PeopleSoft User Group

January 11, 2017

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User Group Agenda

- Year-End Close
- New Fiscal Year Journal Entries
  - Pledge Receivable Accounts
  - Time Study Journal Entries
- 1099 Electronic Filing Prep
- Year-End Journey To Excellence

Council Fiscal Management

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

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
  - Communications
  - General Ledger
  - Month End
  - Point Of Sale
  - PeopleSoft User Group
  - PeopleSoft BSA User Guide
  - Webinars
  - Year End

SellWise Support
- Document Library
- User Group Information

Finance Impact > Council Fiscal Management > PeopleSoft Documents > Year End

Year End

Accounts Payable
- Accounts Payable Year-End 2016
- 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 2016

General Ledger
- General Ledger Year-End Procedures 2016
- PeopleSoft Closing the Year

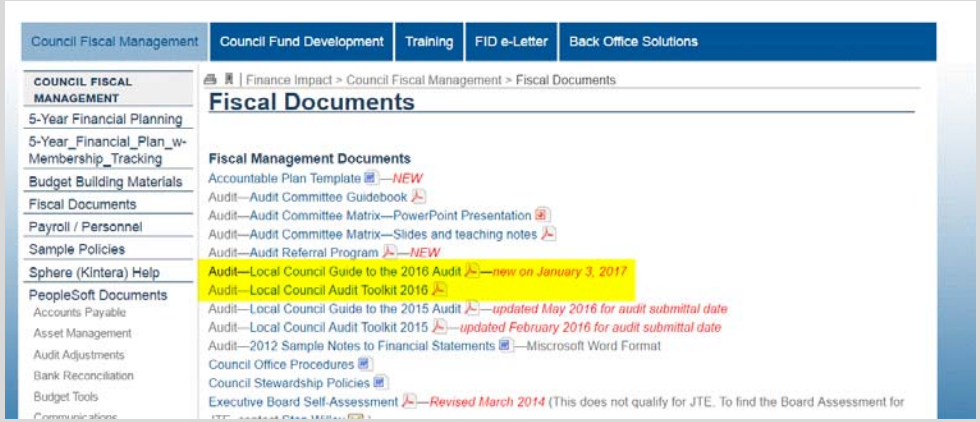
Membership
- Membership Year-End Close Procedures 2016

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

SellWise
- SellWise Year-End Procedures 2016

Audit and Tool Kit Guides posted

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



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

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

Ledger Close Request

Run Control ID: Request_Ledger_Close 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: L114 (3) Check only, Do not process

Closing Group: YEAR_END (4) Rules to Execute

Fiscal Year: 2016 (7) Ledger Group: ACTUALS (5) Ledger: ACTUALS (6)

Closing Date Option
- BU Process Date
- As of Date (8)

Specify: 12/31/2016 (9)

Selections
- Selected Detail Values
- Detail - Selected Parents

Tree SetID: Tree: Level:

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

*Select Value

L114 (10)

(11) Save Notify Refresh Add Update/Display

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: Request

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: L114

Closing Group: YEAR_END

Rules to Execute

Fiscal Year: 2016

Ledger Group: ACTUALS

Ledger: ACTUALS

Closing Date Option

- BU Process Date
- As of Date

Specify: 12/31/2016

Selections

- Selected Detail Values
- Detail - Selected Parents

Tree SetID:

Tree:

Level:

Business Unit to Close

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

*Select Value

L114

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

Council Adjustments (**CA**) after Year End Close

1. Re-Open December 2016 (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 (**AA**) 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

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

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: L114

Fiscal Year: 2016

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	L114	2016_TIME%	2016	89.50	Program Time Study Percentage	01/01/2016
2	L114	2016_TIME%	2016	1.70	Management Time Study Percent	01/01/2016
3	L114	2016_TIME%	2016	8.80	Fundraising Time Study Percent	01/01/2016

Create a Time Study Journal Entry

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: L114 **Journal ID:** NEXT **Date:** 12/31/2016

Long Description: 2016 Time Study

***Ledger Group:** ACTUALS **Adjusting Entry:** Non-Adjusting Entry

Ledger: **Fiscal Year:** 2016

***Source:** GJ **Period:** 12

Reference Number: **ADB Date:** 12/31/2016

Journal Class:

Transaction Code: GENERAL

☐ **Auto Generate Lines**

☐ **Save Journal Incomplete Status**

SJE Type:

☐ **Autobalance on 0 Amount Line**

Currency Defaults: USD / CRRNT / 1

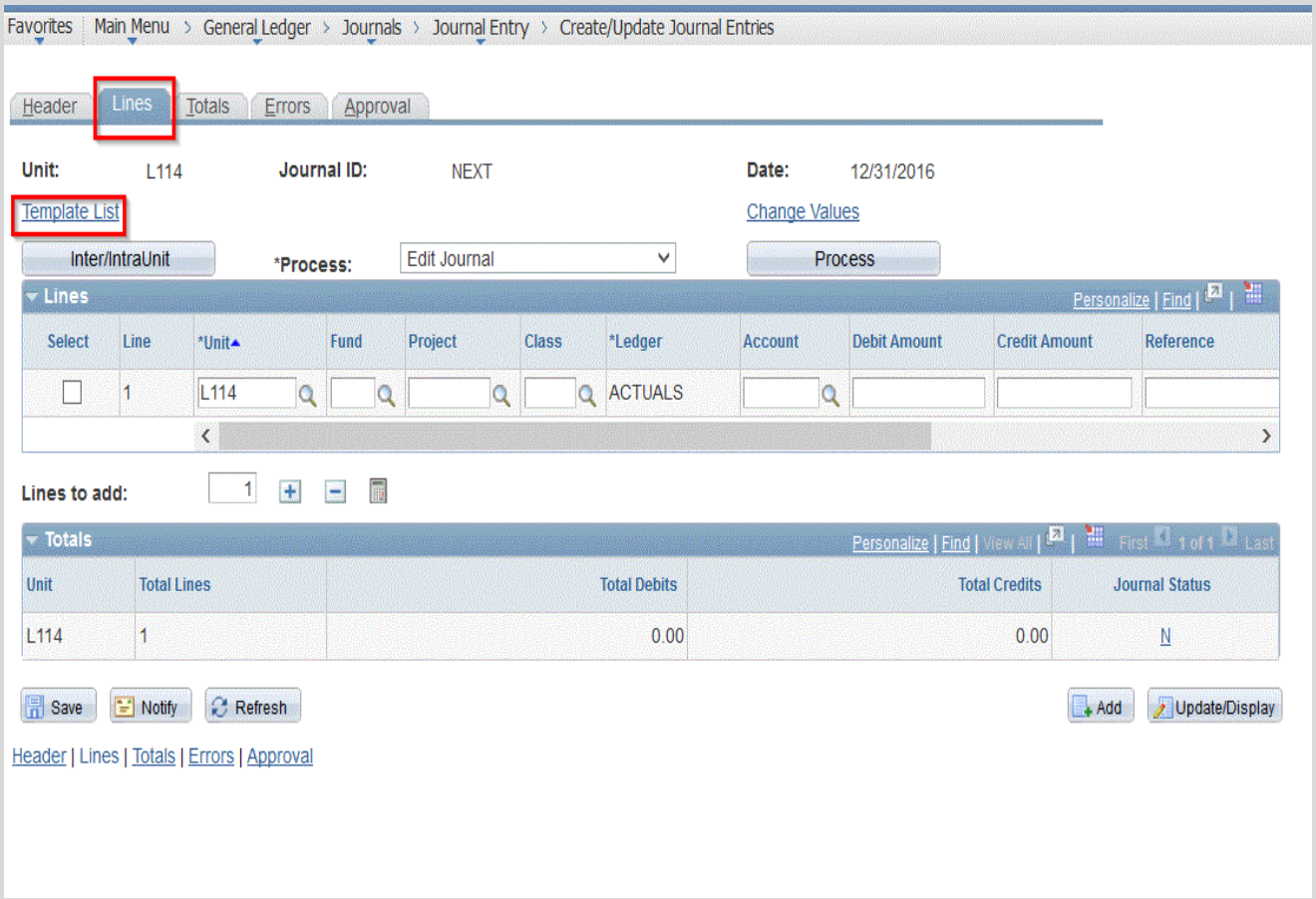
Attachments (0)

