

Connect Accounts Payable Year-end Procedure Guide – 2021

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Caselle Connect Accounts Payable Year-end Checklist – 2021

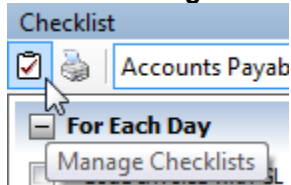
Welcome back!

Please download the latest Year-end Checklist from our website. Follow the steps below. The Accounts Payable Year-end Checklist is a list of tasks that need to be completed at the end of the year. These tasks will help you prepare your 1099 forms. The checklist can be downloaded and loaded using the instructions in the following section.

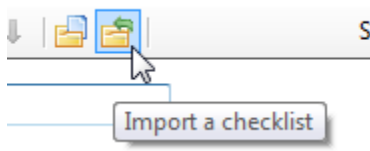
Download the Accounts Payable Year-End Steps Checklist

To download the 2021 Accounts Payable Year-End Steps Checklist, follow these steps:

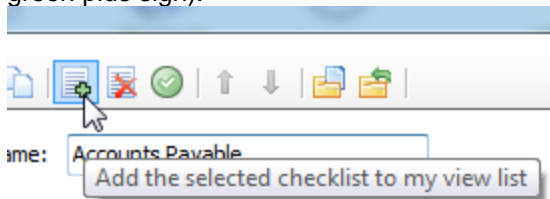
1. [Click here](#) to visit our year-end website.
2. On the right side of the screen, there is a section titled **Steps Checklist**. Right-click on **Accounts Payable**.
3. Select **Save target as...**
4. Save the file to a location on your computer or network.
5. If the **Download complete** screen appears, click **Close**.
6. Open the **Connect** program.
7. Move your mouse's arrow to the **Checklist** on the right side of the screen so that it slides out.
8. Click the **Manage Checklists** button (clipboard with a checkmark).



9. Click the **Import a Checklist** button (yellow folder with an arrow going into the folder).

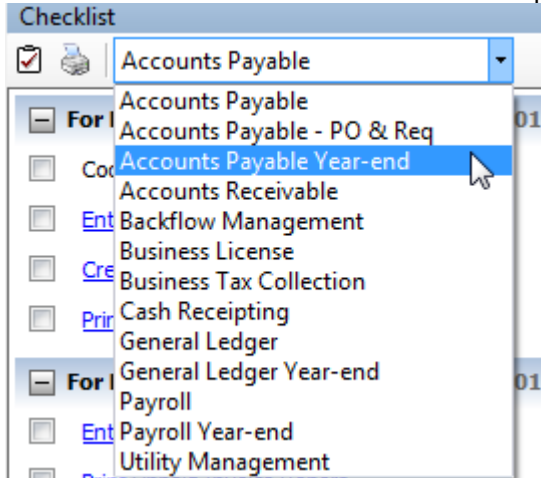


10. Navigate to the "AP Calendar YE Checklist.xml" file saved in step 4 above. Click **Open**.
11. Click on the new checklist that was imported on the left of the screen. You may have to scroll to the bottom.
***Note:** If there was a year-end checklist that was imported in years past, the new checklist may be named with a number after it (e.g. **Accounts Payable Year-end 1**)
12. Click on the **Add the selected checklist to my view** list button (lines on a white paper with a green plus sign).



13. Click **OK**.

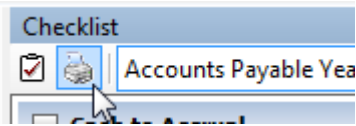
The Checklist should now be listed in the drop-down.



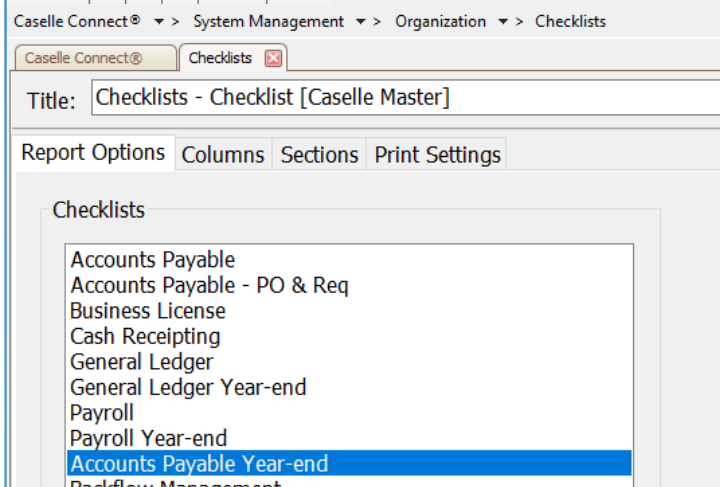
Printing the Checklist.

