicable.

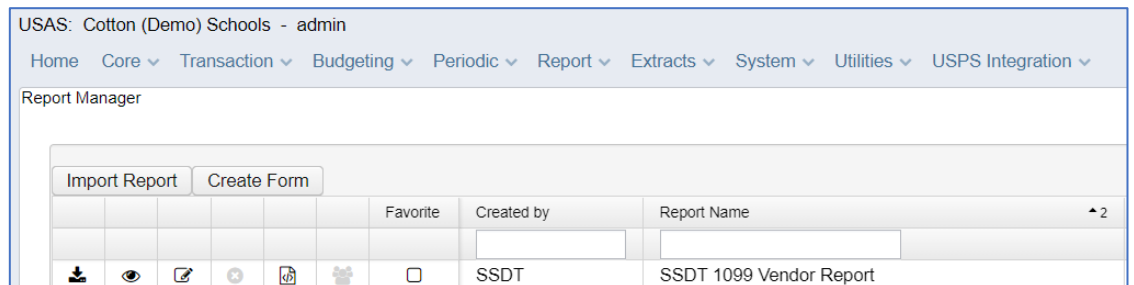
Vendor #	Primary Name	Active	Type 1099	Tax Id Type	Id #	YTD Taxable Total
			<> non 1099			>=800
201	ENNIS BRITTON CO., LPA	true	Attorney gross proceeds	Ein	310960551	16,760.02
355	██████████	true	Non employee compensation	Ssn	██████████	805.00
579	FRONTLINE TECHNOLOGIES	true	Non employee compensation	Ein	465125936	7,028.96
624	TROPHY AWARDS MFG, INC	true	Non employee compensation	Ein	610993537	14,418.49
773	MARKS MUSIC	true	Non employee compensation	Ein	251768759	4,760.00

Filter again by the Type 1099, entering **non 1099** to find all vendors currently NOT flagged as 1099 vendors. Then filter by the YTD Total on amounts **>=600**. If desired, download the filtered grid by using the **REPORT** button. Review W-9 forms for vendors that may need to be corrected. Correct/update vendor records as applicable.

Vendor #	Primary Name	Active	Type 1099	Tax Id Type	Id #	YTD Taxable Total
			non 1099			>=600
6226	JIM NICKELL & SON BLACKTOPPING	true	Non 1099	Ein	201980859	2,275.00
6227	JP MOHLER, LLC	true	Non 1099	Ein	460795659	9,651.25
6228	TEAM FITZ GRAPHICS, LLC	true	Non 1099	Ein	261273944	10,770.00
6241	[REDACTED]	true	Non 1099			845.00
6242	[REDACTED]	true	Non 1099			769.00

**NOTE:** Districts with a large number of vendors may receive an error for Excessive query when filtering the Vendor grid. In this case, the information can be reviewed by pulling a partially filtered grid to a Report with Excel-Data format and then filtering on the remaining columns in the spreadsheet or by using the **SSDT 1099 Vendor Report**.

- B.** A second way to view to accomplish this is by using the **SSDT 1099 Vendor Report** in Reports-> Report Manager. 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)
- i. **NOTE:** As of Release 7.30.0 the SSDT 1099 Vendor Report has been updated to use the 1099 Vendor Location address information.
  - ii. The Vendor Name and Address used for 1099 reporting is based on 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.
  - iii. Classic Vendors with the "1099:" prefix entered in the Name2 field were 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 should be reviewed for accuracy.



Generate Report + x

### SSDT 1099 Vendor Report

Save and Recall

Report Options

YTD Taxable Total greater than or equal to:

Total As of Period (If a date is specified YTD Taxable Total and YTD Total will be calculated as of that period)

1099 Type(s): (Non Employee Compensation, Rents, Other Income, Medical and Health Care, Royalty Payments, Attorney Gross Proceeds)

