

# PeopleSoft User Group

December 14, 2016



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# User Group Agenda

- Budget process and uploads
- Refresh your Trees & Nodes
- Year End Preparation
- 1099 Electronic Filing Prep
- Updating the Journey To Excellence
- Semi Annual SE security review



# Budget Preparation

- Chapter 14 of the user guide
- Recorded webinar on Finance Impact Site [www.scouting.org/financeimpact](http://www.scouting.org/financeimpact)
- Tools available
  - Queries
    - LC\_ACTUAL\_SPREADSHEET\_FIS\_YR
    - LC\_BUDGET\_FISCAL\_YR – the starting point for budget
  - Report
    - Detail Budget Analysis – Scope
      - Run on 12-31-16
      - Provides current plus 2 years of history and budget



# Budget Preparation



The screenshot shows the Boy Scouts of America website interface. At the top left is the logo and the text "BOY SCOUTS OF AMERICA". To the right is a search bar with a "SEARCH" button. Below this is a navigation bar with five tabs: "Council Fiscal Management", "Council Fund Development", "Training", "FID e-Letter", and "Back Office Solutions". The "Council Fiscal Management" tab is selected. On the left side, there is a vertical menu with the following items: "COUNCIL FISCAL MANAGEMENT", "5-Year Financial Planning", "5-Year\_Financial\_Plan\_w-Membership\_Tracking", "Budget Building Materials", "Fiscal Documents", "Payroll / Personnel", "Sample Policies", "Sphere (Kintera) Help", "PeopleSoft Documents", "Accounts Payable", "Asset Management", "Audit Adjustments", "Bank Reconciliation", "Budget Tools", and "Communications". The main content area shows a breadcrumb trail: "Finance Impact > Council Fiscal Management > PeopleSoft Documents > Budget Tools". The page title is "Budget Tools". Below the title, there is a sub-header "Tools to make the budget process more simple in PeopleSoft". The main content lists several resources: "PeopleSoft Budget Upload Spreadsheets" with a spreadsheet icon, "Budget Upload Tool Zip <sup>ZIP</sup> updated October 25, 2016 - file with macros - unzip these all to one file folder on your desktop", "Budget in PeopleSoft" with a PDF icon, "Budget & Actual Queries Introduced" with a PDF icon, and "Budget Upload Flat-File Instructions" with a PDF icon and the note "- shown at February 2016 PeopleSoft User group".



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# Refreshing your Trees and Nodes



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# Refreshing your Trees and Nodes

When was the last time you reviewed the tree and nodes you have set up?

- Review deferral status – has any events moved months
- Add new projects
- Use trees for reporting groups



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# Trees & Nodes

ORACLE

Favorites | Main Menu > BSA > Local Council Updates > BSA Tree Manager

## Tree Manager

SetID: L... Last Audit: Valid Tree  
Effective Date: 01/01/1900 Status: Active  
Tree Name: L...\_PROJECTS L...2 Projects

---

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

---

[ALL](#) > 2014 SPEC EVENTS

[Collapse All](#) | [Expand All](#) [Find](#) First Page 21 of 2514 Last Page

- ALL -
  - COUNCIL - Council
  - ORDER OF THE ARROW - Order of the Arrow
  - DEFERRED - Deferred Projects
    - 12 DEC-DEFERRED - December Deferred Projects
    - 11-NOV-DEFERRED - November Deferred Projects



# Trees & Nodes

- Adding Nodes

The screenshot displays the Oracle Tree Manager interface. At the top, the Oracle logo is visible. Below it, a breadcrumb trail shows 'Favorites > Main Menu > Tree Manager > Tree Manager'. The main content area is titled 'Tree Manager' and contains the following details:

