



Calendar Year End Accounting Procedures (Redesign)

Revised December 2021

Use this checklist when closing Accounting (USAS-R)

(Additional explanations for each step are attached)

Pre-Closing Steps

- Step 1: Review 1099 reporting requirements. 3
- Step 2: Validate Tax ID Type of SSN/EIN for all 1099 Vendors. 3
- Step 3: Verify 1099 Vendor data. 3
- Step 4: Verify vendor names, addresses, & amounts for 1099 reporting. 4
- Step 5: Verify that you have W9s for all vendors. 5

Month End Closing

- Step 6: Enter all transactions for the current month. 5
- Step 7: Prepare Bank Reconciliation. 5
- Step 8: Compare MTD Totals. 5
- Step 9: Run SSDT Spending Plan Summary (if tracking SM12 figures) 5
- Step 10: Manually run & review any additional Month-End Reports as desired. 5
- Step 11: Not used at this time (Classic step). 6
- Step 12: Not used at this time (Classic step). 6
- Step 13: Generate SSDT Monthly Balance Report from the Report Manager. 6

Calendar Year End Closing

- Step 14: Verify 1099 Submission Configuration 6
- Step 15: Create & Submit 1099 Test file 6
- Step 16: Create 1099 Print and Submission files 7
- Step 17: Call LACA or email fiscal@laca.org to have 1099 forms printed 9
- Step 18: Call or email LACA to backup your files 9
- Step 19: Use the Proration Utility to create a report for yearly Workers Comp. 9
- Step 20: Run the Vendor New Hire Report from the Report menu. 9
- Step 21: Not used at this time (Classic step). 9
- Step 22: Close the December Posting Period. 9

Post Calendar Year End Closing

- Step 23: Begin January processing 10
- Step 24: Run SSDT Account Validation Report from the Report Manager. 10
- Step 25: Post any Pending Transactions for January 10



_____ Step 26: Finalize 1099 files by January 14, 2022.	10
_____ Step 27: Obtain printed 1099s from LACA and distribute to vendors by January 31	10
_____ Step 28: Not used at this time (Classic step).	11
_____ Step 29: Submit 1099 Information.	11



Calendar Year End Accounting Procedures (Redesign)

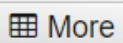
Pre-Closing Steps

Step 1 – Review 1099 reporting requirements



- o See document on LACA website: Forms 1099-MISC and 1099-NEC.
- o See document on LACA website: Deceased Employee Final Payment.
- o See the IRS Instructions for Form 1099-MISC and 1099-NEC for further details.
- o Review your vendor records to ensure they are set up correctly for 1099 purposes. The next few steps should assist you in this process.

Step 2 – Validate Tax ID Type of SSN/EIN for all 1099 Vendors


- o Use the Vendors grid to query Vendors with a 1099 Type & qualifying YTD taxable total.

- In the Core/Vendors grid, add the following columns using  :
 - Type 1099, YTD Taxable Total, Tax ID Type, ID #, Last Activity
- Under Active, filter by [true](#).
- Under Type 1099, filter by [<> non 1099](#) to query all 1099 vendors.
- Under YTD Taxable Total, filter by [>=600](#).

Vendor #	Primary Name	Active	Type 1099	YTD Taxable Total
		true	<>non 1099	>=600

- Generate a PDF report of the data in the grid using .
- o Review the Tax ID Type (SSN or EIN) for all 1099 vendors to make sure they are correct & identified.
 - Review the grid report just generated, or run the SSDT 1099 Vendor Report from the Report Manager for an amount greater than or equal to 600.00. Review the report(s) for any vendors missing a Tax ID Type.
 - Use  to update Vendors that do not have a Tax ID Type.
- o *Currently there is no equivalent to the Classic TINMATCH program output file in Redesign. Contact LACA if interested in using the IRS TIN Matching Program.*

Step 3 – Verify 1099 Vendor data

- o Verify that all 1099 vendors from the grid in Step 2 have an ID #.
 - Use  to update Vendors as needed.

- o Use the Vendors grid to query Vendors that have a qualifying YTD Taxable Total that are not marked to receive a 1099.
 - Under Last Activity, filter by >y.
 - Under Type 1099, filter by non 1099 to query all non 1099 vendors.
 - Under YTD Taxable Total, filter by >=600.

Vendor #	Primary Name	Active	Type 1099	Last Activity	YTD Taxable Total
			Non 1099	>y	>=600

- Generate an Excel-Data or PDF report of the data in the grid using .
- If Vendors are marked as “Non 1099” but should be receiving a 1099, use to update the following vendor fields: Type 1099, Tax ID Type, & Tax ID #
 - Verify the Name and Address marked as the 1099 Location.

