

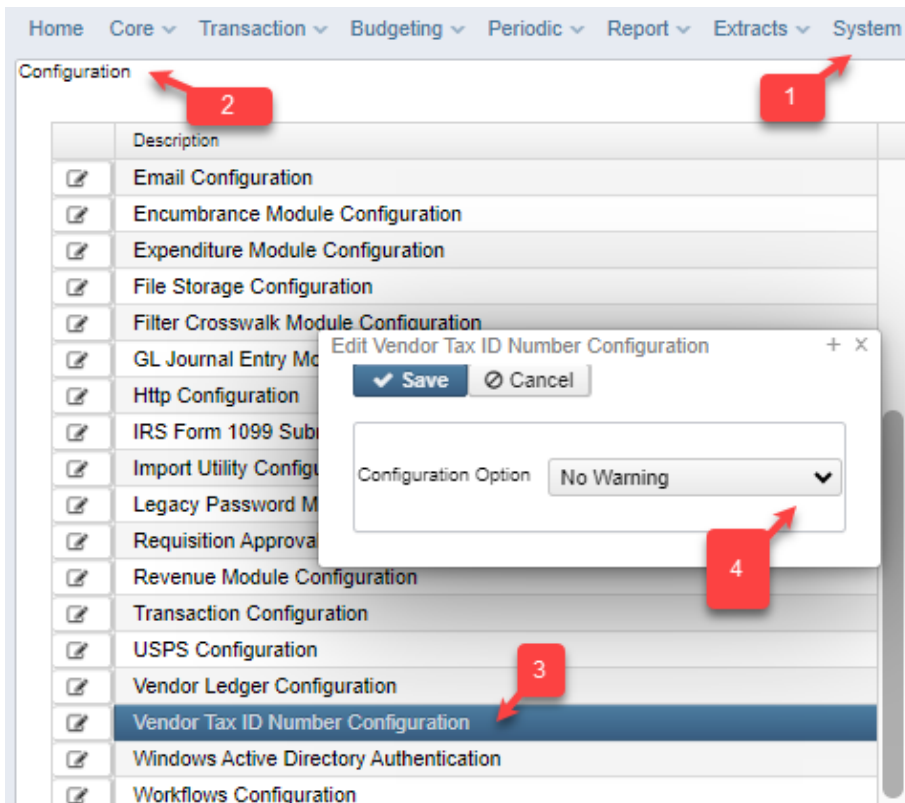
USAS CYE 2023 Checklist

Pre-Closing Procedures

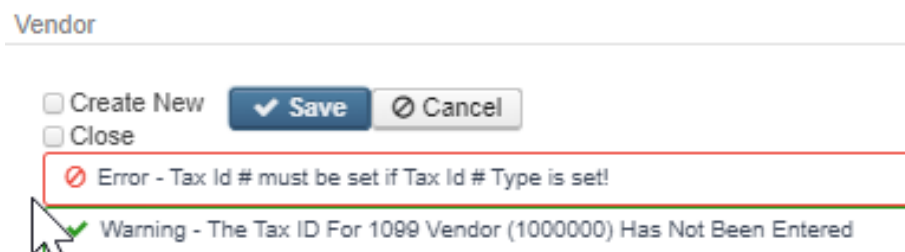
The following pre-closing procedures can be completed any time prior to closing the calendar year.

System -> Configuration -> Vendor Tax ID Number Configuration

Districts can configure this setting to allow validation for tax IDs when entering a **new** vendor: 1) No Warning, 2) Require For All Vendors, 3) Require For 1099 Vendors, 4) Warn For All Vendors, 5) Warn For 1099 Vendors



With setting this configuration for the last type, you would get this error and warning:



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. Doing this early in December is best to avoid holiday mail delays and vendor request processing time. 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.**

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

Correct/update vendor records as applicable.

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	██████████	true	Non 1099			845.00
6242	██████████	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.

