

USAS

2019 Calendar Year-End Closing Procedures

Overview

- Calendar Year-End Closing Review
 - Submission date to
 - Electronic file due to IRS by January 31, 2020.
 - MVECA needs your final F1099.DAT file by January 17, 2020.

2

SSN/EIN – Required for 1099 Vendors – Step 1

- Run F1099 to find vendors with missing SSN/EIN
 - The scrolling program defaults to “Y” for creating a tape file. Change this to “N” for these preliminary reports.
 - Check to make sure all 1099 vendors have either a SSN or EIN
 - If errors exist, you will receive this notification when the report is complete
 - Vendors with errors will be identified on the F1099.TXT report

Data file is F1099.DAT
Report is F1099.TXT. Form file is F1099.FRM

*** Errors Found! Please Check F1099.TXT file for details.

Processing Completed!

F1099.TXT

*** ERROR *** MISSING OR INVALID TIN TYPE

4

Vendor TIN_TYPE – Step 2

- The TIN Type was added to VENSCN to determine whether the Taxpayer Identification Number is a SSN or an EIN on the vendor record (in order for the ID number to be formatted correctly on the printed 1099's)
 - This field is only available from VENSCN (not in USASWEB)

```

VENDOR ADDRESS INFORMATION
Vendor      : 888478      Status: 0 (Active )   CHECK
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# : 348888888 SSN/EIN: E Override: _
Enter the type of ID#, from the vendor's W-9 form.
      0 = SSN      E = EIN
VENSCN -- Vendor Maintenance Screen
    
```

Vendor TIN_TYPE

- IRS TIN MATCHING Program
 - Requires a an eService user login

```

MVECA0 - WRQ Reflection for UNIX and Digital
File Edit Connection Setup Macro Window Help

TINMATCH - Creates file for bulk IRS TIN/Name Matching service

Enter the output file name for the bulk TIN/Name matching file.
Per IRS specs, do not enter any special characters in the file name
and the file extension must be .TXT

Output file TINMATCH.TXT

Include vendors only if YTD Total meets IRS requirement? Y

Enter the following option the same as you will enter it in
the F1099 program:

Use check names when they exist? N
    
```

6

Vendor Names -Step 3

- If the vendor uses a different name for 1099 reporting, the district may enter the 1099 reportable name on the "2nd Name" field.
- Enter "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

7

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:

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

Vendor Address Information	
Vendor Number	888478 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	

PAYER'S federal identification number	RECIPIENT'S identification number
349999999	348888888
FRAN SMITH	
12348 SAMPLE STREET	
SAMPLEVILLE	OH 55555-

8

VENDOR NAMES

- The printed PO will display both Name and 2nd Name fields. If you don't want to display 1099:individual name on printed POs all year, enter the 1099:individual's name right before running the F1099 program. (Caution: requires a change each year)
- IRS guidelines (General Instructions for Certain Information Returns Forms 1096, 0197, 1098, 1099, 3921, 3922, 5498 and w-2G) state you **MUST** show the individual's name on the first name line of the printed 1099. If you want the DBA name on the second name line of the printed 1099, before running F1099, temporarily modify the name and 2nd name fields on the vendor record showing the individual's name in NAME field and DBA or LLC name in 2nd name field (no "1099:" needed)

9

VENDOR NAMES

from 1099 General Instructions

- Sole proprietors.** You must show the individual's name on the first name line; on the second name line, you may enter the "doing business as (DBA)" name. You may not enter only the DBA name. For the TIN, enter either the individual's SSN or the EIN of the business (sole proprietorship). The IRS prefers that you enter the SSN.

10

VENDOR NAMES from 1099 General Instructions

- Limited liability company (LLC).** For a single-member LLC (including a foreign LLC with a U.S. owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name only on the first name line and the LLC's name on the second name line. For the TIN, enter the owner's SSN (or EIN, if applicable). If the LLC is taxed as a corporation, partnership, etc., enter the entity's EIN.

11

Vendor Detail			
Vendor Address Information		Check Address Information	
Vendor Number 85 Active			
Name JONES CONSULTING SERVICES		Check Name	
2nd Name 1099 KARA JONES		Check 2nd Name	
Address 123 MAIN STREET		Check Address	
2nd Address		Check 2nd Address	
City SAMPLEVILLE		Check City	
State OH		Check State	
Postal Code 55555		Check Postal Code	
Country		Check Country	
Phone (888) 555 - 1111		Check Phone () -	
Fax () -			
1099 Information		Year-To-Date Totals	
1099 Type Non-employee Compensation		Calendar YTD Total 2,000.00	
ID# 22222222		Fiscal YTD Total 0.00	
Override			
Other Information			
Account Number		Category	
Last Activity 12/30/2008		Minority Vendor N	
Creation Date 12/18/2008		Multi-Vendor Flag N	
Email Address		Child Support Flag N	
New Hire Reporting			
New Hire Flag Not Reportable		Birth Date	
Date Payments Begin		New Hire SSN/EIN	

Check vendor YTD totals- Step 4

- Compare CHEKPY YTD totals for 1099 vendors to the VENSSN report
- If the totals do not match, it's an indication that ADJUST for YEAREND was not complete for the previous calendar year.

