



## FAM Calendar Year End Overview

This document details the processes needed to process calendar year end in FAM. **It is the top-level overview of the CYE FAM process.** There are links within this document to other documents which provide additional detail on performing the CYE process.

### **Section 1: The steps in this section may be performed at any time when preparing for CYE.**

#### **1. Obtain your TCC Code**

- a. Register for a TCC code if you don't have one already. The TCC code is an identifier specific to the individual who will be submitting the 1099 data to the IRS. Please contact **NEOnet** for assistance.

#### **2. Process Accounts Payable Batches**

- a. Determine when your last check run for the current calendar year will be.
- b. Process all calendar year AP documents (cashable checks and EFT payments, including payroll vendor checks).

Process accounts payable cashable checks and EFT payments that are to be dated for the current calendar tax year **PRIOR** to processing ANY accounts payable checks to be dated for the new calendar tax year.

NOTE 1: The 1099 tab on the vendor record is updated with the value of payments processed when the user confirms that checks and vouchers have printed correctly.

NOTE 2: Process/record manual accounts payable payments (checks and EFT payments) and voided payments associated with the ending tax year, too.

#### **3. 1099 Box Codes**

- a. Verify (and add, if needed) all applicable 1099 Box Codes in the 1099 Types *FAM > Reference Tables > Fund Accounting > 1099 Types*

#### **4. Verify Vendor Records. There are two options to verify this data.**

**Option 1.** Use the 1099 Information tab in the Vendor List (*FAM > Reference Tables > Fund Accounting > Vendor List*) to verify all vendor records are coded with the appropriate 1099 Box Codes.

Note 1: Vendors that are to receive a 1099 should have data in the Federal Tax ID and Accounts Payable Address fields.



General	Address	1099 Name and Address	1099 Information	Discount Information	Miscellaneous Information	EFT/ACH
Form * M - 1099-Misc						
	Box		YTD		Prev	
Misc	7 - NON-EMPLOYEE COMPENSATION		3,515.60		0.00	
G			0.00		0.00	
Int			0.00		0.00	
FTD Paid			0.00		0.00	

**Tip:** Create an advanced search in the Vendor Table to review 1099 Vendor List as shown below.

### 1099 Type M Vendors

Advanced Search Criteria						
Vendor	1099 Form Type	Equals	M			End

**Option 2:** Use the Cognos report, *Vendor 1099 Data - TCCSA - VI*, located in Ohio Shared>Fund Accounting. This report provides the following information.

- i. There is conditional formatting in the report to shade cells in a light red color for the following conditions. Districts can then sort each column, one at a time, by cell color to see the data which needs reviewed and possibly modified.
  - Commas in any of the following fields: vendor name, 1099 vendor name, 1099 address 1, 1099 address 2, 1099 city.
  - For vendors marked as 1099-M vendors, any of the following fields which are empty: 1099 vendor name, 1099 address 1, 1099 city, 1099 state, 1099 zip.
  - For vendors marked as 1099-M vendors, a missing federal tax ID number.
  - For vendors marked as 1099-M vendors, a missing 1099-M box.
  - For vendors marked as 1099-M vendors, a YTD total payment amount which doesn't equal the current 1099-M amount.
  
- ii. Districts will also be able to filter to find any vendors which need to be switched to or from a 1099 vendor. Here are a few filters that could be used.
  - Total transaction amount >=600 and 1099 flag = N
  - 1099 flag = M

## Section 2: The steps in this section must be performed as part of your month end close for December.

1. Enter all Transactions for the current month.
  - a. Enter all receipts for the current month.
  - b. Verify all accounts payable transactions & checks for the month have been completed.
  - c. Verify all payrolls have been posted to FAM.
  - d. Reconcile budgetary & payroll checks with the bank.

**Do NOT Process any New Year Calendar Year AP Documents**  
 Do NOT process ANY accounts payable checks to be dated for the new Calendar tax year.

## Section 3: The steps in this section are performed to prepare for processing 1099s.

1. Update any vendors who were paid outside of eFP with the applicable 1099 payment amounts.
  - a. The payment amount should be entered on the appropriate row under the Prev column on the 1099 Information tab on the Vendor Information screen.

General	Address	1099 Name and Address	1099 Information	Discount Information	Miscellaneous Information	EFT/ACH
Form * <input type="text" value="M - 1099-Misc"/>						
	Box		YTD	Prev		
Misc	<input type="text" value="7 - NON-EMPLOYEE COMPENSATION"/>		3,515.60	<input type="text" value="150.00"/>		
G	<input type="text"/>		0.00	<input type="text" value="0.00"/>		
Int	<input type="text"/>		0.00	<input type="text" value="0.00"/>		
FTD Paid			0.00	<input type="text" value="0.00"/>		

2. Verify all vendors that are to receive a 1099 have data in the following fields. These are not required fields under the vendor setup but **are required on the 1099**.
  - a. Federal Tax ID (General tab)
    - i. There are currently no advanced search fields for this search.
  - b. 1099 Name and Address (1099 Name and Address tab)
    - ii. There are currently no advanced search fields for this search.

3. Run the Vendor Payment History Report (*FAM > Reports > Accounts Payable*) to check amounts over 1099 threshold.
  - a. Run the report using a check date range from January 1 through December 31. (01/01/YYYY:12/31/YYYY)
  - b. Review totals by vendor for amounts over 1099 threshold.
  - c. This report may be run to screen (PDF) or to Excel. By default, the PDF version includes vendor totals. If running to Excel the following options may be used to provide totals by vendor. When running to Excel expect this report to run for an extended period of time.