- 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)

USAS: Cotton (Demo) Schools - admin

Home Core Transaction Budgeting Periodic Report Extracts System Utilities USPS Integration

Report Manager

Import Report Create Form

					Favorite	Created by	Report Name
					<input type="checkbox"/>	SSDT	SSDT 1099 Vendor Report

Generate Report

SSDT 1099 Vendor Report

Save and Recall: Most Recent

Report Options Query Options Sort 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)

Query Parameter

Cotton (Demo) Schools
1795 Rains Park
Patterson OH 45084
5133049994

Payment Year: 2022

Federal ID Number: 81-3116679

Report Generated By: admin

Reporting Period: August 2022 (FY 2023)

11/21/22 4:23 PM

Cotton (Demo) Schools
1099-MISC Extract Report

Vendor #	1099 ID #	Name	Address	1099 Type	Vendor Taxable YTD Amount
Attorney Gross Proceeds					
007564	317891234	Tyson, Tracey	1580 Vance Ave Midway 02558	Attorney Gross Proceeds	\$ 1,009.40
009708	318576590	Velazquez, Alice	1087 Brewers Lane Monticello 30312	Attorney Gross Proceeds	5,599.00
					6,608.40
Rents					
000200	318945632	Ellijay Realty	960 Milagra Crescent Allenhurst 42220	Rents	674.08
					674.08
					Vendor Taxable YTD Amount
Miscellaneous Income Type: Rent (Box 1) Number of Payees:					\$ 674.08
Miscellaneous Income Type: Other Income (Box 3) Number of Payees:					\$ 0.00
Miscellaneous Income Type: Medical and Health Care (Box 6) Number of Payees:					\$ 0.00
Miscellaneous Income Type: Royalty Payments (Box 2) Number of Payees:					\$ 0.00
Miscellaneous Income Type: Attorney Gross Proceeds (Box 10) Number of Payees:					\$ 6,608.40
Grand Total:					\$ 7,282.48
Total Number of Payees:					3

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 2022 (FY 2023) | 1 Messages

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

Vendors

Apply Query Clear Query Hide Advanced Query Controls (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	X
YTD Taxable Total	YTD Taxable Total	Greater or equal	600	X

1099 Vendors 1099 Vendors Save Query

Create Import Advanced Query Report More Reset

Vendor #	Primary Name	Active	City	Type 1099	YTD Taxable Total
200	Elijay Realty	true	Allenhurst	Rents	674.08
7226	Fulton, Derek	true	Baxley	Non employee compensation	804.50
7564	Tyson, Tracey	true	Midway	Attorney gross proceeds	1,009.40
9708	Velazquez, Alice	true	Monticello	Attorney gross proceeds	5,599.00

USAS: Cotton (Demo) Schools - admin December 2022 (FY 2023) | 1 Messages

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

Vendors

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

Properties:	Display Name	Operation	Filter Value	Remove
Type 1099	Type 1099	Equals	non 1099	X
YTD Taxable Total	YTD Taxable Total	Greater or equal	600	X
Active	Active	Equals	t	X

Non 1099 Vendors Non 1099 Vendors Save Query

Create Import Advanced Query Report More Reset

Vendor #	Primary Name	Active	City	Type 1099	YTD Taxable Total
7792	Wilmington Island Cafe	true	Country Club Estate	Non 1099	1,052.56
8569	Baxley Services, Inc.	true	Twin Peaks	Non 1099	1,375.00

