

PeopleSoft to TRACK1099 User Guide

Processing your 1099's for 2021 Updated for the NEC forms

For year-end 2021 we will be providing the TRACK1099 software for your council to use to create email and e-File 1099's with the IRS. This third-party service has a great reputation and years of history working with not-for-profit organizations. You will still use the PeopleSoft Vendor records and Accounts Payable Vouchers to gather the correct amounts needed to be reported.

The TRACK1099 website is found at WWW.TRACK1099.com. We have a master account (called a team) set up with them called "TRACK1099BSA" and if needed we can email your council an invitation to join with a link for you to set up your council in the "team". The costs for processing, emailing, and e-Filing will be covered by the National Service Center, any additional services you use will be up to you to pay.

IMPORTANT NOTE: If for any reason you do not have all your vendors set up correctly in PeopleSoft for withholding details you can manually enter the information into Track1099 and file your 1099s on time. PeopleSoft does track all withholding details and you will find we have a query you can use to export the needed details and then upload into Track1099, but you can also enter the details into Track1099 and complete the task.

Preparing to File 1099's

- I. Vendor Record Setup in PeopleSoft
- II. Voucher withholding flag and values
- III. Query output for TRACK1099
- IV. Log back in to TRACK1099 or setup you council in TRACK1099
- V. Setting up the Vendors (Transfer from last year)
- VI. Uploading into TRACK1099 and filing

I. Vendor Record Setup

If you are using historical vendors that you have filed 1099's within the past the records will not have changed. If you are using a new Vendor or a vendor you have not filed 1099's before you will want to make sure these two items are prepared:

Is the 1099 Withholding Flag turned on?

The screenshot shows the 'Vendor Information' form in PeopleSoft. The 'Summary' tab is selected, and the 'Withholding' field is highlighted in yellow. The field is set to 'Yes'. Other fields include Vendor ID, Vendor Short Name, Vendor Name, Order, Remit To, Status, Persistence, Classification, HCM Class, Open for Ordering, Last Modified By, Last modified date, Created By, Created Date/Time, and Last Activity Date.

Field	Value
SetID	LHR
Vendor ID	75167
Vendor Short Name	DIPLOMAT T
Vendor Name	DIPLOMAT TRAVEL AGENCY
Order	DIPLOMAT T-001
Remit To	DIPLOMAT T-001
Status	Approved
Persistence	Regular
Classification	Outside Party
HCM Class	
Open for Ordering	Yes
Withholding	Yes
Last Modified By	WCEASH
Last modified date	1/22/2018 9:01AM
Created By	WCEASH
Created Date/Time	1/18/2018 2:20PM
Last Activity Date	1/22/2018

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

The screenshot shows the 'Identifying Information' tab of the 'Vendor Information - Add/Update - Vendor' form. The 'SetID' is 'L436' and the 'Vendor ID' is '75167'. The 'Vendor Name 1' is 'DIPLOMAT TRAVEL AGENCY'. The 'Vendor Short Name' is 'DIPLOMAT T' and 'DIPLOMAT T-001'. The 'Classification' is 'Outside Party'. The 'HCM Class' is 'Regular'. The 'Persistence' is 'Regular'. The 'Vendor Status' is 'Approved'. The 'Withholding' checkbox is checked, and the 'Open For Ordering' checkbox is also checked. A 'Check for Duplicate' button is visible.

Don't forget to SAVE

Is the vendor Tax ID information entered?

This can be found on the Location Tab, click on the "1099 hyperlink"

The screenshot shows the 'Location' tab of the 'Vendor Information - Add/Update - Vendor' form. The 'SetID' is 'L436' and the 'Vendor ID' is '75167'. The 'Short Vendor Name' is 'DIPLOMAT T-001' and the 'Name' is 'DIPLOMAT TRAVEL AGENCY'. A note states: 'A vendor location is a default set of rules which define how you conduct business with a vendor.' The 'Location' section shows '01' as the location, with 'Default' checked, 'RTV Fees' set to '0', and 'Attachments (0)'. The 'Details' section shows 'Effective Date' as '01/08/2016' and 'Effective Status' as 'Active'. There are 'Expand All' and 'Collapse All' buttons. The 'Options' section includes 'Payables', 'Procurement', and 'Sales/Use Tax'. The '1099' hyperlink is highlighted in yellow. Below the options are expandable sections for 'Additional ID Numbers', 'Comments', 'Internet Address', and 'VAT'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

This opens the Vendor withholding information page.