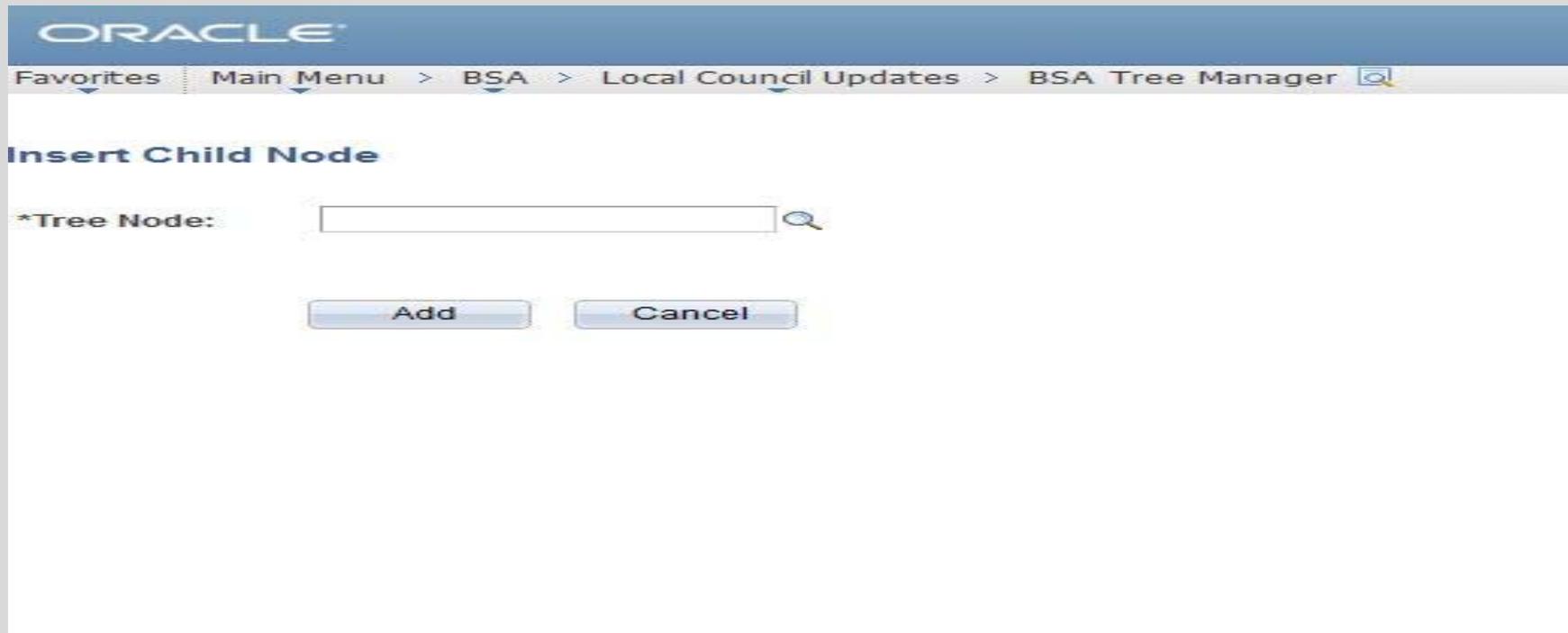
- SetID:** L1004
- Last Audit:** Valid Tree
- Effective Date:** 01/01/1900
- Status:** Active
- Tree Name:** L1004\_PROJECTS

Below the details, there are several navigation and action links: 'Save As', 'Close', 'Tree Definition', 'Display Options', and 'Print Format'. A secondary navigation bar includes 'Collapse All', 'Expand All', 'Find', 'First Page', '1 of 840', and 'Last Page'. A tree structure is partially visible, showing a node labeled 'ALL - All Projects' with icons for adding, deleting, and editing nodes. At the bottom left, there is a 'Notify' button.



# Tree Manager

- Insert Child Node



The screenshot shows a web browser window with the Oracle logo at the top. The breadcrumb navigation path is: Favorites | Main Menu > BSA > Local Council Updates > BSA Tree Manager. The main content area is titled "Insert Child Node". It contains a label "\*Tree Node:" followed by a text input field with a search icon on the right. Below the input field are two buttons: "Add" and "Cancel".



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# Trees & Nodes

The screenshot displays the Oracle Tree Manager interface. At the top, the Oracle logo is visible. Below it, a breadcrumb trail reads: Favorites | Main Menu > BSA > Local Council Updates > BSA Tree Manager. The main heading is "Tree Manager".

