PeopleSoft User Group

January 13, 2016

BOY SCOUTS OF AMERICA®

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User Group Agenda

- Year End Close
- New Fiscal Year Journal Entries
  - Pledge Receivable Accounts
  - Time Study Journal Entries
- Audit/Council Adjustments
- Processing IRS Forms 1099

Council Fiscal Management

Council Fiscal Management | Council Fund Development | Training | FID e-Letter | Back Office Solutio

COUNCIL FISCAL MANAGEMENT

- 2013 National Annual Meeting
- 5-Year Financial Planning
- Budget Building Materials
- Council Finance Facts
- Fiscal Documents
- Payroll / Personnel
- Sample Policies
- Sphere (Kintera) Help
- 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

Finance Impact > Council Fiscal Management > PeopleSoft Documents > Y

Year End

Accounts Payable

- Accounts Payable Year-End 2015
- Accounts Payable Year-End Presentation
- Instructions to Adjust 1099 Information in PeopleSoft
- Instructions to process IRS Forms 1099 in PeopleSoft

Fundraising

- Fundraising Year-End Procedures 2015

General Ledger

- General Ledger Year-End Procedures 2015
- PeopleSoft Closing the Year

Membership

- Membership Year-End Close Procedures 2015

Payroll

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

SellWise

- SellWise Year-End Procedures 2015

Audit and Tool Kit Guides posted

http://www.scouting.org/FinanceImpact/Council Fiscal Management/Document Library.aspx

Council Fiscal Management | Council Fund Development | Training | FID e-Letter | Back Office Solutions

COUNCIL FISCAL MANAGEMENT

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Finance Impact > Council Fiscal Management > Fiscal Documents

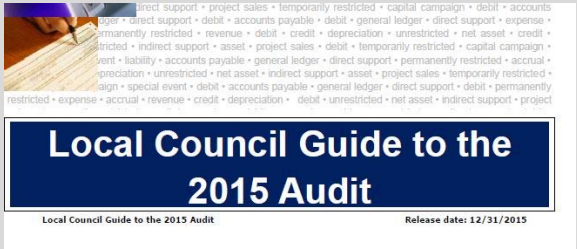
Fiscal Documents

Fiscal Management Documents

Accountable Plan Template —*NEW*
Audit—Audit Committee Guidebook
Audit—Audit Committee Matrix—PowerPoint Presentation
Audit—Audit Committee Matrix—Slides and teaching notes
Audit—Audit Referral Program —*NEW*
Audit—Local Council Guide to the 2015 Audit —*postedDecember 2015*
Audit—Local Council Guide to the 2014 Audit —*Revised December 2014*
Audit—Local Council Audit Toolkit 2015 —*posted December 2015*
Audit—2012 Sample Notes to Financial Statements —Miscrosoft Word Format
Audit—To Request an SSAE16 report from Mercury Pay, complete and send this NDA
Auditors Questionnaire December 2011 Defined Benefit Plan

2015 BSA Audit Tool Kit

Includes Local Council Audit Self-Review Form



Year End Close Process

Year End Close Process

- Close December (Period 12)
- Run Year End Close Process
  - User Guide Section 7.3, page 7-4
  - Submit JTE Data

7.3.1 Processing the Year End Close

The first time you access this process, you will want to create a "Run Control ID that is unique to you and can be used again

1. Click on the "Add a New Value" tab.
2. Add a Run Control ID.
3. Click on the "Add" button.

Favorites | Main Menu > General Ledger > Close Ledgers > Request Ledger Close

Ledger Close Request

Run Control ID: L[redacted]E

Report Manager | Process Monitor | Run (12)

Process Request Parameters — Find | View All | First 1 of 1 Last

Process Frequency
- Once
- Always (1)
- Don't Run

Request Number: 1

*Close Request Type: Close (2)

Business Unit for Prompting: L[redacted] (3)

Closing Group: YEAR_END (4)

Ledger Group: ACTUALS (5)

Check only, Do not process

Rules to Execute

Fiscal Year: 2015 (7)

Ledger: ACTUALS (6)

Closing Date Option

BU Process Date | As of Date (8) | Specify: 12/31/2015 (9)

Selections

Selected Detail Values | Detail - Selected Parents

Tree SetID: | Tree: | Level:

Business Unit to Close — Customize | Find | View All | First 1 of 1 Last

*Select Value

L[redacted] (10)

Save (11) | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

New Fiscal Year Journal Entries

Pledge Receivable Accounts

- After Year End Close Process
- Create Journal Entries (to move current, prior and future year balances to the appropriate receivable accounts)
- Update Allowance accounts (1391, 1381, 1371)

	Current	Future	Prior
FOS	1-1301-xxx-00	1-1331-xxx-00	1-1321-xxx-00
Project Sales	x-1302-xxx-00	X-1332-xxx-00	x-1322-xxx-00
Special Events	x-1304-xxx-00	x-1334-xxx-00	x-1324-xxx-00
United Way	x-1308-xxx-00	x-1338-xxx-00	x-1328-xxx-00

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 01/01/2016, and post the journal entry
- Query LC_TIME_STUDY_JOURNAL_ENTRIES

