PeopleSoft to TRACK1099 User Guide

Processing your 1099's for 2019

For year-end 2019 we will be providing the TRACK1099 software for your council to use to create, email and e-File 1099's with the IRS. This third-party service has a great reputation and years of history working with not-for-profit organizations. You will still use the PeopleSoft Vendor records and Accounts Payable Vouchers to gather the correct amounts needed to be reported.

The TRACK1099 website is found at WWW.TRACK1099.com . We have a master account (called a team) set up with them called "TRACK1099BSA" and we will be emailing your council an invitation to join with a link for you to set up your council in the "team". The costs for processing, emailing and e-Filing will be covered by the National Service Center, any additional services you use will be up to you to pay.

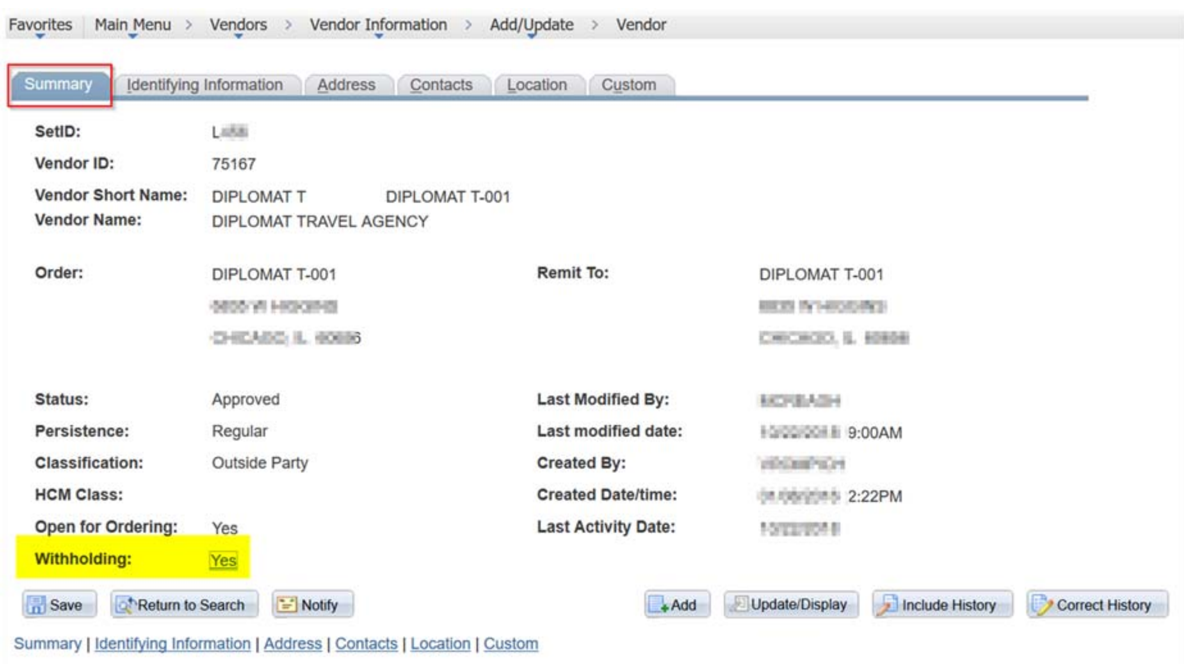
Preparing to File 1099's

I. Vendor Record Setup in PeopleSoft
II. Voucher withholding flag and values
III. Query output for TRACK1099
IV. Log back in to TRACK1099 or setup you council in TRACK1099
V. Setting up the Vendors (Transfer from last year)
VI. Uploading into TRACK1099 and filing

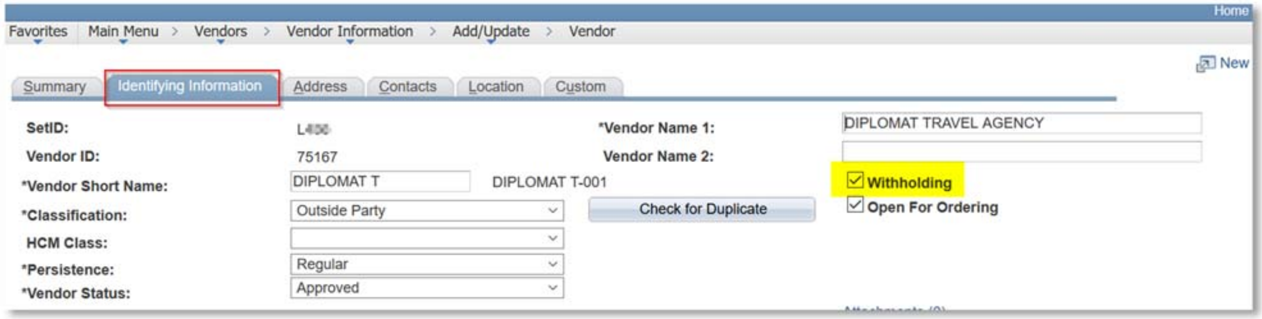
I. Vendor Record Setup

If you are using historical vendors that you have filed 1099's within the past the records will not have changed. If you are using a new Vendor or a vendor you have not filed 1099's before you will want to make sure these two items are prepared:

Is the 1099 Withholding Flag turned on?



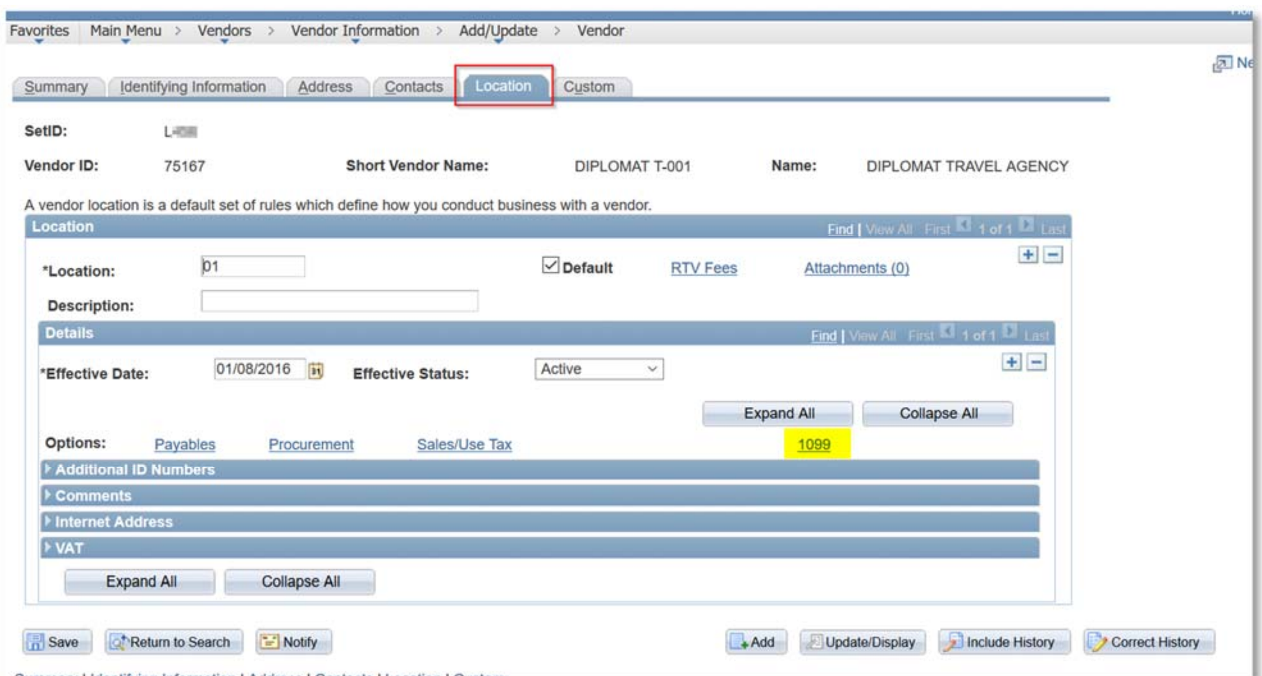
If not, the flag can be turned on by going to the Identifying Information Tab, checking the withholding box and saving the addition.



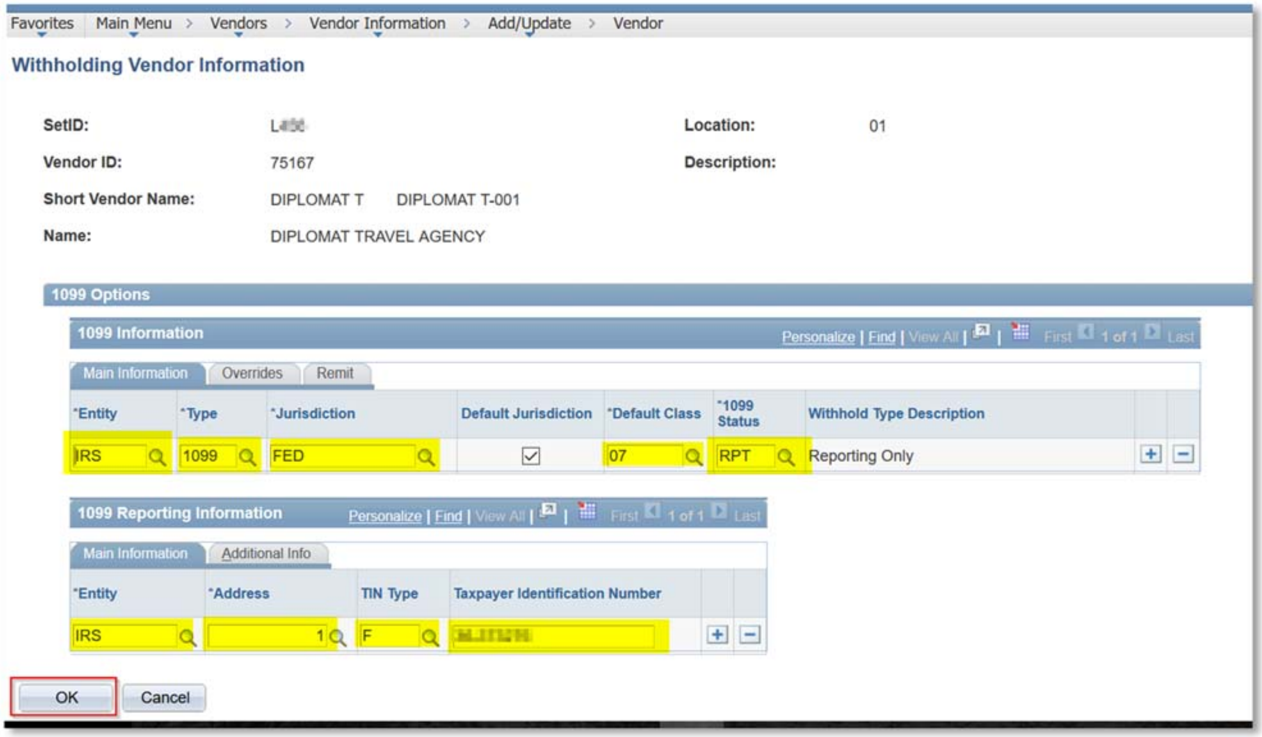
Don’t forget to SAVE

Is the vendor Tax ID information entered?

This can be found on the Location Tab, click on the “1099 hyperlink”

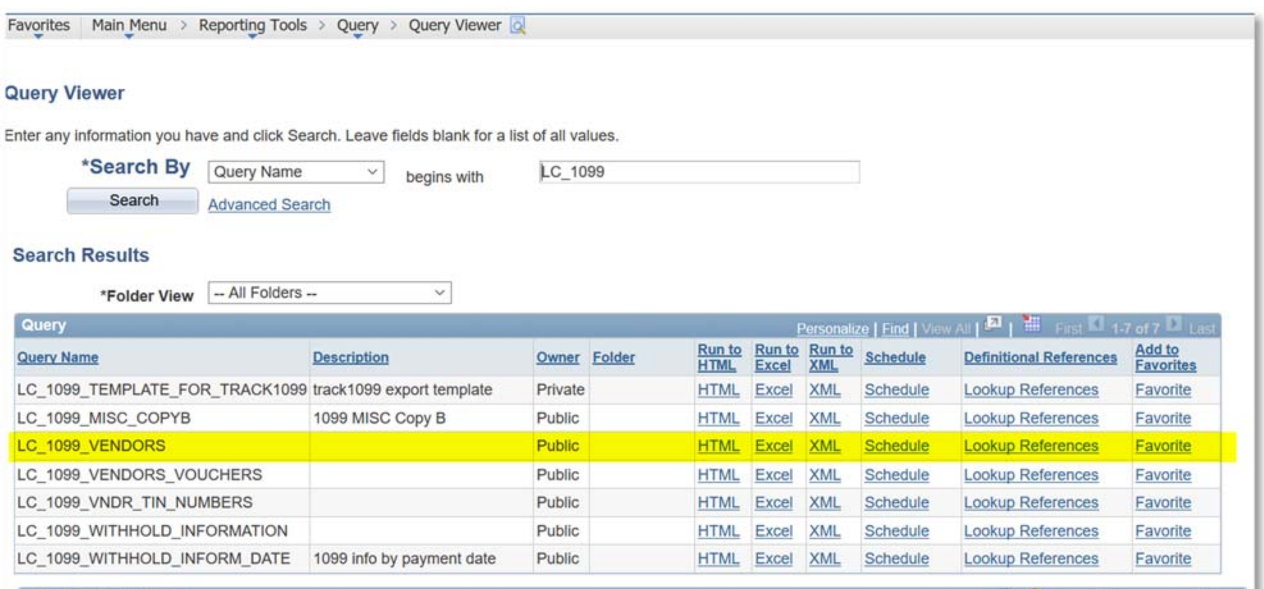


This opens the Vendor withholding information page.