Key information displayed includes:

- SetID: L114
- Last Audit: Valid Tree
- Effective Date: 01/01/1900
- Status: Active
- Tree Name: L114\_PROJECTS
- L114 Projects

Navigation options include: Save As, Close, Tree Definition, Display Options, and Print Format.

The tree structure is shown under the heading "ALL > DEFERRED". A toolbar indicates "Collapse All", "Expand All", "Find", "First Page", "21 of 840", and "Last Page".

The tree structure is as follows:

- ALL - All Projects
  - SAILING - Sailing
  - PILGRIMAGE LINCOLN - Pilgrimage Lincoln
  - BUDGET DETAIL - Budget Detail
  - DEFERRED - Deferred Projects**
    - 01-JAN-DEFERRED - 01 January Deferred Projects
    - 02-FEB-DEFERRED - 02 February Deferred Projects
    - 03-MARCH-DEFERRED - 03 March Deferred Projects
    - 04-APRIL-DEFERRED - 04 April Deferred Projects



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# Tree Manager

When you click on your Projects tree you will see:

Click on a "Node" that you wish to work with and you will see several icons:



= Expand Node



= Insert Sibling Node – Same level



= Insert Child Node – Level below



= Insert Detail – Load projects numbers here.



= Update Node Properties (not used)



= Edit Data (Change the Description of the Node)



= Delete Node (deletes the node and all branches and leaves beneath)



= Cut Node (to attach somewhere else)



= Branch (NOT USED)

When you have selected a Node with "Cut", and then click on another node for insertion you may see one or both of these icons:



= Insert as a Sibling to this Node



= Insert Child to this Node

**Tree Manager**

SetID:	L224	Last Audit:	Valid Tree
Effective Date:	01/01/1900	Status:	Active
Tree Name:	L224_PROJECTS		L224 Projects

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

ALL > CAMPS

[Collapse All](#) | [Expand All](#) [Find](#)

ALL -

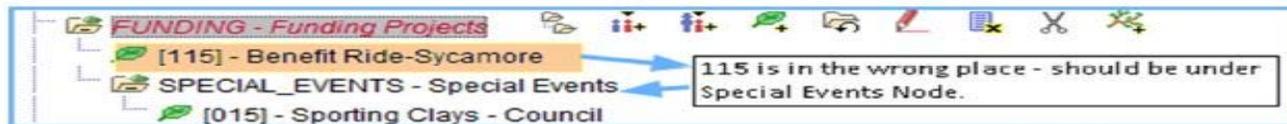
- CAMPS -



# Tree Manager

## 6.5.2 Cut-Paste on the Project Tree

If you place a node or leaf in the wrong place, or need to move it for any other reason it is not necessary to delete and recreate the node or leaf. You may move it. Moving a node will also move all the nodes and leaves underneath that node along with it.



To move 115 under Special Events, click on 115 and then the "Cut" icon . That will highlight the 115 line. Then click on the "Special Events" node, and a new icon will appear to allow pasting as a child under "Special Events".



Click on that icon and the 115 project will move.



This same procedure is used to move a node and all that is under it to another location on the tree. You may paste these nodes as either a child or a sibling to the one you want.



# Year End Preparation

- Current with Monthly Reconciliations
- 1099 Preparation & Process
- Recording Fixed Asset Additions/Changes
- Updated Time Study for Functional Expense Rprt
- SellWise Year End Procedures
- Membership Year End Close Procedures
- Accounts Payables
- General Ledger
- Allocations



# 1099 Electronic Filing Prep



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# Resources

- General Instructions <https://www.irs.gov/pub/irs-pdf/i1099msc.pdf>
- Council Fiscal Management -  
[http://www.scouting.org/FinanceImpact/Council/Fiscal/Management/PeopleSoft/Year\\_End.aspx](http://www.scouting.org/FinanceImpact/Council/Fiscal/Management/PeopleSoft/Year_End.aspx)
- Member Care Contact Center



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# 1099 Electronic Filing

- Transmitter Control Code (TCC) number required
- IRS Form 4419 (Application for Filing Information Returns Electronically (FIRE))
- Create an online FIRE system account
  - <https://fire.irs.gov/firev1r/default.aspx>