Withholding Vendor Information

SetID: L456 Location: 01
 Vendor ID: 75167 Description:
 Short Vendor Name: DIPLOMAT T DIPLOMAT T-001
 Name: DIPLOMAT TRAVEL AGENCY

1099 Options

1099 Information Personalize | End | View All | Print | Export | 1 of 1 | Load

Main Information Overrides Reset

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

1099 Reporting Information Personalize | End | View All | Print | Export | 1 of 1 | Load

Main Information Additional Info

*Entity	*Address	TIN Type	Taxpayer Identification Number
IRS	1	F	38-373278

OK Cancel

You will need to add the details highlighted above. NOTE: it is strongly recommended you use the Magnify Glass option and select the correct options from the drop-down list. After this is all filled in, click “OK” and the “SAVE” on the Location tab when you go back to that.

A quick way to see if the Withholding flag is set for your vendors is to run the query “LC_1099_VENDORS

Query Viewer

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

*Search By Query Name begins with LC_1099
 Search Advanced Search

Search Results

*Folder View -- All Folders --

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

LC_1099_VENDORS				
SetID: <input type="text" value="L155"/>				
View Results				
Download results in: Excel Spreadsheet CSV Text File XML File (10 kb)				
View All				
	SetID	Vendor ID	Vendor Name	Withholding Applicable
1	L155	9030	2060 DIGITAL CHICAGO	Y
2	L155	9065	AAA TREE SERVICE	Y
3	L155	2184	A-FIRE EXTINGUISHER SALES AND SERVICE	Y
4	L155	0011	ABC PREFERRED PLUMBING	Y
5	L155	7086	AEROVISTA INNOVATIONS	Y
6	L155	000000067	ALL AMERICAN CLASSICS	Y
7	L155	005470	ALL SEASONS MARINE & SERVICE	Y
8	L155	0092334	ARAMARK UNIFORM SERVICES	Y

NOTE: This query does not indicate if the withholding information is on the record.

II. Voucher withholding flag and value

The 1099's are based on voucher paid during the calendar year; each voucher needs to be marked for withholding. If the Vendor is set up for 1099 withholding the voucher will get flagged. You can edit the vouchers if needed.

You can review your vouchers with the query LC_1099_VENDORS_VOUCHERS

LC_1099_VENDORS_VOUCHERS										
SetID: <input type="text" value="L155"/>										
From Acctg Date: 01/01/2017 <input type="text"/>										
To Acctg Date: 12/31/2017 <input type="text"/>										
View Results										
Download results in: Excel Spreadsheet CSV Text File XML File (64 kb)										
View All										
	SetID	Voucher ID	Voucher Line Number	Vendor ID	Vendor Name	Amount	Vendor 1099 Flag	Voucher Withholding Flag	Acctg Date	More Info
1	L155	00027745		1 0000002240	CARS EVER PHOTOGRAPHY	450.000	Y	N	05/31/2017	
2	L155	00029034		1 0000004159	CARTRIDGE PHOTOGRAPHY	1250.000	Y	Y	06/15/2017	
3	L155	00029818		1 0000004243	CHARLENE TURNER	240.000	Y	Y	10/19/2017	
4	L155	00030018		1 0000004243	CHARLENE TURNER	480.000	Y	Y	10/31/2017	
5	L155	00030102		1 0000004243	CHARLENE TURNER	240.000	Y	Y	11/14/2017	
6	L155	00030103		1 0000004243	CHARLENE TURNER	180.000	Y	Y	11/14/2017	
7	L155	00030578		2 0000004243	CHARLENE TURNER	285.000	Y	Y	12/18/2017	
8	L155	00030578		1 0000004243	CHARLENE TURNER	435.000	Y	Y	12/18/2017	
9	L155	00030658		1 0000004243	CHARLENE TURNER	290.000	Y	N	12/27/2017	
10	L155	00030658		2 0000004243	CHARLENE TURNER	190.000	Y	N	12/27/2017	
11	L155	00026784		1 0000003973	DONALD RAY-BRINGTON	1726.750	Y	Y	03/28/2017	

Keep in mind that not all vouchers for a 1099 vendor are reportable. We are only reporting the nonemployee compensation. You may be billed for supplies from a law firm or an engineering firm and those vouchers are non-withholding, so you can edit if needed.