LC_TIME_STUDY_JOURNAL_ENTRIES - Time Study Journal Entries

Business Unit: L

Fiscal Year: 2014

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

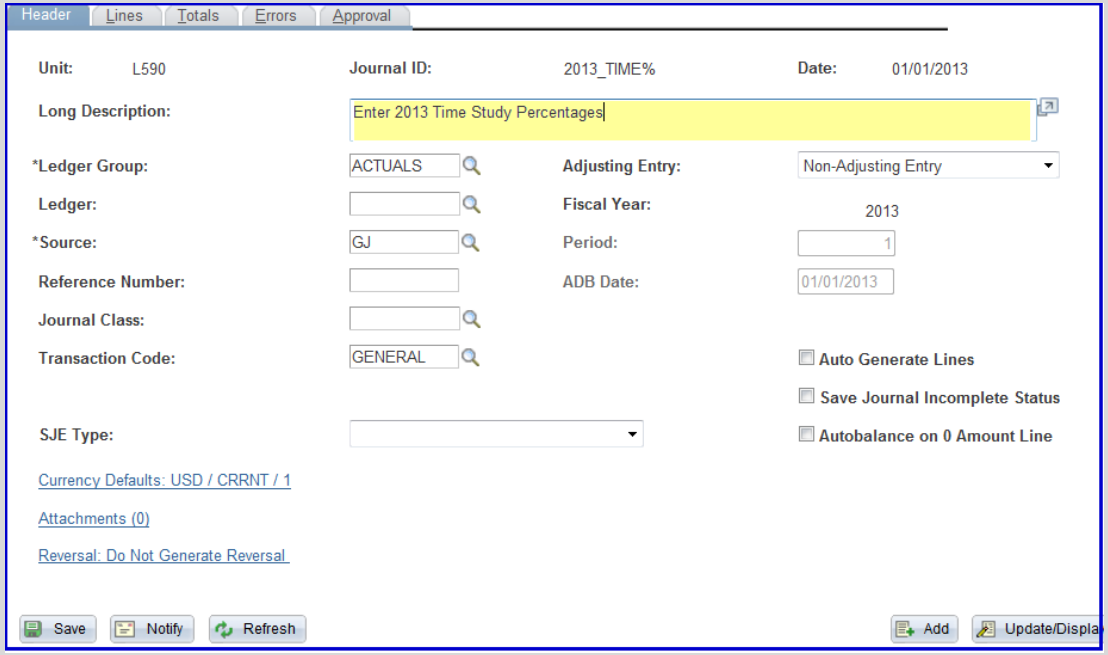
View All

First 1-6 of 6 Last

	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

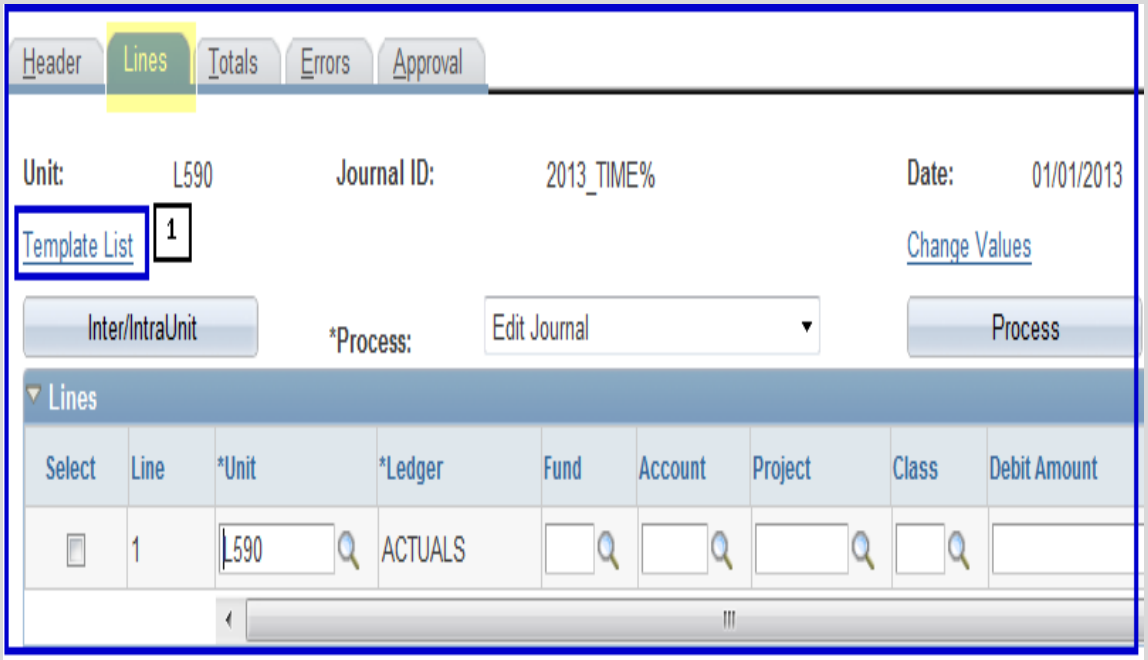
Create a Time Study Journal Entry

On the next screen add a long description.



Create a Time Study Journal Entry

Click on the link "Templates List"