# Processing IRS Form 1099

- Step 1 – Review vendors designated as 1099 (Query)
- Step 2 – Post Withholdings (Withholding Transaction Post)
- Step 3 – Update Withholdings (Withholding Update Request)
- Step 4 – Review Withholding information (Query)
- Step 5 – Generate the 1099 MISC. forms and text file selecting “Test” for the file type
- Step 6 – Generate the 1099 MISC. forms and text file for the IRS selecting “Original/Correction” file type



# Identify 1099 Withholding Vendors

## Query LC\_1099\_VENDORS

### LC\_1099\_VENDORS

SetID:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

	SetID	Vendor ID	Vendor Name	
1	L114	010000	AMERICAN SAVINGS BANK	Y
2	L114	010001	AMERICAN SAVINGS BANK	Y
3	L114	000000	AMERICAN SAVINGS BANK	Y
4	L114	000000	AMERICAN SAVINGS BANK	Y
5	L114	010000	AMERICAN SAVINGS BANK	Y
6	L114	000000	AMERICAN SAVINGS BANK	Y
7	L114	010000	AMERICAN SAVINGS BANK	Y
8	L114	010000	AMERICAN SAVINGS BANK	Y
9	L114	000000	AMERICAN SAVINGS BANK	Y
10	L114	010000	AMERICAN SAVINGS BANK	Y
11	L114	000000	AMERICAN SAVINGS BANK	Y
12	L114	010000	AMERICAN SAVINGS BANK	Y
13	L114	010000	AMERICAN SAVINGS BANK	Y



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# Post Withholdings

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

## Withhold Transaction Post

Run Control ID: Post\_Withholdings      [Report Manager](#)   [Process Monitor](#)   **Run**

\*Request ID:       Description:

\*Process Frequency:

\*Post Option:

\*Through Date:

Business Units		
Include	*Business Unit	Description
<input checked="" type="checkbox"/>	<input type="text" value="L 1004"/>	L 1004-10 Mark

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



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# Update Withholdings

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

## Withhold Update Request

Run Control ID: update\_withholding      [Report Manager](#)   [Process Monitor](#)   **Run**

\*Request ID:       \*Description:

\*Process Frequency:

\*Process Option:

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



# Identify 1099 Withholding Vendors

## Query LC\_1099\_WITHHOLDING\_INFORMATION

### LC\_1099\_WITHHOLDING\_INFORMATION

Unit:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (92 kb)

First  101-13

	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	Descrip
101	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004095			JSD	CRRNT	07/22/2015	01/06/2016	07/22/2015	61.200		
102	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004255			JSD	CRRNT	08/31/2015	01/06/2016	08/21/2015	61.200		
103	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004373			JSD	CRRNT	09/30/2015	01/06/2016	09/21/2015	61.200		
104	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004480			JSD	CRRNT	10/21/2015	01/06/2016	10/21/2015	61.200		
105	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004624			JSD	CRRNT	11/20/2015	01/06/2016	11/20/2015	61.200		
106	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004864			JSD	CRRNT	12/17/2015	01/06/2016	12/17/2015	61.200		
107	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000003706			JSD	CRRNT	05/11/2015	01/06/2016	05/11/2015	206.750		
108	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004213			JSD	CRRNT	08/21/2015	01/06/2016	08/21/2015	651.590		
109	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004107			JSD	CRRNT	07/22/2015	01/06/2016	07/22/2015	2600.000		
110	3868818	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004982			JSD	CRRNT	01/15/2016	01/15/2016	01/15/2016	4500.000		
111	3918522	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005028			JSD	CRRNT	01/27/2016	01/28/2016	01/20/2016	61.200		
112	4027992	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005120			JSD	CRRNT	02/19/2016	02/24/2016	02/09/2016	4500.000		
113	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005247			JSD	CRRNT	03/18/2016	12/12/2016	03/04/2016	4500.000		
114	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005353			JSD	CRRNT	04/20/2016	12/12/2016	04/13/2016	4500.000		
115	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005451			JSD	CRRNT	05/13/2016	12/12/2016	05/13/2016	4500.000		
116	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005633			JSD	CRRNT	06/22/2016	12/12/2016	06/15/2016	4500.000		
117	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005715			JSD	CRRNT	07/15/2016	12/12/2016	07/15/2016	4500.000		
118	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005839			JSD	CRRNT	08/10/2016	12/12/2016	08/10/2016	4500.000		
119	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005980			JSD	CRRNT	09/27/2016	12/12/2016	09/27/2016	4500.000		
120	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000006101			JSD	CRRNT	10/24/2016	12/12/2016	10/17/2016	4500.000		
121	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000006302			JSD	CRRNT	11/16/2016	12/12/2016	11/16/2016	4500.000		
122	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005150			JSD	CRRNT	02/25/2016	12/12/2016	02/25/2016	315.000		
123	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005151			JSD	CRRNT	02/25/2016	12/12/2016	02/17/2016	61.200		
124	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005281			JSD	CRRNT	03/31/2016	12/12/2016	03/31/2016	61.200		
125	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005422			JSD	CRRNT	05/04/2016	12/12/2016	04/27/2016	61.200		
126	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005525			JSD	CRRNT	05/31/2016	12/12/2016	05/18/2016	61.200		
127	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005646			JSD	CRRNT	06/22/2016	12/12/2016	06/15/2016	61.200		
128	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005700			JSD	CRRNT	07/20/2016	12/12/2016	07/20/2016	61.200		