To print the Accounts Payable Year-End Checklist, follow these steps:

1. Login to Connect.
2. Move your arrow over **Checklist** on the right.
3. Click the **Printer** button.



4. Select the **Accounts Payable Year-end** checklist from the list.



5. Click the **Printer** button on the toolbar.

Need more help?

If you need more help, please contact **Civic Customer Service** at **(888) 241-1517**. Our hours are 7:00 A.M. to 5:00 P.M., M-F, CST.

[Let's get started...](#)

Perform Program Maintenance

Install Program Updates

Make sure that the latest Connect release has been downloaded and installed before you complete the year end procedures.

You should be running release **2021.11.84** or later. If you're not sure what release you are running, login to Connect and look in the upper left corner. If the release number is lower than **2021.11.84**, you should download this version before proceeding.

Year End Processing

These steps will walk you through the process of printing 1099's and closing the year in Accounts Payable.

The IRS changes 1099 form layouts almost every year. Make sure you have the latest program release installed. 1099/W2 & W3 instructions can be downloaded at <http://www.irs.gov/formspubs/index.html>

Step 1: Verify the Federal ID Number

Verify that the Federal ID Number is correct.

1. Open **Connect Accounts Payable > Organization > Organization**.
2. On the **General** tab, verify that the **Employer ID** number is present and correct.

Step 2: Run Checkout

Run Checkout to help you discover any errors that need to be corrected before you continue.

1. Open **Connect Accounts Payable > Organization > Checkout**.
2. Check the **Verify that all transactions have been updated to the General Ledger through** check box. Make sure 12/YY is selected in the drop-down field.

Caselle Connect® Checkout

Selection criteria:

Column	Value	Compare
Vendor.Vendor number	All	Entire field

Include prior years

Verify transactions have been updated to General Ledger through 12/21 (12/31/2021) ▾

3. Click **GO** (CTRL+G).

If errors exist and you need help figuring out how to correct them, please call support

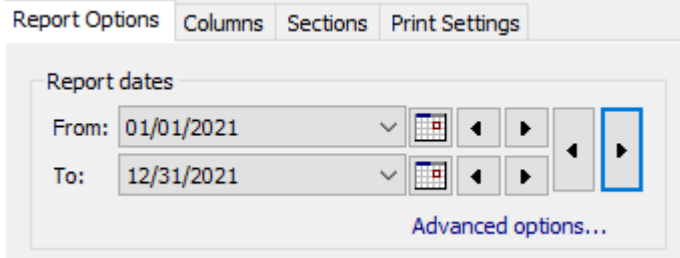
Step 3: Print 1099 Reconciliation Report

Print this report for 1099 verification.

1. Open **Connect Accounts Payable > Reports > 1099 Reconciliation Report**
2. Choose the report you wish to review.

- a. 1099 Reconciliation Report – All 1099 Invoices [Caselle Master] will show all Invoices marked as a 1099 Invoices regardless of the Vendor’s 1099 Type.
- b. 1099 Reconciliation Report – All 1099 Vendors [Caselle Master] will show only the Invoices for those Vendors marked as a 1099 Vendor regardless of the 1099 Type marked on the Invoice(s).

3. Change the dates to correspond with the proper calendar year.

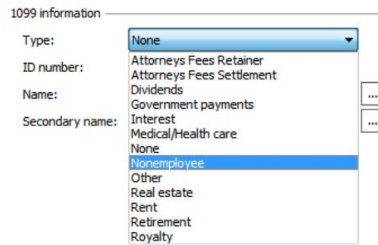


4. Click **Print** or **Print Preview**.
5. Review the information on the list. Vendors missing from the listing or invoices not marked as 1099 invoice can be corrected by completing the steps in the next section.

Step 4: Make Corrections for Vendor Type, 1099 ID

Follow these steps if you need to mark vendors as a 1099 vendor.

1. Select **Vendors > Modify Existing Vendors**.
2. Select the applicable vendor.
3. Select the proper 1099 Type from the **1099 Type:** drop down menu.