Reporting Period: December 2020 (FY 2021) 12/8/20 4:52 PM

### Cotton (Demo) Schools 1099 Vendor Report

Vendor #	Name	Name 2	Address Line 1	Address Line 2	City	State	Postal Code	Tax Id Type	Tax Id #	YTD Taxable Total	YTD Total
<b>Type 1099: Non_Employee_Compensation</b>											
5178	Wilkins, Connie		954 Mohawk Court		Hoboken		64714			\$ 6,348.00	\$ 6,348.00
4966	Craig, Crystal		1784 Lakeside St		Greenville		13183			5,323.00	5,323.00
7590	Homer Motor Services		859 Airport Rd		Vienna		25069			143,520.00	143,520.00
7796	Howell Engineering		610 Cranfield Street		Baxley		44079			765.34	765.34
7662	Denmark Accounting		538 Harbor Ave		West Green		18904			1,500.00	1,500.00
4140	Fairburn Accounting		1688 Mollysrock Street		Alma		01405			5,780.00	5,780.00
19	Sasser Accounting		827 Gest Station		Colquitt		43896			1,100.00	1,100.00
8403	Hodge, Melinda		1555 Royalton Rd		South Newport		61466			5,370.00	5,370.00
										<b>\$ 169,706.34</b>	<b>\$ 169,706.34</b>
<b>Type 1099: Medical_and_Health_Care</b>											
5835	Glennville Accounting		523 Center Blvd		Brookfield		76281			7,410.00	7,410.00
										<b>\$ 7,410.00</b>	<b>\$ 7,410.00</b>
<b>Type 1099: Attorney_Gross_Proceeds</b>											
9868	Trudie Gymnasium		1144 Clyde Place		Danielsville		47186			7,369.50	7,369.50
										<b>\$ 7,369.50</b>	<b>\$ 7,369.50</b>
<b>Grand Total</b>										<b>\$ 184,485.84</b>	<b>\$ 184,485.84</b>

C. A third way of accomplishing this is using an **Advanced Query**, then the query will be saved and available every year:

USAS: Cotton (Demo) Schools - admin December 2020 (FY 2021) | 1 Messages

Home Core Transaction Budgeting Periodic Report Extracts System Utilities USPS Integration Help

Vendors

(Double-click properties from left or Drag and Drop them below.)

Properties	Display Name	Operation	Filter Value	Remove
Type 1099	Type 1099	Not equals	non 1099	<input type="button" value="x"/>
YTD Taxable Total	YTD Taxable Total	Greater or equal	600	<input type="button" value="x"/>

1099 Vendors

Vendor #	Primary Name	Active	Type 1099	Tax Id Type	Id #	YTD Taxable Total
19	Sasser Accounting	true	Non employee compensation			1,100.00
4140	Fairburn Accounting	true	Non employee compensation			5,780.00
4966	Craig, Crystal	true	Non employee compensation			5,323.00
5178	Wilkins, Connie	true	Non employee compensation			6,348.00
5835	Glennville Accounting	true	Medical and health care			7,410.00

USAS: Cotton (Demo) Schools - admin December 2020 (FY 2021) | 1 Messages

Home Core Transaction Budgeting Periodic Report Extracts System Utilities USPS Integration Help

Vendors

Q Apply Query Q Clear Query Hide Advanced Query Controls (Double-click properties from left or Drag and Drop them below.)

Properties:	Display Name	Operation	Filter Value	Remove
Account Number	Type 1099	Equals	Non 1099	X
Active	YTD Taxable Total	Greater or equal	600.00	X
As Of Period	Active	Equals	t	X

Non 1099 Vendors Non 1099 Vendors Save Query

Vendor #	Primary Name	Active	Type 1099	Tax Id Type	Id #	YTD Taxable Total
15	White Oak Motor Services	true	Non 1099			1,058.28
79	Hogansville Signs	true	Non 1099			5,783.07
90	Pelham Cafe	true	Non 1099			1,787.00
109	Wray Studios	true	Non 1099			2,288.57

Vendors

Q Apply Query Q Clear Query Hide Advanced Query Controls (Double-click properties from left or Drag and Drop them below.)


