

## 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](http://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 your 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?

The screenshot shows the PeopleSoft Vendor Information page for a vendor named 'DIPLOMAT T-001'. The 'Summary' tab is selected, and the 'Withholding' field is highlighted in yellow and set to 'Yes'. The page includes various fields for vendor information, such as Vendor ID, Vendor Short Name, Vendor Name, Order, Remit To, Status, Persistence, Classification, HCM Class, Open for Ordering, and Last Modified By. The 'Withholding' field is set to 'Yes'.

SetID:	1000
Vendor ID:	75167
Vendor Short Name:	DIPLOMAT T-001
Vendor Name:	DIPLOMAT TRAVEL AGENCY
Order:	DIPLOMAT T-001
Remit To:	DIPLOMAT T-001
Status:	Approved
Persistence:	Regular
Classification:	Outside Party
HCM Class:	
Open for Ordering:	Yes
Withholding:	Yes

Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History

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

The screenshot shows the 'Vendor Information - Add/Update' screen with the 'Identifying Information' tab selected. The 'Withholding' checkbox is checked and highlighted in yellow. Other fields include SetID (L-00), Vendor ID (75167), Vendor Name 1 (DIPLOMAT TRAVEL AGENCY), Vendor Name 2, Vendor Short Name (DIPLOMAT T), DIPLOMAT T-001, Classification (Outside Party), HCM Class, Persistence (Regular), and Vendor Status (Approved). A 'Check for Duplicate' button is also visible.

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"

The screenshot shows the 'Vendor Information - Add/Update' screen with the 'Location' tab selected. The '1099' hyperlink is highlighted in yellow. The 'Location' section shows 'Location' (01), 'Default' checkbox, 'RTV Fees', and 'Attachments (0)'. The 'Details' section shows 'Effective Date' (01/08/2016), 'Effective Status' (Active), and 'Options' (Payables, Procurement, Sales/Use Tax). There are expand/collapse buttons for the details section.

This opens the Vendor withholding information page.

Withholding Vendor Information

SetID: L456 Location: 01

Vendor ID: 75167 Description:

Short Vendor Name: DIPLOMAT T DIPLOMAT T-001

Name: DIPLOMAT TRAVEL AGENCY

1099 Options

1099 Information Personalize Find View All First 1 of 1 Last

Main Information Overrides Remit

*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status	Withhold Type Description
IRS	1099	FED	<input checked="" type="checkbox"/>	07	RPT	Reporting Only

1099 Reporting Information Personalize Find View All First 1 of 1 Last

Main Information Additional Info

*Entity	*Address	TIN Type	Taxpayer Identification Number
IRS	1	F	123456789

OK Cancel

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

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with LC\_1099

Search Advanced Search

Search Results

\*Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
LC_1099_TEMPLATE_FOR_TRACK1099	track1099 export template	Private		HTML	Excel	XML	Schedule	Lookup References	Favorite
LC_1099_MISC_COPYB	1099 MISC Copy B	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
LC_1099_VENDORS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
LC_1099_VENDORS_VOUCHERS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
LC_1099_VNDR_TIN_NUMBERS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
LC_1099_WITHHOLD_INFORMATION		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
LC_1099_WITHHOLD_INFORM_DATE	1099 info by payment date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

LC_1099_VENDORS				
SetID: <input type="text" value="LC1099"/>				
View Results				
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (10 kb)				
View All				
First <input type="text" value="1-85 of 85"/> Last				
SetID	Vendor ID	Vendor Name	Withholding Applicable	
1	LC1099	9030	2060 DIGITAL CHICAGO	Y
2	LC1099	5665	A&A TREE SERVICE	Y
3	LC1099	2184	A-FIRE EXTINGUISHER SALES AND SERVICE	Y
4	LC1099	6011	ABC PREFERRED PLUMBING	Y
5	LC1099	7088	AEROVISTA INNOVATIONS	Y
6	LC1099	0000000097	ALL AMERICAN CLASSICS	Y
7	LC1099	005470	ALL SEASONS MARINE & SERVICE	Y
8	LC1099	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: <input type="text" value="LC1099"/>										
From Acctg Date: <input type="text" value="01/01/2017"/>										
To Acctg Date: <input type="text" value="12/31/2017"/>										
View Results										
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (64 kb)										
View All										
First <input type="text" value="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	LC1099	00027745	1	0000002240	CARL DEX PHOTOGRAPHY	450.000	Y	N	05/31/2017	
2	LC1099	00029034	1	0000004159	CALIFORNIA P.L.C.	1250.000	Y	Y	08/15/2017	
3	LC1099	00029818	1	0000004243	CHARLENE FLORENTE	240.000	Y	Y	10/19/2017	
4	LC1099	00030018	1	0000004243	CHARLENE FLORENTE	480.000	Y	Y	10/31/2017	
5	LC1099	00030102	1	0000004243	CHARLENE FLORENTE	240.000	Y	Y	11/14/2017	
6	LC1099	00030103	1	0000004243	CHARLENE FLORENTE	160.000	Y	Y	11/14/2017	
7	LC1099	00030578	2	0000004243	CHARLENE FLORENTE	285.000	Y	Y	12/18/2017	
8	LC1099	00030578	1	0000004243	CHARLENE FLORENTE	435.000	Y	Y	12/18/2017	
9	LC1099	00030658	1	0000004243	CHARLENE FLORENTE	290.000	Y	N	12/27/2017	
10	LC1099	00030658	2	0000004243	CHARLENE FLORENTE	190.000	Y	N	12/27/2017	
11	LC1099	00026784	1	0000003973	DONALD WETHERINGTON	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

- 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

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Update Vendor Withholdings

### Withholding Vendor Update

**Withholding Update ID**  
Withholding Update ID: UPDATE\_VENDOR\_WITHHOLDINGS

**Vendor Selection**  
\*Vendor SetID:

**Tax Reporting Year**  
\*Start Date: 01/01/2012 \*End Date: 12/31/2012

**Details** Customize | Find | View All | First 1 of 1 Last

Vendor New Withhold Details

*Vendor ID	Location	Business Unit	Current Withhold
1 0000000164	1	L	Y

To change the current withholding for vendor 0000000164 from "N" to "Y"

Save Return to Search Previous in List Next in List Notify Add Update/Display

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:

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Update Vendor Withholdings

### Withholding Vendor Update

**Withholding Update ID**  
Withholding Update ID: UPDATE\_VENDOR\_WITHHOLDINGS

**Vendor Selection**  
\*Vendor SetID:

**Tax Reporting Year**  
\*Start Date: 01/01/2012 \*End Date: 12/31/2012

**Details** Customize | Find | View All | First 1 of 1 Last

Vendor New Withhold Details

*Vendor ID	Location	New Withhold	Entity	New Type	New Jur CD	New Class	Criteria
1 0000000164	1	Y	IRS	1099	FED	07	

Save Return to Search Previous in List Next in List Notify Add

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 find 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)”

Favorites Main Menu > Vendors > 1099/Global Withholding > Maintain > Update VoucherLine Withholding

#### Withholding Invoice Line Update

**Vendor**

Vendor SetID:  Vendor Name:   
 Vendor ID: 10733 Location: 01 Withholding: Y

**Criteria**

\*Business Unit:  \*From Date:  \*To Date:  Search  
☐ Clear Updated Withholding

**Defaults**

Withhold Entity:  Jurisdiction:  Set All Lines to No Withd  
 Withhold Type:  Class:  Set All Lines to Withd

**Tax Reporting Year**

\*Start Date:  \*End Date:

**Details** Personalize Find View All First 1-5 of 18 Last

Current Withhold Details New Withhold Details

	Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Merchandise Amt
1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Local	00003979	1	2017.02.06 2017.02.06	02/06/2017	330.000
2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Local	00003988	1	2017.02.13 2017.02.13	02/13/2017	750.000
3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Local	00004025	1	2017.02.23 2017.02.23	02/23/2017	555.000
4	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Local	00004051	1	2017.03.01 2017.03.01	03/01/2017	805.000
5	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Local	00004121	1	2017.03.17 2017.03.17	03/17/2017	850.000

Save Return to Search Notify

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”.



Withholding Invoice Line Update

Vendor  
 Vendor SetID: L&H Vendor Name: Maryland-Carroll  
 Vendor ID: 10733 Location: 01 Withholding: Y

Criteria  
 \*Business Unit: L&H \*From Date: 01/01/2017  
☐ Clear Updated Withholding \*To Date: 12/31/2017

Defaults  
 Withhold Entity: Jurisdiction: Set All Lines to No Withd  
 Withhold Type: Class: Set All Lines to Withd

Tax Reporting Year  
 \*Start Date: 01/01/2017 \*End Date: 12/31/2017

Details  
 Personalize Find View All 1-5 of 18 Last

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Merchandise Amt
1	Y	IRS	1099	FED	07	L&H	00003979	1	2017.02.06	02/06/2017	330.000
2	Y	IRS	1099	FED	07	L&H	00003988	1	2017.02.13	02/13/2017	750.000
3						L&H	00004025	1	2017.02.23	02/23/2017	555.000
4						L&H	00004051	1	2017.03.01	03/01/2017	805.000
5						L&H	00004121	1	2017.03.17	03/17/2017	850.000

Save Return to Search Notify

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.

Message

Withhold Update must process all transactions for the entire Tax Reporting Year (7400,122)

Please verify that the Tax Reporting Start date and End date are correct (for USA, you must enter the entire calendar year, 01/01/YYYY to 12/31/YYYY).

Failing to specify the correct dates will cause data errors.

Press OK to SAVE.  
 Press Cancel to go back to the previous page and verify/correct those dates.

OK Cancel

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

Details  
 Personalize Find View All 1-5 of 18 Last

Current Withhold Details **New Withhold Details**

	Business Unit	Voucher	Line	New Withhold	New Class	New Type	New Jur	Status
1	L&H	00003979	1	Y	07	1099	FED	Pending Database Update
2	L&H	00003988	1	Y	07	1099	FED	Pending Database Update
3	L&H	00004025	1					
4	L&H	00004051	1					
5	L&H	00004121	1					

Save Return to Search Notify

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

**Withholding Adjustment**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

Vendor SetID: [dropdown] [text field] [search icon]  
Vendor ID: begins with [dropdown] [text field] [search icon]  
Vendor Location: begins with [dropdown] [text field] [search icon]

[Search] [Clear] [Basic Search] [Save Search Criteria]

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

**Withhold Adjustments**

Vendor: [text field] 01 ABSTRACT DESIGNS, LLC

**Search Criteria**

Business Unit: [1] [text field] [search icon]  
Entity: [2] IRS [search icon] Jurisdiction: [4] FED [search icon] Start Date: [6] 01/01/2016 [search icon]  
Type: [3] 1099 [search icon] Class: [5] 07 [search icon] End Date: [7] 12/31/2016 [search icon] [8] Search

**Adjustments**

Personalize | Find | View All | First | 1-2 of 2 | Last

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Override	[text field]	IRS	1099	FED	07	RULE0
Override	[text field]	IRS	1099	FED	07	RULE0

[9] [Save] [Return to Search] [Notify] [Refresh]



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

**Withhold Adjustments**

Vendor: L... 01 ABSTRACT DESIGNS, LLC

**Search Criteria**

Business Unit: L...  
Entity: IRS  
Type: 1099  
Jurisdiction: FED  
Class: 07  
Start Date: 01/01/2016  
End Date: 12/31/2016  
Search

**Adjustments** Personalize Find View All First 1-2 of 2 Last

Main Information **Transaction Info** Payment Information Adjustment Reason

Basis Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date	
1211.50	0.00	0.00	12/31/2016	12/31/2016	+ -
800.00	0.00	0.00	12/31/2016	12/31/2016	+ -

Save Return to Search Notify Refresh

### 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.

**Withhold Update Request**

Run Control ID: Update\_Withholdings Report Manager Process Monitor **Run**

\*Request ID: 1 \*Description: Update 1099 Withholding Info

\*Process Frequency: Always Process

\*Process Option: Process Only Vendor Updates

Save Notify Add Update/Display

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

The screenshot shows the 'Withhold Update Request' form. The breadcrumb trail is: Favorites > Main Menu > Vendors > 1099/Global Withholding > Maintain > Update Withholdings. The form title is 'Withhold Update Request'. Below the title, there is a 'Run Control ID' field with the value 'update\_withholding'. To the right of this field are two links: 'Report Manager' and 'Process Monitor', and a 'Run' button. The form contains several input fields: '\*Request ID:' with the value '1', '\*Description:' with the value 'update 1099', '\*Process Frequency:' with a dropdown menu showing 'Always Process', and '\*Process Option:' with a dropdown menu showing 'Process All Updates'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

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.