You will need to add the details highlighted above. NOTE: it is strongly recommended you use the Magnify Glass option and select the correct options from the drop-down list. After this is all filled in, click “OK” and the “SAVE” on the Location tab when you go back to that.

A quick way to see if the Withholding flag is set for your vendors is to run the query “LC_1099_VENDORS



LC_1099_VENDORS

SetID: L[illegible]

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (10 kb)

View All First 1-85 of 85 Last

	SetID	Vendor ID	Vendor Name	Withholding Applicable
1	L[illegible]	9030	2060 DIGITAL CHICAGO	Y
2	L[illegible]	5665	A&A TREE SERVICE	Y
3	L[illegible]	2184	A-FIRE EXTINGUISHER SALES AND SERVICE	Y
4	L[illegible]	6011	ABC PREFERRED PLUMBING	Y
5	L[illegible]	7088	AEROVISTA INNOVATIONS	Y
6	L[illegible]	0000000097	ALL AMERICAN CLASSICS	Y
7	L[illegible]	005470	ALL SEASONS MARINE & SERVICE	Y
8	L[illegible]	0092334	ARAMARK UNIFORM SERVICES	Y

NOTE: This query does not indicate if the withholding information is on the record.

II. Voucher withholding flag and value

The 1099's are based on voucher paid during the calendar year, each voucher needs to be marked for withholding. If the Vendor is set up for 1099 withholding the voucher will get flagged. You can edit the vouchers if needed.

You can review your vouchers with the query LC_1099_VENDORS_VOUCHERS

LC_1099_VENDORS_VOUCHERS

SetID: L[illegible]

From Acctg Date: 01/01/2017

To Acctg Date: 12/31/2017

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (64 kb)

View All First 1-87 of 87 Last

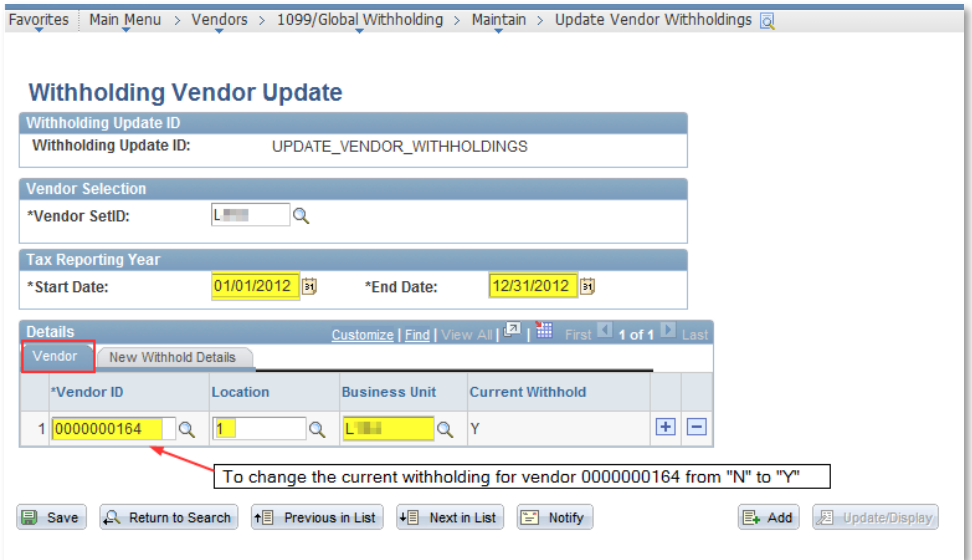
	SetID	Voucher ID	Voucher Line Number	Vendor ID	Vendor Name	Amount	Vendor 1099 Flag	Voucher Withholding Flag	Acctg Date	More Info
1	L[illegible]	00027745	1	0000002240	CA[illegible]APHY	450.000	Y	N	05/31/2017	
2	L[illegible]	00029034	1	0000004159	CA[illegible]	1250.000	Y	Y	08/15/2017	
3	L[illegible]	00029818	1	0000004243	CH[illegible]	240.000	Y	Y	10/19/2017	
4	L[illegible]	00030018	1	0000004243	CH[illegible]	480.000	Y	Y	10/31/2017	
5	L[illegible]	00030102	1	0000004243	CH[illegible]	240.000	Y	Y	11/14/2017	
6	L[illegible]	00030103	1	0000004243	CH[illegible]	160.000	Y	Y	11/14/2017	
7	L[illegible]	00030578	2	0000004243	CH[illegible]	285.000	Y	Y	12/18/2017	
8	L[illegible]	00030578	1	0000004243	CH[illegible]	435.000	Y	Y	12/18/2017	
9	L[illegible]	00030658	1	0000004243	CH[illegible]	290.000	Y	N	12/27/2017	
10	L[illegible]	00030658	2	0000004243	CH[illegible]	190.000	Y	N	12/27/2017	
11	L[illegible]	00026784	1	0000003973	D[illegible]TON	1726.750	Y	Y	03/28/2017	

Keep in mind that not all vouchers for a 1099 vendor are reportable. We are only reporting the nonemployee compensation. You may be billed for supplies from a law firm or an engineering firm and those vouchers are non-withholding, so you can edit if needed.

Update Vendor Withholding

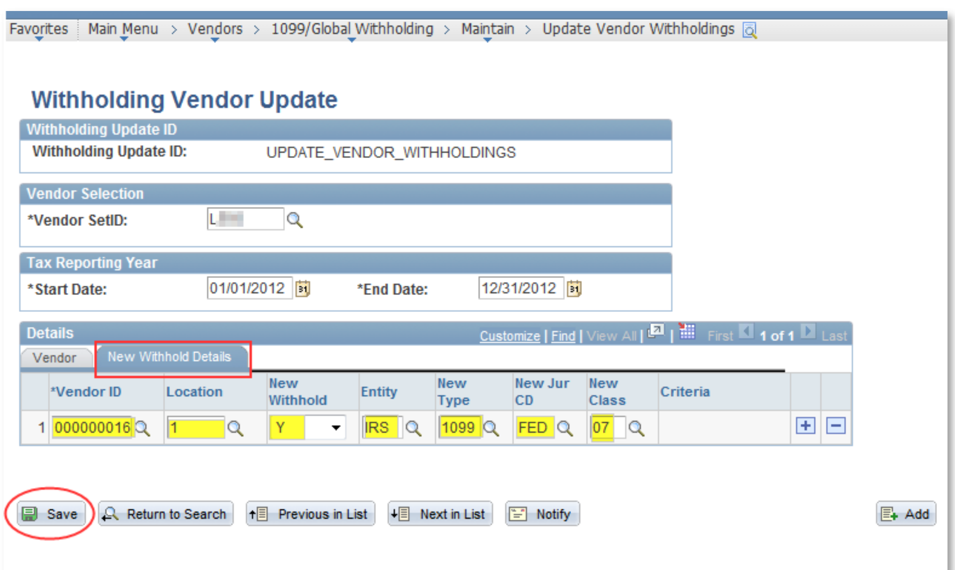
a. **If you have vouchers Flagged as "N" on the LC_1099_Vendors_Vouchers query and need to be changed as 1099.**

Navigate to Vendors>1099/Global Withholding>Maintain>Update Vendor Withholding



Vendors SetID: Enter the Business Unit
Start Date: 01/01/20XX
End Date: 12/31/20XX
Click on the Vendor Tab, enter the selected Vendor ID, Location and Business Unit, if applicable.

Click on the New Withhold Details Tab:



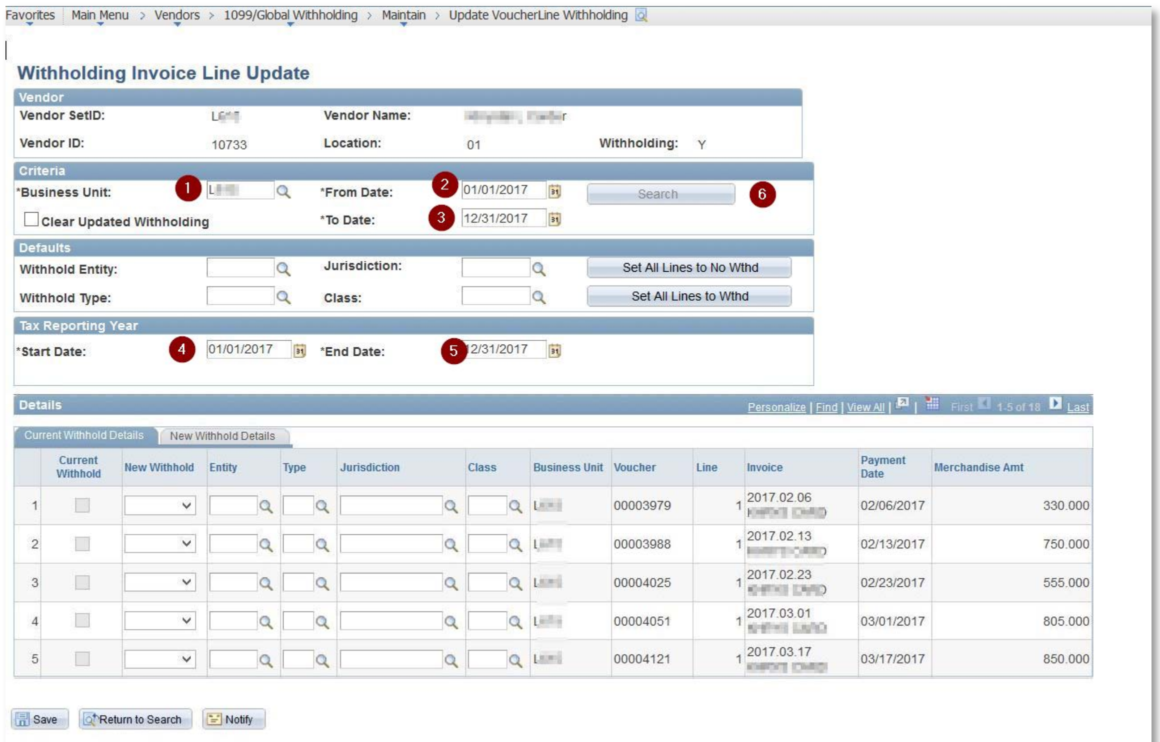
Vendor ID: Enter the Vendor ID number(s) selected from the query
LC_1099_VENDORS_VOUCHERS.

Location: Select the location.
New Withhold: Select "Y."
Entity: Select IRS.
New Type: Select 1099.
New Jur CD: Select FED.