4. At the **1099 ID Number:** field, enter the applicable 1099 ID number.

1099 ID number:

5. Repeat steps 2 – 4 for all applicable vendors.
6. Click **Close**

Step 5: Adjust 1099 Balances

If you have some vendors where the invoice(s) are not marked as 1099 invoices, follow these steps to mark as a 1099 invoice. Some 1099 vendors may have some invoices that may be a **None** type and you can follow these steps to clear the amounts.

1. Select **Vendors > Adjust 1099 Balances**.

5b

Year: 2021

Vendor: Anycity Office Supply (150) Set as: Nonemployee

Invoice Date	Check Issue Date	Invoice Number	Sequence Number	Invoice Description	Invoice Amount	Paid Amount	1099 Type	1099 Amount
3/15/20...	3/22/2021	9901654	1	MOTIVATIONAL ...	\$42.24	\$42.24	None	\$0.00
2/16/20...	2/21/2021	99020010	1	ENVELOPES	\$11.00	\$11.00	None	\$0.00
2/16/20...	2/21/2021	99020011	1	FILE CABINETS	\$171.30	\$171.30	None	\$0.00
2/16/20...	2/21/2021	99020011	2	FILE FOLDERS	\$65.00	\$65.00	None	\$0.00
2/16/20...	2/21/2021	99020011	3	NOTE PADS	\$12.50	\$12.50	None	\$0.00
2/14/20...	2/21/2021	99020012	1	PRINTER PAPER	\$195.36	\$195.36	None	\$0.00
12/13/2...	1/3/2021	3071	1	NAME PLAQUES ...	\$127.50	\$127.50	None	\$0.00
1/18/20...	4/11/2021	23456	1	FILE CABINETS	\$450.00	\$450.00	Other	\$450.00

\$1,074.90 \$1,074.90 \$450.00

2. Verify the Year and enter applicable vendor number or click on drop down to search for the vendor. A listing of all the invoices for that vendor will appear in the box below the vendor name. If the vendor name does not appear in this drop down, you must go back to Modify Existing Vendors and change the vendor 1099 type to something other than None.
3. Change 1099 Type/Amount for individual invoices:
 - a) Change the 1099 Type by clicking on the **1099 Type** field for the appropriate invoice and select the correct 1099 Type from the list.
 - b) If the 1099 Amount is incorrect, click in the 1099 Amount field and enter the corrected amount. NOTE: If the 1099 Type is **None**, the 1099 Amount must be zero, or you will receive an error message when attempting to run the process.
4. Change 1099 Type for all Invoices:
 - a) Select the Set As: drop down to the appropriate 1099 Type.
 - b) Click Select All to mark all Invoices as the 1099 Type in the Set As drop down.
5. As noted in the white information bar at the top, Click **'Go'** to save your **changes before selecting another year or vendor**.

Step 6: Print FINAL 1099 Reconciliation Report

If any changes to the Vendor Type and 1099 ID were needed, print a **FINAL** copy of the **1099 Reconciliation Report** for 1099 verification.

1. Open **Connect Accounts Payable > Reports > 1099 Reconciliation Report**
2. Choose the report you wish to review.
 - a. 1099 Reconciliation Report – All 1099 Invoices [Caselle Master] will show all Invoices marked as a 1099 Invoices regardless of the Vendor's 1099 Type.
 - b. 1099 Reconciliation Report – All 1099 Vendors [Caselle Master] will show only the Invoices for those Vendors marked as a 1099 Vendor regardless of the 1099 Type marked on the Invoice(s).
3. Change the dates to correspond with the proper calendar year.

4. Click **Print** or **Print Preview**.

Step 7: Convert Year-End 1099 Information

Convert the year-end tax information so that 1099's can be printed.