The screenshot shows the 'Withhold Transaction Post' form. The breadcrumb trail is: Favorites > Main Menu > Vendors > 1099/Global Withholding > Maintain > Post Withholdings. The form title is 'Withhold Transaction Post'. Below the title, there is a 'Run Control ID' field with the value 'Post\_Withholding'. To the right of this field are two links: 'Report Manager' and 'Process Monitor', and a 'Run' button. The form contains several input fields: '\*Request ID:' with the value '1', '\*Description:' with the value 'Post Withholding', '\*Process Frequency:' with a dropdown menu showing 'Always Process', '\*Post Option:' with a dropdown menu showing 'Post by Business Unit', and '\*Through Date:' with the value '01/19/2018'. Below these fields is a table titled 'Business Units'. The table has columns for 'Include', '\*Business Unit', and 'Description'. The first row shows 'Include' checked, '\*Business Unit' as 'L...', and 'Description' as 'Westchester Putnam'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

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)

1099 Report Post/Report/Copy B

### 1099 Report Post / Report / Copy B

Run Control ID: withhold\_1099\_report\_job      [Report Manager](#)      [Process Monitor](#)      **15** Run

Language: English

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#### 1099 Report Post

**1** \*Request ID:       **2** Description:

Process Frequency: **3** Always Process

Report ID: US\_REPORT

Report Date: 11/18/2019      **4** ☒ Include Manual Overrides

\*Control SetID: **5**       \*Control ID: **6**  Lewis & Clark Council, Inc BSA

\*Calendar SetID: **7** SHARE      \*Calendar ID: **8**  2019 1099 Calendar

\*Fiscal Year: **9** 2019      **10** ☒ Use Report Date For Vendor

\*Period: **11**  Period 1 - 2019-01-01

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#### 1099 Report

Type of File/Return: **12** Test      Replacement Character: ☐

##### IRS Options

☐ Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent and accepted by the IRS?

##### IRS File Generate Option

**13** ☒ All      ☐ Exclude Non Employee Compensation      ☐ Include Non Employee Compensation

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#### 1099 Report Copy B Sort

Withhold Type: All      Vendor Select Option: Select All Vendors

☐ Mask TIN      AP 1099 sort order: Vendor Id Sort

##### Vendor Payees

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Vendor ID
<b>14</b> 1

**14** Save      [Return to Search](#)      [Previous in List](#)      [Next in List](#)      [Notify](#)      [Add](#)      [Update/Display](#)

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

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

### Process Scheduler Request

User ID MCREAGH      Run Control ID withhold\_1099\_report\_job

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Server Name       Run Date

Recurrence       Run Time      

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	1099 Report Post	1099_RPT_PST	Application Engine	Web	TXT	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print 1099 Copy B</a>	APCOPYB	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	XMLP:Withhold 1099 Report	APX1099	BI Publisher	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	XMLP: Withhold 1099G Report	APX1099G	BI Publisher	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	XMLP:Withhold 1099I Report	APX1099I	BI Publisher	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	1099-MISC Copy B	APY1099-	Crystal	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	1099-G Copy B	APY1099G	Crystal	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	1099-INT Copy B	APY1099I	Crystal	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	<b>1099 Job</b>	AP_1099	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	1099 Report	AP_APY1099	Application Engine	Web	TXT	<a href="#">Distribution</a>
<input type="checkbox"/>	1099 Copy B Sort	AP_COPYB_RPT	Application Engine	Web	TXT	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">1099 Post, Report, &amp; CopyB Sor</a>	RPT_1099	PSJob	(None)	(None)	<a href="#">Distribution</a>

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.

[Favorites](#) | [Main Menu](#) > [Vendors](#) > [1099/Global Withholding](#) > [General Reports](#) > [Withhold Control Report](#)

## Withholding Control Report

Run Control ID: Withhold\_Control\_Report

[Report Manager](#) | [Process Monitor](#) | **Run**

**Report Request Parameters**

Setid:

Control ID:

From Date:

Through Date:

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Add](#) | [Update/Display](#)

Page: 1 of 5

Automatic Zoom

ORACLE Report ID: APY2012

PeopleSoft Accounts Payable

VENDOR WITHHOLDING BALANCES CONTROL REPORT

Page No. 1

Run Date 12/12/2016

Run Time 8:59:25 AM

Business Unit: L1004

Vendor ID: L1004

Currency: USD

Location: 01

Entity: Internal Revenue Service

Name Control: TIN Type: Tax ID Number: 2nd TIN: Profession: Sex: Birthdate and place:

Fed ID: No

Company Indicator: Tax District: Certificate type: Certificate number: Expiration Date: Direct Sales: State Tax Withheld: 0.00

N

Children: 0

Vendor Address:

10000 10000

10000 10000

United States

Type: 1099 1099 Withholding

Jurisdiction: FED Federal

Class: 07 Non-Employee Compensation

Basis Amount	Liability Amount	Paid Amount
49,500.00	0.00	0.00
<b>Total for Entity IRS:</b>	<b>0.00</b>	<b>0.00</b>

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

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name begins with LC\_TRACK1099\_EXPORT

Search Advanced Search

### Search Results

\*Folder View: -- All Folders --

Query	Personalize	Find	View All	First	1 of 1	Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
LC_TRACK1099_EXPORT	track1099 export template	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

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

LC\_TRACK1099\_EXPORT - track1099 export template

Business Unit: 3000 Q

Year: 2017

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (20 kb)