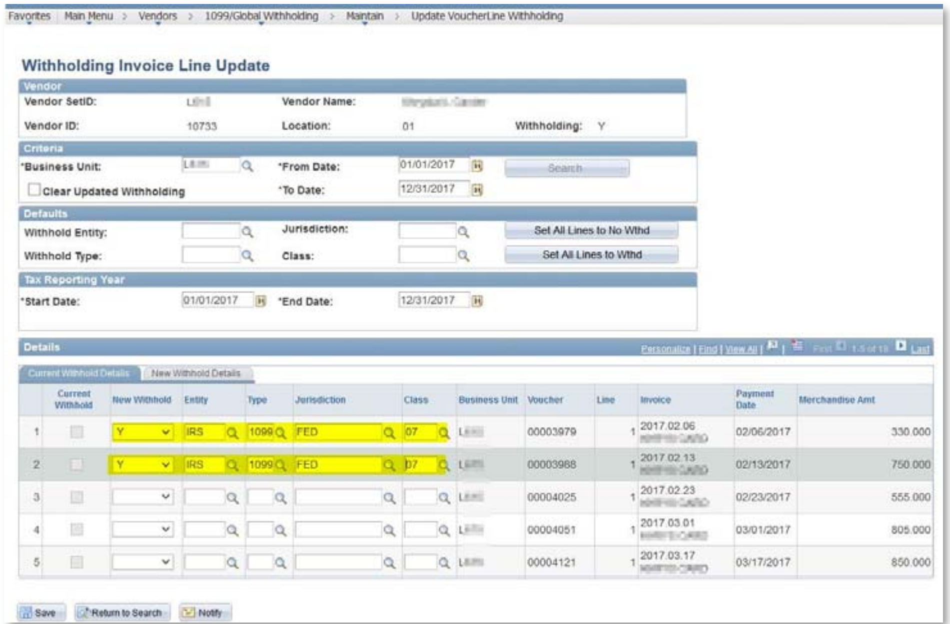
New Class: Select 07 – Non Employee Compensation.
Click Save.

Updating or Changing the Vouchers

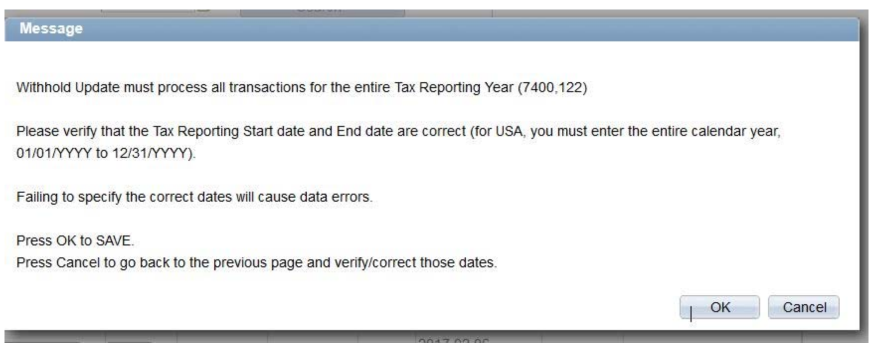
If you fine vouchers that are incorrectly flagged, you will need to update them using the "Update Voucherline withholding"
You will need to enter the council number (1), set the dates for the business year (2 & 3) and match those dates for the "Tax Reporting Year" (4 & 5)
Then click "Search (6)



To make changes, click on the correct voucher line under the "New Withhold" column. You can add the 1099 flag to a voucher or remove it. Make sure to add the Entity (IRS), Type (1099) Jurisdiction (FED) and Class (07). Click "Save".



When you click save you will get a message (See Below) asking you to verify you have entered the full tax year. Click OK on the message.



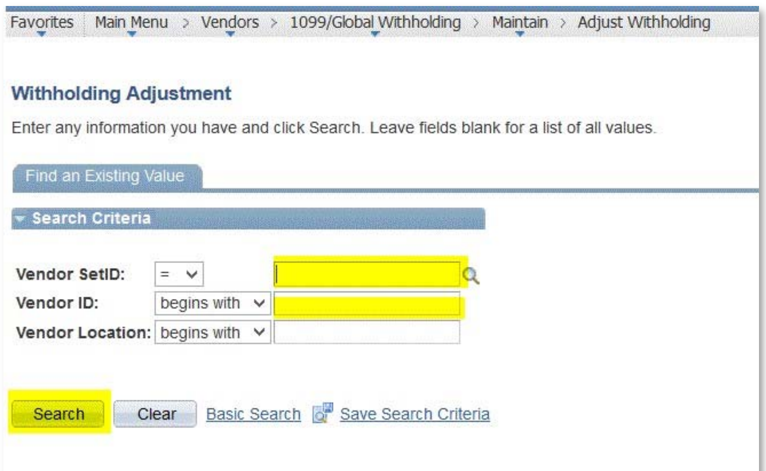
After you have saved the work, click on the "New Withhold Details" tab in the Details" section and you can view your changes

The other issue that could come up is the values reporting don't match what they should be. This most often happens when the vendor is not set up for withholding information. You can adjust the reporting values by "forcing" in a correction for reporting purposes only. This does not edit the vouchers.

Fixing Voucher Value Problems

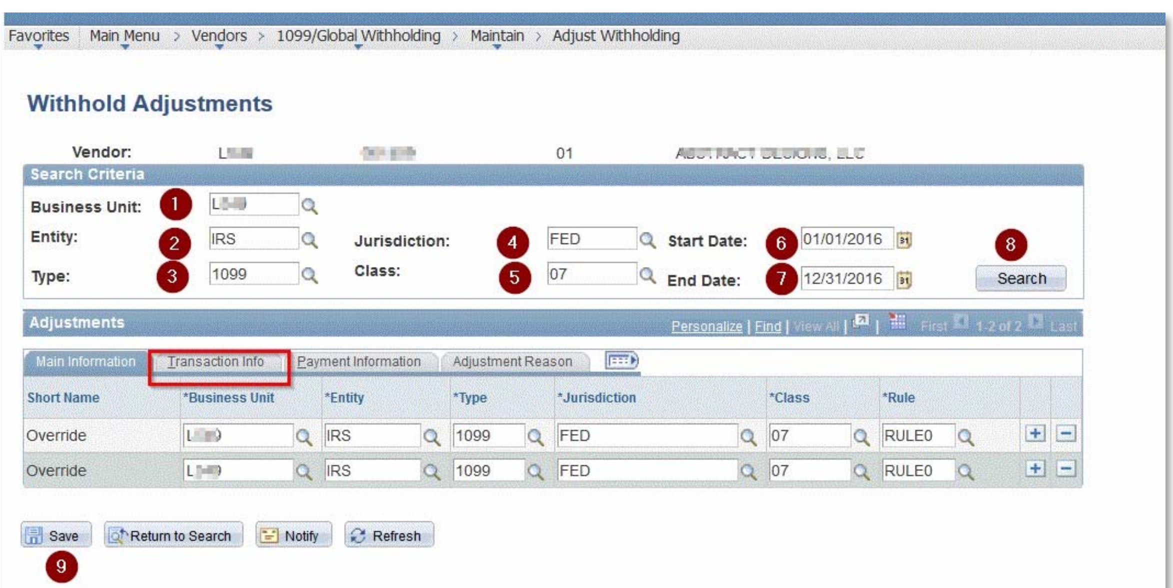
a. Before you begin adjusting the withholding you will need to know what the correct "value" needs to be for the vouchers. This process is also used when voucher amounts get doubled.

Go to the "Withholding Adjustment" process and enter the vendor you want to adjust vouchers for

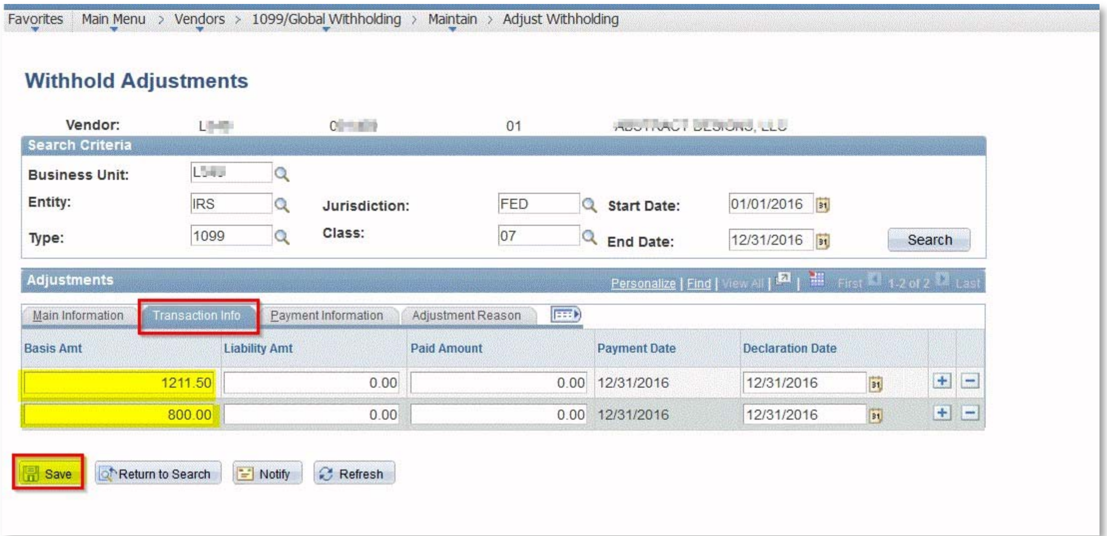


It's very important you enter the needed information in the order as listed

Business Unit (council) 2- Entity (IRS) 3 – Type (1099) 4- Jurisdiction (FED) 5- Class (07) 6 – Starting Date (01/01/2016) 7 - Ending Date (12/31/2016)
8 Search
9 Save
After you save, click on the "Transaction info" tab



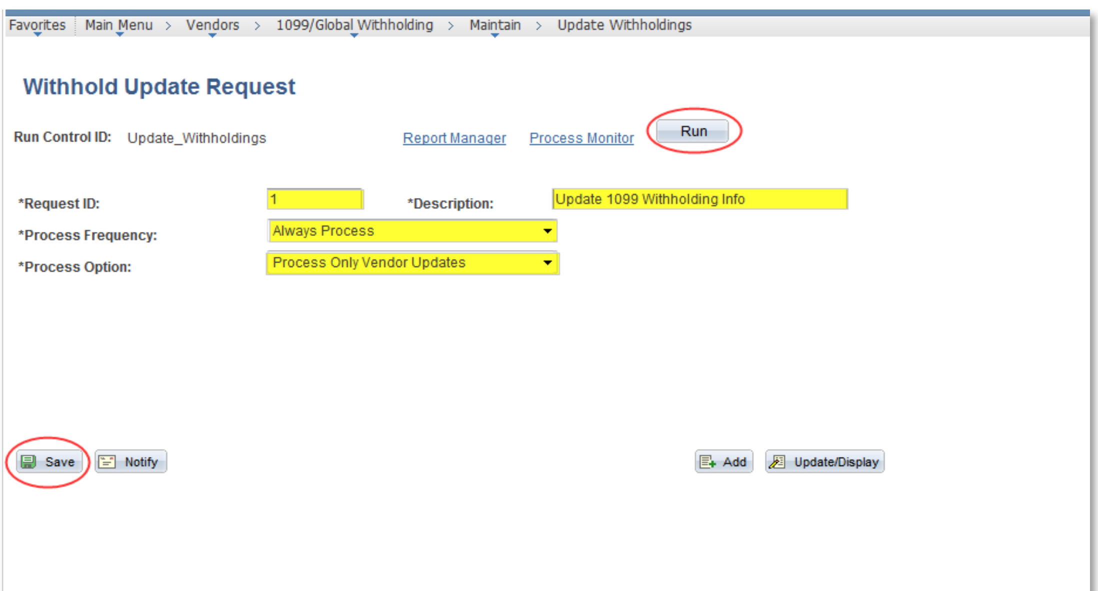
From the Transaction Info Tab, you adjust the value of “Basic Amt” back to the correct value.



Update 1099 Withholding information.

b. If you have made any adjustments, you will need to run the Update 1099 Withholding

c. Navigate to Vendors>1099/Global Withholding>Maintain>Update Withholdings.



Request ID: Enter a value (e.g.1).

Description: Enter a description (e.g. Update 1099 Withholding Info).

