# PeopleSoft User Group

October 14, 2015



# User Group Agenda

- 2016 Budget Preparation
- Year End Preparation
  - Time Study Journal Entry
  - Month End GL Transmittal Process
  - Processing IRS Forms 1099



# **Budget Preparation**

- Chapter 14 of the user guide
- Recorded webinar on Finance Impact Site <u>www.scouting.org/financeimpact</u>
- Tools available
  - Queries
    - LC\_ACTUAL\_SPREADSHEET\_FIS\_YR
    - LC\_BUDGET\_FISCAL\_YR the starting point for budget
  - Report
    - Detail Budget Analysis Scope
      - Run on 12-31-15
      - Provides current plus 2 years of history and budget



# **Budget Preparation**

- Build out your tree
- Make "nodes" for each budget participant
- Create two "scopes" for each "node"
  - Summary (page 8-21 in PeopleSoft User Guide)
  - Individual (page 8-22) in PeopleSoft User Guide)
- Define report request and use email feature to send Detailed Budget Analysis-Scope reports



# **Budget Preparation**

SetID:	Last Audit:	Valid Tree			
Effective Date:	01/01/1900 Status:	Active			
Tree Name:	LBP (PROJECTS)	1.00 UProjenis			
Save As Close	Tree Definition Display	Options Print Format	(		
Collapse All   Expa	and All Find		First Page 【	7 of 800 卫 Li	ast Page
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# **Starting Your Budget**

#### LC\_BUDGET\_SPREADSHEET\_FIS\_YR - Budget Spreadsheet - Fis Year

Business\_Unit:

Year: 2013

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (550 kb)

|--|

	Unit	Fund	d Account	Project	Class	Account Description	Project Description	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
1		1	3605	000	00	Reclass-Friends of Scouting	UNASSIGNED COUNCIL	- 97024.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
2		1	3625	645	00	Reclass-Foundations & Trusts	GF Scoutreach	-2382.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
3	-	1	4001	000	90	Contributions-FOS	UNASSIGNED COUNCIL	- 11556.000	- 46592.000	- 29762.000	- 12687.000	-16211.000	- 19371.000	- 26728.000	- 11998.000	-6400.000	-8662.000
4		1	4069	000	90	Prov for Unc-FOS	UNASSIGNED COUNCIL	850.000	2478.000	2985.000	3231.000	1389.000	2855.000	2179.000	610.000	769.000	1179.000
5	-	1	4071	089	90	Contributions-Project Sales	SCHOOL NIGHTS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-2500.000	-2500.000	-3000.000
6	1.00	1	4071	901	90	Contributions-Project Sales	Firelands Res. Summer Camp	0.000	0.000	0.000	0.000	-4500.000	0.000	0.000	0.000	0.000	0.000
7		1	4201	301	90	Contributions-SE-Sponsorships	Ralph Phillips Memorial Golf	0.000	0.000	0.000	-4400.000	-5900.000	-3700.000	0.000	0.000	0.000	0.000
8		1	4201	303	90	Contributions-SE-Sponsorships	Scouting Community Svs Award	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-4000.000	0.000	0.000
9		1	4201	305	90	Contributions-SE-Sponsorships	Distinguished Citizen's Dinner	0.000	0.000	0.000	0.000	0.000	0.000	0.000	- 12632.000	- 11368.000	0.000
10	-	1	4201	342	90	Contributions-SE-Sponsorships	Cycling for Scouts	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1500.000
11	-	1	4201	613	90	Contributions-SE-Sponsorships	Council Recognition Dinner	0.000	0.000	0.000	-700.000	0.000	0.000	0.000	0.000	0.000	0.000
12		1	4202	301	90	Contributions-SE-Participants	Ralph Phillips Memorial Golf	0.000	0.000	0.000	-525.000	-800.000	-3350.000	-25.000	0.000	0.000	0.000
13			4202	303	90	Contributions-SE-Participants	Scouting Community Svs Award	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1800.000	0.000	0.000
14		1	4202	305	90	Contributions-SE-Participants	Distinguished Citizen's Dinner	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1222.000	-9778.000	0.000
15	-	1	4202	320	90	Contributions-SE-Participants	Good Scout Event	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1448.000
16	-	1	4202	332	90	Contributions-SE-Participants	Fly Fishing	0.000	0.000	0.000	-3832.000	-6568.000	0.000	0.000	0.000	0.000	0.000
17		1	4202	342	90	Contributions-SE-Participants	Cycling for Scouts	0.000	0.000	0.000	0.000	-318.000	0.000	-213.000	-305.000	-150.000	-514.000
18		1	4204	305	90	Contributions-SE-Advertising	Distinguished Citizen's Dinner	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-964.000	-2036.000	0.000
19		1	4204	320	90	Contributions-SE-Advertising	Good Scout Event	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-3000.000
20	-	1	4204	332	90	Contributions-SE-Advertising	Fly Fishing	0.000	0.000	0.000	-1000.000	-1000.000	0.000	0.000	0.000	0.000	0.000
21	1.00	1	4231	301	90	Contributions-SE-Other	Ralph Phillips Memorial Golf	0.000	0.000	0.000	0.000	0.000	-2400.000	0.000	0.000	0.000	0.000
22		1	4231	305	90	Contributions-SE-Other	Distinguished Citizen's Dinner	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-151.000	-774.000	-75.000
23		1	4251	301	90	Cost-DB-SE-Meals	Ralph Phillips Memorial Golf	0.000	0.000	0.000	0.000	0.000	0.000	2690.000	0.000	0.000	0.000
24		1	4251	303	90	Cost-DB-SE-Meals	Scouting Community Svs Award	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1080.000	0.000	0.000
25	1.00	1	4251	305	90	Cost-DB-SE-Meals	Distinguished Citizen's Dinner	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	6500.000
00			4054	200	00	OLLARD OF MALE	0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000



#### Prepared. For Life.™

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# **Actual Spreadsheet**

#### LC\_ACTUAL\_SPREADSHEET\_FIS\_YR - Actual Spreadsheet-Fis Year

Business\_Unit:

2012 Year:

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (827 kb)

View																			
	-	Fund	Account	Project	Class	Account Descr	Project Descr	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	1,450	1	1001	501	00	Checking Account Bank 1	CHASE BANK - MARION DEPOSIT	-1126.640	1728.550	-2620.590	290.100	13452.820	-12900.430	-1935.660	1163.610	705.590	32560.610	-30241.500	-3837.550
2	1,450	1	1001	505	00	Checking Account Bank 1	RICHLAND BANK 513430182	24294.670	-132115.160	-46684.420	1888.280	106640.750	-64897.510	-51176.910	18954.460	-19329.660	204056.410	-173336.980	72802.650
3	1,450	1	1001	562	00	Checking Account Bank 1	KEY BANK 351311004821	-653.410	3509.010	-2732.980	-125.440	44115.670	-39618.650	4683.110	-9117.020	3467.200	13508.260	-16678.000	-748.030
4	1,450	1	1081	000	00	Petty Cash	UNASSIGNED COUNCIL	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	1,450	1	1081	020	00	Petty Cash	Marion Store	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	1,450	1	1081	900	00	Petty Cash	Firelands Reservation	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
7	1,450	1	1081	962	00	Petty Cash	FSR NEW TRADING POST	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
8	1,450	1	1089	000	00	Change Account	UNASSIGNED COUNCIL	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
9	1,450	1	1089	020	00	Change Account	Marion Store	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
10	1,450	1	1089	962	00	Change Account	FSR NEW TRADING POST	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
11	1,450	1	1241	000	00	Accounts Rec-Units	UNASSIGNED COUNCIL	3.990	-3.990	0.000	0.000	-1729.780	-157.800	1887.580	0.000	142.450	-116.000	9.050	-35.500
12	1,450	1	1241	020	00	Accounts Rec-Units	Marion Store	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2.960	0.000	0.000	-2.960
13	1,450	1	1241	962	00	Accounts Rec-Units	FSR NEW TRADING POST	65.680	-18.480	-47.200	0.000	-30.420	20.000	10.420	2.580	2.530	-78.000	78.000	103.790
14	1,450	1	1242	000	00	Accounts Rec-Other	UNASSIGNED COUNCIL	-5428.010	0.000	0.000	0.000	0.000	0.000	3223.630	-3223.630	0.000	0.000	0.000	16482.510
15	1,450	1	1242	092	00	Accounts Rec-Other	REGISTRAR BILLING	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	10704.500
16	1,450	1	1242	302	00	Accounts Rec-Other	Online Popcorn Sales	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-258.400	258.400
17	1,450	1	1242	304	00	Accounts Rec-Other	Popcorn Sale	-15933.430	-280.600	-374.500	-305.190	-6.500	0.000	0.000	0.000	0.000	289489.100	-73606.000	-208058.800
18	1,450	1	1242	604	00	Accounts Rec-Other	NAYLE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
19	1,450	1	1243	000	00	Accounts Rec-Returned Checks	UNASSIGNED COUNCIL	-109.770	-227.000	-146.130	10.000	0.000	0.000	99.780	60.000	70.000	-332.530	-4.000	92.000
20	1,450	1	1254	000	00	Accounts Rec-Emplye-Cash Advan	UNASSIGNED COUNCIL	-150.040	0.000	2250.000	-183.000	448.000	375.000	-2147.700	-642.260	1250.000	-1100.000	195.000	-145.000
21	1,450	1	1254	601	00	Accounts Rec-Emplye-Cash Advan	Philmont	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	-1000.000	0.000
22	1,450	1	1255	000	00	Accounts Rec-Employees-Other	UNASSIGNED COUNCIL	966.900	-87.900	-87.900	144.060	-116.900	2610.700	-623.740	696.330	240.560	597.530	-162.080	-1585.460
23	1,450	1	1301	000	00	Contributions Rec-FOS-CY	UNASSIGNED COUNCIL	45517.170	18129.570	-5289.360	-7709.120	-14716.770	-3608.910	-13442.740	-3016.520	-7212.440	-2225.370	1293.300	-20355.200
24	1,450	1	1302	000	00	Contrib Rec-Project Sales-CY	UNASSIGNED COUNCIL	0.000	0.000	0.000	0.000	3758.950	0.000	0.000	0.000	500.000	0.000	0.000	-4258.950
25	1,450	1	1302	306	00	Contrib Rec-Project Sales-CY	Calendar Sales	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
26	1,450	1	1304	301	00	Contrib Rec-Special Events-CY	Ralph Phillips Memorial Golf	0.000	0.000	0.000	4000.000	2400.000	-6025.000	-400.000	0.000	0.000	0.000	0.000	25.000
27	1,450	1	1304	305	00	Contrib Rec-Special Events-CY	Distinguished Citizen's Dinner	0.000	0.000	0.000	0.000	0.000	0.000	0.000	6700.000	-5075.000	-125.000	-1600.000	100.000
28	1,450	1	1304	315	00	Contrib Rec-Special Events-CY	Dodge Ball - North	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
29	1,450	1	1304	320	00	Contrib Rec-Special Events-CY	Good Scout Event	-600.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1400.000	250.000	-1650.000
30	1,450	1	1304	332	00	Contrib Rec-Special Events-CY	Fly Fishing	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000