Reversal: Do Not Generate Reversal

Save | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

Create a Time Study Journal Entry



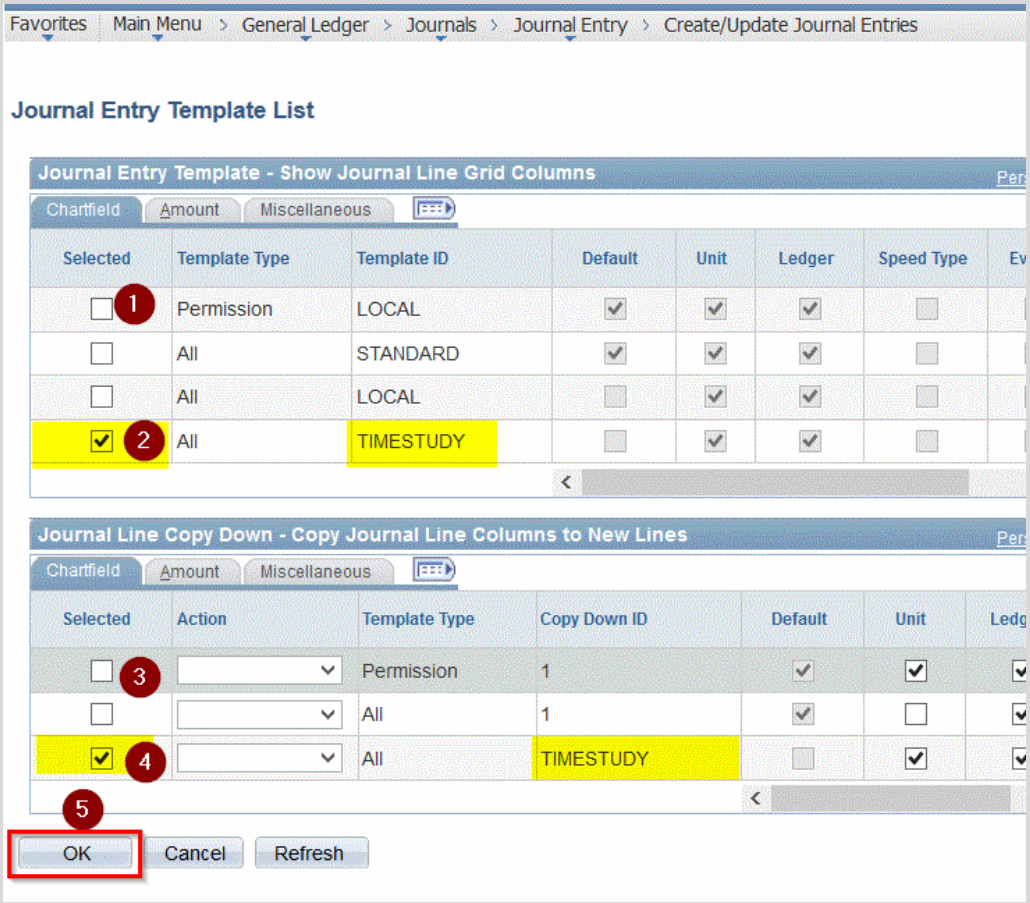
Create a Time Study Journal Entry

1- Un-Check both the default "LOCAL" & "Permission" boxes.