View All

First 1 of 12 Last

Payee Name	Type	Payee Tax ID	Payee Name	Payee Address 1	City	State	Zip Code	Email Address	Account	Office Code	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9	Box 10	Box 11	Box 12	Box 13	Box 14	Box 15A	Box 15B	Box 16	Box 16B	Box 17	Box 18	Box 18B	FATCA
1 JONES, BRUCE R	2	059-55-0005	154 E...	154 E...	BLISS, VA	24416					0.000	0.000	0.000	0.000	0.000	0.000	3295.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
2 M...	2	135-55-0005	11 W...	11 W...	W...	20002					0.000	0.000	0.000	0.000	0.000	0.000	17340.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
3 G...	1	20-100-0005	6 F...	6 F...	F...	24090					0.000	0.000	0.000	0.000	0.000	0.000	3039.240	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
4 C...	2	223-55-0005	1 E...	1 E...	W...	22193					0.000	0.000	0.000	0.000	0.000	0.000	5759.420	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
5 S...	2	225-55-0005	1 C...	1 C...	C...	24430					0.000	0.000	0.000	0.000	0.000	0.000	3000.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
6 R...	2	311-55-0005	2 L...	2 L...	C...	92626					0.000	0.000	0.000	0.000	0.000	0.000	18500.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	

Payee Name	Type	Payee Tax ID	Payee Name	Payee Address 1	City	State	Zip Code	Email Address	Account	Office Code	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9	Box 10	Box 11	Box 12	Box 13	Box 14	Box 15A	Box 15B	Box 16	Box 16B	Box 17	Box 18	Box 18B	FATCA
1 JONES, BRUCE R	2	059-55-0005	154 E...	154 E...	BLISS, VA	24416					0.000	0.000	0.000	0.000	0.000	0.000	3295.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
2 M...	2	135-55-0005	11 W...	11 W...	W...	20002					0.000	0.000	0.000	0.000	0.000	0.000	17340.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
3 G...	1	20-100-0005	6 F...	6 F...	F...	24090					0.000	0.000	0.000	0.000	0.000	0.000	3039.240	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
4 C...	2	223-55-0005	1 E...	1 E...	W...	22193					0.000	0.000	0.000	0.000	0.000	0.000	5759.420	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
5 S...	2	225-55-0005	1 C...	1 C...	C...	24430					0.000	0.000	0.000	0.000	0.000	0.000	3000.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
6 R...	2	311-55-0005	2 L...	2 L...	C...	92626					0.000	0.000	0.000	0.000	0.000	0.000	18500.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	

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

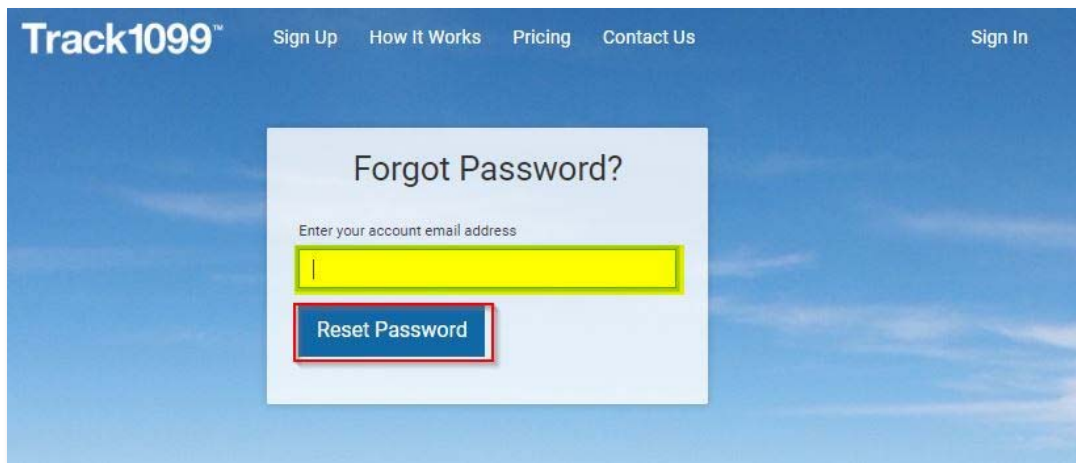
### Welcome Back:

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.



The screenshot shows the Track1099 website with a blue header. The header contains the Track1099 logo and navigation links: Sign Up, How It Works, Pricing, and Contact Us. The main content area has a light blue background with a white box titled "Welcome Back". Inside this box are two yellow input fields labeled "Email" and "Password". Below the "Email" field is a red-bordered box containing a blue "Sign In" button. To the right of the "Sign In" button is a link that says "Forgot 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

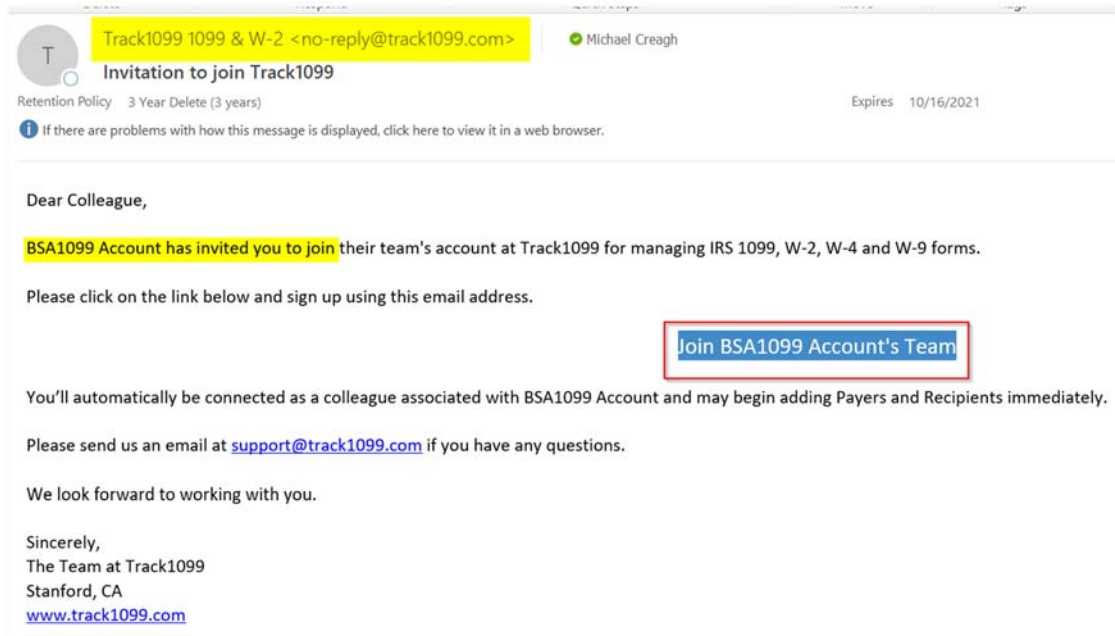


The screenshot shows the Track1099 website with a blue header. The header contains the Track1099 logo and navigation links: Sign Up, How It Works, Pricing, and Contact Us. In the top right corner, there is a "Sign In" link. The main content area has a light blue background with a white box titled "Forgot Password?". Inside this box is a yellow input field labeled "Enter your account email address". Below the input field is a red-bordered box containing a blue "Reset Password" button.