# Budget Report

ke Any Cour	ncil		De	etailed Budg	et Analysis fo	or Day Camp		Boy Sco	uts of America
			Perio	d Ending: Dece	ember 31, 2013				
perating	Fund	- Unrestricted 🗘 🖉	Actua	ls	Actuals	Budget	Future Budgets		
Account P	Project	Project Name / Account Name	2011	2012	2013	2013	2014	2015	2016
	4.4	IAT Dev Centre	7.050	0.450	<b>C</b> 101	40.000			
6701		JAT Day camp	7,050	9,450	6,421	10,800	-	-	-
Camping Br	ovenue	Less Cost of Goods and Discounts	7,050	9,450	6,421	10,800	-	-	-
	evenue		7,050	9,450	6,421	10,800	-	-	-
TOTAL	KEVEN		7,050	9,450	6,421	10,800	-	-	-
101	TAL SU	PPORT AND REVENUE	7,050	9,450	6,421	10,800	-	-	-
1	11	JAT Day Camp	1,720	400	500	1,800	-	-	-
7009		Temporary Camp Salaries	1,720	400	500	1,800	-	-	-
Total Salari	ies		1,720	400	500	1,800	-	-	-
1	11	JAT Day Camp	132	15	-	138	-	-	-
7201		Social Security Taxes-Employer	132	15	-	138	-	-	-
Total Payroll Tax Expense		132	15	-	138	-	-	-	
TOTAL E	MPLOY	EE COMPENSATION	1,852	415	500	1,938	-	-	-
1	11	JAT Day Camp	1,988	3,935	4,163	3,000	-	-	-
8103		Supplies-Program	1,988	3,935	4,163	3,000	-	-	-
1	11	JAT Day Camp	-	143	33	75	-	-	-
8104		Supplies-Food and Commissary	-	143	33	75	-	-	-
1	11	JAT Day Camp	-	-	80	-	-	-	-
8105		Supplies-Janitorial	-	-	80	-	-	-	-
1	11	JAT Day Camp	28	з	95	30	-	-	-
8106		Supplies-Office	28	3	95	30	-	-	-
Total Progr	ram & O	Other Supplies	2,016	4,081	4,371	3,105	-	-	-
1	111	JAT Day Camp	132	12	392	150	-	-	-
8301		Postage	132	12	392	150	-	-	-
Total Posta	ige & Sl	hipping	132	12	392	150	-	-	-
1	111	JAT Day Camp	200	500	-	600	-	-	-
8402		Site of Facility Rental	200	500	-	600	-	-	-
Total Occup	pancy 8	k Utilities	200	500	-	600	-	-	-
1	11	IAT Day Camp	53	5	337	100			-



# www.scouting.org/financeimpact

Council Fiscal Manage	ement	Council Fund Development	Training	FID e-Letter						
COUNCIL FISCAL MANAGEMENT	<u>a</u> ∎∣⊧ Bud	inance Impact > Council Fiscal Managem	ent > PeopleSo	ft Documents > Budget Tools						
2013 National Annual Meeting	Duu									
5-Year Financial Planning	Tools to	make the budget process more simple in	PeopleSoft							
Budget Building Materials	PeopleS	PeopleSoft Budget Upload Spreadsheets 🔤								
Council Finance Facts	Budget l	Budget Upload Tool Zip 🗷 file with macros - unzip these all to one file folder on your desktop								
Fiscal Documents	Budget F	Budget Recorded Webinar 🕅								
Payroll / Personnel	Longori									
Sample Policies	Budget i	Budget in PeopleSoft 🛌								
Sphere (Kintera) Help	Budget & Actual Queries Introduced 🔑									
PeopleSoft Documents Accounts Payable										
Asset Management										
Audit Adjustments										
Bank Reconciliation										
Budget Tools										
Communications										
General Ledger										
Month End										
Point Of Sale										
PeopleSoft User Group										
PeopleSoft BSA User Guide										
Webinars										
Year End										



# Year End Preparation

- Current with Monthly Reconciliations
- 1099 Process
  - IRS Form 4419 (Application for Filing Information Electronically)
  - Submit TCC number to National Support Center
  - Instructions to process 1099s
  - Instructions to Adjust 1099s
  - Recorded Webinar on FID website
- Time Study Journal Entry Chapter 5
- Recording Fixed Asset Additions/Changes



# Time Study Journal Entry

- If there is no change in time study percentages from the prior year
  - Copy prior year time study journal entry
  - Change the journal date to 01/01/2015, and post the journal entry
- Query LC\_TIME\_STUDY\_JOURNAL\_ENTRIES

Busi Fisc Vi	TIME_ST		S - Time Stu	idy Journal Entri	es		
View	All	esuits in . Excel SpreadShe	et <u>CSV Text F</u>	<u>ile XML File</u> (1 KC	))		First <u> </u>
	Unit	Journal ID	Year	Stat Amt	Line Descr		Line Date
1	L	2014_TIME%	2014	75.00	Program Time Study Percentage		01/01/2014
2	L	2014_TIME%	2014	12.00	Management Time Study Percent		01/01/2014
3	L	2014_TIME%	2014	13.00	Fundraising Time Study Percent		01/01/2014
S.	B	DY SCOUTS OF	AMERI	CA'		Prepar	ed. For Life."

### Create a Time Study Journal Entry Section 5.4.2 (page 5-8)

e cted year. Business Unit: L590 2 Journal ID: 2013\_Time% 3 Journal Date: 01/01/2013 9 4 Add a New Value

Main Menu > General Ledger > Journals > Journal Entry >

- 1.Add a New Value Tab
- **2.**Enter Business Unit
- **3. Journal ID of your choice**
- 4. Journal date Jan 1 of affected year.
- 5. Click "Add"





Create/Update Journal Entr

# Create a Time Study Journal Entry

On the next screen add a long description.

Header <u>L</u> ines <u>T</u> otals <u>E</u> rrors	Approval		
Unit: L590	Journal ID:	2013_TIME%	Date: 01/01/2013
Long Description:	Enter 2013 Time Study Perc	entages	[ <b>]</b>
*Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry
Ledger:	Q	Fiscal Year:	2013
*Source:	GJ	Period:	1
Reference Number:		ADB Date:	01/01/2013
Journal Class:	Q		
Transaction Code:	GENERAL		Auto Generate Lines
			Save Journal Incomplete Status
SJE Type:		•	Autobalance on 0 Amount Line
Currency Defaults: USD / CRRNT / 1			
Attachments (0)			
Reversal: Do Not Generate Reversal			
📄 Save 🔄 Notify 🍫 Refresh			📑 Add 🖉 Update/Displa



# Create a Time Study Journal Entry

Click on the link "Templates List"

ł	<u>H</u> eader	Lines	<u>T</u> otals <u>I</u>	Errors	<u>A</u> pproval									
[	Unit: L590 Journal ID: Template List						2013_TIME%					Date: 01/01/20 Change Values		
	Inter/IntraUnit *Process:					Edit Journal   Proces					ocess			
	▼ Lines													
	Select	Line	*Unit		*Ledger		Fund	Account	Project		Class	De	bit Amount	
		1	L590	Q	ACTUALS		Q	Q		Q		۹ 🗌		
			•					III	1					



# Create a Time Study Journal Entry

- 1- Un-Check both the default "LOCAL" & "Permission" boxes.
- 2- Check both of the "Time Study" boxes as shown.
- 3- Click "OK" to Save. NOTE: The default will return when you are through with this journal.
- A different looking "Lines" tab page will appear.