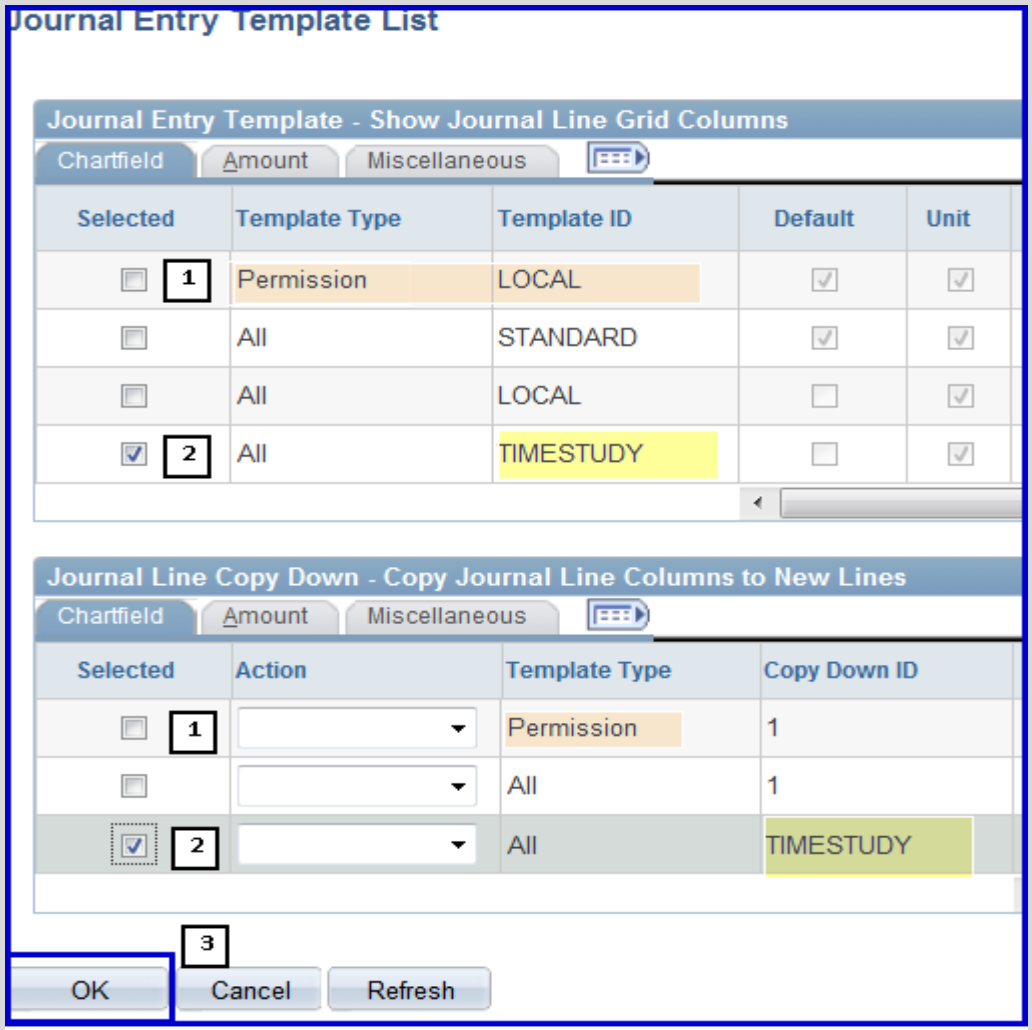
Create a Time Study Journal Entry

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.



Time Study Journal Entry

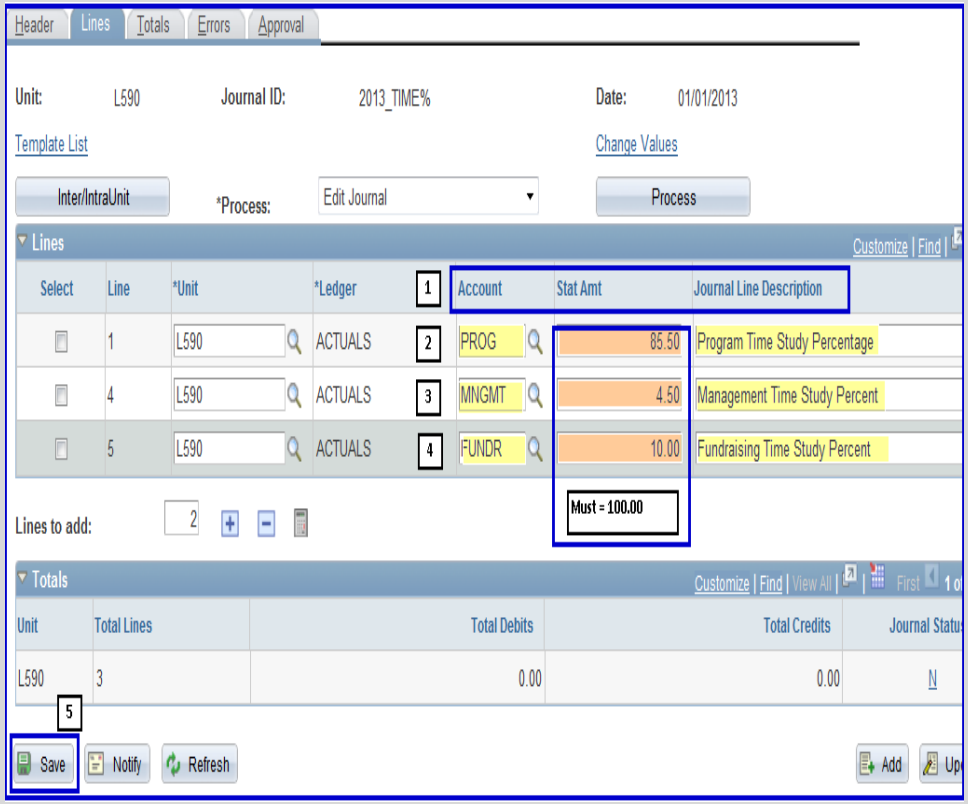
1- Notice that gone are Fund, Account, Project, and Debit/Credit fields.

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.



Audit/Council Adjustments

Audit/Council Adjustments

1. Adjustments after Year End Close
2. Undo the Year End Close (User Guide Section 7.5.3.1) – Page 7-8

Favorites | Main Menu > General Ledger > Close Ledgers > Request Ledger Close

Ledger Close Request

Run Control ID: Year_End_Close

Report Manager | Process Monitor | Run (3)

Process Request Parameters

Find | View All First 1 of 1 Last

Process Frequency

- Once
- Always
- Don't Run

Request Number: 1

*Close Request Type: Undo (1)

*Closing Type: Year End

Business Unit for Prompting: L

Closing Group: YEAR_END

Rules to Execute

Fiscal Year: 2015

Ledger Group: ACTUALS

Ledger: ACTUALS

Closing Date Option

- BU Process Date
- As of Date

Specify: 12/31/2015

Selections

- Selected Detail Values
- Detail - Selected Parents

Tree SetID: Tree: Level:

Business Unit to Close

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

*Select Value

L

Save (2) | Notify | Refresh | Add | Update/Display

Council Adjustments after Year End Close

1. Re-Open December 2015 (Period 12)
2. Make adjusting journal entries using source code **CA**
3. Post journal entries – December 2015 accounting date.

Council Adjustments after Year End Close

4. Run December Allocations (if applicable)
5. Generate Year End Reports
6. Run Year End Close Process (User Guide Section 7.3 Page 7-4)
7. Submit JTE Data

Audit Adjustments after Year End Close

1. For Auditor Proposed and Accepted Journal Entries
2. Use same process except use source code **AA** for the journal entries.
3. Reclose all periods affected to correct all months

Processing IRS Forms 1099

Resources

- General Instructions http://www.irs.gov/pub/irs-pdf/i1099gi_14.pdf
- Council Fiscal Management -

  http://www.scouting.org/FinanceImpact/Council/Fiscal/Management/PeopleSoft/Year_End.aspx
- Member Care Contact Center

Processing IRS Form 1099

- Step 1 – Identify vendors designated as 1099
- Step 2 – Identify vouchers that are 1099 applicable
- Step 3 – Select vouchers flagged as “N” in the query
- Step 4 – Update 1099 Withholding information
- Step 5 – Print the list of vendors with associated 1099 Vouchers
- Step 6 – Generate the 1099 MISC. forms and the “Test” for the IRS
- Step 7 – Generate the 1099 Misc. forms and the electric file for the IRS