Vendors


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

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

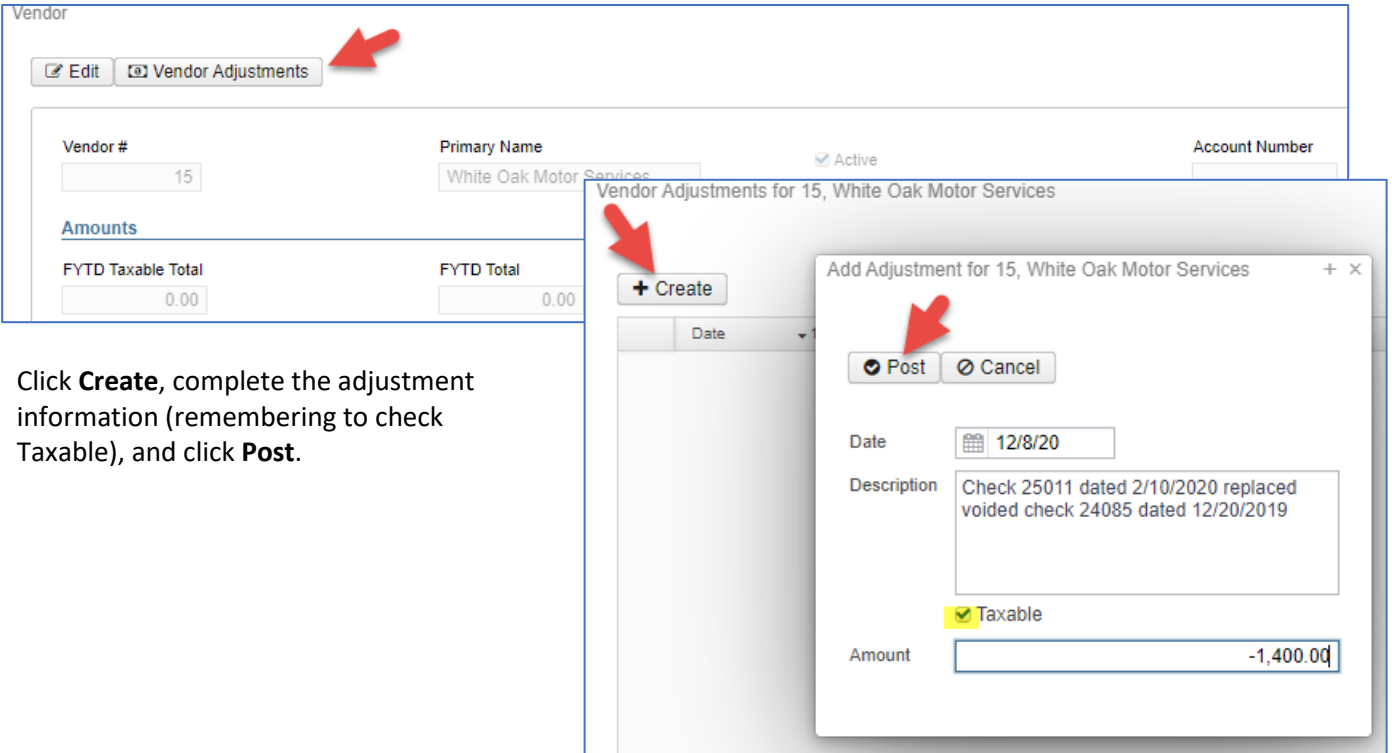
1099 Vendors - Royalty Payments 1099 Vendors-Royalty Payment Save Query

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.

- 2) Enter **Vendor Adjustments** to correct YTD Taxable Total amounts, if needed (i.e. Voided 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) There is also an **import** option for *Add or Update Vendor(s)* or *Add Vendor Adjustments*. Please contact HCC for a template for importing assistance using this option.
- 4) In this example, the vendor received \$1,400.00 in this calendar year which was actually a replacement for a check paid in the prior calendar year, but it 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 click **Post**.

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

+ Create						
	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.

Amounts			
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://mcoecn.atlassian.net/wiki/spaces/usasrdoc/pages/3573254/Vendors#Vendors-VendorAdjustments>

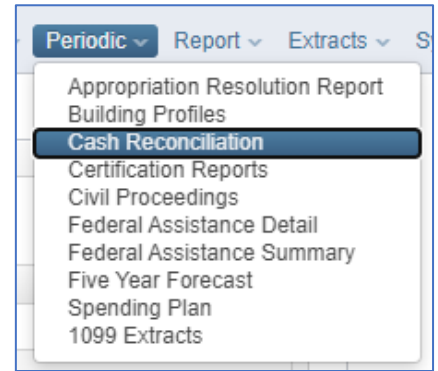
Month-End Procedures

5) Enter all transactions for the current month.

6) Reconcile USAS-R records with your bank statement(s).