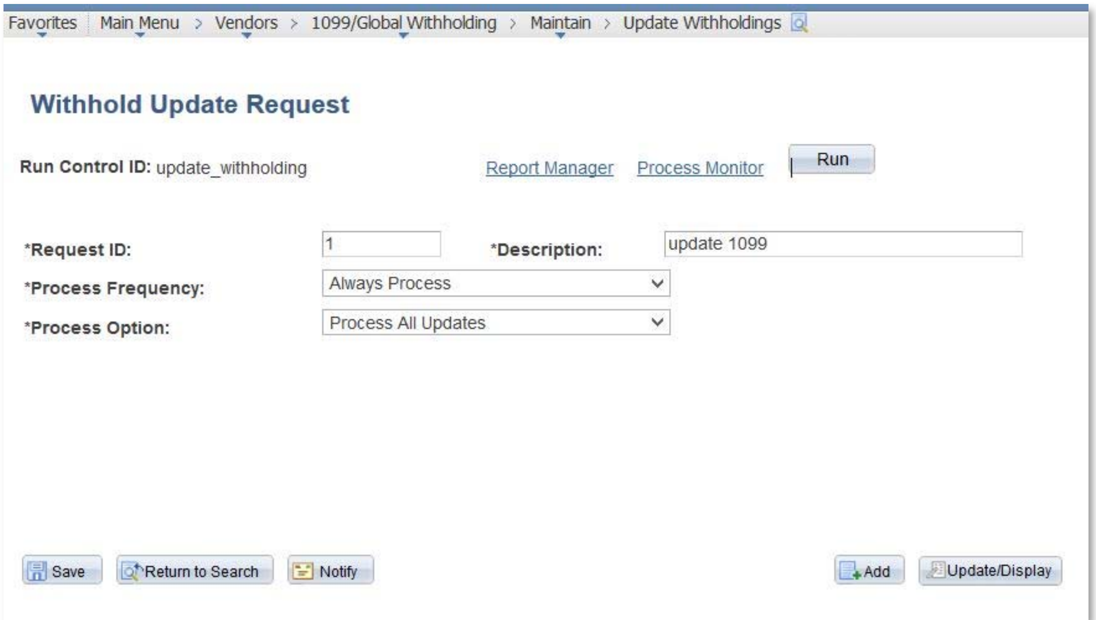
Process Frequency: Select **Always Process**.

Process Options: **Select Process Only Vendor Updates**.

Click **Save** Then Click **Run**.

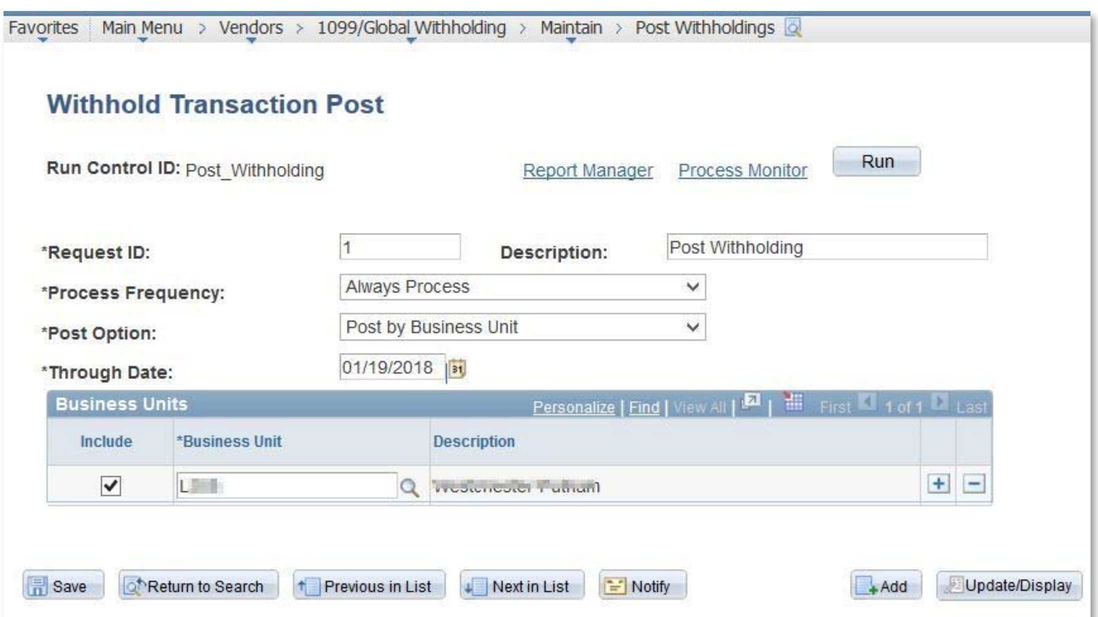
III. Query Output for TRACK1099

After any corrections made to the vendor and voucher files run the update withholding



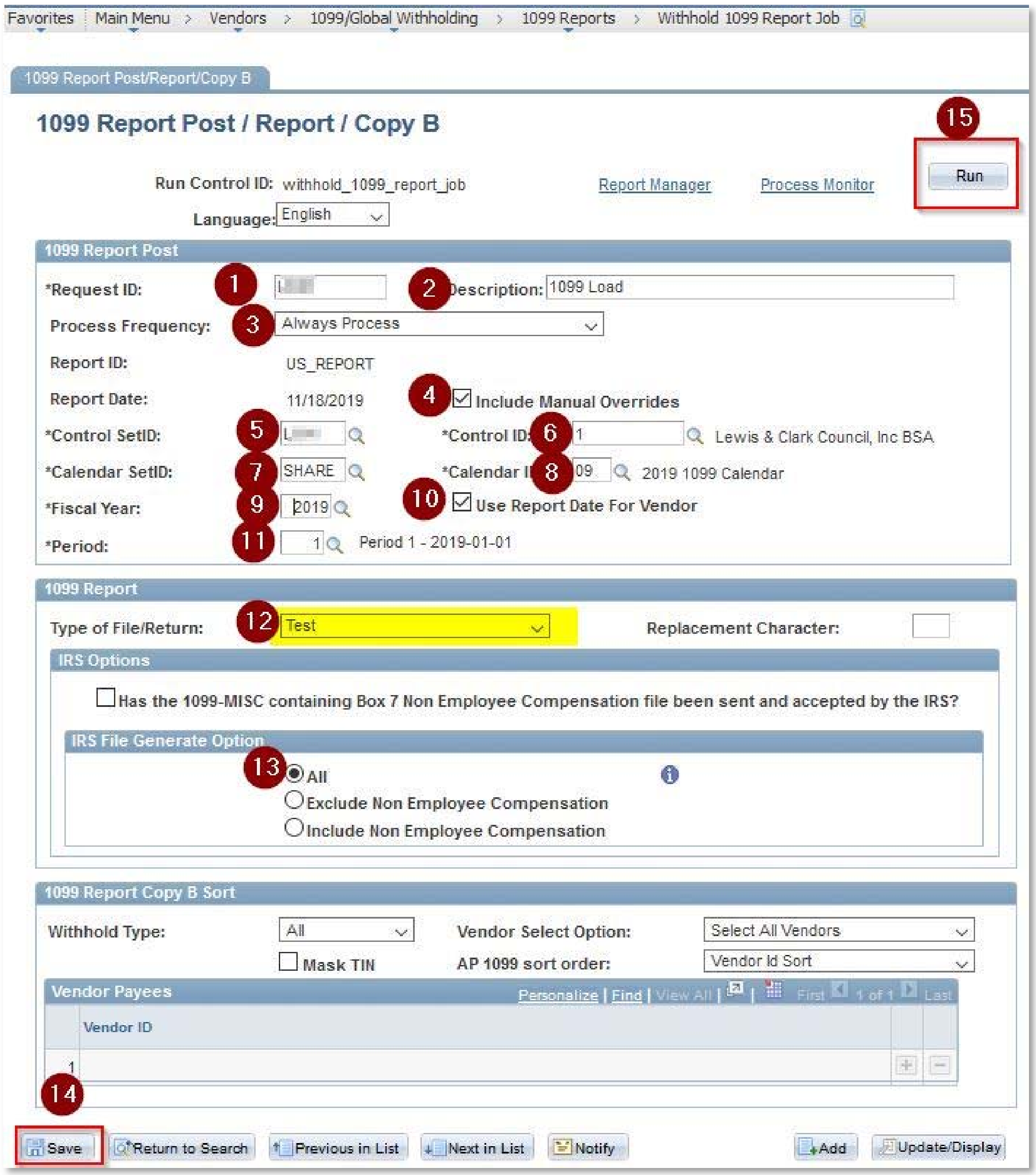
Next you need to run the Withhold Transaction Post Process

Note: the “Through Date” would be the current date, this is not a 12/31 date.

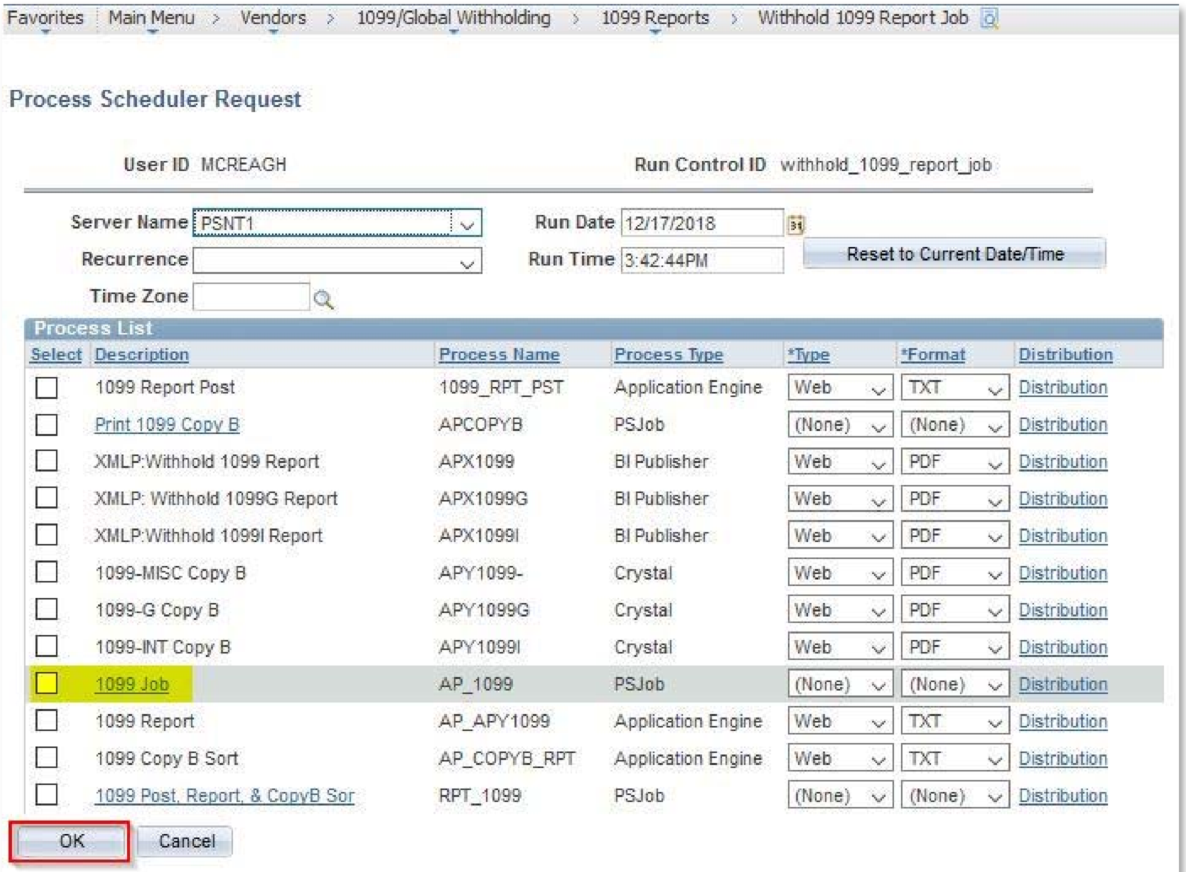


After the Post Withholding you will need to run the “Withhold 1099 Report Job” to populate the data fields for the query.