### If you are a first-time user:

e-mail Mike Creagh at [Michael.creagh@scouting.org](mailto: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

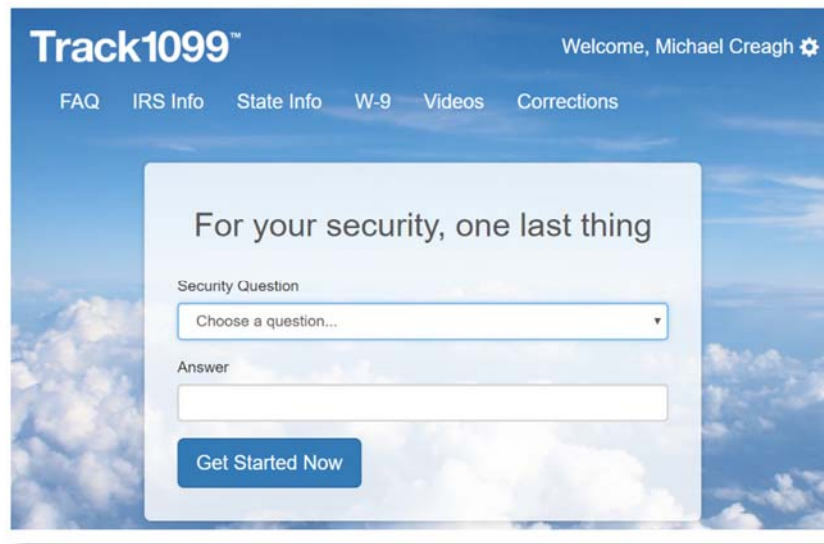
this, contact memeberecare and we will resend it or update an email address. (Check junk and spam mail boxes too)



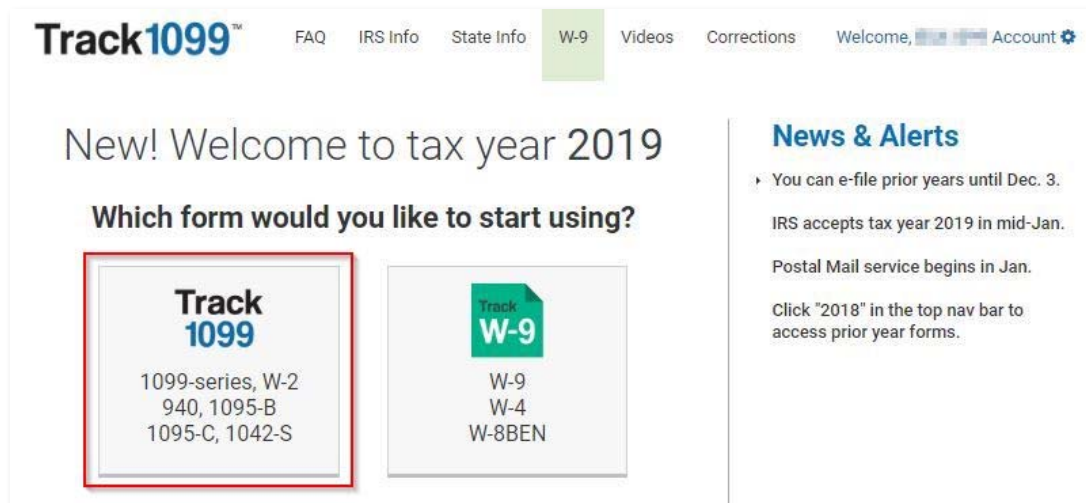
Click on the "Join BSA1099 Account's Team" button and set up your councils account

The Track1099 website's account setup page. The header shows the Track1099 logo and a navigation menu with links: FAQ, IRS Info, State Info, W-9, Videos, and Corrections. The "W-9" link is highlighted. The main content area is a form titled "Full Name" with the input "Michael Creagh". Below that is the "Email" field with "michael.creagh@sco" and a "Password" field with "\*\*\*\*\*". The "Phone" field contains "6189802884". There is a checkbox labeled "I have read and accept the terms and conditions". A blue "Sign Up" button is at the bottom of the form. Below the button, it says "Already have an account? Sign in".

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.

The screenshot shows the Track1099 web application interface. At the top, there is a navigation bar with links for FAQ, IRS Info, State Info, W-9 (highlighted), Videos, Corrections, and a user greeting 'Welcome, BSA1099 Account'. Below this is a year selector bar with options for 2019, 2018, 2017, 2016, and 2015. The main heading is 'All Payers', followed by a sub-navigation bar with tabs: Overview, 1. Add New Payer (active), 2. E-file All, 3. Mail All, 4. Download All, and Import Data.

The main content area is titled 'How will you add recipient forms for your new payer?' with a subtext: 'The payer is the company issuing 1099, 1095, W-2, 940 or Withholding Agent issuing 1042-S.' Below this, there are three primary options:

- Manual entry or CSV**: Represented by a pencil icon, with the note 'All form types'.
- Last Year**: Represented by a 'Last Year' label, with the note 'Transfer from 2018'.
- Import Options**: This section contains two sub-options:
  - qb xero**: Represented by QuickBooks and Xero logos, with the text 'Import 1099-MISC only. QB, QBO, Xero, Bill.com, Intacct, or NetSuite'.
  - CSV**: Represented by a CSV file icon, with the text 'Add many payers at once via CSV' and 'For tax pros'.



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)

**Track1099™**[FAQ](#)[IRS Info](#)[State Info](#)[W-9](#)[Videos](#)[Corrections](#)[V](#)

20192018201720162015

All Payers

Overview1. Add New Payer2. E-file All3. Mail All4. Download AllImport Data

Payer Name (Legal name, not DBA)

Take Any Council

Payer Federal ID Number

12-3456789

Payer Second Name (Optional, DBA name)

Transfer Agent's Name (if applicable)

Attn Michael Creagh

☐ Foreign address☐ Last year of filing for this payer

Address

123 Main St

City

Irving

State

TX - Texas

Zip Code

75015

Email for recipients' questions

mcreagh@bsamail.org

Phone

972 580-2490

> Filing W-2? Click here.