Perform bank reconciliation procedure.

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



7) Go to **Report > Report Manager** - run **SSDT Cash Summary** and the **SSDT Financial Detail Report**.

Compare the totals from reports; the MTD received and MTD expended columns should be identical, but the encumbrances may not be the same. If MTD 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)**.


8) Manually run and review any other desired reports.

The Monthly Reports Archive is available under **Utilities > File Archive** and will automatically run when the Posting Period is closed.

Calendar Year-End Closing

9) Generate any additional Calendar Year End Reports desired.

10) If desired, go to **Utilities > Proration Utility** to generate a template for Worker's Comp.

- a) Note that running this utility requires an account filter to be selected. Account filters should be created prior to running the utility via the [Account Filters](#) page.
- b) Once the spreadsheet is created, you may enter the amount you wish to prorate in cell B1 and this will automatically prorate the amount entered to all of the accounts included in the spreadsheet by calculating the percentage and prorated amount to be charged to each account. You may edit the spreadsheet within the program or use the **Download** option  **Download** so it can be pulled into EXCEL. The spreadsheet includes the account codes (based on the account filter entered), account description, the expenditure amount (based on the time period selected), the percentage to prorate and the prorated amount based on the total amount entered in cell **B1**. Accounts will be sorted in order by Full Account Code. Once the spreadsheet is complete, it can be used as a reference when creating your workers compensation requisition or purchase order.

B1	10000				
	A	B	C	D	E
1	Prorate Amount				
2	Account Code	Description	Calendar Year to Date	Prorate Percent	Prorated Amount
3	001-1100-112-8000-000000-101-00-000	GENERAL REGULAR INSTRUCTION TEMPORARY - CERT.	\$ - 0	0	\$ - 0
4	001-1100-112-8000-000000-200-00-000	GENERAL REGULAR INSTRUCTION TEMPORARY - CERT.	\$1,450.00	0.0001472521	\$1.47
5	001-1100-112-8000-000000-300-00-000	GENERAL REGULAR INSTRUCTION TEMPORARY - CERT.	\$100.00	0.0000101553	\$0.10
6	001-1100-113-0000-000000-000-00-000	GENERAL REGULAR INSTRUCTION SUPPLEMENTAL - CERT.	\$ - 0	0	\$ - 0
7	001-1100-130-0000-000000-000-00-000	GENERAL REGULAR INSTRUCTION CERTIFICATED OTHER COMPENSA.	\$ - 0	0	\$ - 0
8	001-1100-132-0000-000000-000-00-000	GENERAL REGULAR INSTRUCTION TERMINATION BENEFITS - CERT.	\$ - 0	0	\$ - 0
9	001-1100-139-0000-000000-000-00-000	GENERAL REGULAR INSTRUCTION OTHER CERTIFICATED COMPENSA.	\$ - 0	0	\$ - 0
10	001-1100-210-0000-000000-000-00-000	GENERAL REGULAR INSTRUCTION RETIREMENT - CERTIFICATED	\$ - 0	0	\$ - 0
11	001-1100-210-8000-000000-101-00-000	GENERAL REGULAR INSTRUCTION RETIREMENT - CERTIFICATED	\$ - 0	0	\$ - 0
12	001-1100-210-8000-000000-200-00-000	GENERAL REGULAR INSTRUCTION RETIREMENT - CERTIFICATED	\$211.53	0.0000214815	\$0.21
13	001-1100-210-8000-000000-300-00-000	GENERAL REGULAR INSTRUCTION RETIREMENT - CERTIFICATED	\$14.96	0.0000015192	\$0.02

c) The **Create PO CSV** option can be used to download the information to a spreadsheet formatted with columns that can be use with the [Purchase Order Import](#) option. When generating the PO CSV, a window will pop up with the following options:

- **File Name:** Name used for the CSV file that will be created.
- **Account Mapping:** Used to map accounts in Proration Utility grid to different account codes if desired. The Account Code Mappings should be pre-configured on the [Account Code Mapping](#) grid to appear in the drop down. (ex. Can be used to map salary account codes to benefit account codes (261/262 objects)).
- **Purchase Order #:** A purchase order number can be assigned. If this field is left blank, a purchase order will be automatically assigned when the file is imported.
- **Vendor:** Select a vendor to be used on the PO. If a vendor is not assigned to the imported record, the Purchase Order will be marked as a Multi-vendor PO.
- **Purchase Order Date:** Used to assign the date used on the Purchase Order

This information is used to generate the PO CSV. However, any information can be manually edited on the spreadsheet prior to importing if needed.