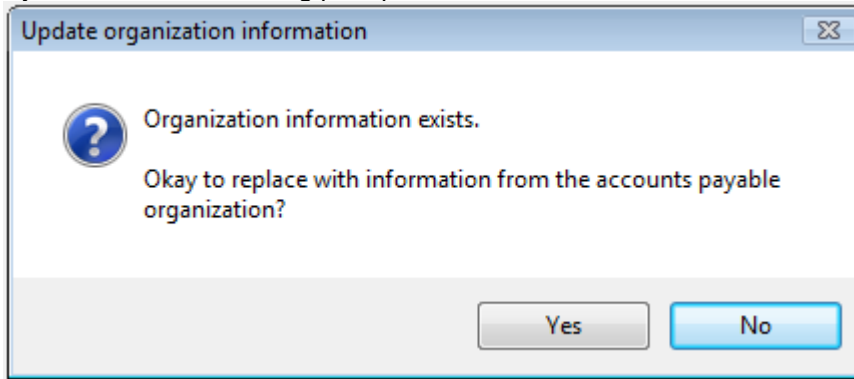
1. Open **Connect Accounts Payable > Government Reporting > Convert Year-end Tax Information**.

2. Verify the current year is displayed.

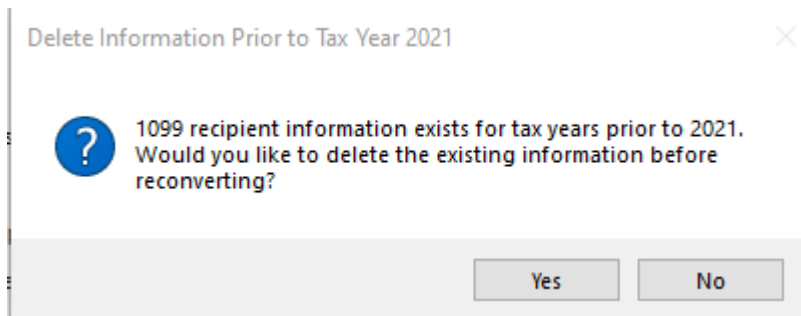
Convert accounts payable information for the tax year: 2021

3. You have the option of including vendors with zero 1099 amounts by checking the **Include vendors with a zero 1099 amount** check box.
4. Click the **GO** button on the toolbar.

- If you receive the following prompt, click **Yes**.



- If 1099's were printed last year, the following prompt will appear. Click **Yes**. **If you do not click Yes, 1099s will include data from both the prior year and the current year and you will need to control which year you are processing.**



- Click the **Print** or **Print Preview** button.

Step 8: Review the Conversion Report

Review the conversion report that printed in the previous step. If there are vendors missing or the amounts reported are incorrect, repeat steps 4 and/or 6 above. Note that all 1099 amounts will convert but you will have the option to only print those over the limit when printing/filing the 1099s.

Step 9: Verify the 1099 Organization File Information

Before you print the 1099's, you should verify that the correct identification numbers have been defined in the system.

- Open **Connect Accounts Payable > Government Reporting > Organization**.
- Verify or complete all information on the **General** tab.
- Select the **Federal** tab.
- Change the **1099 limits** to the proper amounts as defined by the IRS Instructions for Form 1099-MISC, 1099-INT, 1099-DIV, and 1099-R.

1099 minimum amounts

Miscellaneous:	600.00
Interest:	.00
Dividend:	.00
Retirement:	.00
Real estate:	.00
Government payments:	.00
Nonemployee compensation:	600.00
Cancel debt:	.00

5. Click **Close**.

Step 10: Run Checkout 1099 Recipients

Run Checkout for 1099 Vendors.

1. Open **Connect Accounts Payable > Government Reporting > Checkout 1099 Recipients**.

2. Verify the proper tax year is selected.

Tax Year: 2021 ▾

3. Check all check boxes.

<input checked="" type="checkbox"/>	Report invalid recipient ID numbers
<input checked="" type="checkbox"/>	Report invalid states
<input checked="" type="checkbox"/>	Report recipients with negative amounts
<input checked="" type="checkbox"/>	Report recipients without amounts
<input checked="" type="checkbox"/>	Print totals

4. Click **GO**.
5. Review the report. If no errors exist, continue to the next step.

Step 11: 1099 Recipients - Verify Vendor Totals and Information

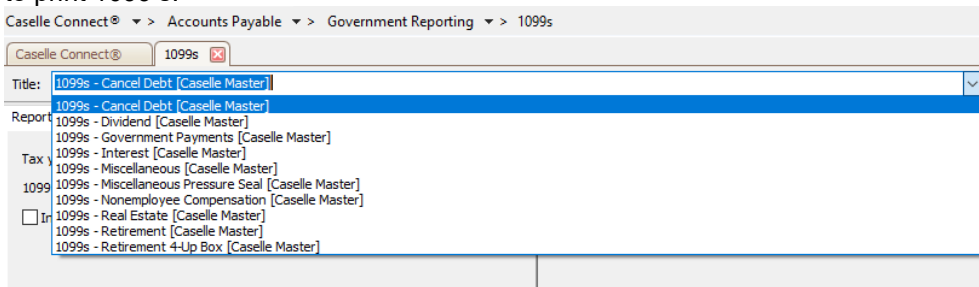
Review the report from the previous step and verify the totals and converted vendors are correct. If errors exist you can correct 1099 amounts by following the following steps. If all totals and vendors are correct, continue to step 14.