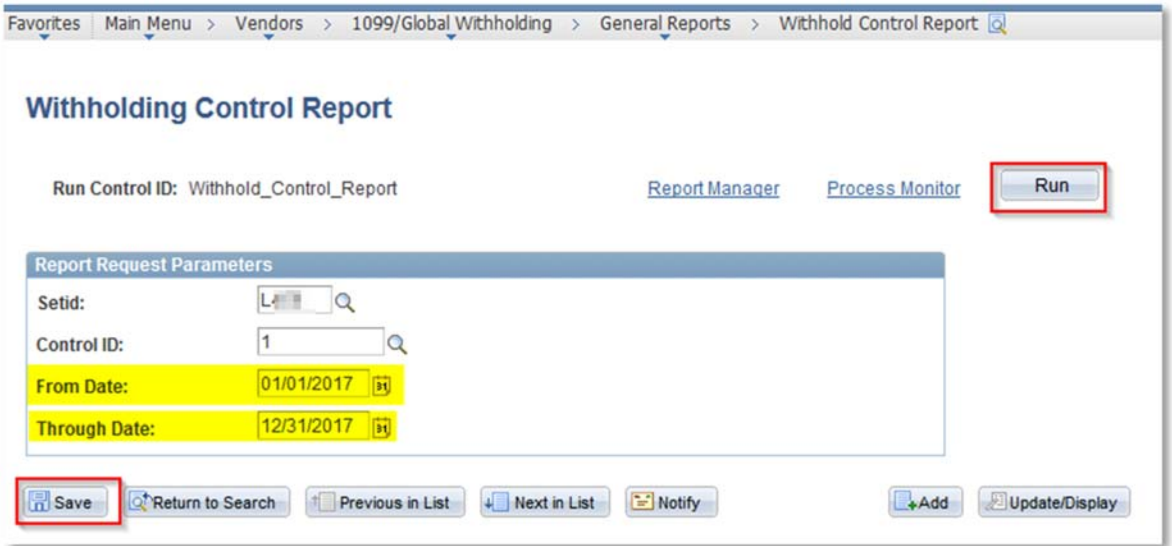
It is best to follow the order of the numbers highlighted in the below screen shot (1 – 15)

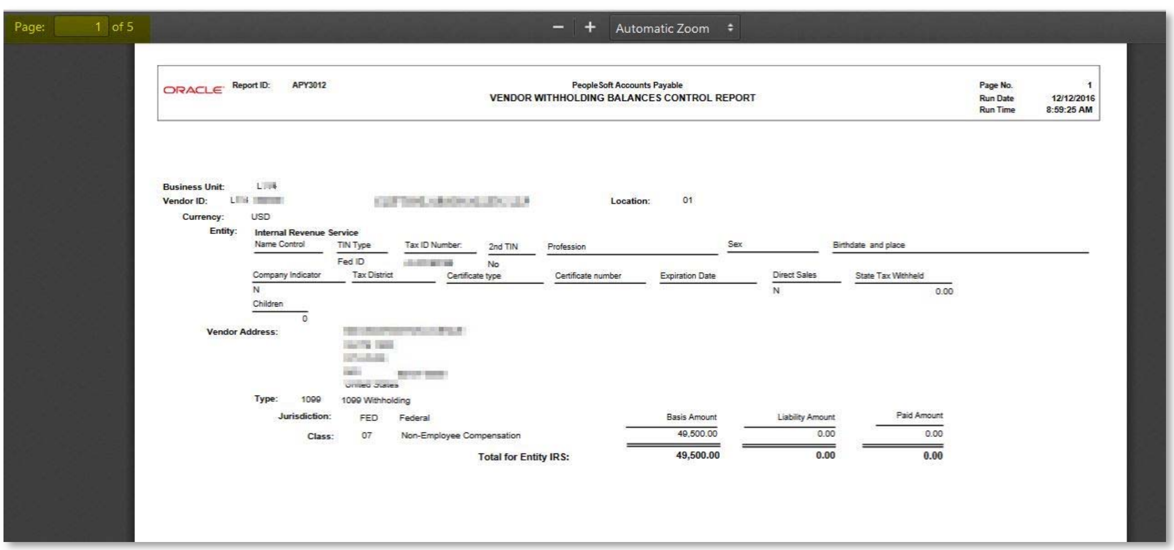


After you click “Run” you need to select the “1099 Job” from the process List.



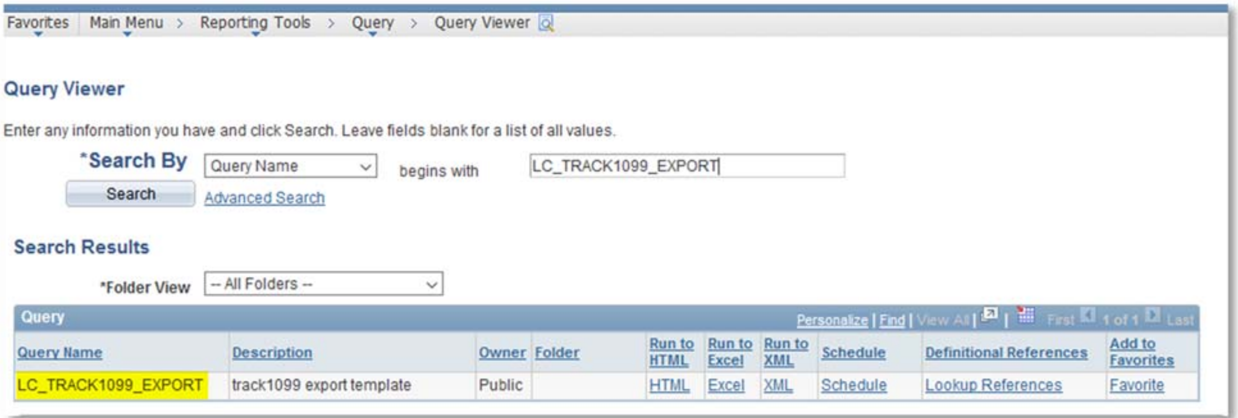
You are ready to review the details you have for all your vendors set for 1099's with flagged vouchers by running the withholding control report. NOTE: this report will show you vendors even with less than $600.00 total for the year.



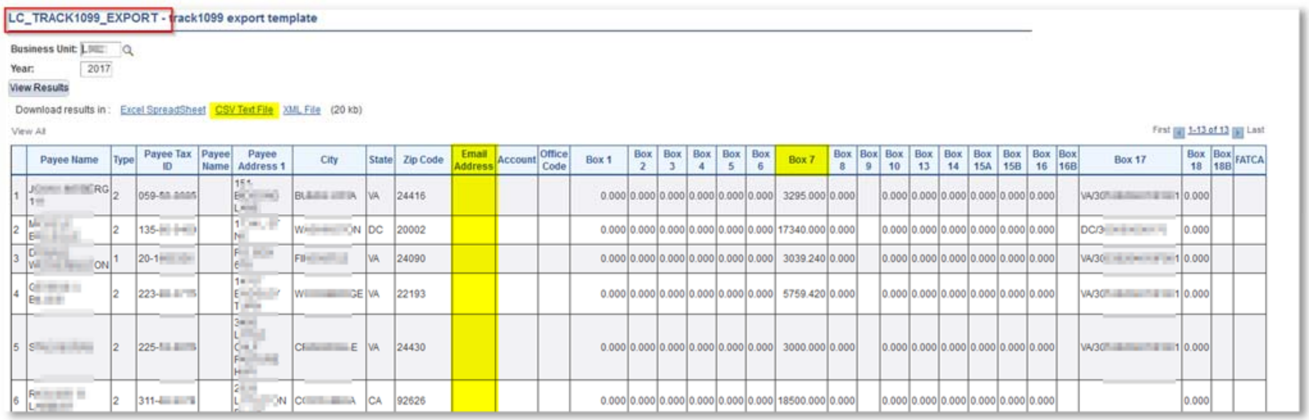


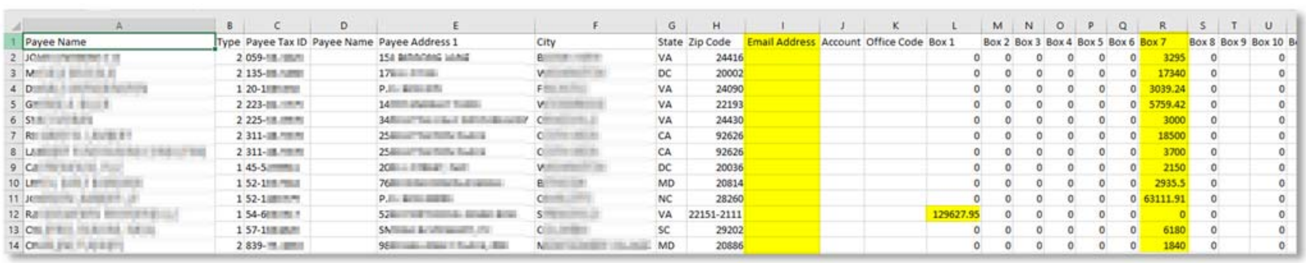
This report allows you to review the results with details.

You can then generate your 1099 data in a query designed just for the TRACK1099 process. Query "LC_TRACK1099_EXPORT" can be run and outputted as a "CSV" file



This query collects all the information needed to conduct the upload into TRACK1099.

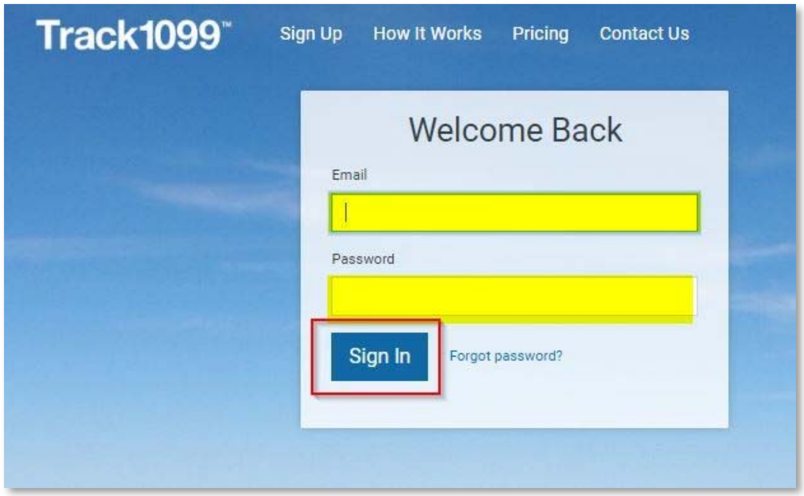




IV. Log back into Track1099 or Setup you council in TRACK1099

Welcome Back:

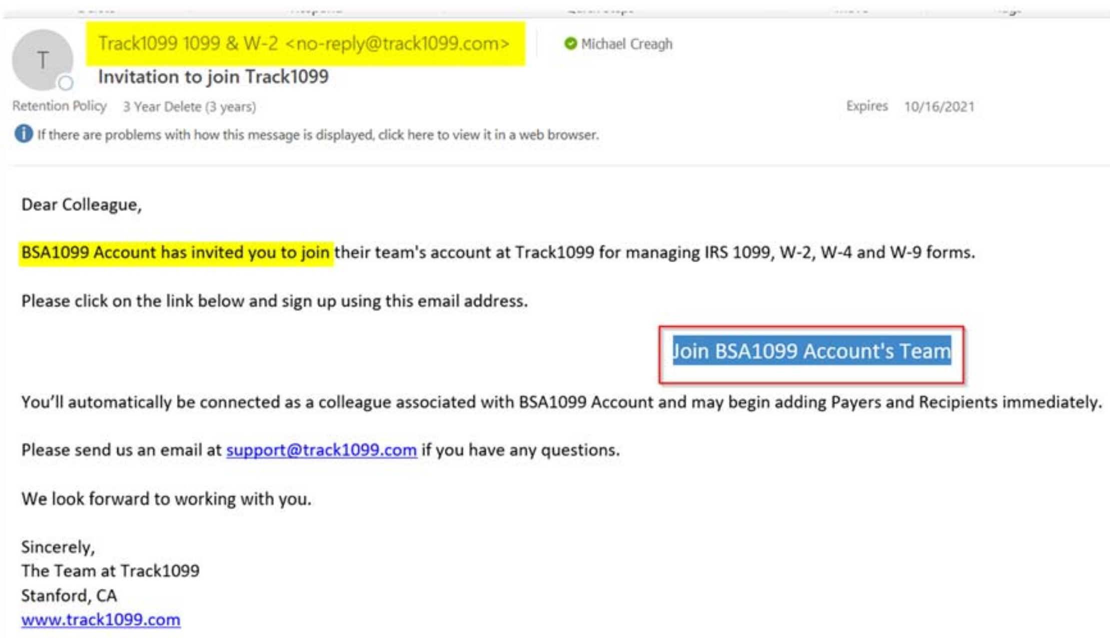
As a returning user all you need to do is click on the "Sign in" box on the top right of the main page and login using the email address set for your account last time and your password.



If you have forgotten your password, you can click on the "forgot password?" link and then submit your email address and the system will send you an email with instructions

If you are a first-time user:

e-mail Mike Creagh at Michael.creagh@scouting.org and request to be setup in Track1099. You will receive an email like this pictured below, double check the sender to verify it's not spam. If you don't get this, contact memebercare and we will resend it or update an email address. (Check junk and spam mail boxes too)



Track1099 1099 & W-2 <no-reply@track1099.com> Michael Creagh

Invitation to join Track1099

Retention Policy 3 Year Delete (3 years) Expires 10/16/2021

If there are problems with how this message is displayed, click here to view it in a web browser.