Identify 1099 Withholding Vendors
Query LC_1099_VENDORS

LC_1099_VENDORS

SetID: L

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

	SetID	Vendor ID	Vendor Name
1	L	011228	ALVAREZ-BIVER, VANESSA
2	L	012067	BUSH REFRIGERATION
3	L	002330	CLIFTONLARSONALLEN, LLP
4	L	0000000098	DEALRAISER, LLC
5	L	012168	GREEN, DONALD
6	L	0000000152	GUAY, STEFANIE
7	L	011556	JOHN'S HAULING
8	L	012520	KELLY COBB
9	L	001607	KERBER,ECK,&BRAECKEL LLP
10	L	011640	MAILFINANCE
11	L	0000000377	Puck's Mechanical
12	L	012539	SCHULT QUALITY TREE SERV.
13	L	012290	VAREL TENT RENTALS

Identify 1099 Withholding Vendors
Query LC_1099_WITHHOLDING_INFORMATION

LC_1099_WITHHOLD_INFORMATION

Unit: L

View Results

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

View All

First 1-100 of 109 Last

	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	L	IRS	1099	FED	07	RULE0	L114	0000000098	01	1	L	BK001	CHK1	CHK	0000000482	94-3462285	12-3333333	USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	3096.450	Withhold Update	01/29/2014
2	0	L	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L	BK001	CHK1	CHK	0000000653	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update	01/29/2014
3	0	L	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L	BK001	CHK1	CHK	0000000712	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update	01/29/2014
4	0	L	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L	BK001	CHK1	CHK	0000000778	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update	01/29/2014
5	0	L	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L	BK001	CHK1	CHK	0000000809	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update	01/29/2014
6	0	L	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L	BK001	CHK1	CHK	0000000899	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	750.000	Withhold Update	01/29/2014
7	0	L	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L	BK001	CHK1	CHK	0000000961	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update	01/29/2014
8	0	L	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L	BK001	CHK1	CHK	0000001002	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update	01/29/2014
9	0	L	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L	BK001	CHK1	CHK	0000001011	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	0.000	Withhold Update	01/29/2014

Identify Vouchers
Query LC_VENDORS_VOUCHERS

LC_1099_VENDORS_VOUCHERS

SetID: L[illegible]

From Acctg Date: 01/01/2015

To Acctg Date: 12/31/2015

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (21 kb)

View All

	SetID	Voucher ID	Voucher Line Number	Vendor ID	Vendor Name	Amount	Vendor 1099 Flag	
1	L[illegible]	00005756	1	012067	BUSH REFRIGERATION	206.750	Y	Y
2	L[illegible]	00006554	1	012067	BUSH REFRIGERATION	651.590	Y	Y
3	L[illegible]	00004741	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
4	L[illegible]	00005100	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
5	L[illegible]	00005301	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
6	L[illegible]	00005514	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
7	L[illegible]	00005814	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
8	L[illegible]	00005974	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
9	L[illegible]	00006204	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
10	L[illegible]	00006510	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
11	L[illegible]	00006717	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
12	L[illegible]	00006922	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y

Update Vendor Withholding Information

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:** L0

Tax Reporting Year

***Start Date:** 01/01/2013 ***End Date:** 12/31/2013

Details Customize | Find | View 1 | First 1-2 of 2 Last

Vendor | New Withhold Details

	*Vendor ID	Location	Business Unit	Current Withhold
1	0000000040	MAIN	L	Y
2	0000000041	MAIN	L0	Y

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

Update Vendor Withholding Information

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: L

Tax Reporting Year

*Start Date: 01/01/2013 *End Date: 12/31/2013

Details Customize | Find | View 1 | First 1-2 of 2 Last

Vendor | New Withhold Details

	*Vendor ID	Location	New Withhold	Entity	New Type	New Jur CD	New Class	Criteria
1	000000004	MAIN	Y	IRS	1099	FED	07	
2	000000004	MAIN	Y	IRS	1099	FED	07	

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

Update Vendor Withholding Information

Favorites | Main Menu > 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 All Updates

Save | Notify | Add | Update/Display

Update Vendor Withholding Information

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

Process Scheduler Request

User ID: MCREAGH

Run Control ID: Update_Withholdings

Server Name:

Recurrence:

Time Zone:

Run Date: 01/11/2016

Run Time: 3:06:36PM

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Withholding Update Process	AP_WTHD_UPDT	Application Engine	Web	TXT	Distribution

OK Cancel

Update Vendor Withholding Information LC_1099_WITHHOLD_INFORMATION

LC_1099_WITHHOLD_INFORMATION

Unit: L114

View Results

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

View All

First 1-100 o

	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
1	0	L114	IRS	1099	FED	07	RULE0	L114	0000000098	01	1	L114	BK001	CHK1	CHK	0000000482	94-3462285	12-3333333	USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	3096.450	Withhold Update
2	0	L114	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L114	BK001	CHK1	CHK	0000000653	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update
3	0	L114	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L114	BK001	CHK1	CHK	0000000712	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update
4	0	L114	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L114	BK001	CHK1	CHK	0000000778	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update
5	0	L114	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L114	BK001	CHK1	CHK	0000000809	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update
6	0	L114	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L114	BK001	CHK1	CHK	0000000899	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	750.000	Withhold Update
7	0	L114	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L114	BK001	CHK1	CHK	0000000961	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update
8	0	L114	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L114	BK001	CHK1	CHK	0000001002	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update
9	0	L114	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L114	BK001	CHK1	CHK	0000001011	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	0.000	Withhold Update
10	0	L114	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L114	BK001	CHK1	CHK	0000001110	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update
11	0	L114	IRS	1099	FED	07	RULE0	L114	0000000152	01	1	L114	BK001	CHK1	CHK	0000001202	94-3462285		USD	CRRNT	12/31/2013	12/31/2013	12/31/2013	500.000	Withhold Update

Generate the 1099 Misc. forms for “TEST”

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

1099 Report Post/Report/Copy B

1099 Report Post / Report / Copy B

Run Control ID: withhold_1099_report_job Report Manager Process Monitor Run

Language: English

1099 Report Post

*Request ID: 1099 Description: 1099 Processing

Process Frequency: Always Process

Report ID: US_REPORT

Report Date: 01/11/2016 ☑ Include Manual Overrides

*Control SetID: L[illegible] *Control ID: 1 Lewis & Clark Council, Inc BSA

*Calendar SetID: SHARE *Calendar ID: 05 2015 1099 Calendar

*Fiscal Year: 2015 ☑ Use Report Date For Vendor

*Period: 1 Period 1 - 2015-01-01

1099 Report

Type of File/Return: Test Replacement Character:

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

	Vendor ID
1	

Save Notify Add Update/Display

Generate the 1099 Misc. forms for “TEST”

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

Process Scheduler Request

User ID: MCREAGH

Run Control ID: Witthhold_1099_Report_Job

Server Name:

Run Date: 01/13/2016

Recurrence:

Run Time: 11:21:36AM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	1099 Report Post	1099_RPT_PST	Application Engine	Web	TXT	Distribution
☐	Print 1099 Copy B	APCOPYB	PSJob	(None)	(None)	Distribution
☐	XMLP:Withhold 1099 Report	APX1099	XML Publisher	Web	PDF	Distribution
☐	XMLP: Withhold 1099G Report	APX1099G	XML Publisher	Web	PDF	Distribution
☐	XMLP:Withhold 1099I Report	APX1099I	XML Publisher	Web	PDF	Distribution
☑	1099-MISC Copy B	APY1099-	Crystal	Web	PDF	Distribution
☐	1099-G Copy B	APY1099G	Crystal	Web	PDF	Distribution
☐	1099-INT Copy B	APY1099I	Crystal	Web	PDF	Distribution
☑	1099 Job	AP_1099	PSJob	(None)	(None)	Distribution
☐	1099 Report	AP_APY1099	Application Engine	Web	TXT	Distribution
☐	1099 Copy B Sort	AP_COPYB_RPT	Application Engine	Web	TXT	Distribution
☐	1099 Post, Report, & CopyB Sor	RPT_1099	PSJob	(None)	(None)	Distribution

OK Cancel

Generate the 1099 Misc. forms for “TEST”

Favorites | Main Menu > Reporting Tools > Report Manager

List | Explorer | Administration | Archives

View Reports For

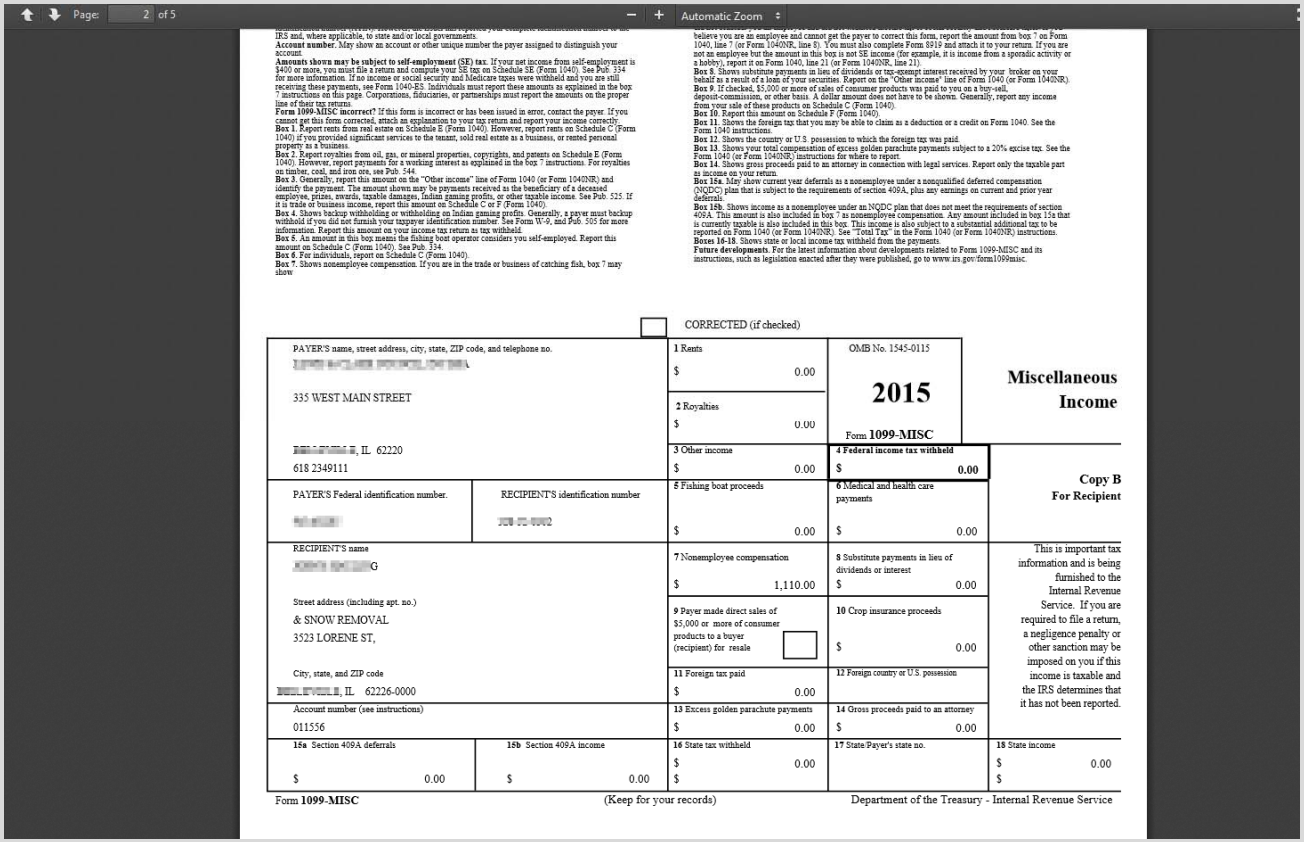
User ID: MCREAGH Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-16 of 16 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
	5651941	3821265	APX1099ICT - APX1099ICT.pdf	01/11/2016 4:01:36PM	Acrobat (*.pdf)	Posted	Details
	5651940	3821264	APX1099GCT - APX1099GCT.pdf	01/11/2016 4:01:19PM	Acrobat (*.pdf)	Posted	Details
	5651939	3821263	APX1099CT - APX1099CT.pdf	01/11/2016 4:01:04PM	Acrobat (*.pdf)	Posted	Details
	5651938	3821270	1099 Copy B Sort	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651937	3821269	1099 Report	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651936	3821268	1099 Report Post	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651935	3821267	1099 Post, Report,& CopyB Sort	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651931	3821261	1099-MISC Copy B	01/11/2016 3:59:45PM	Acrobat (*.pdf)	Posted	Details
				01/11/2016	Acrobat		

Generate the 1099 Misc. forms for “TEST”