Update Vendor Withholding

- If you have vouchers Flagged as "N" on the LC_1099_Vendors_Vouchers query and need to be changed as 1099.

Navigate to Vendors>1099/Global Withholding>Maintain>Update Vendor Withholding

Withholding Vendor Update

Withholding Update ID: UPDATE_VENDOR_WITHHOLDINGS

Vendor Selection

*Vendor SetID:

Tax Reporting Year

*Start Date: 01/01/2012 *End Date: 12/31/2012

Details

Vendor New Withhold Details

*Vendor ID	Location	Business Unit	Current Withhold
1 0000000164	1	L1000	Y

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

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

Vendors SetID: Enter the Business Unit

Start Date: 01/01/20XX

End Date: 12/31/20XX

Click on the Vendor Tab, enter the selected Vendor ID, Location and Business Unit, if applicable.

Click on the New Withhold Details Tab:

Withholding Vendor Update

Withholding Update ID: UPDATE_VENDOR_WITHHOLDINGS

Vendor Selection

*Vendor SetID:

Tax Reporting Year

*Start Date: 01/01/2012 *End Date: 12/31/2012

Details

Vendor New Withhold Details

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

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

Vendor ID: Enter the Vendor ID number(s) selected from the query LC_1099_VENDORS_VOUCHERS.

Location: Select the location.

New Withhold: Select "Y."

Entity: Select IRS.

New Type: Select 1099.

New Jur CD: Select FED.

New Class: Select 07 – Non-Employee Compensation.
Click Save.

Updating or Changing the Vouchers

If you find vouchers that are incorrectly flagged, you will need to update them using the
“Update Voucher-line withholding”

You will need to enter the council number (1), set the dates for the business year (2 & 3) and
match those dates for the “Tax Reporting Year” (4 & 5)
Then click “Search (6)”

Withholding Invoice Line Update

Vendor
Vendor SetID: LHR Vendor Name: Washington, Richard
Vendor ID: 10753 Location: 01 Withholding: Y

Criteria
Business Unit: 1 LHR From Date: 2 01/01/2017 To Date: 3 12/31/2017 Search: 6
☐ Clear Updated Withholding

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

Tax Reporting Year
Start Date: 4 01/01/2017 End Date: 5 12/31/2017

Details

Current Withhold	New Withhold	Entity	Type	Jurisdiction	Class	Business Unit	Voucher	Line	Invoice	Payment Date	Merchandise Amt
1						LHR	00003979	1	2017.02.06 washington camp	02/06/2017	330.000
2						LHR	00003986	1	2017.02.13 washington camp	02/13/2017	750.000
3						LHR	00004025	1	2017.02.23 washington camp	02/23/2017	855.000
4						LHR	00004001	1	2017.03.01 washington camp	03/01/2017	805.000
5						LHR	00004121	1	2017.03.17 washington camp	03/17/2017	850.000

Save Return to Search Add

To make changes, click on the correct voucher line under the “New Withhold” column. You can
add the 1099 flag to a voucher or remove it. Make sure to add the Entity (IRS), Type (1099)
Jurisdiction (FED) and Class (07). Click “Save”.

