Welcome
We will begin at the top of the hour

- This session will be recorded and posted online

- If you haven’t emailed Mike Creagh yet with your 1099 contact person, now is the time
  michael.creagh@scouting.org
IRS 1099 Vendor Processing Using Track1099
Year End

Accounts Payable
Accounts Payable Year-End
Accounts Payable Year-End Presentation

Track1099 User Guide for 2018 PeopleSoft 1099's – updated 12/18/2018
Webinar Slides for Track 1099 Instructions
Recording of Track 1099 Webinar – November 27, 2018

Fundraising
Fundraising Year-End Procedures

General Ledger
General Ledger Year-End Procedures
PeopleSoft Closing the Year

Membership
Membership Year-End Close Procedures

Payroll
Accountable Plan Compliance–Expense Reimbursements and Allowances
Fringe Benefits–Employer-Provided Vehicles and Group-Term Life Insurance

SellWise
SellWise Year-End Procedures
What hasn’t changed?

• Vendor records are still maintained in PeopleSoft AP
• Vouchers need to be flagged as Withholding vouchers
• IRS deadlines are still 1/31
What has changed?

• Details will be exported out of PeopleSoft
• You can manually load details if needed
• Track1099 will facilitate email distribution
• Track1099 will complete your e-file to the IRS
Where do I start?

Set up your Vendor Records
Where do I start?

Set up your Vendor Records
Where do I start?

Set up your Vendor Records
Where do I start?

Set up your Vendor Records
Where do I start?

Set up your Vendor Records

<table>
<thead>
<tr>
<th>SetID</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Withholding Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>L000</td>
<td>9030</td>
<td>2060 DIGITAL CHICAGO</td>
<td>Y</td>
</tr>
<tr>
<td>L000</td>
<td>5665</td>
<td>A&amp;A TREE SERVICE</td>
<td>Y</td>
</tr>
<tr>
<td>L000</td>
<td>2184</td>
<td>A-FIRE EXTINGUISHER SALES AND SERVICE</td>
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<td>L000</td>
<td>6011</td>
<td>ABC PREFERRED PLUMBING</td>
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<td>AEROVISTA INNOVATIONS</td>
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<td>ALL SEASONS MARINE &amp; SERVICE</td>
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<td>0092334</td>
<td>ARAMARK UNIFORM SERVICES</td>
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Vendors are good, now what?

Voucher Withholding Flag and Value

<table>
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<tr>
<th>SetID</th>
<th>Voucher ID</th>
<th>Voucher Line Number</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Amount</th>
<th>Vendor 1099 Flag</th>
<th>Voucher Withholding Flag</th>
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</tbody>
</table>
Vendors are good, now what?

Voucher Withholding Flag and Value

To change the current withholding for vendor 0000000164 from "N" to "Y"
Vendors are good, now what?

Voucher Withholding Flag and Value
Vendors are good, now what?

Run the Withhold Update Request
How do I output this data?

Run the Withhold Transaction Post
How do I output this data?

Run the “Withhold 1099 Report Job”
How do I output this data?

Run the “Withhold 1099 Report Job”
How do I output this data?

Run the “Withhold 1099 Report Job”
How do I output this data?

Run the Withholding Control Report
How do I output this data?

Withholding Control Report
How do I output this data?

LC_TRACK1099_EXPORT

Query Output for TRACK1099
How do I output this data?

**LC_TRACK1099_EXPORT**

Query Output for TRACK1099

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<thead>
<tr>
<th>Payee Name</th>
<th>Type</th>
<th>Payee Tax ID</th>
<th>Payee Address 1</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Email Address</th>
<th>Account</th>
<th>Office Code</th>
<th>Box 1</th>
<th>Box 2</th>
<th>Box 3</th>
<th>Box 4</th>
<th>Box 5</th>
<th>Box 6</th>
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</tr>
</tbody>
</table>
How do I output this data?

LC_TRACK1099_EXPORT

Query Output for TRACK1099

You can edit your details before you upload
How do I get started in www.track1099.com?