📄 Filing ACA 1094/1095-B? Click here.

📄 Filing ACA 1094/1095-C? Click here.

> Filing 1042-S? Click here.

✓ Save

PeopleSoft to TRACK1099 User Guide

Page 19 of 25

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

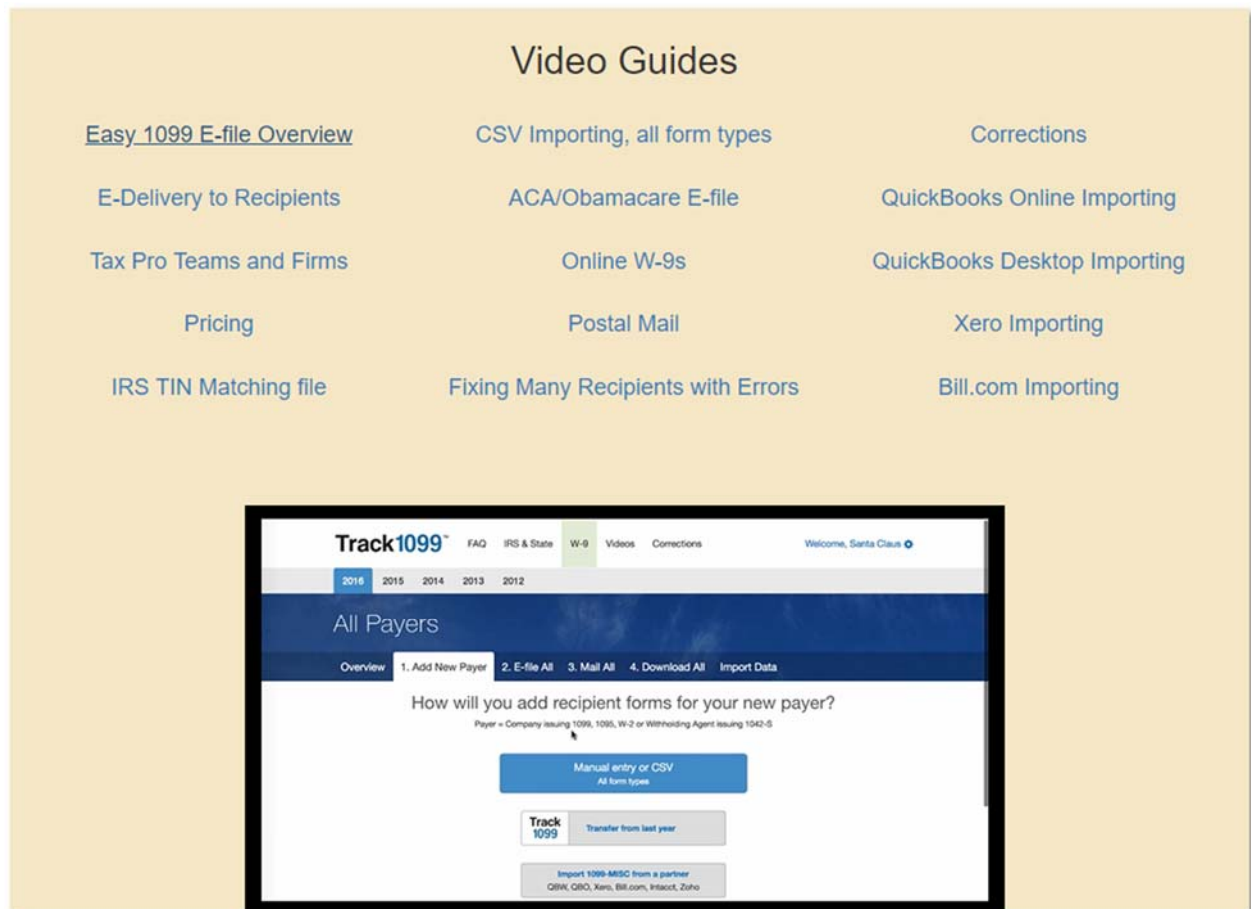
Check out these 2 – 4-minute videos:

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

The screenshot shows the 'Track1099 CSV upload tutorial' interface for 'Millenium Salvage Inc.'. At the top, there's a navigation bar with a 'VIEW ALL PAYERS' link, a 'MISC' dropdown showing '0', and an 'ADD FORMS +' button. Below this is a progress bar with steps: 1. Payer, 2. Add Recipient -, 3. Forms Summary, 4. E-file, 5. Mail, 6. Download, and 'Import Data' (which is currently selected). The main content area is titled 'CSV Import' and contains the following instructions:

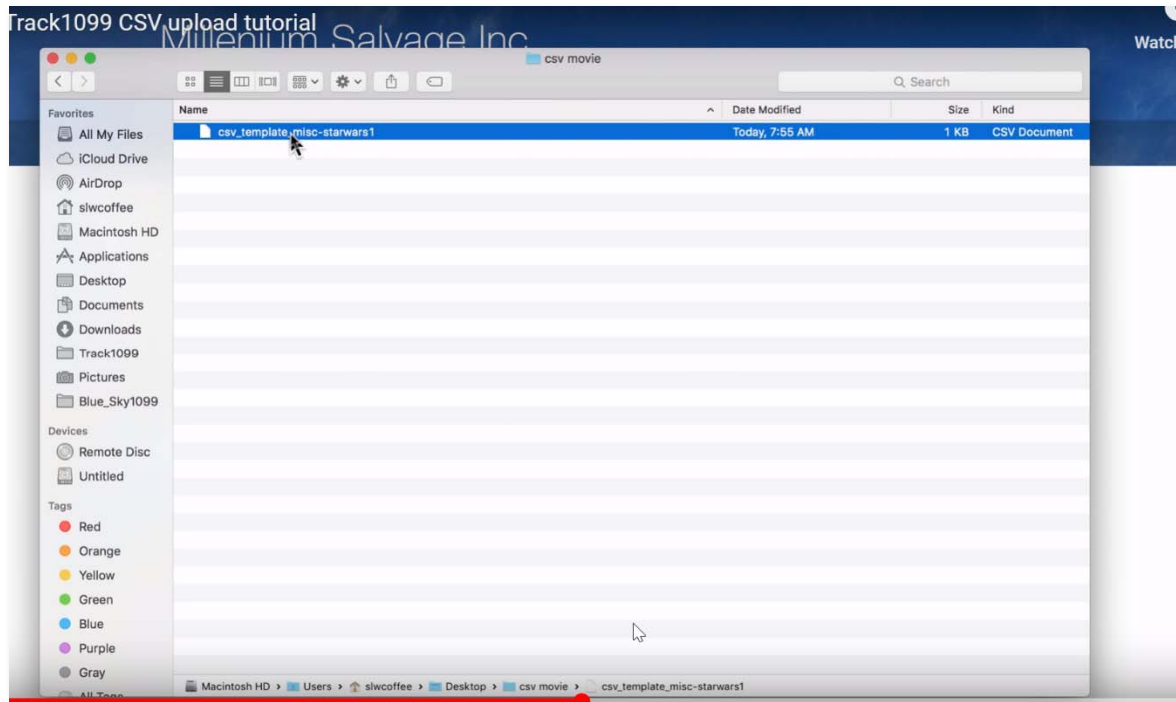
- If you can **export a spreadsheet of Recipients/Employees from your accounting software**, we can import it to Track1099. Watch our [CSV video](#).
- QB Desktop clients, please see our [QB export instructions](#).
- First:** Download the correct CSV template for your forms.

Below these instructions are four buttons: '1099-MISC', 'W-2', '1095-C', and 'More Forms...' (with a dropdown arrow). The 'W-2' button is highlighted with a mouse cursor.

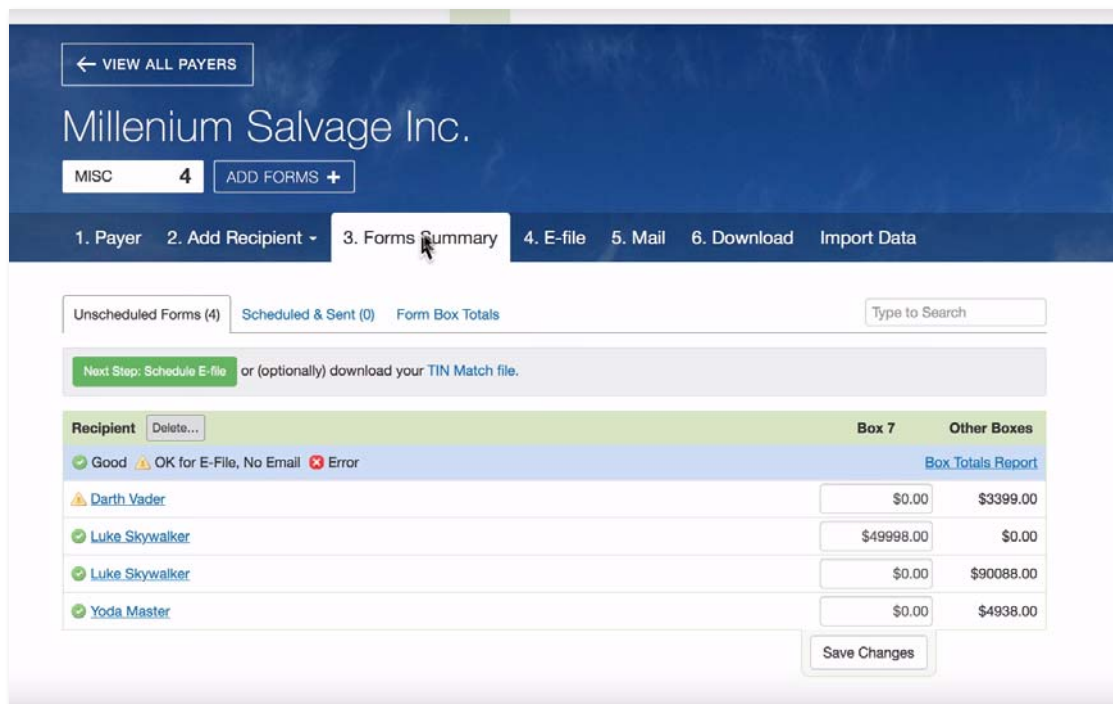
- Next:** In your accounting software, create a 1099 or W-2 report and export it to CSV format.
- Third:** Copy and paste the data from your report to our CSV template. Do not rearrange the columns.
- Fourth:** Save the filled-in template as a CSV file, not xls. Check leading zeros in Zip Code.
- Finally:** Click Select File below, then Import CSV.

At the bottom, there are two buttons: 'Select File' and 'Import CSV'. The 'Select File' button is currently disabled, and the text 'None selected' is displayed next to it. The 'Import CSV' button is enabled, and the text 'These recipients will be added to Millenium Salvage Inc.' is displayed next to it.

Select the CSV template



After you have uploaded into Track1099 you have a review screen 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 1<sup>st</sup>)

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.

[← VIEW ALL PAYERS](#)

Millenium Salvage Inc.

MISC 4 [ADD FORMS +](#)

[1. Payer](#) [2. Add Recipient](#) [3. Forms Summary](#) **4. E-file** [5. Mail](#) [6. Download](#) [Import Data](#)

Neither 1096 nor W-3 are required when you e-file.