File/Prints | Main Menu | Vendors | 1099/1042 Withholding | Main Menu | Update Vendor Line Withholding

Withholding Invoice Line Update

Vendor
 Vendor SetID: L100 Vendor Name: Maryland, Canada
 Vendor ID: 10732 Location: BT Withholding: Y

Criteria
 Business Unit: L100 From Date: 01/01/2017 To Date: 12/31/2017
☐ Clear Updated Withholding

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

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

Details Personalize | Find | View All | Print | 1 of 10 | Last

Current Withhold	New Withhold	Entity	Type	Periodic	Class	Business Unit	Vendor	Line	Amount	Payment Date	Merchandise Amt
1	Y	L100	FED	07	L100	00003979	1	2017.02.26	10/06/2017	120.000	
2	Y	L100	FED	07	L100	00003988	1	2017.02.26	10/13/2017	750.000	
3						00004025	1	2017.02.23	02/23/2017	555.000	
4						00004051	1	2017.03.21	03/01/2017	895.000	
5						00004121	1	2017.05.17	05/17/2017	890.000	

Save Return to Search Notify

When you click save you will get a message (See Below) asking you to verify you have entered the full tax year. Click OK on the message.

Message

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

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

Failing to specify the correct dates will cause data errors.

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

OK Cancel

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

Details Personalize | Find | View All | Print | 1 of 10 | Last

Current Withhold Details		New Withhold Details					
Business Unit	Voucher	Line	New Withhold	New Class	New Type	New Jur	Status
1 L100	00003979	1	Y	07	1099	FED	Pending Database Update
2 L100	00003988	1	Y	07	1099	FED	Pending Database Update
3 L100	00004025	1					
4 L100	00004051	1					
5 L100	00004121	1					

Save Return to Search Notify

The other issue that could come up is the values reporting don't match what they should be. This most often happens when the vendor is not set up for withholding information. You can adjust the reporting values by "forcing" in a correction for reporting purposes only. This does not edit the vouchers.

Fixing Voucher Value Problems

- a. Before you begin adjusting the withholding you will need to know what the correct "value" needs to be for the vouchers. This process is also used when voucher amounts get doubled.

Go to the "Withholding Adjustment" process and enter the vendor you want to adjust vouchers for

The screenshot shows the 'Withholding Adjustment' search criteria form. It includes a breadcrumb trail: Favorites > Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The 'Search Criteria' section contains three fields: 'Vendor SetID' with a dropdown menu, 'Vendor ID' with a 'begins with' dropdown and a text input field, and 'Vendor Location' with a 'begins with' dropdown and a text input field. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

It's very important you enter the needed information in the order as listed

Business Unit (council) 2- Entity (IRS) 3 – Type (1099) 4- Jurisdiction (FED) 5- Class (07) 6 – Starting Date (01/01/2016) 7 - Ending Date (12/31/2016)

8 Search

9 Save

After you save, click on the "Transaction info" tab

The screenshot shows the 'Withhold Adjustments' form. It includes a breadcrumb trail: Favorites > Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding. The form is divided into two main sections: 'Search Criteria' and 'Adjustments'. The 'Search Criteria' section contains fields for Business Unit (1), Entity (2), Type (3), Jurisdiction (4), Class (5), Start Date (6), and End Date (7), with a Search button (8). The 'Adjustments' section contains a table with columns for Short Name, Business Unit, Entity, Type, Jurisdiction, Class, and Rule. The table has two rows of data. Below the table, there are buttons for Save (9), Return to Search, Notify, and Refresh.

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

Withhold Adjustments

Vendor: LS-01 01 ABSTRACT SERVICES, LLC

Search Criteria

Business Unit: LS00 Entity: IRS Jurisdiction: FED Start Date: 01/01/2016 End Date: 12/31/2016 Type: 1099 Class: 07 Search

Adjustments

Transaction Info Payment Information Adjustment Reason

Basic Amt	Liability Amt	Paid Amount	Payment Date	Declaration Date
1211.50	0.00	0.00	12/31/2016	12/31/2016
800.00	0.00	0.00	12/31/2016	12/31/2016

Save Return to Search Notify Refresh

Update 1099 Withholding information.

- b. If you have made any adjustments, you will need to run the Update 1099 Withholding
- c. Navigate to Vendors>1099/Global Withholding>Maintain>Update Withholdings.

Withhold Update Request

Run Control ID: Update_Withholdings Report Manager Process Monitor Run

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

*Process Frequency: Always Process

*Process Option: Process Only Vendor Updates

Save Notify Add Update/Display

Request ID: Enter a value (e.g.,1).