Step 4 – Verify vendor names, addresses, & amounts for 1099 reporting

- o Run the **SSDT 1099 Vendor Report** from the Report Manager to check 1099 data in order to ensure 1099 names, addresses, & 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. non employee compensation, rents, other income, medical and healthcare, royalty payments, attorney gross proceeds).
 - The Vendor Name and Address used for 1099 reporting is based on the Vendor Location with the 1099 checkbox marked on the Vendor record. To update the address, modify the location or change the 1099 checkmark to use a different location address.
 - *All 1099 addresses should be reviewed for accuracy, especially if this is the first year processing 1099s in Redesign. Classic Vendors with the “1099:” prefix in the 2nd name field should have imported with a Vendor Location using that name marked as the 1099 address. Verify they imported as desired.*
- o Enter Vendor Adjustments to correct YTD Taxable Total amounts if needed.
 - If the YTD Taxable Total needs to be updated for a vendor (Void Prior FY Check, Royalties, combining Vendor records, to reflect payments not tracked in USAS), use the Vendor Adjustments option to modify the YTD Taxable Total & YTD Total fields.
 - The Vendor Adjustments option can be found by clicking on the vendor, then .
 - The amount can be entered as positive or negative to increase or decrease



the totals.

- Check the “Taxable” checkbox to update the YTD Taxable Total.
- For more information see the [Vendor Adjustments section](#) on the Vendors page of the manual.

Step 5 – Verify that you have W9s for all vendors

- If desired, districts can track W9s using custom fields.
 - If you are tracking W9s by entering information in the vendor screen custom fields, you can use the Vendor Grid to verify that information.

Month End Closing

Step 6 – Enter all transactions for the current month

- All transactions dated December 1st through 31st should be entered in USAS-R.

Step 7 – Prepare Bank Reconciliation

- Reconcile USAS-R records with your bank(s).
 - For assistance, refer to the [bank reconciliation procedure](#) in the USAS-R manual.
 - Under the Periodic menu, select “Cash Reconciliation” to enter your cash reconciliation information for the month.

Step 8 – Compare MTD Totals

- Generate the **SSDT Cash Summary** report & **SSDT Financial Detail Report** from the Report Manager.
 - The SSDT Financial Detail Report may be run for the month only to compare MTD totals to the Cash Summary Report.
 - Compare totals from the reports. They should be identical.
 - *If all above steps are performed and totals all agree, you are in balance and may proceed with the next step.*

Step 9 – Run SSDT Spending Plan Summary (if tracking SM12 figures)

- Optional Step: Run **SSDT Spending Plan Summary** report from the Report Manager.

Step 10 – Manually run & review any additional Month-End Reports as desired

- For a list of recommended reports, click [here](#) to see the SSDT Month End Checklist in the manual.



Step 11 – Not used at this time (Classic step)

- o Note: The Monthly CD Report Bundle will automatically run when the Posting Period is closed in step 22.

Step 12 – Not used at this time (Classic step)

- o Note: The month of December will be closed in Step 22.

Step 13 – Generate SSDT Monthly Balance Report from the Report Manager

- o Verify the monthly fund balances listed on the report.

Calendar Year End Closing

Step 14 – Verify 1099 Submission Configuration

- o Under System>Configuration>IRS Form 1099 Submission Configuration
 - Check the box for “District Will Submit 1099 File To IRS”.
 - Type or Verify that the Transmitter Control Code is entered correctly.
 - Enter Contact information (name, phone number, and email address)
 - Click Save

Step 15 – Create & Submit 1099 Test file (Required for first year filers, recommended for ALL)

- o Under the Periodic menu, run 1099 Extracts
- o Create the TEST TAP file
 - Select 2021 as the Payment Year
 - Select Type of Return (both **1099-NEC & 1099-MISC**)
 - Select Output File Type **IRS Format**
 - Change file name (add **TEST** to the end of the file name)
 - Review the TIN, Organization Name and Address information
 - Enter Contact information
 - Select Submission Type (**Test**)
 - Ensure “Approved for the Combined Federal/State Filing Program” is checked
 - Leave Payer Name Control field blank
 - Click on 'Generate' to generate the selected output file type
 - A copy will be added to the Calendar Year End Reports Archive
- o Submit the TEST TAP file to the IRS (*required for first year filers, recommended for ALL*).
 - To be approved to participate in the Combined Federal/State Filing Program, an electronic test file must be submitted to the FIRE Test System at <https://fire.test.irs.gov>.



