

MVECA 2018

USAS Calendar Year-End Procedure

JANUARY 31, 2019 IS THE IRS DEADLINE FOR ELECTRONIC SUBMISSION OF 1099s (CHANGED FROM MARCH 31). **ALL 1099 PROCESSING MUST BE COMPLETE BY END OF DAY FRIDAY, JANUARY 18, 2019.**

The following checklist outlines the steps to be followed when closing out USAS for the month and calendar year-end:

Preliminary Calendar Year End Closing

1. _____ Run F1099 to check that all vendors flagged to receive 1099's have a social security or tax ID number. ***BE VERY CAREFUL RUNNING F1099. THE PROGRAM DEFAULTS TO "Y" FOR CREATING A TAPE FILE. BE SURE TO CHANGE THIS QUESTION TO "N" FOR THESE PRELIMINARY REPORTS.**
2. _____ Specify the TIN type (SSN/EIN) for 1099 vendors in USASCN/VENSCN (not available in USASWEB)
 - Required for printing 1099s
 - Values: S=SSN or E=EIN
3. _____ Check 1099 vendor names. If the vendor wants a different name on the 1099 than the billing address or the check name; add it to the second name field with "1099:" before the name.

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	

- [IRS TIN Matching Program.](#)
 - Requires an e-services user login
 - [Registration](#) asks for personal information
 - Run TINMATCH to get a file to upload

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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

4. _____ Run **CHEKPY** choosing the following options to verify YTD totals for 1099 vendors. Compare the CHEKPY to the VENSSN totals. Vendor YTD totals will be more than the amount listed on the CHEKPY if yearend adjust was not executed last year. Contact MVECA to correct YTD vendor totals.

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CHEKPY - Check Payment Register

Output file CHEKPY.TXT

Print options page? (Y,N) N

Report heading _____

- Sorting and Sub-total options -

Sort options C

Sub-total by vendor (Y,N) Y

- Selection Criteria -

Print missing check numbers. (Y,N) N

Check types to select. (D,I,M,P,R,T,W) N

Check statuses to select. (O,R,V) _____

Print vendor from PO or check. (P,C) P

Date Selection From 01/01/2016 To 12/31/2016

Check Selection From _____ To _____

Summary or Detail report? (S,D) S

Single or Double space summary report? (S,D) D

Press <next screen> for additional selection options

Check Payment Register 1 of 2

(Re) Execute F9 Cancel ^F8 Next Screen

F6 First Screen F10 Reset

F7 Help F11 Save/Recall

F8 Exit ^F7 Prev Screen

5. _____ Run **VENSSN** (MENU>VENSSN) with the following options to check 1099 data

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USAS Version 6.1a

VENSSN - Vendor Report With SSN/EIN and YTD Activity Displayed

This procedure produces a single-spaced report displaying vendor data. The report displays the SSN/EIN, vendor number, name, and address (as used on Purchase Orders), YTD Activity (\$), and vendor status. The user may select from several selection and sorting options.

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

Enter Selection Option:

866, 25 VT400-7 - mveca0.mveca.org via TELNET 03:49:18 Num

- a. 1099-Misc Vendors only (Regardless of YTD Activity)- Option 6
- b. 1099-Misc Vendors AND YTD activity > \$599.00 – option 4
- c. NOT 1099-MISC Vendors AND YTD Activity> \$599.99 - Option 5 – check for vendors that have not been flagged correctly.

Month End Closing

6. _____ Enter all transactions for the current month.
7. _____ Reconcile USAS records with your bank(s). See the Bank Reconciliation Procedure described in the “Useful USAS Procedures” section of the USAS User Guide.
8. _____ Generate **Cash Reconciliation** (not required) (option 1. only of the **USAEMSED** program), **FINSUMM**, outstanding **PODETL** and **BALCHK** reports.
9. _____ 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.
10. _____ 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.
11. _____ 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 MVECA for assistance
12. _____ 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.

13. _____ 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.

Calendar Year End Closing

14. _____ Generate all needed Calendar Year End Reports. The following is a listing of the recommended reports. Run any report that you would like to save to a local drive.
 - ____ **USARPT/BUDSUM** using YTD Budget Summary-All Funds
 - ____ **USARPT/APPSUM** using YTD Appropriation Summary-All Funds
 - ____ Detailed **PODETL** -All Funds in Account Order
 - ____ **USARPT/FINDET** and **USARPT/FINSUMM** reports
 - ____ **RECLED** Reports-All Funds, All Options
 - ____ **CHKREG** – Detailed for the month

IMPORTANT STEPS BELOW!!!!!!

15. _____ Create a backup copy of your files.
EVERYONE MUST BE OUT OF USAS!! Users MUST get to the Menu prompt or LOGOUT by typing Exit at the menu. “X”ing out of Reflections or USASWEB doesn’t end the process.
From the menu prompt, type: **USASBACKUP**.
If you get an error that the file is locked by another user; contact MVECA Fiscal at 937-767-1468. We will clear the directory for you to rerun USASBACKUP when all users are logged out. The backup program will have a message when it completes if the operation is successful. You should receive a confirmation email. Read it carefully. USASBACKUP creates the HISTORY CY18 database.

OPTION: If more time is needed for 1099 processing, 1099s can be processed from a demo database. If you want to run 1099 processing from a demo, confirm that the backup was successful by going to HISTORY CY18 and running the f1099 program. If that report is correct, email helpfiscal@mveca.org requesting a demo database to process 1099s. You will receive a username and password to the demo. Proceed to the next step and continue closing USAS for the calendar year.

16. _____ 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.
17. _____ Optional - Post any files using AUTOPOST or wait to post during adjust.
18. _____ **IMPORTANT!!!! ADJUST REQUIRES EXCLUSIVE ACCESS**
End all other USPS or USAS processes. Run ADJUST (Menu>ADJUST) selecting the “Month End” option. **MONTHLYCD and SAVEBUD will, automatically, run first before prompting for ADJUST options.**
19. _____ Run the **F1099** (Menu>F1099) program. Check the F1099.txt report, carefully. Once the report displays the correct 1099 recipients, rerun F1099 to create the tape file. **We will submit your 1099s electronically, unless otherwise instructed.**

NEW DEADLINE – JANUARY 18, 2019!!!!!!

20. _____ Email helpfiscal@mveca.org when your 1099s are ready to process either in LIVE or a demo.

21. _____ **IMPORTANT!!!! ADJUST REQUIRES EXCLUSIVE ACCESS. End all other USPS or USAS processes.** Run **ADJUST** (Menu>ADJUST) selecting the “**Year End**” option and run for “**Calendar**”.
22. _____ NEW- Go to Fiscweb – MVECA Info and review your user list. Write helpfiscal@mveca.org to request changes to the user list.

Processing 1099s after Closing Calendar Yearend

Email helpfiscal@mveca.org to request a copy of your yearend backup to a demo. The login to the demo will be sent via email. Process 1099s. Add a comment to the ticket that they are ready to be processed. Once all changes are made, MVECA will create a new backup with the updated info and copy needed reports to MONTHLYCD.

1099 CORRECTIONS

See 1099 General Instructions

If corrections are needed before January 19th, add a helpfiscal@mveca.org request to copy the backup to a demo. Make necessary changes in the demo and re-process 1099s. The updated file will be submitted to the IRS.

If after January 19th, process a correction following IRS guidelines.

MVECA will submit your 1099s, electronically, to the IRS.