Description: Enter a description (e.g., Update 1099 Withholding Info).

Process Frequency: Select **Always Process**.

Process Options: **Select Process Only Vendor Updates**.

Click **Save** Then Click **Run**.

III. Query Output for TRACK1099

After any corrections made to the vendor and voucher files run the update withholding

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

Next you need to run the Withhold Transaction Post Process

Note: the “Through Date” would be the current date, this is not a 12/31 date.

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

After the Post Withholding you will need to run the “Withhold 1099 Report Job” to populate the data fields for the query.

It is best to follow the order of the numbers highlighted in the below screen shot (1 – 15)

1099 Report Post/Report/Copy B

1099 Report Post / Report / Copy B

Run Control ID: withhold_1099_report_job [Report Manager](#) [Process Monitor](#) **15** Run

Language: English

1099 Report Post

*Request ID: **1** **2** Description: 1099 Load

Process Frequency: **3** Always Process

Report ID: US_REPORT

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

*Control SetID: **5** **6** *Control ID: 1 Lewis & Clark Council, Inc BSA

*Calendar SetID: **7** SHARE **8** *Calendar ID: 09 2019 1099 Calendar

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

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

1099 Report

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

IRS Options

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

IRS File Generate Option

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

1099 Report Copy B Sort

Withhold Type: All ☐ Mask TIN Vendor Select Option: Select All Vendors

AP 1099 sort order: Vendor Id Sort

Vendor Payees

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

Vendor ID
1

14

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

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

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

Process Scheduler Request

User ID: MCREAGH Run Control ID: withhold_1099_report_job

Server Name: Run Date:

Recurrence: Run Time: [Reset to Current Date/Time](#)

Time Zone:

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

[OK](#) [Cancel](#)

You are ready to review the details you have for all your vendors set for 1099's with flagged vouchers by running the withholding control report. NOTE: this report will show you vendors even with less than \$600.00 total for the year.

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

Withholding Control Report

Run Control ID: Withhold_Control_Report [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

Setid:

Control ID:

From Date:

Through Date:

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

Page: 1 of 5

Automatic Zoom

ORACLE		Report ID: AP0002	PeopleSoft Accounts Payable	Page No: 1
VENDOR WITHHOLDING BALANCES CONTROL REPORT				Run Date: 12/12/2016
				Run Time: 8:09:25 AM
Business Unit	L4			
Vendor ID	L4			
Location	SA			
Entity	Internal Revenue Service			
State Control	Tax Type	Tax ID Number	Stat Tax	Exemption
Company Indicator	Tax Class	Exemption Code	Exemption Date	Check Status
Order	0.00			
Vendor Address	Internal Revenue Service			
Type	1099 Withholding			
Jurisdiction	FED	Federal	Base Amount	Liability Amount
Class	ST	Non-Employee Compensation	44,500.00	0.00
Total for Entity 945			44,500.00	0.00

This report allows you to review the results with details.

Special Track1099 queries in PeopleSoft

You can then generate your 1099 data in a query designed just for the TRACK1099 process. Query “LC_TRACK1099_EXPORT_NEC” can be run and outputted as a “CSV” file

NOTE: The legacy query for 2019 and earlier is still available as is a new “MISC” version if your council needs to file 1099-MISC for rent and other income reported

Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
LC_TRACK1099_EXPORT	track1099 export template	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
LC_TRACK1099_EXPORT_MISC	track1099 export template	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
LC_TRACK1099_EXPORT_NEC	track1099 export template	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

This “LC_TRACK1099_EXPORT_NEC” query collects all the information needed to conduct the upload into TRACK1099.