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

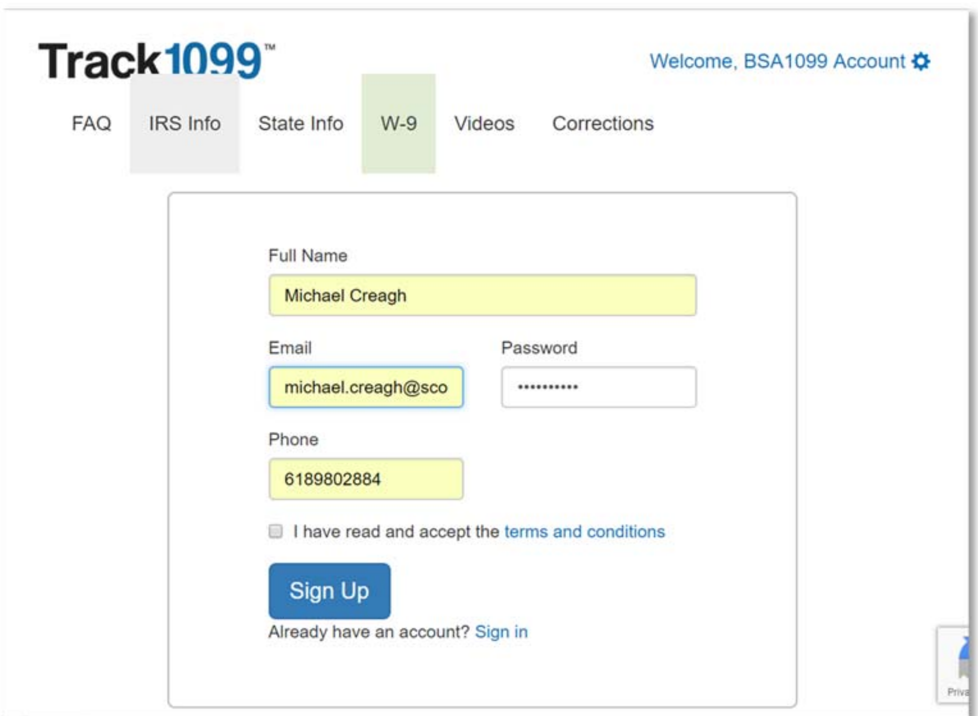
You'll automatically be connected as a colleague associated with BSA1099 Account and may begin adding Payers and Recipients immediately.

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

We look forward to working with you.

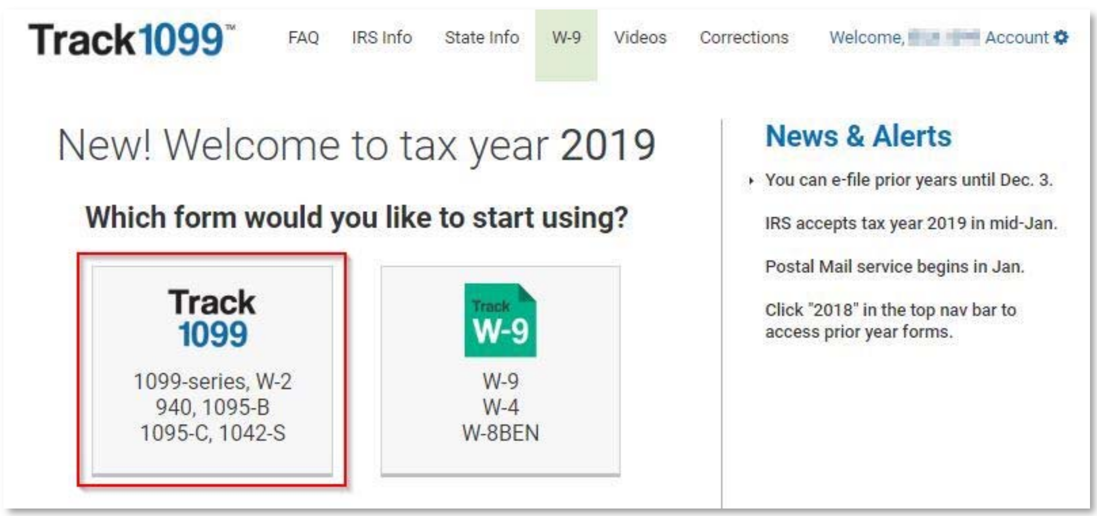
Sincerely,
The Team at Track1099
Stanford, CA
www.track1099.com

Click on the "Join BSA1099 Account's Team" button and set up your councils account

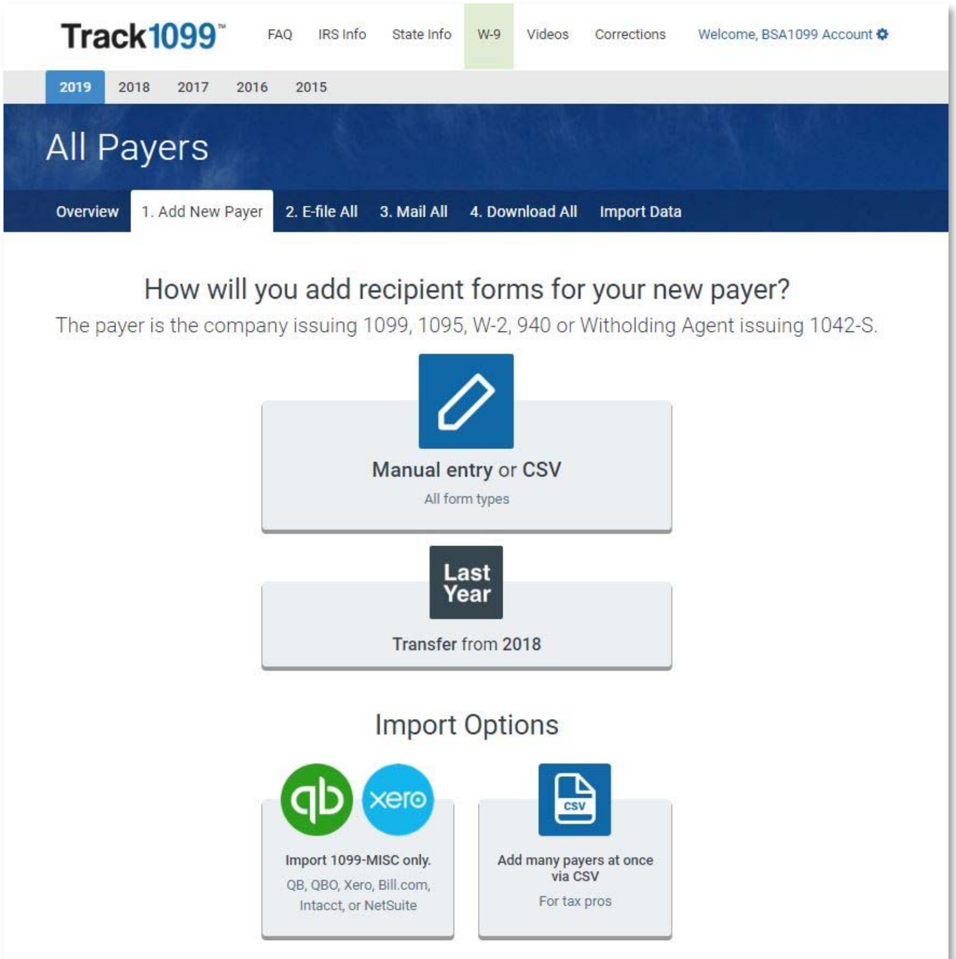


Set your security question

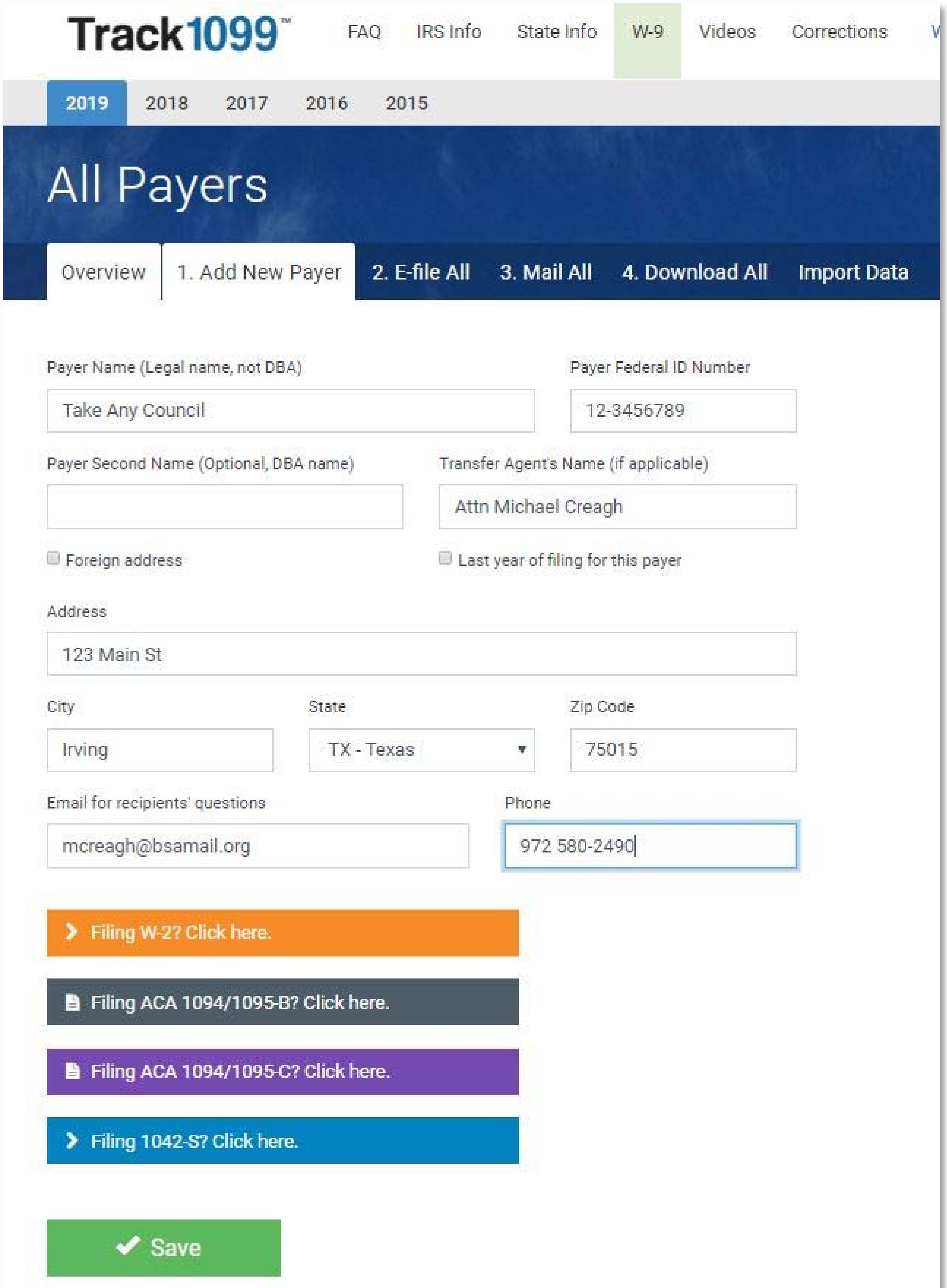
Click on the Track1099 tile



In Track1099 the payer is the council, so you will want to select "Manual Entry or CSV" and fill out the details needed to process 1099's.



If this is your first year using TRACK1099 for the council, you will need to fill out the details and click Save. (Remember, the payer is the council)



At the bottom of the website there is a video guide library that is very helpful reviewing the upload and filing process.