Setup your council in TRACK1099

Dear Colleague,

**BSA1099 Account has invited you to join** their team’s account at Track1099 for managing IRS 1099, W-2, W-4 and W-9 forms.

Please click on the link below and sign up using this email address.

[Join BSA1099 Account’s Team](#)

You’ll automatically be connected as a colleague associated with BSA1099 Account and may begin adding Payers and Recipients immediately.

Please send us an email at support@track1099.com if you have any questions.

We look forward to working with you.

Sincerely,
The Team at Track1099
Stanford, CA
www.track1099.com
How do I get started in www.track1099.com?

Setup your council in TRACK1099
How do I get started in www.track1099.com?

Setup your council in TRACK1099

<table>
<thead>
<tr>
<th>Video Guides</th>
<th>Corrections</th>
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<tbody>
<tr>
<td>Easy 1099 E-file Overview</td>
<td>CSV Importing, all form types</td>
</tr>
<tr>
<td>E-Delivery to Recipients</td>
<td>ACA/Obamacare E-file</td>
</tr>
<tr>
<td>Tax Pro Teams and Firms</td>
<td>Online W-9s</td>
</tr>
<tr>
<td>Pricing</td>
<td>Postal Mail</td>
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<tr>
<td>IRS TIN Matching file</td>
<td>Fixing Many Recipients with Errors</td>
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<td></td>
<td>QuickBooks Online Importing</td>
</tr>
<tr>
<td></td>
<td>QuickBooks Desktop Importing</td>
</tr>
<tr>
<td></td>
<td>Xero Importing</td>
</tr>
<tr>
<td></td>
<td>Bill.com Importing</td>
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All Payers

How will you add recipient forms for your new payer?

- Manual entry or CSV
- Transfer from last year
- Import 1099-NEC from a partner
- E-file 1099-NEC from a partner
- Bill.com Importing
- Tracking 1099
- Transfer from last year
www.track1099.com

Setup your council in TRACK1099

Sign Up
Already have an account? Sign in
www.track1099.com?

Setup your council in TRACK1099

New! Welcome to tax year 2018

Which form would you like to start using?

Track 1099
1099-series
W-2, 940
1095-C, 1042-S

W-9
W-4
W-8BEN
www.track1099.com

Setup your council in TRACK1099

How will you add recipient forms for your new payer?

 manual entry or CSV
  All form types

Import 1099-MISC from a partner
QBO, QBW, Xero, Bill.com, Intacct

Add many payers at once via CSV
For tax pros
www.track1099.com

Setup your council in TRACK1099
www.track1099.com

Uploading into TRACK1099 and filing
www.track1099.com

Uploading into TRACK1099 and filing

Track1099 CSV upload tutorial

Millenium Salvage Inc.

CSV Import

If you can export a spreadsheet of Recipients/Employees from your accounting software, we can import it to Track1099.

Watch our CSV video.

QB Desktop clients, please see our QB export instructions.

First: Download the correct CSV template for your forms.

1099-MISC  W-2  1095-C  More Forms...

Next: In your accounting software, create a 1099 or W-2 report and export it to CSV format.

Third: Copy and paste the data from your report to our CSV template. Do not rearrange the columns.

Fourth: Save the filled-in template as a CSV file, not xls. Check leading zeros in Zip Code.

Finally: Click Select File below, then import CSV.

Select File  None selected

Import CSV  These recipients will be added to Millenium Salvage Inc.
www.track1099.com

Uploading into TRACK1099 and filing
If you can export a spreadsheet of Recipients/ Employees from your accounting software, we can import it to Track1099.

Watch our CSV video.

QB Desktop clients, please see our QB export instructions.

First: Download the correct CSV template for your forms.

1099-MISC  W-2  1095-C  More Forms...

Next: In your accounting software, create a 1099 or W-2 report and export it to CSV format.

Third: Copy and paste the data from your report to our CSV template. Do not rearrange the columns.

Fourth: Save the filled-in template as a CSV file, not xls. Check leading zeros in Zip Code.

Finally: Click Select File below, then Import CSV.