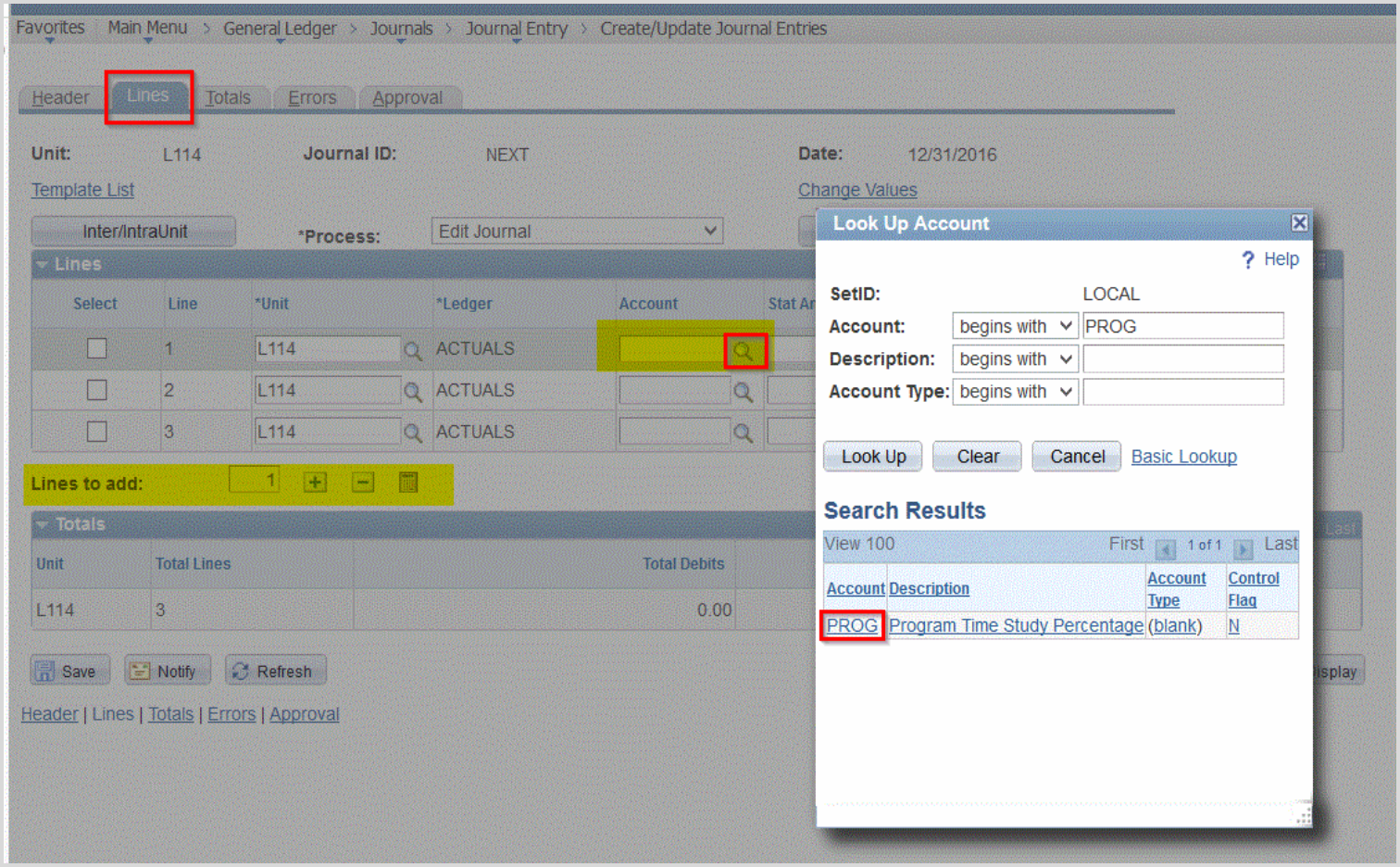
2- Check both of the "Time Study" boxes as shown.

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.



Create a Time Study Journal Entry



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Time Study Journal Entry

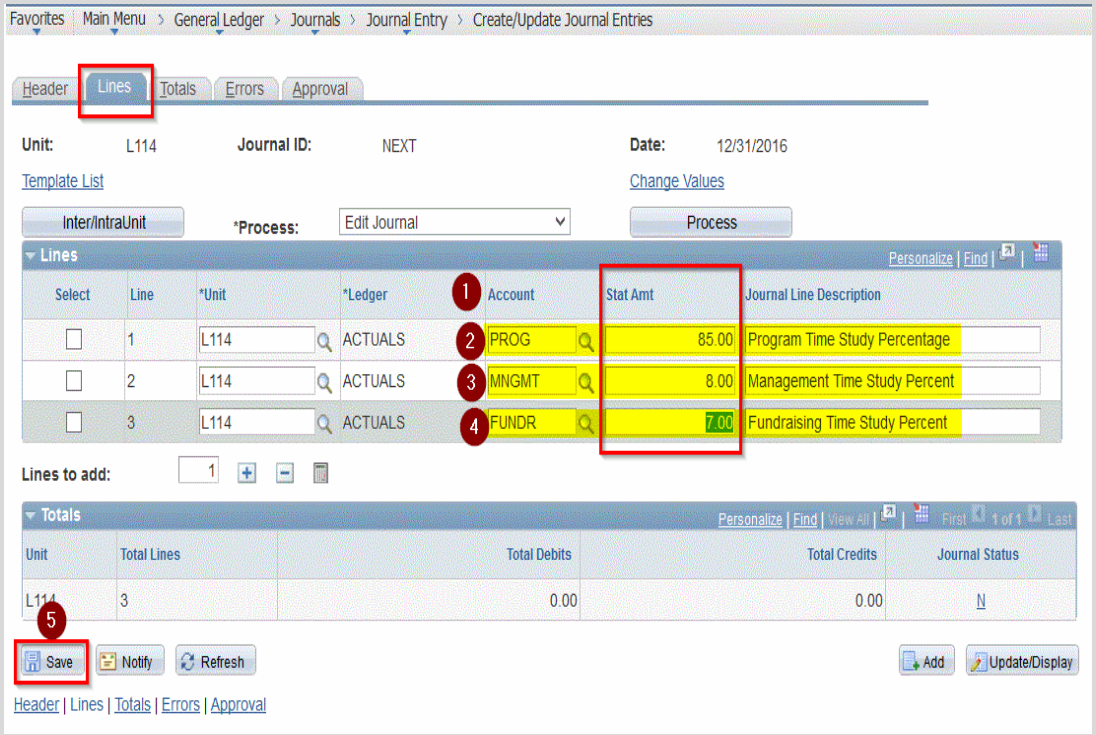
1- Notice that gone are Fund, Account, Project, and Debit/Credit fields.