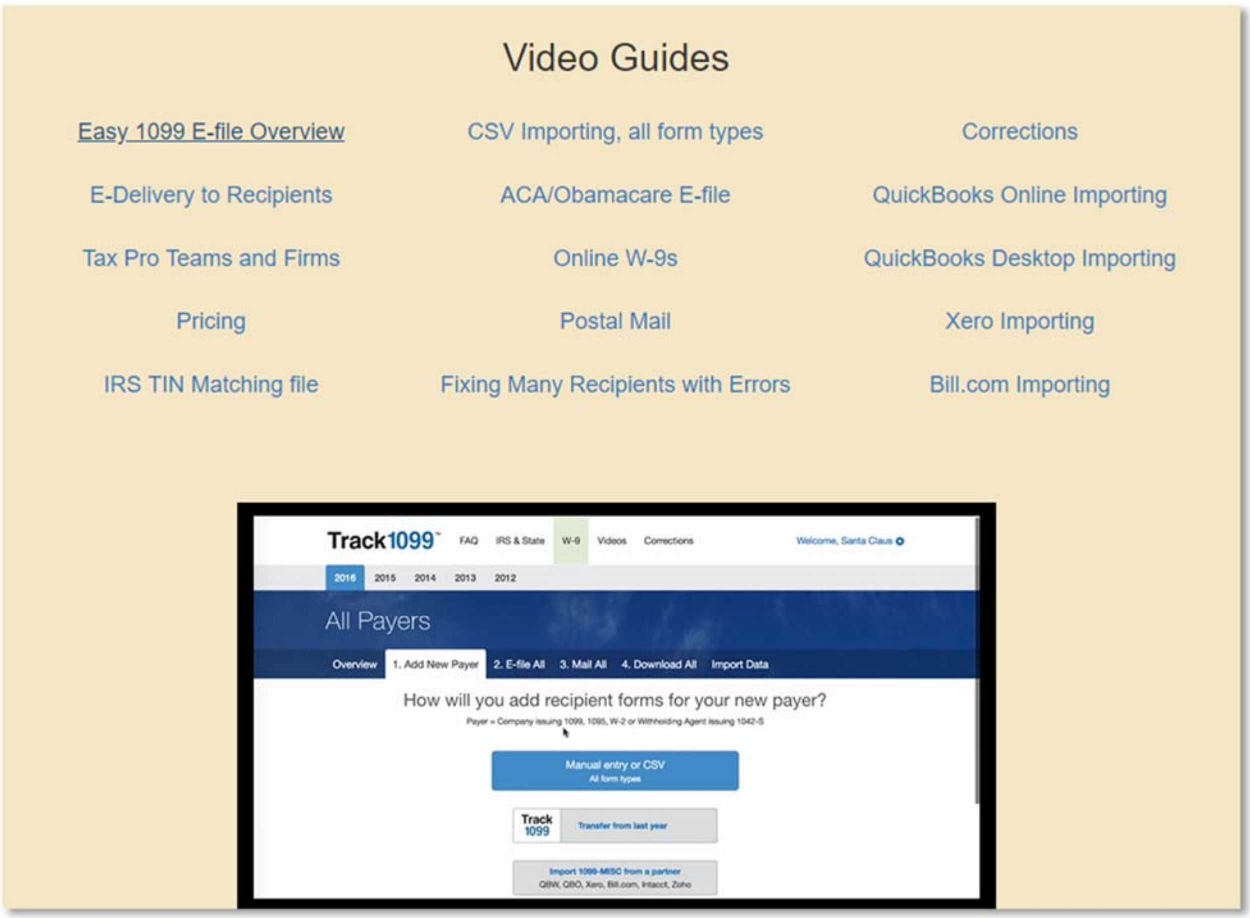
Check out these 2 – 4-minute videos:

Easy 1099 E-File Options

E- Delivery to recipients

CSV Importing all form types

Corrections



V. Setting up the vendors (Transfers from last year)

If this is not your first year you can transfer all your 1099 vendors from last year into the current year. Just click on the “Transfer from 2018” button. NOTE: If you are going to use the Upload feature you would not need to do this.

VI. Uploading into TRACK1099 and filing

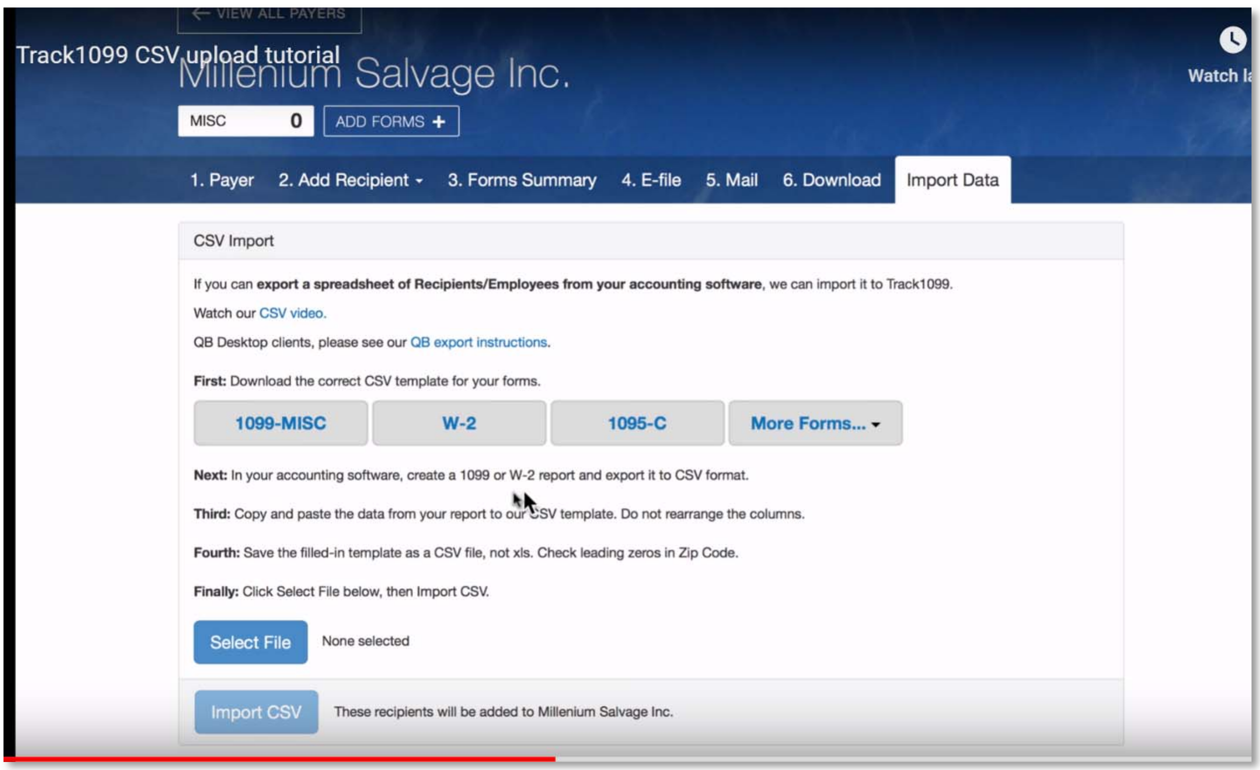
The query in PeopleSoft will output to match the CSV file template provided by TRACK1099.

You will cut and paste from your query, or, you can manually fill out the upload sheet.

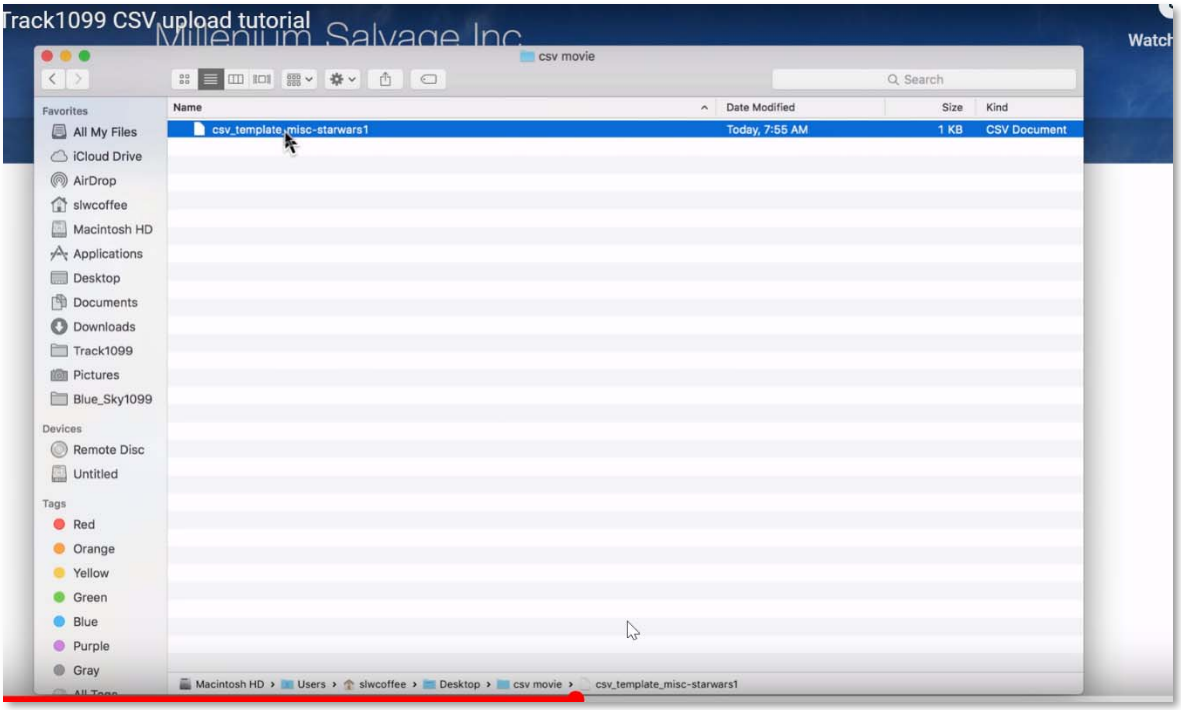
Key Points to remember:

1. Do not rearrange the columns
2. Do not delete any columns, if they are blank, that is ok
3. You can make edits in the CSV template (such as adding email addresses)

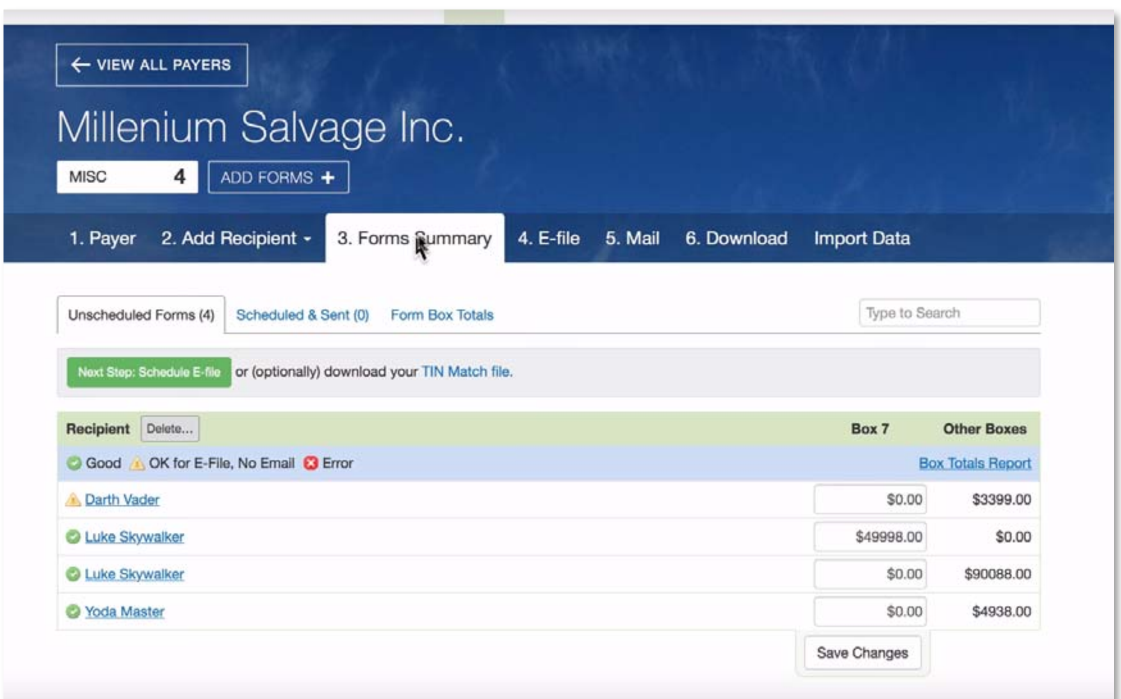
You will click on the "Select file" and then import CSV



Select the CSV template



After you have uploaded into Track1099 you have a review screen and and it is reviewed for errors (such as missing data or EIN's that are not valid).