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# Generate 1099 MISC forms and text file

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: 12/12/2016     Include Manual Overrides

\*Control SetID:    \*Control ID: 1    Lewis & Clark Council, Inc BSA

\*Calendar SetID: SHARE    \*Calendar ID: 06    2016 1099 Calendar

\*Fiscal Year: 2016     Use Report Date For Vendor

\*Period: 1    Period 1 - 2016-01-01

#### 1099 Report

Type of File/Return: Test    Replacement Character:

##### IRS Options

Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent to the IRS?

##### IRS File Generate Option

All     Exclude Non Employee Compensation     Include Non Employee Compensation

#### 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 | First 1 of 1 Last

Vendor ID
1

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



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# Generate 1099 MISC forms and text file

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: 12/12/2016     Include Manual Overrides

\*Control SetID: [icon]    \*Control ID: 1

\*Calendar SetID: SHARE    \*Calendar ID: 06    2016 1099 Calendar

\*Fiscal Year: 2016     Use Report Date For Vendor

\*Period: 1    Period 1 - 2016-01-01

#### 1099 Report

Type of File/Return: Test    Replacement Character: [ ]

##### IRS Options

Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent to the IRS?

##### IRS File Generate Option

All     Exclude Non Employee Compensation     Include Non Employee Compensation

#### 1099 Report Copy B Sort

Withhold Type: All    Vendor Select Option: Select All Vendors

#### Look Up Period

Cancel    ? Help

##### Search Results

View 100    First    1 of 1    Last

Calendar SetID	Calendar ID	Fiscal Year	Period	Period Name
SHARE	06	2016	1	Period 1 - 2016-01-01



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# Generate 1099 MISC forms and text file

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

Server Name (Invalid Value) Run Date 12/12/2016  
Recurrence Recurrence Run Time 9:03:46AM  
Time Zone Time Zone

Reset to Current Date/Time

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 checked="" 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 checked="" type="checkbox"/>	1099 Job	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"/>	1099 Post, Report, & CopyB Sor	RPT_1099	PSJob	(None)	(None)	<a href="#">Distribution</a>

OK Cancel



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# Generate 1099 MISC forms and text file

Favorites | Main Menu > Reporting Tools > Report Manager

List | Explorer | Administration | Archives

View Reports For

User ID: MCREAGH | Type: Last | 1 | Hours | Refresh

Status: | Folder: | Instance: to:

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7254306	4947042	APX1099ICT - APX1099ICT.pdf	12/12/2016 9:09:20AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7254305	4947041	APX1099GCT - APX1099GCT.pdf	12/12/2016 9:09:04AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7254304	4947040	APX1099CT - APX1099CT.pdf	12/12/2016 9:08:49AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7254303	4947046	1099 Copy B Sort	12/12/2016 9:07:12AM	Text Files (*.txt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7254302	4947045	1099 Report	12/12/2016 9:07:12AM	Text Files (*.txt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7254301	4947044	1099 Report Post	12/12/2016 9:07:12AM	Text Files (*.txt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7254300	4947043	1099 Post, Report & CopyB Sort	12/12/2016 9:07:12AM	Text Files (*.txt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7254296	4947037	1099-MISC Copy B	12/12/2016 9:07:11AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7254295	4947036	Withholding Control Report	12/12/2016 8:58:53AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>