Journal Entry Template List									
Journal Entry	Template - Show Joι	Irnal Line Grid Colu	mns						
Chartfield	Amount Miscellane	ous							
Selected	Template Type	Template ID	Default	Unit					
1	Permission	LOCAL	1	$\checkmark$					
	All	STANDARD	$\checkmark$	$\checkmark$					
	All	LOCAL		$\checkmark$					
		•	•						
Journal Line ( Chartfield	Copy Down - Copy Jo Amount Miscellane	urnal Line Columns	to New Lines						
Selected	Action	Template Type	Copy Down I	D					
1	-	Permission	1						
	<b>_</b>	All	1						
Image: 2   Image: All All All All All All All All All Al									
OK Cancel Refresh									



# **Time Study Journal Entry**

1- Notice that gone are Fund, Account, Project, and Debit/Credit fields.

2- Add two lines and then select Account "PROG" and enter the "Stat Amt" from the Time Study for Program.

3- Select Account "MNGMNT" and enter the "Stat Amt" from the Time Study for Management.

4- Select Account "FUNDR" and enter the "Stat Amt" from the Time Study for Fundraising. BE SURE THAT THE TOTAL OF THE THREE IS 100.00.

5- Save your Journal. It is now ready for Edit and Post process on your schedule.

<u>H</u> eader L	ines <u>(</u> totals	<u>E</u> rrors	<u>Approval</u>								-
Unit:	L590	Jour	nal ID:	2013_TI	ME%			Date:	01/01/2013		
Template List								Change Value	3		
Inter/I	ntraUnit	*Proc	ess:	Edit Journal			•	Proc	ess	)	
▼ Lines											<u>Customize</u>   Find
Select	Line	*Unit		*Ledger	1	Account		Stat Amt	Journal Li	ne Description	
	1	L590	Q	ACTUALS	2	PROG	Q	85.5	0 Program	Time Study Perce	ntage
	4	L590	Q	ACTUALS	3	MNGMT	Q	4.5	0 Managen	nent Time Study P	ercent
	5	L590	Q	ACTUALS	4	FUNDR	Q	10.0	0 Fundraisi	ng Time Study Pe	rcent
Lines to add	: [	2 🕂	-					Must = 100.00	]		
▼ Totals									<u>Customize</u>	<u>Find</u>   View All   C	🗖 📔 🛛 First 🗹
Unit	Total Lines					Total De	bits			Total Credits	Journal St
L590	3						0.00			0.00	N
5 Save	🗜 Notify	🍫 Refresh									📑 Add 🗾



# Month End GL Transmittal Process

- In order for council financial data to be reflected in Journey to Excellence, the council must submit a month-end transmittal
- All months must be submitted
- Instructions are located in section Appx. 8 of the user guide



# Preparing for year end IRS Forms 1099



### **Objectives**

- Understand the 1099 Preparation Steps
- 1099 Vendor Setup / Edit Withholding Information



### Resources

- General Instructions http://www.irs.gov/pub/irs-pdf/f1099msc.pdf
- Local Council Fiscal Software User Guide
  - Chapter 12 Accounts Payable (12.1.2 Vendor Setup)
  - Appx 1 (Instructions to process IRS forms 1099)
- Recorded Webinar <u>www.scouting.org/financeimpact</u>
- Member Care Contact Center (855) 707-2644



#### Preparation

- Step 1 Identify 1099 Withholding Vendors
- Step 2 Validate Vendor 1099 Setup Information
  - Flag Vendor as 1099 Withholding
  - Validate Tax ID Number
- Step 3 Identify/Validate 1099 Withholding Vouchers
- Step 4 Update Voucherline Withholding



### Identify 1099 Withholding Vendors Query LC\_1099\_VENDORS

LC_1099	VENDORS			
SetID: L0 View Res Downloa	sults ad results in : Excel Sp	oreadSheet <u>CSV Text File</u> XML File ( <b>11 kb)</b>		First 🕢 <u>1-99 of 99</u> Last
	SetID	Vendor	Name	Withholding
1	LO	000000040	Street street	γ
2	LO	000000041	A set doing	Y
3	LO	000000049	Janai Canakakari, J.C.	Y
4	LO	000000082	an familin	Y
5	LO	000000137	Nut Natur	Y
6	LO	000000209	Charles Hall	Y
7	LO	000000317	Revised Resp. 77	Y
8	LO	000000370	Har Harn	Y
9	LO	000000376	ter et a level	Y
10	LO	000000377	California Antonio Antonio Antonio	Y
11	LO	000000403	Cartan Tanken	Y
12	LO	1014	Set Breeze S.	Y
13	LO	1033	Research and the second se	Y
14	LO	1037	200 June 100 g	Υ
15	LO	1049	Yolika A B YYON BURGER	Y
16	LO	1063		Υ