LC_TRACK1099_EXPORT_NEC - track1099 export template

Return (0) 0.00

Year: 2019

View Results

Download results to: [Excel Spreadsheet](#) [CSV File](#) (38,776 (33 KB))

View All

Page Name	Type	Payee Tax ID	Payee Name	Payee Address 1	Payee Address 2	City	State	Zip Code	Country	Email Address	Account	Office Code	Box 1 NEC	Box 4 Fed Tax With	Box 5 State Tax	Box 6 State (7 letters)	Box 9 Payee State No	Box 10	FATCA	2nd TR Notice
1. ABC COMPANY INC	2	23-1234567	ABC COMPANY INC	12345 MAIN ST		DAMASCUS	MD	20872					1000.000	0.000	0.000			0.000		
2. DEF COMPANY INC	2	23-1234567	DEF COMPANY INC	12345 MAIN ST		MERRICK	VA	20170					2500.000	0.000	0.000			0.000		
3. GHI COMPANY INC	2	23-1234567	GHI COMPANY INC	12345 MAIN ST		GOCHEN	VA	24439					1000.000	0.000	0.000			0.000		
4. JKL COMPANY INC	1	23-1234567	JKL COMPANY INC	12345 MAIN ST		ROCKVILLE	MD	20852					1000.000	0.000	0.000			0.000		
5. MNO COMPANY INC	1	23-1234567	MNO COMPANY INC	12345 MAIN ST		WINNAPET	VA	20189					1000.000	0.000	0.000			0.000		
6. PQR COMPANY INC	2	23-1234567	PQR COMPANY INC	12345 MAIN ST		HAGERSTOWN	MD	21740					1000.000	0.000	0.000			0.000		
7. STU COMPANY INC	1	23-1234567	STU COMPANY INC	12345 MAIN ST		CHICAGO	IL	60677-8000					1000.000	0.000	0.000			0.000		
8. VWX COMPANY INC	1	23-1234567	VWX COMPANY INC	12345 MAIN ST		ALBANY	NY	12204					1000.000	0.000	0.000			0.000		

Page Name	Type	Payee Tax ID	Payee Name	Payee Address 1	City	State	Zip Code	Email Address	Account	Office Code	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9	Box 10
1. ABC COMPANY INC	2	23-1234567	ABC COMPANY INC	12345 MAIN ST	DAMASCUS	MD	20872				0	0	0	0	0	0	1275	0	0	0
2. DEF COMPANY INC	2	23-1234567	DEF COMPANY INC	12345 MAIN ST	MERRICK	VA	20170				0	0	0	0	0	0	1740	0	0	0
3. GHI COMPANY INC	2	23-1234567	GHI COMPANY INC	12345 MAIN ST	GOCHEN	VA	24439				0	0	0	0	0	0	8028.24	0	0	0
4. JKL COMPANY INC	1	23-1234567	JKL COMPANY INC	12345 MAIN ST	ROCKVILLE	MD	20852				0	0	0	0	0	0	5759.42	0	0	0
5. MNO COMPANY INC	1	23-1234567	MNO COMPANY INC	12345 MAIN ST	WINNAPET	VA	20189				0	0	0	0	0	0	9900	0	0	0
6. PQR COMPANY INC	2	23-1234567	PQR COMPANY INC	12345 MAIN ST	HAGERSTOWN	MD	21740				0	0	0	0	0	0	18900	0	0	0
7. STU COMPANY INC	1	23-1234567	STU COMPANY INC	12345 MAIN ST	CHICAGO	IL	60677-8000				0	0	0	0	0	0	7700	0	0	0
8. VWX COMPANY INC	1	23-1234567	VWX COMPANY INC	12345 MAIN ST	ALBANY	NY	12204				0	0	0	0	0	0	2156	0	0	0
9. YZA COMPANY INC	1	23-1234567	YZA COMPANY INC	12345 MAIN ST	BALTIMORE	MD	20814				0	0	0	0	0	0	2053.3	0	0	0
10. ABC COMPANY INC	2	23-1234567	ABC COMPANY INC	12345 MAIN ST	DAMASCUS	MD	20872				0	0	0	0	0	0	8111.91	0	0	0
11. DEF COMPANY INC	2	23-1234567	DEF COMPANY INC	12345 MAIN ST	MERRICK	VA	20170				0	0	0	0	0	0	0	0	0	0
12. GHI COMPANY INC	2	23-1234567	GHI COMPANY INC	12345 MAIN ST	GOCHEN	VA	24439				0	0	0	0	0	0	0	0	0	0
13. JKL COMPANY INC	1	23-1234567	JKL COMPANY INC	12345 MAIN ST	ROCKVILLE	MD	20852				0	0	0	0	0	0	0	0	0	0
14. MNO COMPANY INC	1	23-1234567	MNO COMPANY INC	12345 MAIN ST	WINNAPET	VA	20189				0	0	0	0	0	0	0	0	0	0

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

Welcome Back:

As a returning user all you need to do is click on the “Sign in” box on the top right of the main page and login using the email address set for your account last time and your password.