Page: 2 of 5 — Automatic Zoom

IRS and, where applicable, to state and/or local governments.
Account number. May show an account or other unique number the payer assigned to distinguish your account.
Amounts shown may be subject to self-employment (SE) tax. If your net income from self-employment is $400 or more, you must file a return and compute your SE tax on Schedule SE (Form 1040). See Pub. 334 for more information. If no income or social security and Medicare taxes were withheld and you are still receiving these payments, see Form 1040-ES. Individuals must report these amounts as explained in the box 7 instructions on this page. Corporations, fiduciaries, or partnerships must report the amounts on the proper line of their tax returns.
Form 1099-MISC incorrect? If this form is incorrect or has been issued in error, contact the payer. If you cannot get this form corrected, attach an explanation to your tax return and report your income correctly.
Box 1. Report rents from real estate on Schedule E (Form 1040). However, report rents on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business.
Box 2. Report royalties from oil, gas, or mineral properties, copyrights, and patents on Schedule E (Form 1040). However, report payments for a working interest as explained in the box 7 instructions. For royalties on timber, coal, and iron ore, see Pub. 544.
Box 3. Generally, report this amount on the “Other income” line of Form 1040 (or Form 1040NR) and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, prizes, awards, taxable damages, Indian gaming profits, or other taxable income. See Pub. 525. If it is trade or business income, report this amount on Schedule C or F (Form 1040).
Box 4. Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold if you did not furnish your taxpayer identification number. See Form W-9, and Pub. 505 for more information. Report this amount on your income tax return as tax withheld.
Box 5. An amount in this box means the fishing boat operator considers you self-employed. Report this amount on Schedule C (Form 1040). See Pub. 334.
Box 6. For individuals, report on Schedule C (Form 1040).
Box 7. Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show

believe you are an employee and cannot get the payer to correct this form, report the amount from box 7 on Form 1040, line 7 (or Form 1040NR, line 8). You must also complete Form 8919 and attach it to your return. If you are not an employee but the amount in this box is not SE income (for example, it is income from a sporadic activity or a hobby), report it on Form 1040, line 21 (or Form 1040NR, line 21).
Box 8. Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the “Other income” line of Form 1040 (or Form 1040NR).
Box 9. If checked, $5,000 or more of sales of consumer products was paid to you on a buy-sell, deposit-commission, or other basis. A dollar amount does not have to be shown. Generally, report any income from your sale of these products on Schedule C (Form 1040).
Box 10. Report this amount on Schedule F (Form 1040).
Box 11. Shows the foreign tax that you may be able to claim as a deduction or a credit on Form 1040. See the Form 1040 instructions.
Box 12. Shows the country or U.S. possession to which the foreign tax was paid.
Box 13. Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See the Form 1040 (or Form 1040NR) instructions for where to report.
Box 14. Shows gross proceeds paid to an attorney in connection with legal services. Report only the taxable part as income on your return.
Box 15a. May show current year deferrals as a nonemployee under a nonqualified deferred compensation (NQDC) plan that is subject to the requirements of section 409A, plus any earnings on current and prior year deferrals.
Box 15b. Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. This amount is also included in box 7 as nonemployee compensation. Any amount included in box 15a that is currently taxable is also included in this box. This income is also subject to a substantial additional tax to be reported on Form 1040 (or Form 1040NR). See “Total Tax” in the Form 1040 (or Form 1040NR) instructions.
Boxes 16-18. Shows state or local income tax withheld from the payments.
Future developments. For the latest information about developments related to Form 1099-MISC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/form1099misc.

CORRECTED (if checked)

PAYER'S name, street address, city, state, ZIP code, and telephone no. [redacted] 335 WEST MAIN STREET [redacted], IL 62220 618 2349111	1 Rents $ 0.00 2 Royalties $ 0.00 3 Other income $ 0.00	OMB No. 1545-0115 **2015** Form **1099-MISC** 4 Federal income tax withheld $ 0.00	**Miscellaneous Income** **Copy B For Recipient**
PAYER'S Federal identification number. [redacted] RECIPIENT'S identification number [redacted]	5 Fishing boat proceeds $ 0.00	6 Medical and health care payments $ 0.00	
RECIPIENT'S name [redacted]G Street address (including apt. no.) & SNOW REMOVAL 3523 LORENE ST, City, state, and ZIP code [redacted], IL 62226-0000	7 Nonemployee compensation $ 1,110.00 9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ☐ 11 Foreign tax paid $ 0.00	8 Substitute payments in lieu of dividends or interest $ 0.00 10 Crop insurance proceeds $ 0.00 12 Foreign country or U.S. possession	This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
Account number (see instructions) 011556	13 Excess golden parachute payments $ 0.00	14 Gross proceeds paid to an attorney $ 0.00	
15a Section 409A deferrals $ 0.00 15b Section 409A income $ 0.00	16 State tax withheld $ 0.00 $	17 State/Payer's state no.	18 State income $ 0.00 $

Form **1099-MISC** (Keep for your records) Department of the Treasury - Internal Revenue Service

Generate the 1099 Misc. forms for “TEST”

Favorites | Main Menu > Reporting Tools > Report Manager

List | Explorer | Administration | Archives

View Reports For

User ID: MCREAGH Type: [ ] Last 1 Days Refresh

Status: [ ] Folder: [ ] Instance: [ ] to: [ ]

Report List Customize | Find | View All | First 1-16 of 16 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5651941	3821265	APX1099ICT - APX1099ICT.pdf	01/11/2016 4:01:36PM	Acrobat (*.pdf)	Posted	Details
☐	5651940	3821264	APX1099GCT - APX1099GCT.pdf	01/11/2016 4:01:19PM	Acrobat (*.pdf)	Posted	Details
☐	5651939	3821263	APX1099CT - APX1099CT.pdf	01/11/2016 4:01:04PM	Acrobat (*.pdf)	Posted	Details
☐	5651938	3821270	1099 Copy B Sort	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
☐	5651937	3821269	1099 Report	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
☐	5651936	3821268	1099 Report Post	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
☐	5651935	3821267	1099 Post, Report,& CopyB Sort	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
☐	5651931	3821261	1099-MISC Copy B	01/11/2016 3:59:45PM	Acrobat (*.pdf)	Posted	Details