Properties:	Display Name	Operation	Filter Value	Remove
Account Number	Type 1099	Equals	Royalty payments	X
Active	YTD Taxable Total	Greater or equal	10	X

1099 Vendors - Royalty Payments 1099 Vendors Royalty Payment Save Query

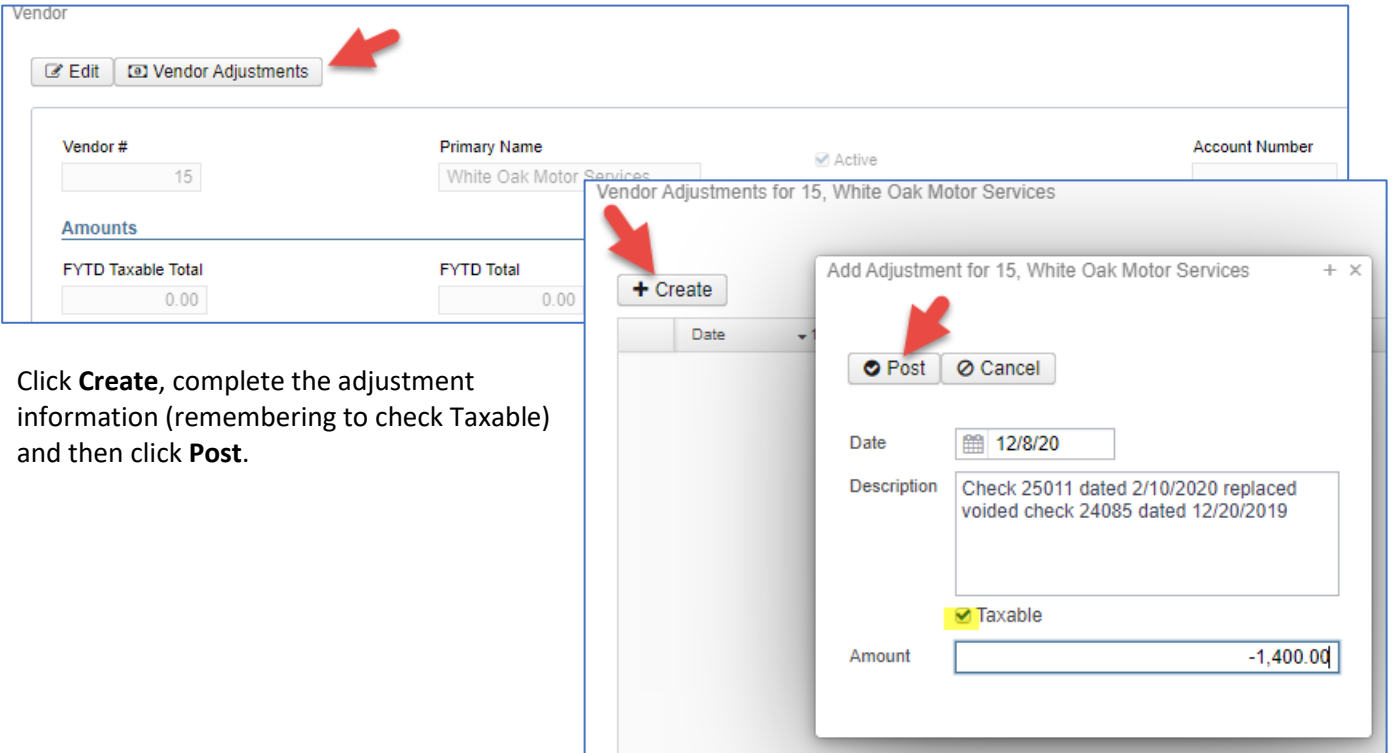
The Vendor Name and Address used for 1099 reporting is **based on the Vendor Location with the 1099 check box marked on the Vendor record**. To update the 1099 address, modify the location or change the 1099 check mark to use a different location address.

Classic Vendors with the "1099:" prefix entered in the Name2 field were 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 should be reviewed for accuracy.*

2. \_\_\_\_\_ Enter **Vendor Adjustments** to correct YTD Taxable Total amounts, if needed (because of, for ex: Void Prior FY Check, Royalties, combining Vendor records).