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# Generate 1099 MISC forms and text file

Favorites | Main Menu > Reporting Tools > Report Manager

### Report Detail

**Report**

**Report ID** 7254302      **Process Instance** 4947045      [Message Log](#)  
**Name** AP\_APY1099      **Process Type** Application Engine

**Run Status** Success

1099 Report

### Distribution Details

**Distribution Node** ReportNode      **Expiration Date** 12/19/2016

### File List

Name	File Size (bytes)	Datetime Created
AE_AP_APY1099_4947045.stdout	303	12/12/2016 9:08:16.113000AM CST
IRS_001_1_4947045.TXT	6,016	12/12/2016 9:08:16.113000AM CST

### Distribute To

Distribution ID Type	*Distribution ID		
User ▼	MCREAC		



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# Generate 1099 MISC forms and text file

Page: 1 of 4 Automatic Zoom

**ELFTONS-ARRIVALLES LLP**  
**1600 WASHINGTON AVENUE**  
**SUITE 1800**  
**ST LOUIS, MO 63101-0000**

**Instructions for Recipient**  
 Recipient's identification number. For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), or adoption taxpayer identification number (ATIN). However, the issuer has reported your complete identification number to the 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.  
 Amount 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. 214 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 return.  
 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. 244.  
 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, prize, award, 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. 303 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. 524.  
 Box 6. For individuals, report on Schedule C (Form 1040).  
 Box 7. Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If the amount in this box is SE income, report it on Schedule C or F (Form 1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare taxes. If you believe you are an employee and cannot get the payer to correct this form, report the amount from box 7 on Form 1040, line 7 (or Form 1040NR, line 7). You must also complete Form 9913 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 on box 7 as nonemployee compensation. Any amount included on 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 payment.  
 Payer development. 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. ELFTONS-ARRIVALLES LLP 1600 WASHINGTON AVENUE SUITE 1800 ST LOUIS, MO 63101-0000		1 Rents \$ 0.00	OMB No. 1545-0113	Miscellaneous Income
RECIPIENT'S name, street address, city, state, ZIP code, and telephone no. BOY SCOUTS OF AMERICA 2500 WASHINGTON AVENUE ST LOUIS, MO 63103		2 Royalties \$ 0.00	<b>2016</b> Form 1099-MISC	
PAYER'S Federal identification number 45-1234567		3 Other income \$ 0.00	4 Federal income tax withheld \$ 0.00	
RECIPIENT'S identification number 123-45-6789		5 Fishing boat proceeds \$ 0.00	6 Medical and health care payments \$ 0.00	Copy B For Recipient



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# Generate 1099 MISC forms and text file

Filing Information Return x

https://www.irs.gov/tax-professionals/e-file-providers-partners/filing-information-returns-electronically-fire

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Filing Payments Refunds Credits & Deductions News & Events Forms & Pubs Help & Resources for Tax Pros

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. 9, 2016 – Jan. 3, 2017**

**FIRE TPT:** This service will be unavailable from approximately 6 p.m. Eastern time on Friday, Dec. 9, 2016, until approximately 8 a.m. Eastern time on Tuesday, January 3, 2017, due to planned maintenance. We apologize for any inconvenience.

**Planned Outage: Dec. 9, 2016 – Jan. 17, 2017**

**FIRE PROD:** This service will be unavailable from approximately 6 p.m. Eastern time on Friday, Dec. 9, 2016, until approximately 8 a.m. Eastern time on Tuesday, January 17, 2017, due to planned maintenance. We apologize for any inconvenience.