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

3- Select Account "MNGMT" 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.



1099 Electronic Filing Prep

1099 Electronic Filing

Resources

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

COUNCIL FISCAL MANAGEMENT

- 5-Year Financial Planning
- 5-Year_Financial_Plan_w-Membership_Tracking
- Budget Building Materials
- Fiscal Documents
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- Sample Policies
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- PeopleSoft Documents
  - Accounts Payable
  - Asset Management
  - Audit Adjustments
  - Bank Reconciliation

Finance Impact > Council Fiscal Management > PeopleSoft Documents > Year End

Year End

Accounts Payable

Accounts Payable Year-End 2016

Accounts Payable Year-End Presentation

Instructions to Adjust 1099 Information in PeopleSoft

Instructions to process IRS Forms 1099 in PeopleSoft - *updated January 2017*

Fundraising

Fundraising Year-End Procedures 2016

General Ledger

General Ledger Year-End Procedures 2016

PeopleSoft Closing the Year

1099 Electronic Filing

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
- Member Care Contact Center

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 vouchers & vendors designated as 1099 with various queries
- Step 2 – Post Withholdings (Withholding Transaction Post)
- Step 3 – Check the Withholding Control Report
- Step 4 – Test run the “1099 Job” and check text file
- Step 5 – Test run the “1099-MISC Copy B” and check file
- Step 5 – 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: L114

View Results

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

View All

	SetID	Vendor ID	Vendor Name	
1	L114	0		Y
2	L114	0		Y
3	L114	0		Y
4	L114	0		Y
5	L114	0		Y
6	L114	0		Y
7	L114	0		Y
8	L114	0		Y
9	L114	0		Y
10	L114	0		Y
11	L114	0		Y
12	L114	0		Y
13	L114	0		Y

Identify 1099 Withholding Vouchers
Query LC_VENDORS_VOUCHERS

LC_1099_VENDORS_VOUCHERS

SetID: L

From Acctg Date: 01/01/2016

To Acctg Date: 12/31/2016

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (98 kb)