1. Open **Connect Accounts Payable > Government Reporting > 1099 Recipients**.
2. Browse the vendors using the scroll arrows in the upper right, typing the vendor number in the **Account number** field, or use the **Search** button.
3. Correct information for each vendor as needed on the various tabs.

Step 12: Print 1099's

To print the 1099's, follow these steps. Please keep in mind that nonemployee compensation amounts will print on the 1099-NEC forms (which are 3 per page) and other amounts will continue to print on the 1099-MISC forms (which are 2 per page).

1. Open **Connect Accounts Payable > Government Reporting > 1099's**.
2. Select the appropriate report from the drop-down menu for the type of vendor that you are going to print 1099's.



3. Uncheck the **Include 1099's below the minimum limit** check box.
4. Click on the **Forms** tab and uncheck the following check boxes: **Perform an alignment test**, **Print report setting**, and **Print report summary**.
5. Print the forms initially to blank paper and verify alignment by clicking the **Print** button.
6. Select **Yes** to print the forms.
7. Click **OK**.
8. Review and verify alignment by laying the sample over the actual form. If alignment adjustments are needed, please call support.
9. Once alignment is correct, print to the actual 1099 forms by repeating step 3 – 7.
10. Repeat steps 2 – 9 for each type of 1099 that you need to print.
11. Click **Close**.

Step 13: Report 1099 Information to the IRS and State

Are you issuing 250 or more 1099s?

- **Yes, we are issuing 250 or more 1099s.** You may be required to submit your 1099 information electronically.
- **No, we are issuing less than 250 1099s.** Submit your 1099 information according to the instructions that have been provided to you by the IRS. You can also elect to file electronically.
- Please note that States may have different electronic filing requirements.

Tip! If you need to submit 1099 information using Electronic W2/1099 and the Government Reporting > Create Electronic 1099 File option is not available, then you will need to contact Civic Systems to purchase this feature.

Do this...

1. Open **Connect Accounts Payable > Government Reporting > Organization.**
2. Click on the Federal tab and then the Electronic Filing tab. Verify the 1099 Contact Information.

The screenshot shows the 'Organization' window in Caselle Connect®. The 'Federal' tab is selected, and the 'Electronic Filing' sub-tab is active. The '1099 Contact information' section contains the following fields:

- Name: [Empty text box]
- Phone: (385) 555-1122
- Extension: [Empty text box]
- Email: Anycity_AP@ci.anycity.ut.us
- Fax: (385) 555-1222

3. If filing your 1099s electronically with your State, click on the States tab and review the Electronic Filing information for your state.

The screenshot shows the 'Organization' window with the 'States' tab selected. A table displays state abbreviations and identification numbers:

State Abbreviation	Identification Number
IA	

Below the table, the 'Electronic Filing' section is visible, showing a 'State' dropdown menu with options for Idaho, Indiana, Iowa, Kansas, and Louisiana. An 'Employer BEN' field is also present.

4. Open **Connect Accounts Payable > Government Reporting > Create Electronic 1099 file.**
5. Verify the **Tax Year**, **File Name**, and **Authorized employee's Transmitter control code** (this number must be applied for through fire.irs.gov; please note that it will take between 7-30 days for the registration to be completed and that the FIRE site is down for annual maintenance between December 3, 2021 and January 7, 2022.)
6. Click the **GO** button.

7. Upload the file to the FIRE site. Check back in a few days to confirm acceptance of the file.

Step 14: Update Year-End

To update the system to the new calendar year, follow these steps.

1. Open **Connect Accounts Payable > Organization > Organization**.
2. Change the **Current year** to the appropriate calendar year.
Current year:
3. Click **Close**.

Congratulations!

Congratulations!

You have completed the Accounts Payable Year-end Closing!