When you are already to file you schedule the efile date and the e delivery date (There is no reason to wait after January 1st)

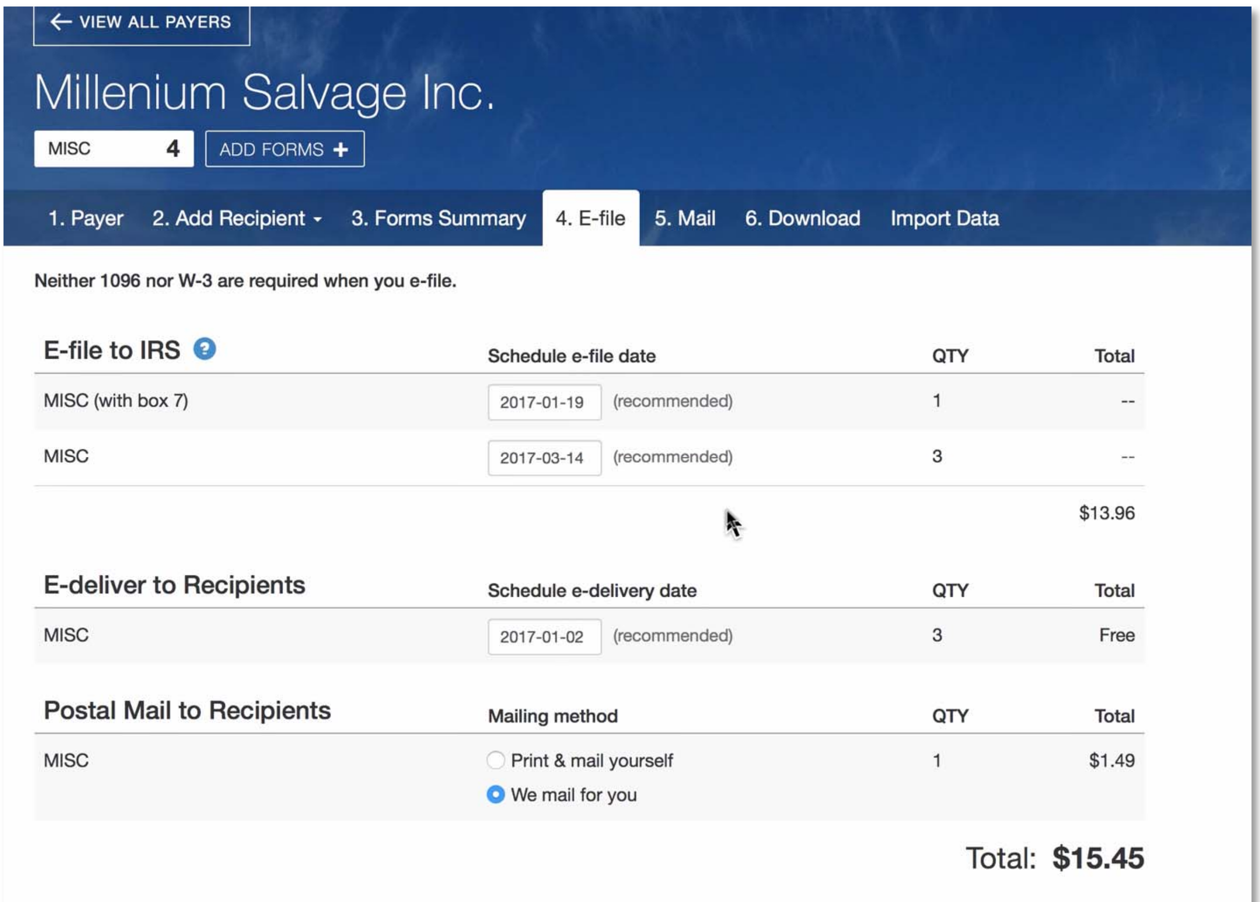
The Efile to IRS is scheduled

The E-delivery for those recipients you have email address for is scheduled

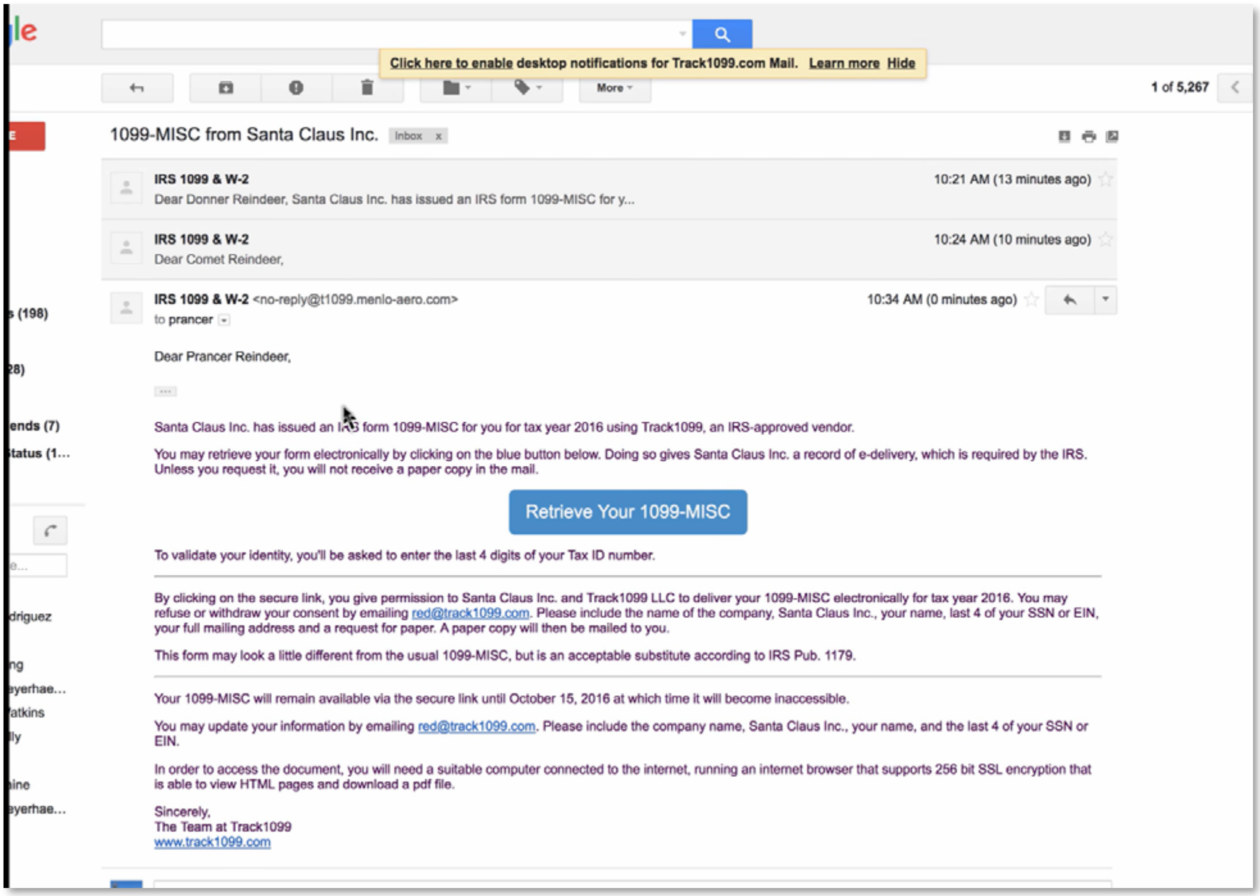
You will account for those you will be mailing

NOTE: TRACK1099 will charge you extra for mailing the forms, do not select this option as we are not offering this service.

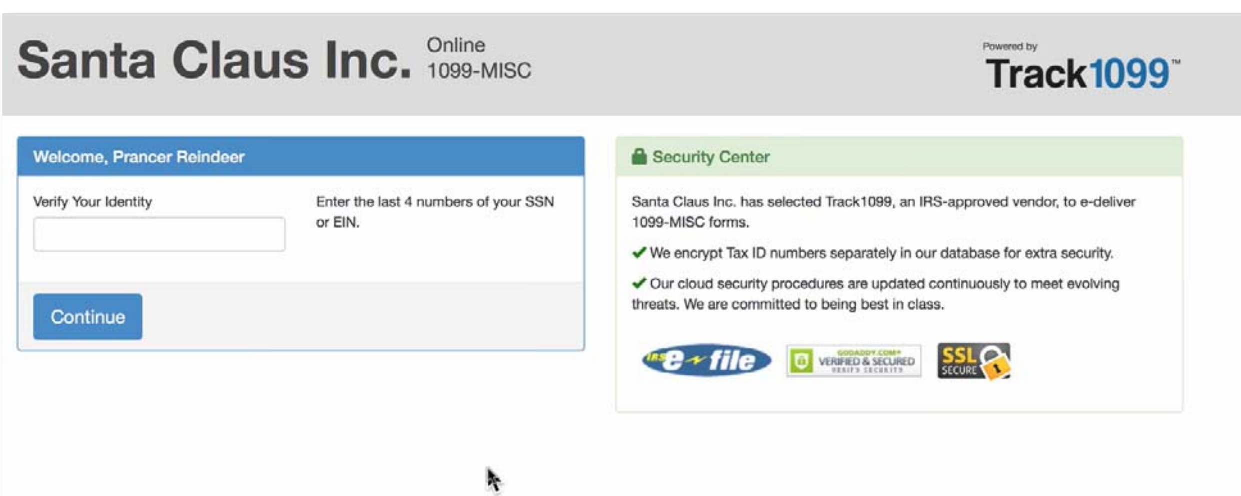
In addition to scheduling IRS E-file and E-deliver filing on the page you also review the cost, because you are part of the “TEAM BSA 1099” the fees are covered by the National Service Center.



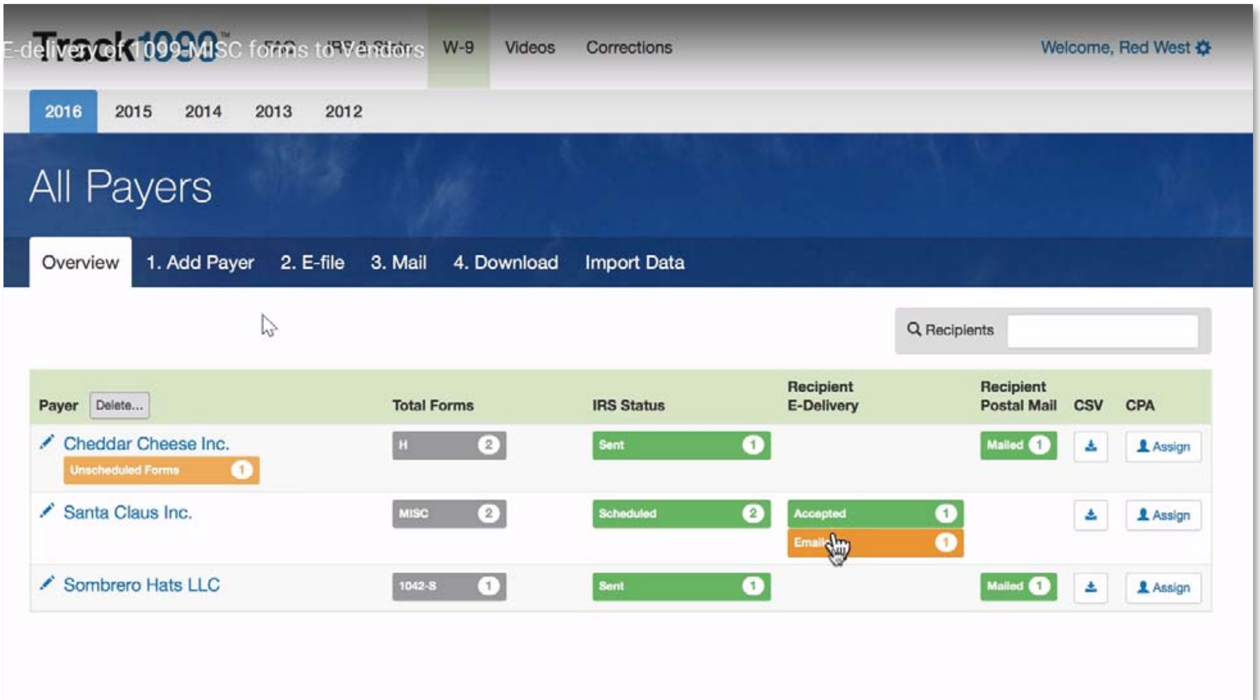
The E- Delivery looks like this sample. This is an IRS approved method for sending out the forms. A recipient will get this email and need to click on the "Retrieve your 1099-MISC" button.



The link will take the recipient to a link shown below, branded with your councils' name and they will need to verify who they are with the last four digits of the SSN or EIN



Your records in your TRACK1099 Account will show the status of each vendor and their retrieval


E-delivery of 1099-MISC forms to Vendors
W-9
Videos
Corrections
Welcome, Red West
2016
2015
2014
2013
2012
All Payers
Overview
1. Add Payer
2. E-file
3. Mail
4. Download
Import Data
Recipients
Payer
Delete...
Total Forms
IRS Status
Recipient E-Delivery
Recipient Postal Mail
CSV
CPA
Cheddar Cheese Inc.
Unscheduled Forms 1
H 2
Sent 1
Mailed 1
Assign
Santa Claus Inc.
MISC 2
Scheduled 2
Accepted 1
1
Assign
Sombrero Hats LLC
1042-S 1
Sent 1
Mailed 1
Assign