

USAS 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.

- Check 1099 data with the Datatrive report VENSSN.

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:
 - 1099-MISC Vendors Only (Regardless of YTD Activity)
 - OR
 - 1099-MISC Vendors AND YTD Activity meeting IRS requirement
- Check those vendors not flagged as shown
 - NOT 1099-MISC Vendors AND YTD Activity > \$599.99
- Enter all transactions for the current month.
- Attempt to reconcile USAS records with your bank(s).
 - Perform the Bank Reconciliation Procedure described in the "Useful Procedures" section of the USAS User Guide.
 - Generate Cash Reconciliation using the cash reconciliation (option 1) of the 4502 program, FINSUMM, 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 Encumbered totals from the BALCHK and 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 your DAS 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. Please note that selecting "Y" will cause the report to take substantially longer to generate. The total will display on the video 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.
- 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. 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
- ___ RECLEED Reports-All Funds, All Options
- ___ Detailed Check Register for the Month
- ___ Cash Reconciliation Report using the cash reconciliation (option 1) of the USAEMSED program

___ Run the MONTHLYCD procedure if it is being utilized at your ITC.

___ Generate any additional Calendar Year End Reports

___ Create a copy of the files.

___ Run the VENHIRE/VHRESET to reset all vendors flagged as “Reported” to “Reportable”

___ Run the ADJUST program selecting the "Month End" option.

___ Run the F1099 program.

___ 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.

___ Begin January processing