Click the details link to get the text file to upload to the IRS

Save the Electronic File to Submit to IRS

Report Detail

Report

Report ID:	1665279	**Process Instance:**	1030507	Message Log
Name:	AP_APY1099	**Process Type:**	Application Engine	
Run Status:	Success			

1099 Report

Distribution Details

Distribution Node: ReportNode **Expiration Date:** 02/15/2014

File List

Name	File Size (bytes)	Datetime Created
AE_AP_APY1099_1030507.stdout	303	12/17/2013 8:36:06.300000AM CST
IRS_001_1_1030507.TXT	15,792	12/17/2013 8:36:06.300000AM CST

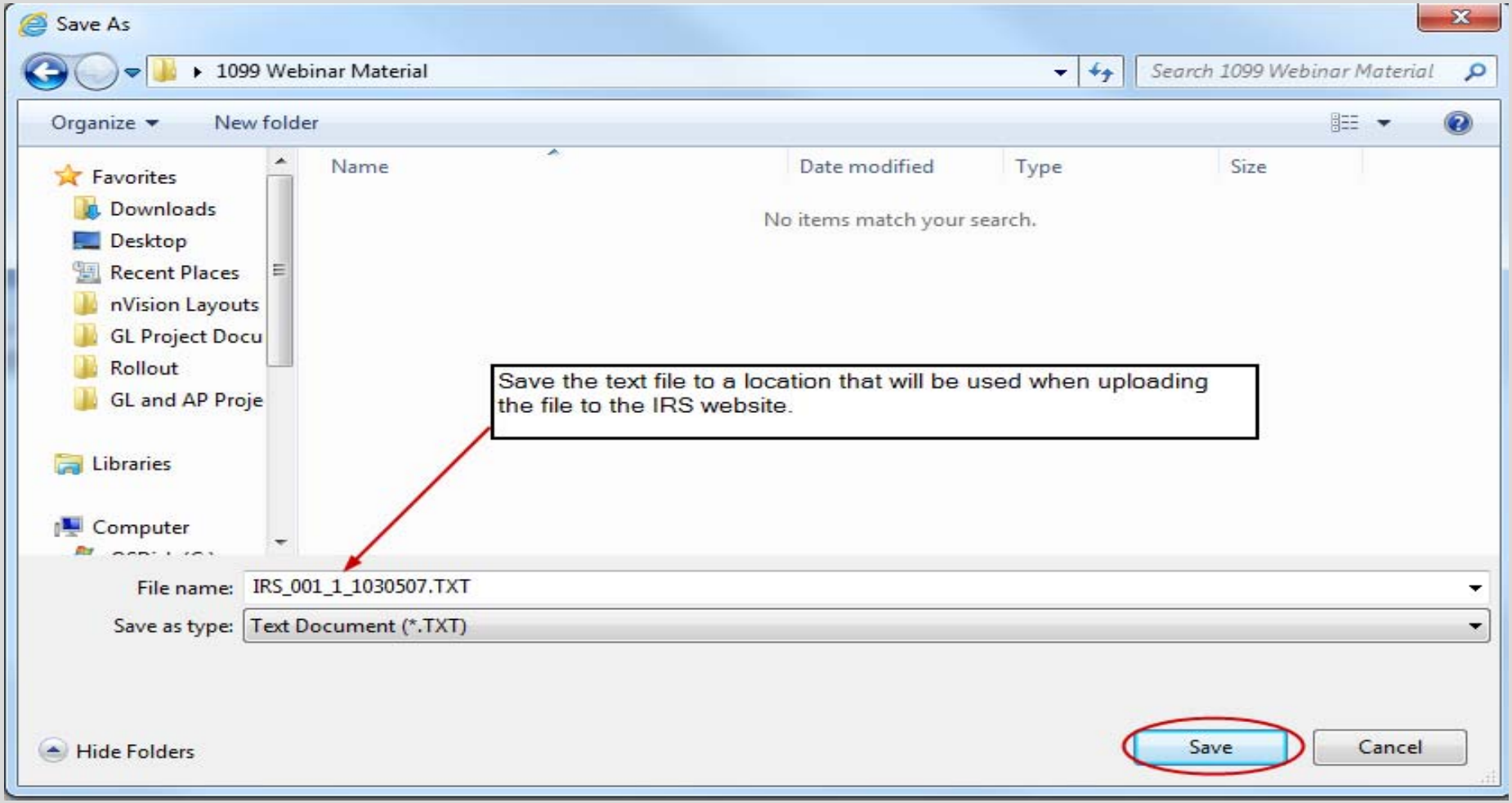
Distribute To

Distribution ID Type			
User		+	−

OK Cancel

- Open
- Open in new tab
- Open in new window
- Save target as...
- Print target
- Cut
- Copy
- Copy shortcut
- Paste
- Add to favorites...
- Send to OneNote
- Properties

Save the Electronic File to a Local Folder



Generate the 1099 for Electric File to IRS

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

Withhold 1099 Report Job

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

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Search by: **Run Control ID** begins with /ithholding_1099_Report

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

Generate 1099 for Electric File to IRS

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

1099 Report Post/Report/Copy B

1099 Report Post / Report / Copy B

Run Control ID: Withhold_1099_Report_Job Report Manager Process Monitor Run

Language: English

1099 Report Post

*Request ID: 1099 Description: 1099 Processing

Process Frequency: Always Process

Report ID: US_REPORT

Report Date: 01/11/2016 ☑ Include Manual Overrides

*Control SetID: L *Control ID: 1 Bucktail Council, Inc.