11) Go to **Periodic > 1099 Extracts**. Select **2023** 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.)

Deadlines: Filing of 1099-NEC & MISC – these need to be mailed to vendors by January 31, 2024. "TAP" (tape) files need to be uploaded to HCC ShareBase by January 17, 2024.

- Select the appropriate **Output File Type:**
 - **XML** Format is the output file to be used when printing 1099s via third party printing software.
 - **IRS Format (TAP)** is the output file used to generate the **TAP** file for IRS submission.
 - **Reference Copies** generates as PDF copy to save for your records.
 - Copy 1 - For State Tax Department
 - Copy 2 - Recipient's State Copy
 - Copy A - Internal Revenue Service Center copy
 - Copy B - For Recipient - If Copy B is chosen, you also have the ability to truncate the TIN/EIN numbers.
 - Copy C - For Payer
 - **Printer/Sealer Copies** generates as a PDF form and will contain both Copy 2 and Copy B for each 1099 vendor. These are formatted to fit 8 1/2 X 11 Z-Fold forms only.

- a. Select 1099-NEC, leave Output File Type as IRS Format, and uncheck Exclude Vendors With No Tax ID. Enter the phone number without dashes or parenthesis, and “Print 1099 Report”. Then select 1099-MISC and uncheck Exclude Vendors With No Tax ID, and “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 (These were the steps which were originally done in steps 1-3 above). Maintain copies for your records.

Note: You can select **both** types to generate **two report files** that contain both 1099 types.

Note: Submission files CAN include vendors for which you could **not obtain a tax ID**.

USAS: Cotton (Demo) Schools - burkhart_r

Home Core Transaction Budgeting Periodic Report Extracts System Utilities USPS Integration

1099 Extract

Payment Year: 2022

Type of Return: 1099-NEC 1099-MISC

Output File Type: IRS Format

Vendor: Abba Signs, Abbeville Cafe, Abbeville Software, Adairsville Studios, Aguilar, Richard, Ailey Medical supplies, Ailey Realty, Alapaha Accounting, Albany Motor Services, Alford, Deanna

Output File Name: Cotton_(Demo)_Schools_1099

Exclude Vendors With No Tax Id?

Organization Federal TIN: 813116679

Organization Name (Line 1): Cotton (Demo) Schools

Organization Name (Line 2): Tim McGuire, Treasurer

Organization Address: 1795 Rains Park

Organization City: Patterson

Organization State: OH

Organization Zip Code: 45084

Contact's Phone: 5133049994

Amount Type Limit: 600

Royalty Type Limit: 10

Payer Name Control:

You can leave Output Type as IRS Format to get the 1099 Report in .pdf format

Phone number needs to be entered with digits only

- b. **Check BOTH types.** Select **Printer/Sealer Copies** for the Output File Type. Then click **Generate**. This will produce two files that contain 1099-NEC and 1099-MISC types.

1099 Extract

Payment Year: 2022

Type of Return: 1099-NEC 1099-MISC

Output File Type: Printer/Sealer Copies

- c. **Check BOTH types.** Select **IRS Format** for the Output File Type. Then click **“Generate”**. It 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 the IRS Formatted file to HCC via ShareBase. HCC will email a ShareBase link for these for uploading.**

Please DO NOT email these files since they contain SSNs and EINs.

Please submit a help desk ticket documenting that your 1099 TAP files have been sent to ShareBase.


