

ACCESS Budgetary Calendar Year-end Procedure

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

- ___ **New** All data must be submitted to ACCESS no later than: 1/14/2019 (Soft Date) and 1/17/2019 (Hard Date).
- ___ Specify the TIN type (SSN or EIN) for all 1099 vendors in VENSCN.
- ___ Check 1099 Vendor data with the Datatrieve report VENSSN.
 - ___ VENSSN at menu prompt.
 - ___ Check that all vendors flagged to receive 1099's are accurate and have a social security or tax ID number; use either of the following options in VENSSN:
 - ___ 1099-MISC Vendors Only (Regardless of YTD Activity)(Option #6)
 - ___ 1099-MISC Vendors AND YTD Activity meeting IRS requirement(Option #4)
 - ___ Review NON 1099 Vendors. Check those vendors not flagged. Review list for any vendors that should get a 1099 and correct.
 - ___ NOT 1099-MISC Vendors AND YTD Activity > \$599.99 (Option #5)

Month End Closing:

- ___ Enter all transactions for the current month. (Remember voids and unvoids)
- ___ Reconcile USAS records with your bank(s).
 - ___ Perform the Bank Reconciliation Procedure described in the "Useful Procedures" section of the USAS User Guide. (There is a link from ACCESS webpage.)
 - ___ Generate Cash Reconciliation using USAEMSED program (option 1).
 - Run PODETL (Outstanding PO's) and BALCHK Reports.
 - ___ 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.

- ___ 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.
- ___ Compare Current Encumbrances Open P.O. file from the BALCHK with the Total Remaining Encumbrance from the PODETL reports. They should be identical. If they are not, execute the program FIXENC to correct and then regenerate BALCHK and compare totals. If the totals still do not balance, contact ACCESS for assistance.
- ___ 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. The total will display on screen. 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.

- ___ **Optional**- 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. Print the resulting report.
- ___ Generate all needed Month-End Reports. The following is a listing of the MINIMUM report listings recommended for retention on a monthly basis:
 - ___ USARPT/BUDSUM using YTD (or Split) Budget Summary-All Funds
 - ___ USARPT/APPSUM using YTD (or Split) Appropriation Summary-All Funds
 - ___ USARPT/REVSUM using YTD option Revenue Summary-All Funds
 - ___ Detailed PODETL-All Funds in Account Order
 - ___ USARPT/FINDET and USARPT/FINSUMM reports
 - ___ RECLEDE Reports-All Funds, All Options
 - ___ Detailed Check Register for the Month
 - ___ Cash Reconciliation Report using (option 1) of the USAEMSED program
- ___ Run the MONTHLYCD procedure
- ___ Run BACKUP to give you a restart point.
- ___ Run the ADJUST program selecting “Month End Option” – **You must NOT be running any other programs during this process**

Calendar Year End Closing:

- ___ Run the F1099 program. Answer “No” to create a tape and verify that 1099’s are correct.
- ___ Run the F1099 program answering “Yes” to create a tape. Please respond “No” to create dummy alignment form. Please print F1099.txt.
- ___ Create a copy of the files by running USAS_CY
- ___ Create a helpdesk ticket for ACCESS. Please indicate that your archive is ready to be verified and 1099’s are ready to be printed.

Stop! Do not proceed until the file copy has been verified by ACCESS.

Run VENHIRE/VHRESET – This resets the “Reported” vendors back to reportable. This program should be run PRIOR to running ADJUST for Calendar Year End.

- ___ Run BACKUP to give you a restart point.
- ___ Run the ADJUST program selecting the “YEAR END” option and run for “CALENDAR”.

*****No other programs (USAS or USPS) can be used when running ADJUST *****

You are now ready to begin January 2019 Processing
Remember to collect W9 forms and HAPPY NEW YEAR!