- You will need to create a user account for the test site.
- Log into <https://fire.test.irs.gov> and click Send Information Returns
- Enter your TCC and EIN, then click Submit
- Verify/Update the district information that is displayed, then click Accept
- Select Test File
- Enter your 10-digit PIN, then click Submit
- Browse and upload your file
 - In USAS-R, go to Utilities/File Archive (Calendar Year Reports Archive Tab) and download a copy of the DISTRICT_NAME_1099TEST.tap file from the Calendar Year folder.
 - You may see multiple files depending on the number of times you generated a tape file (i.e. for 1099-MISC separate from 1099-NEC, or for test and original)
 - Note: If you created your 1099-MISC and 1099-NEC files separately, we recommend you create a combined test file and upload it.
- After clicking Upload, you should see the total bytes received and the file name uploaded. Print these results for your records.
- Results will be emailed to the address provided during submission within two days.
 - If the file is “Bad,” return to <https://fire.test.irs.gov> & click Check File Status to review errors. Make corrections and submit a new test file.
 - If the file status is “Good, Federal Reporting,” you must recreate the test file in Redesign selecting “Approved for the Combined Federal/State Filing Program”
 - If the file status is “Good, Federal/State Reporting,” you can now submit your actual (original) file in <https://fire.irs.gov>
- The test file is required the first year that a filer participates in the program, but the IRS recommends submitting a test file each year.

Step 16 – Create 1099 Print and Submission files

- Under the Periodic menu, run 1099 Extracts
- Create the XML file (LACA will use to print 1099s with Edge software)
 - Select 2021 as the Payment Year
 - Select Type of Return (1099-NEC, 1099-MISC, or both)
 - Select Output File Type XML
 - Review the File Name to ensure it no longer says “TEST”
 - Review the TIN, Organization Name and Address information
 - Enter Contact information, name, phone number and email address
 - Select Submission Type (Original, Correction, or Test)



- Ensure “Approved for the Combined Federal/State Filing Program” is checked
- Leave Payer Name Control field blank
- Click on 'Generate' to generate the selected output file type
 - A copy will be added to the Calendar Year End Reports Archive
 - LACA will download this XML file from your File Archive and print your 1099s
- Click on 'Print 1099 Report' to generate the 1099 Extract Report in PDF format
 - Save the PDF for your records
- *Repeat this step if you selected only one type of return (1099-NEC or 1099-MISC)*
- o Create the TAP file (used for IRS submission)
 - Select 2021 as the Payment Year
 - Select Type of Return (1099-NEC, 1099-MISC, or both)
 - Select Output File Type IRS Format
 - Review the File Name to ensure it no longer says “TEST”
 - Review the TIN, Organization Name and Address information
 - Enter Contact information
 - Select Submission Type (Original, Correction, or Test)
 - Ensure “Approved for the Combined Federal/State Filing Program” is checked
 - Leave Payer Name Control field blank
 - Click on 'Generate' to generate the selected output file type
 - A copy will be added to the Calendar Year End Reports Archive
 - See instructions later in this checklist for 1099 submission. Most have a January 31st filing deadline.
 - *Repeat this step if you selected only one type of return (1099-NEC or 1099-MISC)*
- o Create the PDF file (for file archive purposes)
 - Select 2021 as the Payment Year
 - Select Type of Return (1099-NEC, 1099-MISC, or both)
 - Select Output File Type PDF
 - Review the File Name to ensure it no longer says “TEST”
 - Review the TIN, Organization Name and Address information
 - Enter Contact information
 - Select Submission Type (Original, Correction, or Test)
 - Ensure “Approved for the Combined Federal/State Filing Program” is checked
 - Leave Payer Name Control field blank
 - Click on 'Generate' to generate the selected output file type
 - A copy will be added to the Calendar Year End Reports Archive
 - *Repeat this step if you selected only one type of return (1099-NEC or 1099-MISC)*
- o If you need more time to finish your 1099s, please let LACA know.
 - Files need to be ready for printing by no later than 1/14/2022.



Step 17 – Call LACA or email fiscal@laca.org to have 1099 forms printed

- o LACA will have all 1099s printed and ready to pick up no later than January 24th so that you can meet the January 31st mailing deadline.

Step 18 – Call or email LACA to backup your files

- o *The December posting period should not be closed yet if you are not finished with 1099s. Vendor adjustments can only be made in an open posting period. Vendor names & addresses can be updated in any period.*
- o LACA will call you when you can continue with closing.
- o Please remain logged out of USAS-R until LACA calls you back.

Step 19 – Use the Proration Utility to create a report for yearly Workers Comp

- o Workers Comp (The Proration Utility on the Utilities menu may assist with this)



Step 20 – Run the Vendor New Hire Report from the Report menu

- o Verify that all vendors have been reported to the State of Ohio.
- o If vendors are appearing on this report at this time, talk to your staff to see if they have been reported.
- o If you have further questions, please call LACA.

