

Service Bureau Agency Payments to Vendors using Commercial Checking Accounts

The process of extracting detailed payment information from AASIS can include payments made to any vendors using commercial bank accounts if an invoice was posted and then cleared with a payment. Regardless of payment method or house bank (TREAS, CASH), or other if the payment was cleared via the payment program (F110 or ZF110), F-58 (post payment document and print check), or F-53 (post payment document and record check written to vendor), then it will be included in the extract.

Payments to vendors from commercial bank accounts will not be included in the extract if the payments were entered via a summary entry and/or via journal entry

You will be provided a special report by the Service Bureau for payments made using commercial bank accounts. If your invoices were cleared with a payment then your agency will need to review those payments and determine if they were coded correctly for 1099 purposes. If there are errors, those errors must be corrected in AASIS prior to January 15, 2012.

Any payments made to vendors from commercial bank accounts that have been recorded in AASIS via journal entry or via summary should be treated as onetime vendors and follow the one-time vendor instructions.