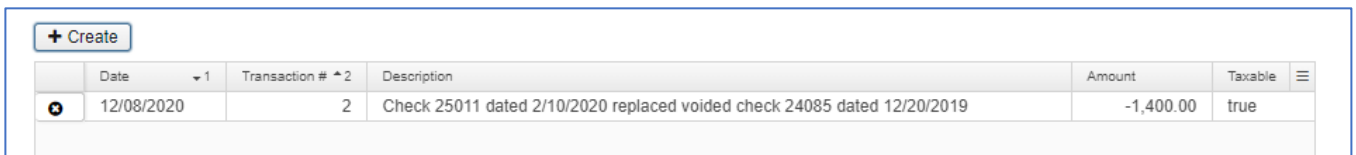
On the Vendors grid, click the View icon  for the vendor to be corrected. The amount can be entered as positive or negative to increase or decrease the totals. **Make sure the 'Taxable' check box is marked, in order to update the YTD Taxable Total.**

3. [In this example](#), the vendor received \$650 in this calendar year that was actually a replacement for a check paid in the prior calendar year, but which was lost in the mail and voided this year. Click the **Vendor Adjustments** button.



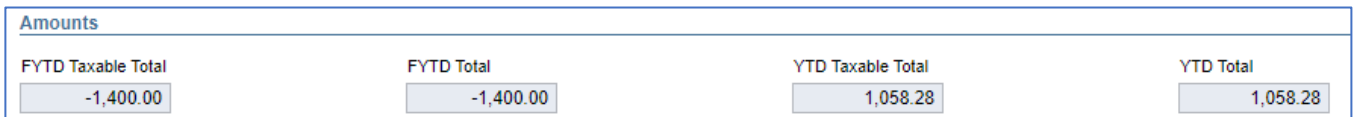
Click **Create**, complete the adjustment information (remembering to check Taxable) and then click **Post**.

The Vendor Adjustments window for the vendor will display the action.



Date	Transaction #	Description	Amount	Taxable
12/08/2020	2	Check 25011 dated 2/10/2020 replaced voided check 24085 dated 12/20/2019	-1,400.00	true

The Amounts section of the Vendor screen will also reflect the adjustment.



FYTD Taxable Total	FYTD Total	YTD Taxable Total	YTD Total
-1,400.00	-1,400.00	1,058.28	1,058.28

For more information, see <https://wiki.ssd-t-ohio.org/display/usasrdoc/Vendors#Vendors-VendorAdjustments>.

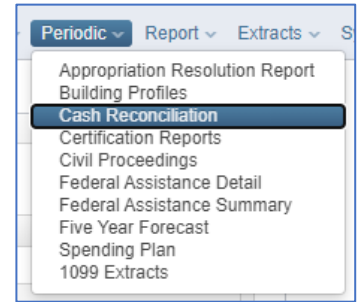
## Month-End Procedures

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

5. \_\_\_\_\_ Reconcile USAS-R records with your bank statement(s).

Perform [bank reconciliation procedure](#).

In USAS-R, go to **Periodic > Cash Reconciliation** to enter your cash reconciliation information for the month.



6. \_\_\_\_\_ Go to **Report > Report Manager** - run **SSDT Cash Summary** and the **SSDT Financial Detail Report**.

Compare the totals from reports; they should be identical. If totals agree, you are in balance and may proceed with the next step.

**Note:** The Financial Detail Report may be run for the month only to compare MTD totals to the Cash Summary Report.

a. \_\_\_\_\_ *Optional Step:* Go to **Report > Report Manager** – run **SSDT Spending Plan Summary (SM12's SM2M)**.

7. \_\_\_\_\_ Manually run and review any other desired reports.

The Monthly Reports Archive is available under **Utilities > File Archive** (the new Monthly CD) and will automatically run when the Posting Period is closed. This bundle includes 27 SSDT Template reports. Click [here](#) for a list of reports included in the archive.