**Additional Information**

- Who Can Participate in FIRE
- FIRE Logon
- Helpful Information for FIRE
- FIRE Test System
- Form 8955-SSA Resources

**Record Specifications/File Layouts**



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# Journey to Excellence Submission



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# Journey to Excellence Submission

- Submitting JTE
- Populate the Journey to Excellence data tables
- This is not an automatic process
- Part of the month-end process
- After making Audit Adjustments



# Journey to Excellence Submission

CRMS

Favorites | Main Menu > BSA > Local Council Updates > LC Month-end GL Transmittal

GL Period Balances

Run Control ID: BSA\_GL\_Period\_Balance      Report Manager      Process Monitor      **5** Run

Language: English

Report Request Parameters

Business Unit: **1** L114

Fiscal Year: **2** 2016      Period: **3** 10

**4** Save      Notify      Add      Update/Display



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# Journey to Excellence Submission

Process List | **Server List**

View Process Request For

User ID: MCREAGH  Type:  Last  1 Hours  Refresh

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3584335		Application Engine	BSA_LC_GL007	MCREAGH	11/05/2015 4:16:10PM CST	Success	Posted	<a href="#">Details</a>

**Verify both "Success" & "Posted"**

[Go back to BSA GL Period Balances](#)

Process List | [Server List](#)



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# Journey to Excellence Submission

- Using the “Refresh” button, wait until status is complete with “Success” in the Run Status column and “Posted” in the Distribution Status
- If this process completes with an “Error” in the Run Status, your data has been transmitted, but please contact the Member Care Contact Center to report this condition.



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# Journey to Excellence Submission

- Close Each Month
- Close again if you make prior period adjusted
- Close again if when you make Audit adjustments (you would re-close each month)
- NOTE: there is no longer need to re-transmit every prior month