View All

First 1-100

	SetID	Voucher ID	Voucher Line Number	Vendor ID	Vendor Name	Amount	Vendor 1099 Flag	Voucher Withholding Flag	Acctg Date
1	L	00006843	1	007662	AARON'S QUALITY SIGNS	839.120	Y	Y	03/23/2016
2	L	00006865	1	008138	AE	12879.540	Y	Y	03/24/2016
3	L	00007220	1	008168	AE	85.000	Y	N	05/26/2016
4	L	00007248	1	008168	AE	85.000	Y	Y	06/03/2016
5	L	00007335	1	008168	AE	60.000	Y	Y	06/09/2016
6	L	00007378	1	008168	AE	105.000	Y	Y	06/24/2016
7	L	00007417	1	008168	AE	130.000	Y	Y	06/30/2016
8	L	00007524	1	008168	AE	170.000	Y	Y	07/14/2016
9	L	00007594	1	008168	AE	85.000	Y	Y	07/28/2016
10	L	00007409	1	008196	AL	404.460	Y	N	06/30/2016
11	L	00007586	1	008196	AL	454.330	Y	N	07/28/2016
12	L	00007412	1	007385	AP	7478.390	Y	Y	06/30/2016
13	L	00006766	1	008129	AT	7600.000	Y	N	03/04/2016
14	L	00006993	1	008153	BA	125.000	Y	N	04/21/2016
15	L	00007323	1	008153	BA	125.000	Y	N	06/08/2016
16	L	00006971	1	007510	BIG	32.500	Y	Y	04/21/2016
17	L	00007172	1	007510	BIG	75.000	Y	Y	05/19/2016
18	L	00007556	1	007510	BIG	220.000	Y	Y	07/21/2016
19	L	00007622	1	007510	BIG	40.000	Y	Y	08/04/2016
20	L	00006620	1	009367	BJ	288.000	Y	Y	02/11/2016
21	L	00006709	1	009367	BJ	192.000	Y	Y	03/03/2016
22	L	00006809	1	009367	BJ	96.000	Y	Y	03/18/2016
23	L	00006847	1	009367	BJ	288.000	Y	Y	03/23/2016
24	L	00006870	1	009367	BJ	288.000	Y	Y	04/01/2016

Update Withholdings

(This process does run each night)

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:** 1

***Description:** update 1099

***Process Frequency:** Always Process

***Process Option:** Process All Updates

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

Post Withholding Transactions

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: 1

Description: post withholdings

*Process Frequency: Always Process

*Post Option: Post by Business Unit

*Through Date: 12/31/2016

Business Units

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

Include	*Business Unit	Description
☑	L[illegible]	[illegible]

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

Run the Withholding Control Report

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

Withholding Control Report

Run Control ID: Withhold_Control_Report

Report Manager | Process Monitor | Run

Report Request Parameters

Setid:	L114
Control ID:	1
From Date:	01/01/2016
Through Date:	12/31/2016

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

Run the Withholding Control Report

(Reminder: This report will show all vouchers, even if the vendor does not have $600.00 total)

Page: 1 of 5 — Automatic Zoom

ORACLE Report ID: APY3012

PeopleSoft Accounts Payable
VENDOR WITHHOLDING BALANCES CONTROL REPORT

Page No. 1
Run Date 12/12/2016
Run Time 8:59:25 AM

Business Unit: L[illegible]
Vendor ID: L[illegible] [illegible]
Location: 01
Currency: USD
Entity: Internal Revenue Service

Name Control	TIN Type	Tax ID Number:	2nd TIN	Profession	Sex	Birthdate and place
	Fed ID	[illegible]	No			

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

Children: 0

Vendor Address: [illegible]
United States

Type: 1099 1099 Withholding

Jurisdiction:			Basis Amount	Liability Amount	Paid Amount
	FED	Federal			
Class:	07	Non-Employee Compensation	49,500.00	0.00	0.00
		Total for Entity IRS:	49,500.00	0.00	0.00

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: Witthhold_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

Generate 1099 Job and text file first

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

Process Scheduler Request

User ID MCREAGH **Run Control ID** Withthold_1099_Report_Job

Server Name **Run Date** 12/29/2016

Recurrence **Run Time** 9:13:45AM 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	BI Publisher	Web	PDF	Distribution
☐	XMLP: Withhold 1099G Report	APX1099G	BI Publisher	Web	PDF	Distribution
☐	XMLP:Withhold 1099I Report	APX1099I	BI 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 Job and text file

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 Personalize | Find | View All | First 1-5 of 5 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	7254921	4947671	1099 Copy B Sort	12/29/2016 1:07:38PM	Text Files (*.txt)	Posted	Details
☐	7254920	4947670	1099 Report	12/29/2016 1:07:38PM	Text Files (*.txt)	Posted	Details
☐	7254919	4947669	1099 Report Post	12/29/2016 1:07:38PM	Text Files (*.txt)	Posted	Details
☐	7254918	4947668	1099 Post, Report,& CopyB Sort	12/29/2016 1:07:38PM	Text Files (*.txt)	Posted	Details
☐	7254914	4947662	Withholding Control Report	12/29/2016 12:50:34PM	Acrobat (*.pdf)	Posted	Details