Step 21 – Not used at this time (Classic step)

- o The Vendor New Hire Report pulls the calendar year data based on the current period. Once December is closed and January is the current period, vendors will be reported again if they are paid at least \$2,500.00 during the new calendar year.

Step 22 – Close the December Posting Period

- o Under the Core menu, click on Posting Periods
- o Click on  if you would like to 'Close' the current period.
- o The Monthly CD and Calendar Year End Report Bundles will automatically run now. The monthly bundle includes 27 SSDT Template Reports and the calendar bundle includes 15 SSDT Template Reports. Verify that your reports are complete under Utilities>File Archive.
- o Click on  Create to create the new posting period. Select the month, enter the calendar year and check mark the 'current' box to make the new posting period the current period.
- o You are now closed for the month and calendar year.



Post Calendar Year End Closing

Step 23 – Begin January processing

- o Your staff can log in and start entering transactions for January.
- o If you are in January processing & want to generate reports containing prior calendar year-end amounts, you can search the File Archive, use the “As of Period” on account-based reports, or temporarily change the Current Period.
 - *Note: The “As of Period” parameter is relevant to account-based reports, such as the Budget Summary, Appropriation Summary, Cash Summary, and Revenue Summary reports. The “As Of Period” parameter will return amounts as of the last day of a specific period (ex. FYTD or MTD totals).*
 - *Instead, for Outstanding reports, you can temporarily change the current period to December without reopening the period. Once you are finished running your reports, remember to switch the current period back to January.*
 - *If a Posting Period is re-opened, the Monthly CD Bundle will automatically run again when the period is closed. If a monthly report bundle already exists in the archive, a second copy of the reports will be added to the existing Monthly CD reports. To avoid this, LACA can delete the first Monthly CD Reports bundle before re-closing the reopened posting period to prevent duplicate copies of reports from being stored for that month OR LACA can disable the Monthly CD Reports bundle prior to re-closing the posting period to retain the original reports. Currently, individual reports cannot be deleted from within a monthly archive.*

Step 24 – Run SSDT Account Validation Report from the Report Manager

- o The report will list accounts that are invalid with an explanation.
- o Review the report and correct errors as needed.

Step 25 – Post any Pending Transactions for January

- o Go to Transactions>Pending Transactions to post any Pending Transactions for January.

Step 26 – Finalize 1099 files by January 14, 2022

- o If you requested additional time earlier, work with LACA now to finalize your 1099 files for printing and submission.

Step 27 – Obtain printed 1099s from LACA and distribute 1099s to vendors by January 31

- o LACA will have printed copies of 1099s available by January 24, 2022 along with your district’s W2s.
- o 1099s must be mailed/distributed to all vendors by January 31.



Step 28 – Not used at this time (Classic step)

- o If you have custom reports that you would like to be created when closing Posting Periods, please contact LACA.

Step 29 – Submit 1099 Information

- o Submit a copy of your 1099s electronically to the IRS (*only after receiving the approval email from your test submission*). 1099-NEC submission is due by January 31. 1099-MISC submission is due by March 31. If submitting all information in one file, be sure to submit by January 31.
 - Log into <https://fire.irs.gov>
 - Click Start the FIRE Application
 - Click Send Information Returns
 - Enter your TCC and EIN, then click Submit
 - Verify/Update the district information that is displayed, then click Accept
 - Select Original File
 - Enter your 10-digit PIN, then click Submit
 - Browse and upload your file
 - In USAS-R, go to Utilities/File Archive (Calendar Year Reports Archive Tab) and download a copy of the DISTRICT_NAME_1099.tap file from the Calendar Year folder.
 - o You may see multiple files depending on the number of times you generated a tape file (i.e. for 1099-MISC separate from 1099-NEC, or for test and original)
 - Note: If you created your 1099-MISC and 1099-NEC files separately, you will have to upload both files.
 - After clicking Upload, you should see the total bytes received and the file name uploaded. Print these results for your records.
 - If you wish to verify the status of your submission, go to Check File Status on the Main Menu
 - Enter your TCC and EIN, then click Search
 - If results indicate “Good, Not Released” or “Good, Released,” you should be finished
 - If results indicate “Bad,” make corrections & resubmit the “Replacement” file
 - If results indicate “Not yet processed,” check status again in a few days
- o Submit a copy of your 1099s to Ohio
 - If you were approved for the Combined Federal/State Filing Program, your 1099-MISC and 1099-NEC information was submitted via the IRS Fire step above.
- o Submit copies of 1099s to RITA, CCA, and other cities/entities as required.