12) Other copies of 1099s which can be generated if needed:


- Copy 1 - For State Tax Department
- Copy 2 - Recipient's State Copy
- Copy A - Internal Revenue Service Center copy
- Copy B - For Recipient - If Copy B is chosen, you also have the ability to truncate the TIN/EIN numbers.
- Printer/Sealer Copies generate as PDF and contain both Copy 2 and Copy B for direct printing of copies to provide 1099 vendors. These are formatted to fit 8 1/2 X 11 Z-Fold forms only.

HCC has your 1099 forms available for pickup on the 2nd floor after this webinar. Other arrangements for pickup or delivery of forms can be arranged on a district-by-district basis.

Close December

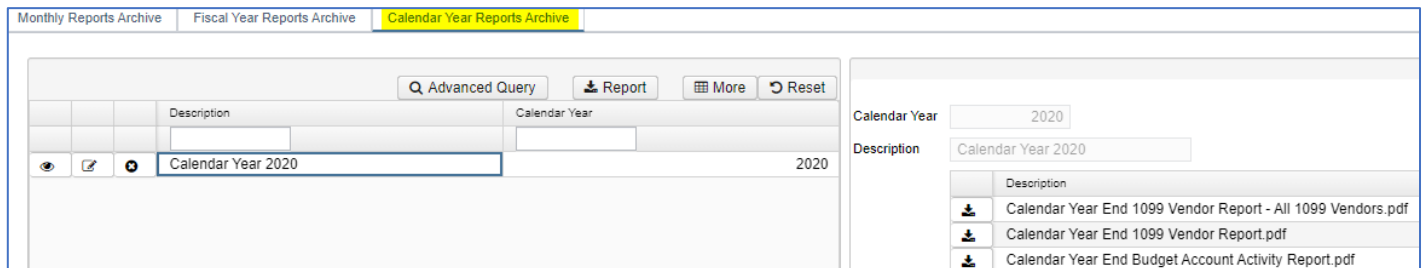
- a. Go to **Core > Posting Periods**

Click on  to create a new posting period. Select the month, January, enter the calendar year, 2024.

Make sure December is your current period. Click on  if ready to 'Close' the December posting period.

The Monthly Archive Report bundle and Calendar Year End Report bundle 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.



The screenshot shows a web application interface for 'Calendar Year Reports Archive'. It features a search bar with 'Advanced Query', 'Report', 'More', and 'Reset' buttons. Below is a table with columns for 'Description' and 'Calendar Year'. A row is highlighted for 'Calendar Year 2020'. To the right, there are input fields for 'Calendar Year' (set to 2020) and 'Description' (set to 'Calendar Year 2020'). Below these fields is a list of reports with download icons:

Description
Calendar Year End 1099 Vendor Report - All 1099 Vendors.pdf
Calendar Year End 1099 Vendor Report.pdf
Calendar Year End Budget Account Activity Report.pdf

Calendar Year Report Archive Included Reports:

1099-NEC Extract Report.pdf	SSDT Error Corrections and Supplies Distributions
1099-MISC Extract Report.pdf	SSDT Financial Detail Report
<i>DISTRICT_1099.xml</i>	SSDT Fund to Fund Transfer Ledger Report
<i>DISTRICT_1099.tap</i>	SSDT Purchase Order Detail
1099 Vendor Report – All Vendors	SSDT Receipt Ledger Report
1099 Vendor Report	SSDT Reduction of Expenditure Report
SSDT Budget Account Activity Report	SSDT Refund Ledger Report
SSDT Budgeting Transactions Summarized by Appropriation	SSDT Revenue Account Activity Report
SSDT Disbursement Summary	SSDT Transaction Ledger – Vendor Activity
	SSDT Void Refund Ledger Report

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 transactions 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 25, 2023
- ❖ December 26, 2023
- ❖ January 1, 2024
- ❖ January 2, 2024

Remember: Entering a helpdesk ticket is the very best way to reach us.

Please send email to financesupport@mail.hccanet.org

Finance Team Main Line	513-728-7999	Sandra Griscom	614-325-6606
Tonya Chase	513-728-7935	Rhonda Burkhart	513-728-7960