### 1099 Vendor Setup

Favorites Main Menu > Vendors >	Vendor Information >	Add/Update	/endor 🧕			
Summary Identifying Information	Addross Contacts		stom			
Summary Identifying mormation			storn			
SetID:	L0e		*Vendor Name 1:	Richard		
Vendor ID:	000000003		Vendor Name 2:			
*Vendor Short Name:	RICH-G	RICH-G-001		📃 Withho	lding	
*Classification:	Outside Party	-	Check for Dupli	cate 🛛 🗸 Open F	or Ordering	
HCM Class:		•				
*Persistence:	Regular	-				
*Vendor Status:	Approved	-				
				Attachmen	<u>ts (0)</u>	
					Expand All	Collapse All
Vendor Relationships						
	Corporate Vendor			🗖 InterUr	it Vendor	
Corporate SetID:	L066		InterUnit Vendor ID:		Q	
Corporate Vendor ID:	000000003	Richard Gree	nier Jr			
Create Bill-To Customer						
	Create Bill To Custon	ner				
Additional ID Numbers						
Duplicate Invoice Settings						
Government Classifications						
Standard Industry Codes						
Additional Reporting Elements						
▶ Comments						
Expand All Collapse A	AII					
Save Return to Search	Previous in List + Next	in List	1	🕞 Add 🗵 Update/Dis	play Include History	Correct History
Summary I Identifying Information I Addre	se   Contacte   Location   C	Custom	<i>y</i>			
Summary Eigenuiving information LAddre	ss i contacts i Location i C	JUSIOM				

### 1099 Vendor Setup

Favorites Main Menu > Vendors > Vendor Information	n > Add/Update > Vendor 🧕		
Summany Identifying Information Address Con	acte Location Custom		
Summary identifying mormation Address Com			
SetID: L			
Vendor ID: 000000003 Short Vend	or Name: RICH-G-001	Name: Richard	
A vendor location is a default set of rules which define how	you conduct business with a vendor.		_
Location		Find View All First 🚺 1 of 1 🕩	Last
*Location: MAIN	Default	RTV Fees Attachments (0)	
Description:			
Details		<u>Find</u>   View All First 🚺 1 of 1 🚺 L	ast
*Effective Date: 05/02/2012 5 Effective	Status: Active -	+	
		Expand All Collapse All	
Options: Payables Procurement	Sales/Use Tax	1099	
Additional ID Numbers			
▶ Comments			
▶ Internet Address			
▶ VAT			
Expand All Collapse All			
Save 🔍 Return to Search 🕇 Previous in List	Next in List Transformed Notify	📑 Add 🖉 Update/Display 🖉 Include Hi	story Correct History
Summary   Identifying Information   Address   Contacts   Loca	tion   <u>Custom</u>		



### 1099 Vendor Setup

SetID: Vendor	ID:		L0	000003					Location: Description:	MAIN	
Short V Name:	'endor Nam	e:	RICI Rich	H-G Iard	RICH-G-001						
1099 ( 109 Ma	Dptions 99 Informat ain Informatio	tion n Over	rides R	emit		10-1-11		Cust	tomize   Find   View All   🔁	First 🚺 1 of	1 D Las
*Ent	tity *	Туре 1099 🔍	*Jurisdic	tion	Default Jurisdiction	Default Class	*1099 Status	Wi	ithhold Type Description eporting Only		<b>(</b>
10 Info Ma	99 Reportin ormation ain Informatio	ng n <u>A</u> ddit	tional Info	Custo	omize   Find   View All	🗖   📜 First	I of 1	D Las	st		
*Ent	tity	*Addres	s	TIN Type	Taxpayer Ident	ification Numb	er				
IRS	3 0		1 Q	S	Q 123-45-6789		]	<b>+ -</b>	3		

### Validate Vendor 1099 Setup Information Query LC\_1099\_VNDR\_TIN\_NUMBERS

LC_	1099_VNDR	_TIN_NUMBERS								
Setl Vi	D: L( Q ew Results									
Do	ownload resu	I <mark>lts in :</mark> Excel SpreadSheet	: <u>CSV Text File</u> <u>XML File</u> (22 kb)							
Viev	/ All									First 🚺 <u>1-98 of 98</u> 🕨 Last
	SetID	Vendor	Name	Eff Date	Location	Entity	Location	Туре	Tax ID	Withholding
1	LO	9701	Blue Dinnie Biller 1	04/16/2012	01	IRS	1	F	06-10	γ
2	LC	9458	Infi	04/16/2012	01	IRS	1	F	32-01	γ
3	LC	9185	All	04/16/2012	01	IRS	1	F	20-15	γ
4	LC	906	US	04/16/2012	01	IRS	1	F	06-13	γ
5	LO	903	Ch	04/16/2012	01	IRS	1	S	046-5	Y
6	LO	8956IC	Jol	05/28/2013	1	IRS	1	S	041-9	Y
7	LC	8796IC	Ка	05/28/2013	1	IRS	1	S	040-9	Y
8	LC	8773	Ste	04/16/2012	01	IRS	1	S	040-3	Y
9	LC	8772	Ad	04/16/2012	01	IRS	1	S	346-9	Y
10	LO	8771	Avd	04/16/2012	01	IRS	1	S	049-9	γ
11	LO	8769	Eza	04/16/2012	01	IRS	1	S	046-8	γ



Favorices Main Meriu > V	endors > 1099/Glo	obal Withholding 🚿	Maintain > Update	Vendor Withholdi	ngs 🧕
	·	·			
		_			
withholding ve	ndor Update	9			
Withholding Update ID					
Withholding Update ID:	UPDATE_	_VENDOR_WITHH	DLDINGS		
Vendor Selection					
*Vendor SetID:	L0 Q				
Tax Reporting Year					
*Start Date:	01/01/2013	*End Date:	12/31/2013 🗒		
				N	
Detaile	0	untersize   Eind   Minu	. 1 Einst Direct D		
Details Vendor New Withhold D	<u>C</u> Details	ustomize   Find   View	/ 1   📟   🚥 First 🔊	1-2 of 2 🔤 Last	
Details Vendor New Withhold D	<u>C</u> Details	ustomize   Find   View		1-2 of 2 🗳 Last	
Details Vendor New Withhold D *Vendor ID	Coetails Location	ustomize   <u>Find</u>   <u>View</u> Business Unit	Current Withhold	1-2 of 2 Last	
Details Vendor New Withhold D *Vendor ID 1 000000040	Coetails Location	Business Unit	Current Withhold	1-2 of 2 Last	
Vendor         New Withhold D           *Vendor ID         1           1         000000040           2         000000041	Coetails Location MAIN Q MAIN	Business Unit	Current Withhold Y Y	1-2 of 2 Last	
Vendor         New Withhold D           *Vendor ID         1           1         000000040         Q           2         000000041         Q	Coetails Location MAIN Q	Business Unit	Current Withhold Y Y	1-2 of 2 Last	
Vendor         New Withhold D           *Vendor ID         1           1         000000040         Q           2         000000041         Q	Coetails Location MAIN MAIN	Ustomize   Find   View	Current Withhold Y	1-2 of 2 Last + -	
Details         Vendor       New Withhold D         *Vendor ID       1         1       000000040       Q         2       000000041       Q         2       000000041       Q         E       Save       Q       Return to Set	Coetails Location MAIN MAIN Q MAIN Q	Business Unit	Current Withhold Y Y	1-2 of 2 Last	E+ Add Update/Display
Details         Vendor       New Withhold D         *Vendor ID       1         1       000000040       Q         2       000000041       Q         2       000000041       Q         E       Save       Q       Return to Set	C Details Location MAIN (MAIN Q MAIN Q	Business Unit	Current Withhold Y Y	1-2 of 2 Last	E+ Add Update/Display