# PeopleSoft User Security

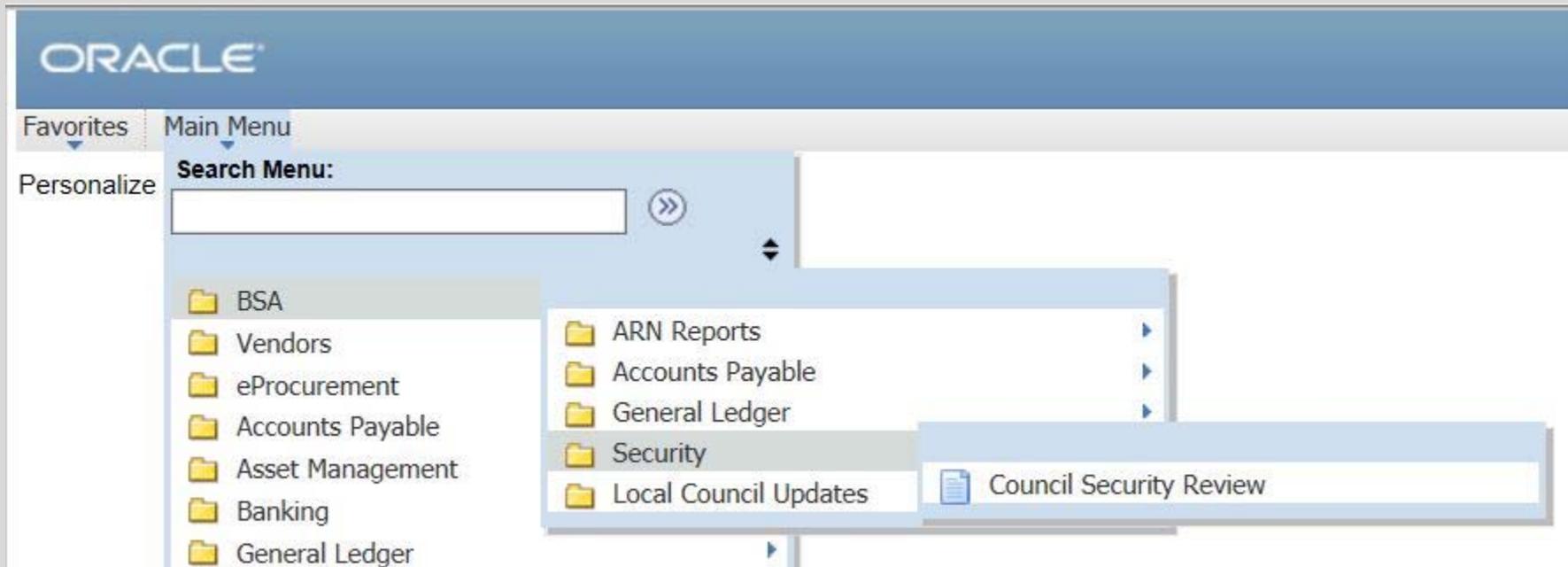
## The Scout Executive's Role



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# PeopleSoft User Security



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# PeopleSoft User Security

Favorites | Main Menu > BSA > Security > Council Security Review

Security Review

Business Unit: [LFA](#) [Local Council](#) [Create Report](#)

**Information/Instructions**

Please review the list of security roles for the users listed below by clicking on each name. To remove a security role, uncheck the box next to the role. An email will automatically be sent to the Member Care Contact Center for processing. Once you have completed the user role security review, please check the "Certify" box then click on the "submit as reviewed" button below. You will receive an email notification confirming the completion of the audit review. If any other changes are required, please complete a new Local Council PeopleSoft Security Request form and submit it to the Member Care Contact Center. ( 22001,1).

**Audit Details**

Audit Year: 2016    Audit Period: 1    Review Dates: 01/01/2016 thru: 06/30/2016  
 Review Deadline: 06/30/2016    Review Status: **Incomplete**

**Council Users** [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#)    First [1-3 of 3](#) Last

User	Name	Type	Last Reviewed	Change Needed
<a href="#">ADMINISTRATOR</a>	ADMINISTRATOR			<input type="checkbox"/>
<a href="#">SECURITY</a>	SECURITY			<input type="checkbox"/>
<a href="#">MEMBER CARE</a>	MEMBER CARE			<input type="checkbox"/>

[Role Add/Change Form](#)

**Certify**

By clicking this box, I certify that I have reviewed the list of users for this review period. I also certify that the selected users have permission to access the financial records for [LFA Local Council](#) (22001,2).



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# PeopleSoft User Security

Favorites | Main Menu > BSA > Security > Council Security Review

Security Review

Business Unit: [LIFE](#) [View All](#) [Create Report](#)

**Information/Instructions**

Please review the list of security roles for the users listed below by clicking on each name. To remove a security role, uncheck the box next to the role. An email will automatically be sent to the Member Care Contact Center for processing. Once you have completed the user role security review, please check the "Certify" box then click on the "submit as reviewed" button below. You will receive an email notification confirming the completion of the audit review. If any other changes are required, please complete a new Local Council PeopleSoft Security Request form and submit it to the Member Care Contact Center. ( 22001,1).

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**Council Users**    [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#)    First 1-3 of 3 Last

User	Name	Type	Last Reviewed	Change Needed
<a href="#">[Link]</a>	[Name]			<input type="checkbox"/>
<a href="#">[Link]</a>	[Name]			<input type="checkbox"/>
<a href="#">[Link]</a>	[Name]			<input type="checkbox"/>

[Role Add/Change Form](#)

**Certify**

By clicking this box, I certify that I have reviewed the list of users for this review period. I also certify that the selected users have permission to access the financial records for [LIFE](#) [View All](#) [Create Report](#) (22001,2).

[Submit as Reviewed](#)



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# Future Scheduled Webinar

**January 11, 2017**

**10:00AM & 2:00PM**

**Central**



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# 2017 Training Opportunities

[www.scouting.org/FinanceImpact/Training](http://www.scouting.org/FinanceImpact/Training)

- **Accounting Specialist Training**
  - \$700.00 four courses in 2017 at ScoutingU Westlake, TX
- **Fiscal Management I**
  - \$200.00 five courses in 2017 at various Council offices around the country
- **Fiscal Management II**
  - \$275.00 Two courses in 2017 – April 4- 5 & September 12 -13



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# Member Care Contact Center

- Best practices
- Accounting calls have a special queue
- Three care members rotate on calls
- For assistance, please contact the Member Care Contact Center through the online Support Center site in MyBSA or at (972) 580-2489



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# Feedback Time

- Questions
- Best practices
- Needs
- Requests for future user group topics email [michael.creagh@scouting.org](mailto:michael.creagh@scouting.org)