Print - Brecksville-Broadview Heights - Live

venhisdt.rpt

Destination	File Options
<input type="radio"/> File <input type="radio"/> Screen <input checked="" type="radio"/> Excel	File Name <input style="width: 80%;" type="text" value="H:/Todd.Zimmerly/rpt/venhisdt.rpt"/>
	Excel Options
	Data Option <input style="width: 80%;" type="text" value="All Information"/>
	<input checked="" type="checkbox"/> Run in the Background

4. Modify the 1099 Types (*Fund Accounting > Periodic Routines > Periodic Processing*) on check records as needed.

**Section 4: The steps in this section must be performed in the listed order and ONLY WHEN READY TO MOVE TO THE NEW CALENDAR YEAR.**

1. Process vendor 1099s using the process on the [1099 Processing](#) page.

**Step 4 (Printing of 1099 Edit Lists) on the 1099 Processing Page MUST be Completed Before Continuing**

Do **NOT** continue unless the printing of 1099 Edit Lists, step 4 on the 1099 Processing page has been completed. The best practice is to complete all steps on the 1099 Processing page before continuing. However, if time or circumstances dictate, you may continue with the steps below after completing step 4 on the 1099 Processing page.

2. Optionally, generate the Workers Comp Distribution (*HR > Reports > Payroll > Workers Comp Distribution*) report.
  - a. Run to report.
  - b. Detail Distribution Detail to Excel
3. Backup Fund Accounting to Disk (*System Administration > Administration > Backups to Disk*).
  - a. Verify all users are out of FAM.
  - b. Click **Yes** to continue with the backup.

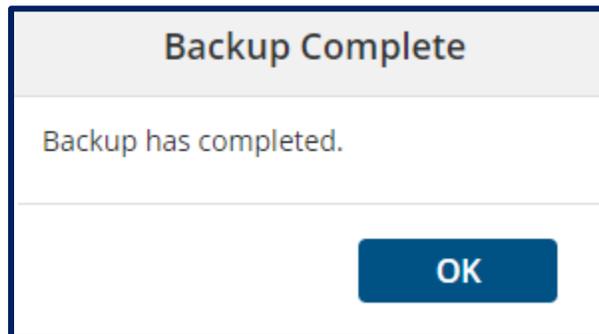


Backup

Continue with backup?

Yes No

- c. Verify the backup completed and click **OK** to continue.



Backup Complete

Backup has completed.

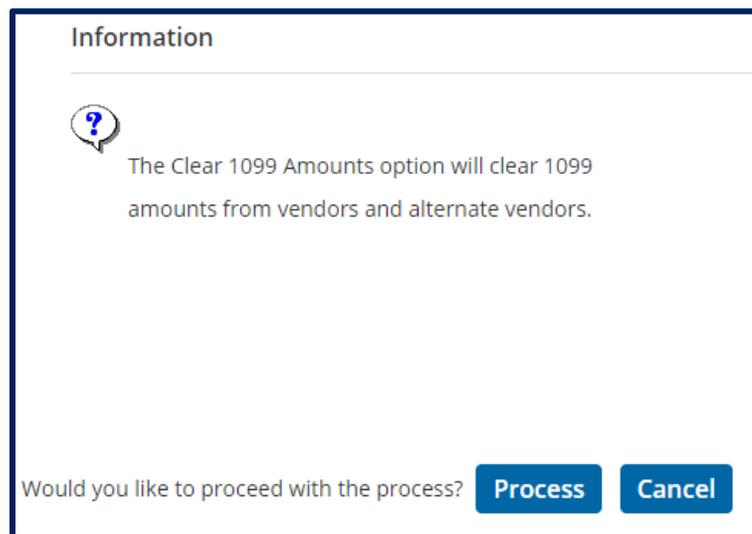
OK

4. Contact **NEOnet** so they can perform a full database backup. The above fund accounting backup to disk is **NOT** a replacement for this full backup performed by **NEOnet**.

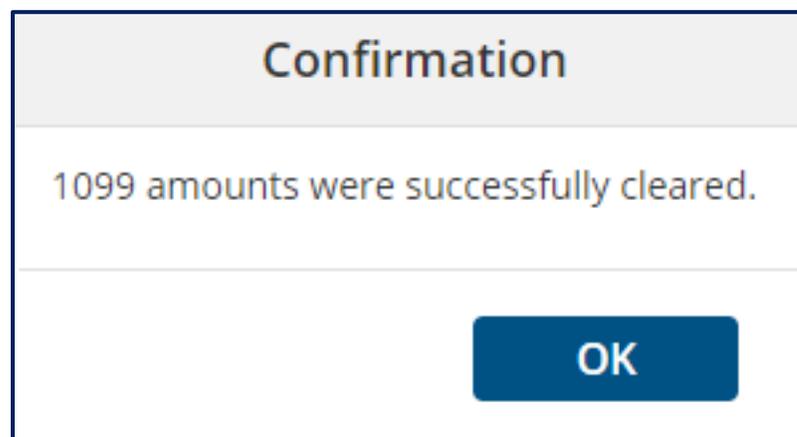


**Do NOT Proceed Without a Backup!**  
Contact **NEOnet** to request a backup of the CYE data.

5. Clear 1099 Amounts (*FAM > Periodic Routines > Periodic Processing*).
  - a. Click Process to begin the 1099 clear process.



- b. Verify the process completed successfully and click **OK**.





6. Perform the Period End (*FAM > Periodic Routines > Periodic Processing*) process to change the system default period to period 7.
  
7. Proceed with processing January transactions.

**Do NOT Purge Work File or Audit File**

NEVER purge the 1099 work file or audit file. The ONLY exception to this is purging the current work file if you will be reloading it while processing the current calendar year.