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 L Q \*Vendor SetID: Tax Reporting Year 01/01/2013 🛐 12/31/2013 🛐 \*Start Date: \*End Date: Customize | Find | View 1 | 🔄 | 🛗 First 🗹 1-2 of 2 D Las Details Vendor New New New Jur New \*Vendor ID Location Entity Criteria Withhold Туре CD Class -+ Υ 1 00000004 Q MAIN IRS Q 1099 Q FED Q 07 Q 0 + 2 00000004 Q MAIN Q Υ IRS Q 1099 🔍 FED 🔍 07 Q ↑ Previous in List + ■ Next in List Dipdate/Display Save Return to Search "=" Notify Add +







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

#### Withholding Vendor Update

Withholding Update	ID							
Withholding Update	e ID:	UPDATE_VE	NDOR_WIT	HHOLDING	S			
Vendor Selection								
*Vendor SetID:	L	0						
Tax Reporting Year								
*Start Date:	01/01/2	013 🛐	*End Date:	12/3	31/2013 🗟			
Details				<u>Custo</u>	mize   Find	<u>View 1</u>   🗖	🛗 First 🚺 1-2 of 2	2 🗈 Last
Vendor New With	hhold Details							
*Vendor ID	Location	New Withhold	Entity	New Type	New Jur CD	New Class	Criteria	,
1 00000004 Q		Y -		1099 🔍	FED Q	07 Q	Pending Database Update	<b>+</b> =
2 00000004 🔍	MAIN	Y -		1099 🔍	FED 🔍	07 Q	Pending Database Update	<b>+</b> -



### Identify Whether 1099 Vouchers are Flagged as Withholding Query LC\_1099\_VENDORS\_VOUCHERS

#### LC\_1099\_VENDORS\_VOUCHERS

SetID: L...0 Q From Acctg Date: 01/01/2015 3 To Acctg Date: 12/31/2015 🛐

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (231 kb)

View All									First ┥ <u>1-</u>	100 of 311 🕟 Last
	SetID	Voucher ID	Voucher Line Number	Vendor ID	Vendor Name	Amount	Vendor 1099 Flag	Voucher Withholding Flag	Acctg Date	More Info
1	L)	00027436	1	1005	Aa	59.790 Y	N		05/29/2015	
2	L	00031770	1	1005	Aa	544.500 Y	N		09/17/2015	
3	L	00032024	1	11617	Al	500.000 Y	Y		10/06/2015	
4	L	00028638	1	6405	Ale	72.000 Y	Y		06/29/2015	
5	L	00028639	1	6405	Al	125.000 Y	Y		06/29/2015	
6	L	00029600	1	6405	Al	443.000 Y	Y		07/21/2015	
7	L	00030305	1	6405	Al	75.000 Y	Y		08/10/2015	
8	L C	00023821	1	4123	Ar	105.300 Y	Y		01/22/2015	
9	L	00026443	1	4123	Ar	82.800 Y	Y		04/22/2015	
10	L	00026473	1	4123	Ar	27.900 Y	Y		04/23/2015	
11	L	00026474	1	4123	Ar	11.700 Y	Y		04/23/2015	
12	L	00026475	1	4123	Ar	43.200 Y	Y		04/23/2015	
13	L	00030477	1	4123	Ar	45.000 Y	Y		08/13/2015	
14	L	00030478	1	4123	Ar	13.500 Y	Y		08/13/2015	
15	L	00030479	1	4123	Ar	44.100 Y	Y		08/13/2015	
16	L	00030480	1	4123	Ar	34.200 Y	Y		08/13/2015	
17	Line	00030963	1	9223	Ar	600.000 Y	Y		08/26/2015	
18	L .	00027667	1	14712	Ar	2000.000 Y	Y		06/09/2015	
19	L	00031115	1	14712	Ar	400.000 Y	Y		08/31/2015	
20	L	00031116	1	14712	Ar	6750.000 Y	Y		08/31/2015	
21	L	00023817	1	14809	Ar	300.000 Y	N		01/22/2015	
22	Line -	00025547	1	14809	Ar	230.000 Y	N		03/19/2015	
23	Line -	00025548	1	14809	Ar	150.000 Y	N		03/19/2015	
24	L	00028732	1	14805	Ba	500.000 Y	N		07/02/2015	
25	L	00029080	1	14805	Ba	900.000 Y	N		07/15/2015	



Vouchers with "N" as the Voucher Withholding Flag will

not be included on the 1099 forms

Favorites Main N	1enu > Vendor	s > 1099/Global Withhol	ing > Maintain > Update VoucherLine Withhold	ing 🔁
Withholding L	ine Update			
Enter any information	tion you have and	d click Search. Leave field	blank for a list of all values.	
Find an Existing	Value			
Limit the number	of results to (up t	o 300): 300		
Vendor SetID:	= 🔻		Q	
Vendor ID:	begins with 👻	000000069	Q	
Vendor Location:	begins with 🔻		Q	
Vendor Name 1:	begins with 🔻			
Case Sensitiv	e			
Search	Clear Basic Se	earch 📕 <u>Save Search Cr</u>	<u>eria</u>	