☑ Select All ☐ Deselect All

Delete Click the delete button to delete the selected report(s)

Save

List | Explorer | Administration | Archives

Generate 1099 Job and text

Favorites | Main Menu > Reporting Tools > Report Manager

Report Detail

Report

Report ID 7254920 **Process Instance** 4947670 Message Log

Name AP_APY1099 **Process Type** Application Engine

Run Status Success

1099 Report

Distribution Details

Distribution Node ReportNode **Expiration Date** 01/05/2017

File List

Name	File Size (bytes)	Datetime Created
AE_AP_APY1099_4947670.stdout	303	12/29/2016 1:08:30.847000PM CST
IRS_001_1_4947670.TXT	11,280	12/29/2016 1:08:30.847000PM CST

Distribute To

Distribution ID Type

User

OK Cance

- Open Link in New Tab
- Open Link in New Window
- Open Link in New Private Window
- Bookmark This Link
- Save Link As...
- Save Link to Pocket
- Copy Link Location
- Search Yahoo for "IRS_001_1_49476..."
- This Frame
- Inspect Element (Q)

Generate 1099 Job and text

```
T2016 94[redacted]8[redacted]  LEWIS & CLARK COUNCIL, INC BSA                                    LEWIS & CLARK COUNCIL, INC
BSA                                335 WEST MAIN STREET                BELLEVILLE                          IL62220                  0
CREAGH
6182349111                                                                                                                        0000
VORACLE                            5815 OWENS DRIVE                    PLEASANTON                          CA94588    AP GSC
8002231711
A2016      [redacted]L114 A 7                  LEWIS & CLARK COUNCIL, INC BSA                                     0335 WEST MAIN STREET
BELLEVILLE                         IL62220
6182349111

00000002

B2016      1410746749L114002330          1
0000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000
0000000000 [redacted]
1800                                   ST.LOUIS                            MO631010000
00000003
                                   000000000000
B2016      1942984524L114011640          1
0000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000
0000000000 [redacted]
123682                                                 DALLAS                              TX753123682
00000004
                                   000000000000
B2016      1271211081L114012067          1
0000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000
```

Generate 1099-MISC COPY B

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** 12/29/2016

Recurrence **Run Time** 9:13:45AM 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	BI Publisher	Web	PDF	Distribution
☐	XMLP: Withhold 1099G Report	APX1099G	BI Publisher	Web	PDF	Distribution
☐	XMLP:Withhold 1099I Report	APX1099I	BI 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-MISC COPY B

Page: 1 of 4 Automatic Zoom

[redacted]

[redacted]
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.

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 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 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.	1 Rents $ 0.00	OMB No. 1545-0115 **2016** Form **1099-MISC**	**Miscellaneous Income**
[redacted]	2 Royalties $ 0.00		
[redacted]	3 Other income $ 0.00	4 Federal income tax withheld $ 0.00	**Copy B For Recipient**
PAYER'S Federal identification number / RECIPIENT'S identification number	5 Fishing boat proceeds	6 Medical and health care payments	

Generate Original/Correction files

*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: Original/Correction 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

Generate 1099 MISC forms and text file

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

Filing Information Return

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

IRS

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- 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

Generate 1099 MISC forms and text file

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

Internal Revenue Service
United States Department of the Treasury

FIRE Production System

User Options

- Log On
- Create New Account
- Learn The Basics

FILING INFORMATION RETURNS ELECTRONICALLY

WARNING! WARNING! WARNING!

This computer system is owned and operated by the Government of the UNITED STATES of AMERICA. Unauthorized access of this system is a violation of Federal Statutes 18 USC 30. This system is for OFFICIAL USE ONLY and is subject to monitoring at all times. If you have reached this system in error, disconnect now! The activity of authorized users may also be monitored. If monitoring reveals evidence of criminal activity, systems personnel may provide the evidence to management and/or law enforcement officials.

Test submissions are not accepted at this site. If you are trying to submit test submissions, go to fire.test.IRS.gov

FILL-IN FORMS
This system does not support fill-in forms, except for Form 8809, Application for Extension of Time to File Information Returns. If you are trying to complete a fill-in form, go to www.IRS.gov and locate a software company on the 'Approved IRS e-file for Business Providers' page.