Select File  csv_template_misc-starwars1.csv

Import CSV  These recipients will be added to Millenium Salvage Inc.
www.track1099.com

Uploading into TRACK1099 and filing

Duplicate Recipients detected

Notice: These Recipients have the same Tax ID number. This may be what you wish; please see them in Forms Summary and change as needed.

<table>
<thead>
<tr>
<th>TIN</th>
<th>Name</th>
<th>Form</th>
<th>Added</th>
</tr>
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<tbody>
<tr>
<td>...4022</td>
<td>Luke Skywalker</td>
<td>1099-MISC</td>
<td>2016-10-10</td>
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<tr>
<td>...4022</td>
<td>Luke Skywalker</td>
<td>1099-MISC</td>
<td>2016-10-10</td>
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</tbody>
</table>

Download List  Close

4 recipients succeed

- 2 Recipients have errors
- 2 Recipients are ready for e-file and e-delivery

Next Step: Schedule E-file or (optionally) download your TIN Match file.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Box 7</th>
<th>Other Boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darth Vader</td>
<td>$0.00</td>
<td>$3399.00</td>
</tr>
<tr>
<td>Yoda Master</td>
<td>$0.00</td>
<td>$4938.00</td>
</tr>
</tbody>
</table>
www.track1099.com

Uploading into TRACK1099 and filing

---

### 4 recipients successfully imported!

- **2 Recipients have errors**
  - Darth Vader
  - Yoda

- **2 Recipients are ready for e-file and e-delivery**
  - Luke Skywalker
  - Luke Skywalker

---

**Recipient** | **Box 7** | **Other Boxes**
--- | --- | ---
Good, OK for E-File, No Email | $0.00 | $3399.00
Error | | |
Darth Vader | $0.00 | $4938.00
Yoda | $49998.00 | $0.00
Luke Skywalker | $0.00 | $90088.00

---

Next Step: Schedule E-file or (optionally) download your TIN Match file.

---

**Form Box Totals**

- Unscheduled Forms (4)
- Scheduled & Sent (0)
- Type to Search
Uploading into TRACK1099 and filing

www.track1099.com

### Millenium Salvage Inc.

<table>
<thead>
<tr>
<th>MISC</th>
<th>QTY</th>
<th>总金额</th>
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<tbody>
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$13.96

#### E-file to IRS

<table>
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<td>2017-01-19 (recommended)</td>
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<td>--</td>
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<tr>
<td>MISC</td>
<td>2017-03-14 (recommended)</td>
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<td>--</td>
</tr>
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</table>

$13.96

#### E-deliver to Recipients

<table>
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<th>E-deliver to Recipients</th>
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<th>QTY</th>
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<tbody>
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<td>MISC</td>
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#### Postal Mail to Recipients

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<td>Print &amp; mail yourself</td>
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www.track1099.com

Uploading into TRACK1099 and filing

<table>
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<th>E-deliver to Recipients</th>
<th>Schedule e-delivery date</th>
<th>QTY</th>
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<tr>
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<td>2017-01-02 (recommended)</td>
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<tr>
<td></td>
<td>We mail for you ($1.49)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $13.46
Uploading into TRACK1099 and filing

www.track1099.com
www.track1099.com

Uploading into TRACK1099 and filing
What does a e-delivered 1099 look like?

IRS 1099 & W-2 <no-reply@t1099.menlo-aero.com>
to prancer

Dear Prancer Reindeer,

Santa Claus Inc. has issued an IRS form 1099-MISC for you for tax year 2018 using Track1099, an IRS-approved vendor.

You may retrieve your form electronically by clicking on the blue button below. Doing so gives Santa Claus Inc. a record of e-delivery, which is required by the IRS. Unless you request it, you will not receive a paper copy in the mail.

Retriece Your 1099-MISC

To validate your identity, you'll be asked to enter the last 4 digits of your Tax ID number.

By clicking on the secure link, you give permission to Santa Claus Inc. and Track1099 LLC to deliver your 1099-MISC electronically for tax year 2016. You may refuse or withdraw your consent by emailing red@track1099.com. Please include the name of the company, Santa Claus Inc., your name, last 4 of your SSN or EIN, your full mailing address and a request for paper. A paper copy will then be mailed to you.