Vendor Vendor SetlE	):	L662		Vendor Name:	J	OSE EDGAR	CASTRUITA				
/endor ID:		000000	0069	Location:	C	)1	With	holding:	Y		
riteria		1.000		15 B (							
Jusiness Un	ıt: lated Withholdii	1 <u>L662</u>		*From Date: *To Date:	1	2/31/2013	n	Searc	h	>	
efaults		-				1	_				
Vithhold Ent	ity:	IRS	Q	Jurisdiction:		Q		Set All Li	nes to No W	thd	
Vithhold Typ	e:		Q	Class:		Q		Set All I	Lines to Wth	d	
tart Date:		01/01/20	0 <u>13</u>	*End Date:	[1	2/31/2013	ij	Cust	amina   Final		
etails	old Details Ne	01/01/20	ails	*End Date:	[1	2/31/2013	<b>i</b> ]	<u>Cust</u>	omize   <u>Find</u>	View All	First 🚺 1 of 1 🕨
etails Gurrent Withh Withhold	old Details Ne t New d Withhold	01/01/20	ails Type	*End Date: Jurisdiction	Class	2/31/2013 Business Unit	9) Voucher	<u>Cust</u>	omize   Find   Invoice	View All   7	First 1 of 1
Start Date: Details Current Withhole Withhole	old Details Ne t New d Withhold	w Withhold Det	ails Type	*End Date:	Class	2/31/2013 Business Unit	Voucher	<u>Cust</u>	omize   <u>Find  </u> Invoic <del>e</del>	View All   2 Payment Date	First 1 of Merchandise An

Det Cur	ails rent Withhold	I Details	Ne	w Withh	old Dei	tails						<u>Customize</u>   <u>Fin</u>	d   View All   🗖	First 1-3 of 3 Last
	Current Withhold	New Withho	ld	Entity	8	Туре	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Merchandise Amt
1		Y	•	IRS	Q	109!Q	FEDQ	07 Q	L662	00000562		1 WEEK 8 REF-F2	04/17/2013	100.000
2		Y	•	IRS	Q	109 <sup>(</sup> Q	FEDQ	07 Q	L662	00000731		1 REFEREE W1-F2	05/02/2013	100.000
3		Y	•	RS	Q	109§Q	FED Q	07 Q	L662	00000983		1 REFEREE	05/16/2013	100.000









#### Run the Update Withholding Process

Favorites Main Menu > Vendors > 1099/Global W	Vithholding > Maintain > Update Withholding	gs 🧕
Withhold Update Request Run Control ID: Update_Withholdings	Report Manager Process Monitor	Run
*Request ID:     1       *Process Frequency:     Always Process       *Process Option:     Process All L	*Description: Update 1099 \ ess Updates	Vithholding Info
Save Return to Search TE Previous in List	t Vext in List Notify	E Add Update/Display
Prepared. For Life."		

#### Run the Update Withholding Process

Favorites Main Menu > Vendors > 1099/Glob	al Withholding > Main	tain > Update Withh	oldings 뒪		
Process Scheduler Request					
riocess scheduler Request					
User ID: KSPANIER		Run Control ID: ၂	Jpdate_Withhol	dings	
Server Name:	Run Date: 12/1	6/2013			
Recurrence:	Run Time: 1:13:	57PM	Reset to Curren	t Date/Time	
Time Zone:					
Process List					
Select Description	Process Name	Process Type	*Type *	Format	Distribution
Withholding Update Process	AP_WTHD_UPDT	Application Engine	Web 🔻	TXT 🔻	Distribution
OK Cancel					
Prepared. For Life."					

### Post Withholdings

Favo	orites Main Me	enu > Vendors > 1	.099/Global	Withholding > Maintain >	Post Withholdings 🧕					
	Withhold	Transaction	Post							
	Run Control ID	Post_Withholdings	3	Report Manage	Process Monitor	Run				
	*Request ID:		1	Description:	Post Withholdings					
,	*Process Frequ	iency:	Always Pr	ocess	•					
,	Post Option:		Post by Br	Post by Business Unit 🔹						
	*Through Date:		12/31/201	3 🛐						
	Business Uni	ts		<u>Customize</u>	Find   View All   🗖   🛗 Fi	rst 🗹 1 of 1 🖸 Last				
	Include	*Business Unit		Description						
		L	Q	Longhorn		<b>+ -</b>				
	Save Q R	eturn to Search	Notify			🛃 Add 💹 Update/Display				
PI	repared. For L	ife."								

### Post Withholdings

Favorites Main Menu > Vendors > 1099/Globa	Withholding > Maint	tain > Post Withhold	ings 🧕									
Process Scheduler Pequest												
Flocess Scheduler Request												
User ID: KSPANIER		Run Control ID: F	ost_Withhold	lings								
Server Name:	Run Date: 01/03	Run Date: 01/03/2014										
Recurrence:	Run Time: 4:30:25PM Reset to Current Date/Time											
Time Zone:												
Process List												
Select Description	Process Name	Process Type	*Type	<u>*Format</u>	Distribution							
Withholding Posting	AP_WTHD	Application Engine	Web 🔻	TXT -	Distribution							
OK Cancel												
1												



#### Print List of 1099 Vouchers Query LC\_1099\_WITHHOLD\_INFORMATION

First 🕢 1-100 of 109 🕟 Last

#### LC\_1099\_WITHHOLD\_INFORMATION

#### Unit: L112 🔍

#### View Results

Download results in : Excel SpreadSheet CSV Text File XML File (73 kb)