### Month End reports:

- Cash Reconciliation Report for the month
- Cash-related Reports: Cash Summary Report / Financial Detail Report for the month / Financial Summary by Fund
- Budget-related Reports:
  - Budget Summary / Budget Account Activity Report (for the month)
  - Budget Transactions Summarized by Appropriation / Appropriation Summary Report
  - 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
- Disbursement-related Reports: Detailed Check Register / 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
- Transfer Advance Summary / Fund to Fund Transfer Ledger Report
- User Listing AOS Extract

## Calendar Year-End Closing

8. \_\_\_\_\_ Generate any additional Calendar Year End Reports desired.
9. \_\_\_\_\_ Go to **Utilities** > [Proration Utility](#) to generate a template for Worker's Comp.
10. \_\_\_\_\_ Go to **Periodic** > **1099 Extracts**. Select **2021** as the Payment Year. There are 2 Types of Returns:
  - **1099-NEC** = Non-Employee Compensation
  - **1099-MISC** = Miscellaneous (all other 1099 Types: Rent, Royalty Payments, etc.)
  - a. Select 1099-NEC and uncheck Exclude Vendors With No Tax ID. Then Print 1099 Report. Then select 1099-MISC and uncheck Exclude Vendors With No Tax ID. Then Print 1099 Report. This will produce two separate **PDF** report files. Review the files and ensure all fields are complete. If not, make corrections to your vendor files and then rerun this report. Maintain copies for your records.

**Note:** You cannot select both types to generate a **report file** that contains both 1099 types.


**Note:** Submission files **CAN** include vendors for which you could **not obtain a tax ID**.
  - b. **Check BOTH types**. Select **XML Format** for the Output File Type. Then click **Generate Extract File**. This will produce a file that contains both 1099 types and **will be used to create printable forms out of OnBase**.
  - c. **Check BOTH types**. Select **IRS Format** for the Output File Type. Then click **Generate Extract File**. This will produce a file that contains both 1099 types and will produce an **IRS Format (TAP)** file for **IRS electronic submission**.


TIP: If both 1099 types are selected but files are not generated, please check to see if pop-up blockers on your browser are preventing the files from being generated.

- d. **Send BOTH files to HCC via ShareBase. Each district will receive a ShareBase folder. Please DO NOT email these files since they contain SSNs and EINs.**

## Close December

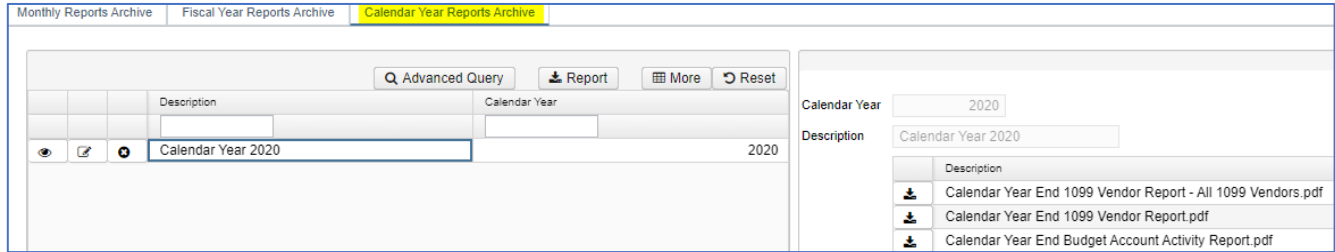
- a. \_\_\_\_\_ Go to **Core** > **Posting Periods**

Click on  to create a new posting period. Select the month, January, enter the calendar year, 2022, and checkmark the 'current' box to make the new posting period the current period.

Click on  if ready to 'Close' the December posting period.

The Monthly Archive and Calendar Year End Report bundle and will automatically run when the Posting Period is closed.

Go to Utilities > File Archive to see a new tab, **Calendar Year Reports Archive**. When the December Posting Period is closed, Calendar Year End reports, including 1099 reports and the 1099 Tape file, will be posted here.



**You are now closed for both the month and calendar year!**

## Reminder

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



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

HCC will be closed on the following dates:

- ❖ December 23, 2021
- ❖ December 24, 2021
- ❖ December 30, 2021
- ❖ December 31, 2021

Remember: entering a helpdesk ticket is the very best way to reach us. Please send email to [financesupport@mail.hccanet.org](mailto:financesupport@mail.hccanet.org)

Finance Team Main Line	513-728-7999
Tonya Chase	513-728-7935
Terri Dobbs	513-728-7920
Rhonda Burkhart	513-728-7960