E-file to IRS ?	Schedule e-file date	QTY	Total
MISC (with box 7)	2017-01-19 (recommended)	1	--
MISC	2017-03-14 (recommended)	3	--
			\$13.96

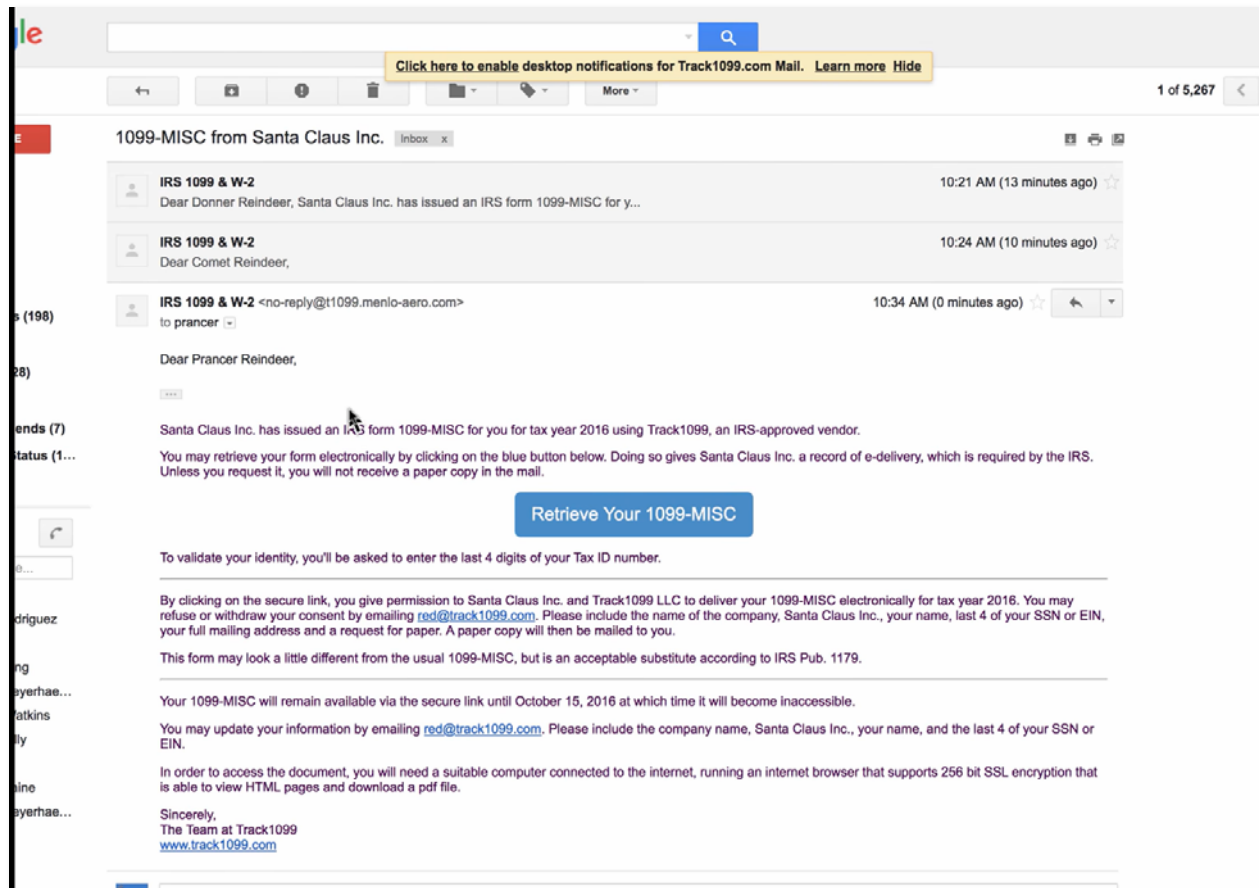
E-deliver to Recipients	Schedule e-delivery date	QTY	Total
MISC	2017-01-02 (recommended)	3	Free

Postal Mail to Recipients	Mailing method	QTY	Total
MISC	<input type="radio"/> Print & mail yourself	1	\$1.49
	<input checked="" type="radio"/> We mail for you		

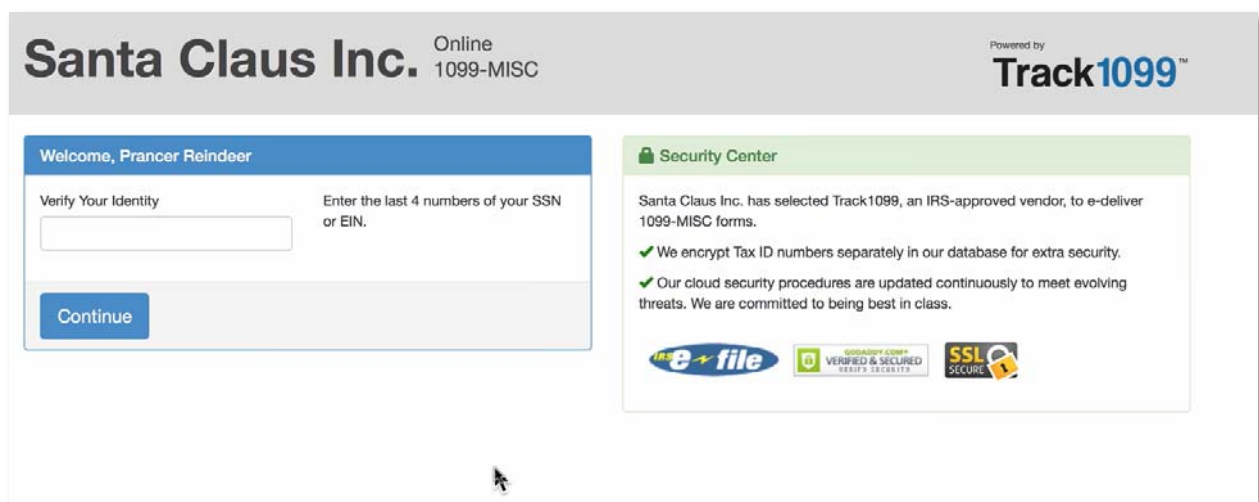
Total: **\$15.45**



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

Track1099

[E-deliver 1099-MISC forms to Vendors](#)
[1099-Audit](#)
[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

Q Recipients

Payer	Total Forms	IRS Status	Recipient E-Delivery	Recipient Postal Mail	CSV	CPA
<div>Cheddar Cheese Inc.</div> <div> <div>Unscheduled Forms</div> <div>1</div> </div>	<div>H</div> <div>2</div>	<div>Sent</div> <div>1</div>		<div>Mailed</div> <div>1</div>	<div></div>	<div>Assign</div>
<div>Santa Claus Inc.</div>	<div>MISC</div> <div>2</div>	<div>Scheduled</div> <div>2</div>	<div>Accepted</div> <div>1</div> <div>Email</div> <div>1</div>		<div></div>	<div>Assign</div>
<div>Sombrero Hats LLC</div>	<div>1042-S</div> <div>1</div>	<div>Sent</div> <div>1</div>		<div>Mailed</div> <div>1</div>	<div></div>	<div>Assign</div>