View All

	Instance	Unit	Entity	Type Jurisdiction	Class	Rule	Vndr SetID	Vendor	Location	Address	SetID	Bank	Account	Method	Payment	BU Tax ID	Tax ID	Currency	Rate Type	Date	Posted	Declarat Date	Basis Amt	Descriptio	Process Date
1	0	L112	IRS	1099 FED	07	RULE0	L1 2	0000000026	01312	1					0000002899		43- 06 2	USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	4724.250	Balance fromn ScoutNet	01/27/2014
2	0	L 2	IRS	1099 FED	07	RULE0	L; 2	0000000026	01312	1	L	BK001	СНК1	снк	000000330		43 06 2	USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	2587.500	Withhold Update	01/27/2014
3	0	LT 2	IRS	1099 FED	07	RULE0	L: 2	0000000026	01312	1	L	BK001	СНК1	снк	000000809		43 06 2	USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	342.000	Withhold Update	01/27/2014
4	0	LI 2	IRS	1099 FED	07	RULE0	L: 2	0000000026	01312	1	L	BK001	СНК1	снк	0000002898		43 06 2	USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	399.000	Withhold Update	01/27/2014
5	0	L 2	IRS	1099 FED	07	RULE0	L1 2	0000000105	01	1							54 20 2	USD	CRRNT	12/31/2014	12/31/2014	12/31/2014	963.000	Withhold Update	01/22/2015
6	0	L 2	IRS	1099 FED	07	RULE0	L1 2	0000000553	01	1	L	BK001	СНК1	снк	0000004439		49 05	USD	CRRNT	12/31/2014	12/31/2014	12/31/2014	168.000	Withhold Update	01/22/2015
7	0	L 2	IRS	1099 FED	07	RULE0	L; 2	0000000554	01	1	L	BK001	СНК1	снк	0000004499		49 31	USD	CRRNT	12/31/2014	12/31/2014	12/31/2014	168.000	Withhold Update	01/22/2015
8	0	L 2	IRS	1099 FED	07	RULE0	L:==2	0000000555	01	1	L	BK001	СНК1	снк	0000004470		33 12	USD	CRRNT	12/31/2014	12/31/2014	12/31/2014	140.000	Withhold Update	01/22/2015
9	0	LI 2	IRS	1099 FED	07	RULE0	L: 2	0000000556	01	1	L	BK001	СНК1	снк	0000004458		51 10	USD	CRRNT	12/31/2014	12/31/2014	12/31/2014	140.000	Withhold Update	01/22/2015
10	0	L 2	IRS	1099 FED	07	RULE0	L1 2	0000000676	01	1	L	BK001	СНК1	СНК	0000005130		48 63	USD	CRRNT	12/31/2014	12/31/2014	12/31/2014	10741.820	Withhold Update	01/22/2015
11	0	L 2	IRS	1099 FED	07	RULE0	L1 2	000000677	01	1	LIII	BK001	СНК1	снк	0000005129		26 11 5	USD	CRRNT	12/31/2014	12/31/2014	12/31/2014	11016.360	Withhold Update	01/22/2015
12	0	L 2	IRS	1099 FED	07	RULE0	L; 2	000266	01	1					0000002508		43 14 3	USD	CRRNT	12/31/2013	01/27/2014	12/31/2013	1150.000	Withhold Update	01/27/2014
13	0	L 2	IRS	1099 FED	07	RULE0	L1 2	000266	01	1	L	BK001	СНК1	СНК	0000000162		43 14 3	USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	160.000	Balance from Scout Net	01/27/2014
14	0	LI 2	IRS	1099 FED	07	RULE0	L: 2	000279	01	1					0000002873		49 22	USD	CRRNT	12/31/2013	01/27/2014	12/31/2013	6249.000		01/27/2014
15	0	L 2	IRS	1099 FED	07	RULE0	L: 2	000279	01	1	L	BK001	СНК1	СНК	0000000175		49 22	USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	2083.000	Withhold Update	01/27/2014
16	0	L 2	IRS	1099 FED	07	RULE0	L1 2	000279	01	1	L	BK001	СНК1	СНК	000000680		49 22	USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	2083.000	Withhold Update	01/27/2014
																	497-00-							Withhold	



## Verify 1099 Withholding Information

The Withholding Control Report will list the withholding vendors that have withholding amounts during the time frame specified in the parameters. The report lists the amounts according to Class.



# Withholding Control Report

F	avorites Mai	in Menu	> Vendors	> 1099/Global	Withholding	> General Reports	> Withhold Contr	ol Report 🧕
	Withhold	ding	Control	Report				
	Run Control II	<b>D:</b> 109	99-Withhold-(	Control-Report		<u>Report Manager</u>	Process Monitor	Run
	Report Requ	ıest Par	ameters					
	Setid:		L	Q				
	Control ID:		1	Q				
	From Date:		01/0	1/2013 🛐				
	Through Da	te:	12/3	1/2013 🛐				
	Save	Q Retu	rn to Search	Notify				Add
2	Prepared. For	Life. <sup>™</sup>						

# Withholding Control Report

ORACLE Rep	oort ID:	APY3012			VEND	Peop OOR WITHHOLDII	Page No. Run Date Run Time	1 12/15/2014 11:42:19 AM					
Business Unit: Vendor ID: L Currency: Entity:	LC 0000000 USD	317 Devenue S		ege,	PC		Location:	1					
	Name Co	ontrol	TIN Type	Tax ID Num	iber: 2nd TIN	N Profession			Sex	В	rthdate and place		
	Company	Indicator	Fed ID Tax District	06-000, 20	No No Certificate type	Certificate	number	Expiration Date		Direct Sales	State Tax Withheld		
	N Children									Ν	0.00		
Vendor A	ddress:	U	One Financia Hartford CT United States	al Plaza 06103									
	Туре:	1099	1099 Withhold	ding									
	Ju	irisdiction:	FED	Federal				Basis Amount		Liability Amount	Paid Amount		
		Class	07	Non-Employ	yee Compensatio	n		15,573.50		0.00	0.00		
					Total for	r Entity IRS:		15,573.50		0.00	0.00		



# Member Care Contact Center

- Accounting calls have a special queue
- Three member advocates rotate on calls
- Reviewing how calls will be handled next year

For assistance, please contact the Member Care Contact Center through the online Support Center site in MyBSA or 972-580-2489



# For the Good of the Order

- Requests for future user group webinars
  - michael.creagh@scouting.org
- Best practices
- Needs