13

VENSSN – Verify 1099 Data – Step 5

- Check Data for 1099 Vendors
 - Run VENSSN using multiple selection options
 - 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

14

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 Page: 1
Processing Month: November 2017 (VENSSN)
SAMPLE SCHOOL TESTFILES

Ven #	Vendor Name	PO Mailing Address	City	St	Zip	Sts	SSN	Vendor YTD
000010	SALSAL, HAL	215 HONKA ST	SAMPLE	OH	43333	A	111 11 1111	634.00
000012	LOOT, JOANIE	7777 LINDY LOOT LANE	BEESWAH	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 HARSFEET ST	WALDO SOUTH	OH	44444	A	333 33 3333	3,133.33
000018	RAHEY, KAREY THE RAYNE GROUP, IN	1749 BLAHEY LANEY	LAHEY	TN	37373	A	373 73 7373	1,374.45
000021	STONES FOR SCHOOLS	PO BOX 7209	ROCKMAN	MI	59771	A	100 00 0000	642.99
000022	SLY STALONE WOOD SHOP	542 BOXER ST	ARCHBOLD	OH	43502	A	888 88 8888	1,228.58
000023	RENAISSANCE COLUMBUS DOWNTOWN	50 TURKEY ST	COLUMBUS	OH	43215	A	222 22 2222	921.68
000025	STEVENS, JUNA	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 02 Quit <Top <Bottom <Width <Page <Find <Next <Save

Month-End Closing Steps 6-11

- Follow your normal month end balancing processes except Month end ADJUST.
- 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.

17

Month-End Closing Steps 12-13

- 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:
 - BUDSUM, APPSUM, REVSUM
 - DETAILED PODETL – ALL FUNDS
 - FINDET & FINSUMM
 - RECDL
 - DETAILED CHEKPY
 - CASH RECONCILIATION FROM OPTION 1 OF USAEMSED

18

Calendar Yearend Closing – Step 14-15

- DO NOT RUN ADJUST TO CLOSE DECEMBER
- Generate any additional Calendar Year-End reports desired
- **Backup your database –USASBACKUP**
 - All USAS Users must be at menu
 - Do not "X" out of Reflections or USASWEB – LOGOUT
 - If you see a file conflict during the backup, contact MVECA Fiscal.
 - USASBACKUP creates HISTORY cy18 database

19

Processing 1099s from a DEMO

- If more time is needed to get correct vendor information, request a demo database
- Backup is copied to a demo
- Write helpfiscal@mveca.org
- We will send you a login
- Once you receive the login info, continue closing LIVE – Proceed to the next step
- MVECA will run MONTHLYCD and update the HISTORY CY19

20

VENHIRE/VHRESET – Step 16

- 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.

21

AUTOPOST batch files – Step 17²²

- Check for Payroll, Void Payroll, Future PO batches to determine if they need to be posted prior to running ADJUST for the month
- Post using AUTOPOST or wait and post during ADJUST if all batch files for the next period can be posted.

AUTOPOST batch files

23

```

BATCH Files Exist

This program will blank out MTD fields or YTD fields
as the Master file according to your purpose for running it.

Are you running this file?
1. Month end processing or
2. Year end processing.
3. Clear Project to Date fields
4. End this program (Recovery).

Enter your option now? 1

Have you posted all transactions and produced
all necessary reports for month-end processing? (Y/N <Y>): <CR>

Enter the month (1 thru 12) 6
You are processing for the month ending June

Correct? (Y/N <Y>): <CR>

The following batch files have not yet been processed:

- USFS_PAYROLL1994061501.BATCH      : Payroll - pay date 06/15/1998.
- USFS_PAYROLL1994061601.BATCH      : Payroll - pay date 06/16/1998.
- USFS_PAYROLL1994063001.BATCH      : Payroll - pay date 06/30/1998.

Any batch files containing transactions for the current month MUST be
processed before ADJUST can be run.

If these batch files contain any transactions that affect the SM2,
then the SM2 must be recalculated.

Do any of these need to be posted in the month of June? (Y/N <Y>): <CR>
  
```

Month-End ADJUST – Step 18

Run ADJUST and select “month-end”

- ▶ This program requires exclusive access. All USERS must be at the menu or logged out. The ADJUST command runs MONTHLYCD and SAVEBUD. You must **NOT** be running any other programs during this process.
- ▶ **MONTHLYCD** and **SAVEBUD** will, automatically, run first before prompting for ADJUST options.

24

Calendar Year-End Closing Step 19

- 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
12. Payment Year          : 2019
13. Payer Name Control    :
```

Calendar Year-End Closing Step 20

- 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
- Write helpfiscal@mveca.org to create a helpdesk ticket saying that forms are ready to be printed and data submitted to IRS.

26

Calendar Year-End Closing – Step 21

- Run ADJUST again
- Select “Year-End” and run for “Calendar”
 - You must NOT be running any other programs from your normal account during this process
- May begin processing for January

27

MVECA 1099 Procedures

- After the helpdesk ticket is acknowledged and assigned to an analyst, the analyst will confirm that the district has completed the F1099 program, we check to see that the F1099 files were created properly during the district's F1099 run.
- We take the F1099.DAT file and use it with the EDGE Account Ability software to generate 1099 forms to print on self-sealing 1099-MISC laser forms.

28

MVECA 1099 Procedures

- After the 1099s are printed, a district copy of the 1099 is created and imported into OnBase
- Each district will have a login to OnBase to view and print any needed copies (recipient or employer)
- A 1099 report from Account Ability will be provided

29

1099 Corrections

- If errors are found prior to 1/17/20, corrections are made in a demo and F1099 re-processed
- Errors found after 1/17/20 must be resolved following IRS guidelines.

30

NEW – Step 22

- **REQUIRED** - Go to FISCWEB/MVECA_INFO and review your user list.
- Send a marked up copy or an email with changes.
- We are audited each year on granting access to your district data

31

Questions?

32