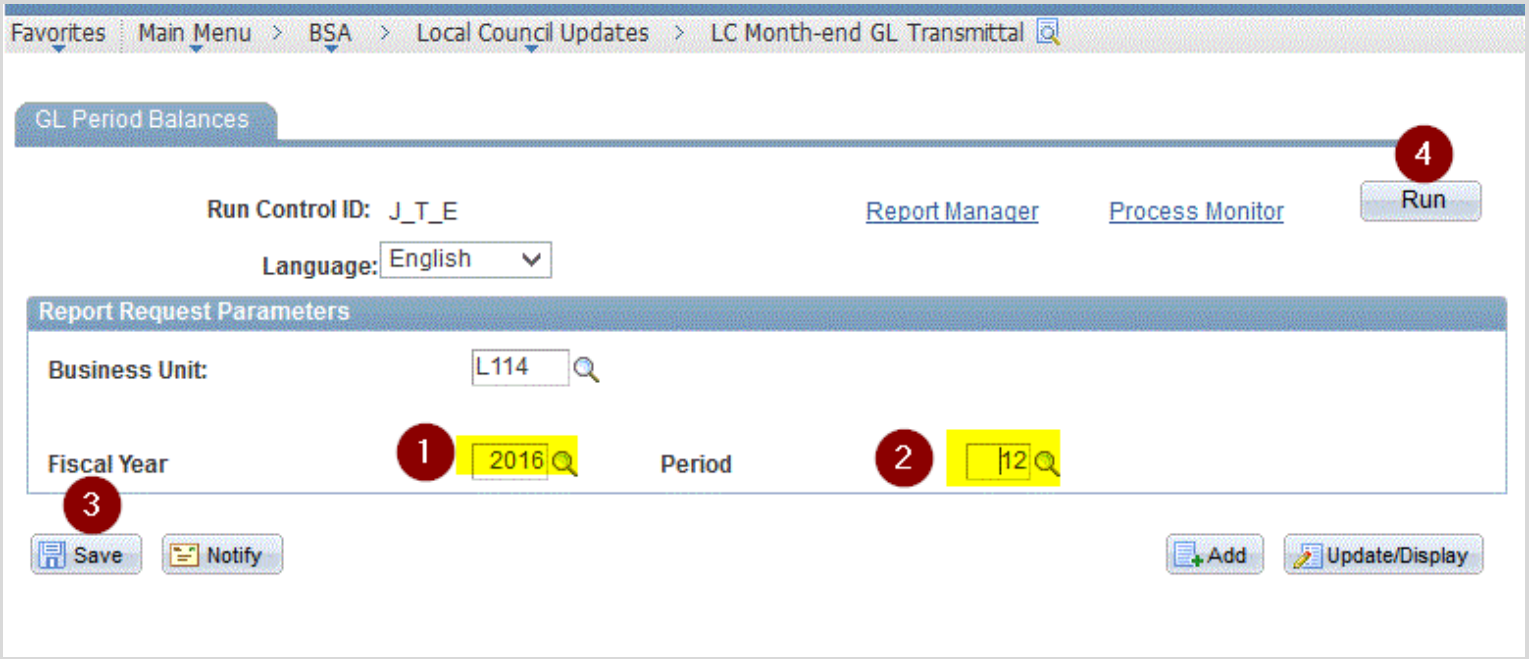
FIRE Privacy Policy

Journey to Excellence Submission

Journey to Excellence Submission

- Submitting JTE
- Populate the Finance Facts database
- This is not an automatic process
- Part of the month-end process
- After making Audit Adjustments

Journey to Excellence Submission



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” A special notice will be sent to Member Care and the error will be fixed.

Journey to Excellence Submission

- Open and close each month as needed
- Close again if you make prior period adjusted
- Close again if when you make Audit adjustments (you would re-close each month)

Future Scheduled Webinar

February 8, 2017

10:00AM & 2:00PM

Central

2017 Training Opportunities

www.scouting.org/FinanceImpact/Training

- **Accounting Specialist Training**
  - $700.00 four courses in 2017 at ScoutingU Westlake, TX – next course March 7 – 9th
- **Fiscal Management I**
  - $200.00 five courses in 2017 at various Council offices around the country – next course March 21 – 23th
- **Fiscal Management II**
  - $275.00 Two courses in 2017 – April 4- 5 & September 12 -13

Member Care Contact Center

- 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 (855) 707-2644

Feedback Time

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