*Calendar SetID: SHARE *Calendar ID: 05 2015 1099 Calendar

*Fiscal Year: 2015 ☑ Use Report Date For Vendor

*Period: 1 Period 1 - 2015-01-01

1099 Report

Type of File/Return: Original/Correction Replacement Character:

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

Vendor ID

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

Generate 1099 for Electric File to IRS

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

Process Scheduler Request

User ID: MCREAGH

Run Control ID: Witthhold_1099_Report_Job

Server Name:

Run Date: 01/13/2016

Recurrence:

Run Time: 11:21:36AM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	1099 Report Post	1099_RPT_PST	Application Engine	Web	TXT	Distribution
☐	Print 1099 Copy B	APCOPYB	PSJob	(None)	(None)	Distribution
☐	XMLP:Withhold 1099 Report	APX1099	XML Publisher	Web	PDF	Distribution
☐	XMLP: Withhold 1099G Report	APX1099G	XML Publisher	Web	PDF	Distribution
☐	XMLP:Withhold 1099I Report	APX1099I	XML Publisher	Web	PDF	Distribution
☑	1099-MISC Copy B	APY1099-	Crystal	Web	PDF	Distribution
☐	1099-G Copy B	APY1099G	Crystal	Web	PDF	Distribution
☐	1099-INT Copy B	APY1099I	Crystal	Web	PDF	Distribution
☑	1099 Job	AP_1099	PSJob	(None)	(None)	Distribution
☐	1099 Report	AP_APY1099	Application Engine	Web	TXT	Distribution
☐	1099 Copy B Sort	AP_COPYB_RPT	Application Engine	Web	TXT	Distribution
☐	1099 Post, Report, & CopyB Sor	RPT_1099	PSJob	(None)	(None)	Distribution

OK Cancel

Generate 1099 for Electric File to IRS

Favorites | Main Menu > Reporting Tools > Report Manager

List | Explorer | Administration | Archives

View Reports For

User ID: MCREAGH Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-16 of 16 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
	5651941	3821265	APX1099ICT - APX1099ICT.pdf	01/11/2016 4:01:36PM	Acrobat (*.pdf)	Posted	Details
	5651940	3821264	APX1099GCT - APX1099GCT.pdf	01/11/2016 4:01:19PM	Acrobat (*.pdf)	Posted	Details
	5651939	3821263	APX1099CT - APX1099CT.pdf	01/11/2016 4:01:04PM	Acrobat (*.pdf)	Posted	Details
	5651938	3821270	1099 Copy B Sort	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651937	3821269	1099 Report	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651936	3821268	1099 Report Post	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651935	3821267	1099 Post, Report,& CopyB Sort	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651931	3821261	1099-MISC Copy B	01/11/2016 3:59:45PM	Acrobat (*.pdf)	Posted	Details

Generate 1099 for Electric File to IRS

Favorites | Main Menu > Reporting Tools > Report Manager

List | Explorer | Administration | Archives

View Reports For

User ID: MCREAGH Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-16 of 16 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
	5651941	3821265	APX1099ICT - APX1099ICT.pdf	01/11/2016 4:01:36PM	Acrobat (*.pdf)	Posted	Details
	5651940	3821264	APX1099GCT - APX1099GCT.pdf	01/11/2016 4:01:19PM	Acrobat (*.pdf)	Posted	Details
	5651939	3821263	APX1099CT - APX1099CT.pdf	01/11/2016 4:01:04PM	Acrobat (*.pdf)	Posted	Details
	5651938	3821270	1099 Copy B Sort	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651937	3821269	1099 Report	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651936	3821268	1099 Report Post	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651935	3821267	1099 Post, Report,& CopyB Sort	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651931	3821261	1099-MISC Copy B	01/11/2016 3:59:45PM	Acrobat (*.pdf)	Posted	Details

Generate 1099 for Electric File to IRS

Favorites | Main Menu > Reporting Tools > Report Manager

List | Explorer | Administration | Archives

View Reports For

User ID: MCREAGH Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-16 of 16 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
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	5651940	3821264	APX1099GCT - APX1099GCT.pdf	01/11/2016 4:01:19PM	Acrobat (*.pdf)	Posted	Details
	5651939	3821263	APX1099CT - APX1099CT.pdf	01/11/2016 4:01:04PM	Acrobat (*.pdf)	Posted	Details
	5651938	3821270	1099 Copy B Sort	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651937	3821269	1099 Report	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651936	3821268	1099 Report Post	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651935	3821267	1099 Post, Report,& CopyB Sort	01/11/2016 3:59:45PM	Text Files (*.txt)	Posted	Details
	5651931	3821261	1099-MISC Copy B	01/11/2016 3:59:45PM	Acrobat (*.pdf)	Posted	Details

Click the details link to get the text file to upload to the IRS

Generate 1099 for Electric File to IRS

Favorites | Main Menu > Reporting Tools > Report Manager

Report Detail

Report

Report ID: 5651937 **Process Instance:** 3821269 Message Log

Name: AP_APY1099 **Process Type:** Application Engine

Run Status: Success

1099 Report

Distribution Details

Distribution Node: ReportNode **Expiration Date:** 03/11/2016

File List

Name	File Size (bytes)	Datetime Created
AE_AP_APY1099_3821269.stdout	303	01/11/2016 4:00:46.517000PM CST
IRS_001_1_3821269.TXT	6,768	01/11/2016 4:00:46.517000PM CST

Distribute To

Distribution ID Type	*Distribution ID		
User	MCREA(	+	−

OK Cancel

Generate 1099 for Electric File to IRS

https://fire/irs/gov/fire1r/defult

IRS

Subscriptions | Lang

Search

Filing | Payments | Refunds | Credits & Deductions | News & Events | Forms & Pubs | Help & Res

- e-File Providers & Partners
- Enrolled Actuaries
- Enrolled Agents

e-File Providers Topics

- e-File for Tax Pros
- e-File News Subscription
- QuickAlerts
- Modernized e-File (MeF)
- **e-file Providers Home**

Filing Information Returns Electronically (FIRE)

Planned Outage: Dec. 11, 2015 – Jan. 19, 2016

This service will be unavailable from approximately 6 p.m. Eastern time on Friday, Dec. 11, 2015, until approximately 8 a.m. Eastern time on Tuesday, January 19, 2016, due to planned maintenance. We apologize for any inconvenience.

Note: Refer to Form 8955-SSA Resources for more information when Form 8955-SSA due dates are in jeopardy during the FIRE Production downtime.

2016 Training Opportunities

www.scouting.org/FinanceImpact/Training

- **First Time Accounting Specialist Training**
  - $625.00 Four courses in 2016 at ScoutingU – Westlake, TX
- **Fiscal Management I**
  - $125.00 Six courses in 2016 at various Council offices around the country
- **Fiscal Management II**
  - $250.00 Two courses in 2016 – March 15-16 & September 13 -14

Member Care Contact Center

- Needs User Guide
- Best practices
- Accounting calls have a special queue
- Three care members 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 at (855) 707-2644

Feedback Time

- Questions
- Best practices
- Needs
- Requests for future user group topics email michael.creagh@scouting.org

Resources

- www.Scout-Wire.org
- FID – www.scouting.org/financeimpact
- Local Council Fiscal Software User's Guide
- Year-end documents – FID website