This form may look a little different from the usual 1099-MISC, but is an acceptable substitute according to IRS Pub. 1179.

Your 1099-MISC will remain available via the secure link until October 15, 2016 at which time it will become inaccessible.

You may update your information by emailing red@track1099.com. Please include the company name, Santa Claus Inc., your name, and the last 4 of your SSN or EIN.

In order to access the document, you will need a suitable computer connected to the internet, running an internet browser that supports 256 bit SSL encryption that is able to view HTML pages and download a pdf file.

Sincerely,
The Team at Track1099
www.track1099.com
What does a e-delivered 1099 look like?

### Payer's Information
- **Name:** Santa Claus Inc.
- **Address:** 4847 Snow Way, Anchorage, AK 49998

### Recipient's Information
- **Name:** PRANCER REINDEER
- **Address:** 3948 Snow Way, Fairbanks, AK 49998

### 2016 Form 1099-MISC
**Miscellaneous Income**

**OMB No.:** 1545-0115

**Copy B For Recipient**

This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

For questions about this form, contact Santa Claus Inc. at 441-9998883

---

<table>
<thead>
<tr>
<th>Box 7: Nonemployee Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$56,475.00</td>
</tr>
</tbody>
</table>

---

### Instructions for Recipient - 1099-MISC
- **Recipient's Identification Number:** 487333372

---

**Box 6:** For individuals, report on Schedule C (Form 1040).

**Box 7:** Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If the amount in this box is SE income, report it on Schedule C or Form (1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare tax. If you believe you are an employee and cannot get the payer to correct this form, report the amount from box 7 on Form 1040, line 7 (or Form 1040NR, line 4). You must also complete Form 8919 and attach it to your return. If you are not an employee but the amount in this box is not SE income (for example, it is income from a sideline activity or a hobby), report it on Form 1040, line 21 (or Form 1040NR, line 21).

**Box 8:** Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the “Other income” line of Form 1040 (or Form 1040NR).

**Box 9:** If checked, $5,000 or more of sales of consumer products was paid to you on a buy-sell, deposit-commission, or other basis. A clerical amount does not have to be shown. Generally, report any income from your sale of these products as income from your gross receipts and expenses.
www.track1099.com
What does an e-delivered 1099 look like?

Santa Claus Inc.

 Unscheduled Forms (0)  Scheduled & Sent (2)  Form Box Totals

Click a recipient for individual forms.
We e-file/e-deliver each day ~8pm PST

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Postal Mail</th>
<th>E-Delivery</th>
<th>To IRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comet Reindeer</td>
<td></td>
<td>Emailed 10/25/16</td>
<td>2017-01-19</td>
</tr>
<tr>
<td>Prancer Reindeer</td>
<td></td>
<td>Accepted 10/25/16</td>
<td>2017-01-19</td>
</tr>
</tbody>
</table>
What does a e-delivered 1099 look like?

<table>
<thead>
<tr>
<th>Payer</th>
<th>Total Forms</th>
<th>IRS Status</th>
<th>Recipient E-Delivery</th>
<th>Recipient Postal Mail</th>
<th>CSV</th>
<th>CPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheddar Cheese Inc.</td>
<td>H 2</td>
<td>Sent</td>
<td>1</td>
<td>Mailed 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Claus Inc.</td>
<td>MISC 2</td>
<td>Scheduled 2</td>
<td>Accepted 1</td>
<td>Email 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sombrero Hats LLC</td>
<td>1042-S 1</td>
<td>Sent</td>
<td>1</td>
<td>Mailed 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Video Guides

- Easy 1099 E-file Overview
- CSV Importing, all form types
- Corrections
- ACA/Obamacare E-file
- Online W-9s
- QuickBooks Desktop Importing
- E-Delivery to Recipients
- Postal Mail
- QuickBooks Online Importing
- Tax Pro Teams and Firms
- Fixing Many Recipients with Errors
- Xero Importing
- Pricing
- Bill.com Importing
- IRS TIN Matching file
Questions?

michael.creagh@scouting.org