The image shows the Track1099 website's login page. At the top, there is a navigation bar with the Track1099 logo and links for Sign Up, How It Works, Pricing, and Contact Us. The main content area is titled "Welcome Back". It contains two input fields: "Email" and "Password", both highlighted with yellow boxes. Below the Password field is a blue "Sign In" button, which is highlighted with a red box. To the right of the Sign In button is a link that says "Forgot password?".

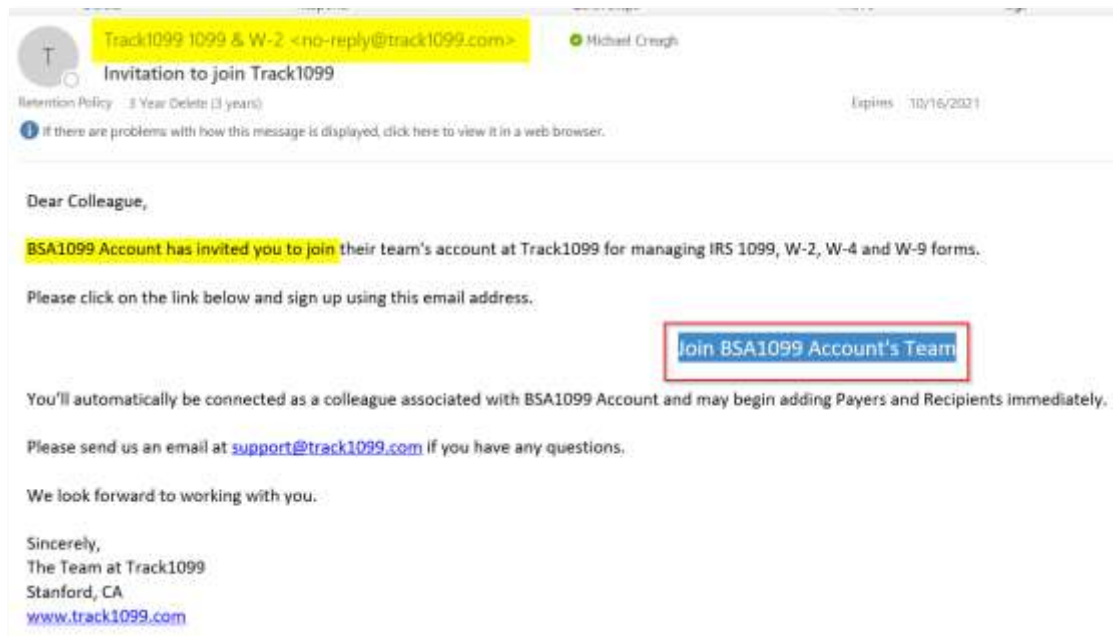
If you have forgotten your password, you can click on the “forgot password?” link and then submit your email address and the system will send you an email with instructions

The image shows the Track1099 website's "Forgot Password?" page. At the top, there is a navigation bar with the Track1099 logo and links for Sign Up, How It Works, Pricing, and Contact Us. On the right side of the navigation bar is a "Sign In" link. The main content area is titled "Forgot Password?". It contains a text input field labeled "Enter your account email address", which is highlighted with a yellow box. Below the input field is a blue "Reset Password" button, which is highlighted with a red box.

If you are a first-time user:

e-mail Don Day at don.day@scouting.org and request to be setup in Track1099. You will receive an email like this pictured below, double check the sender to verify it's not spam. If you don't get this, contact Member Care and we will resend it or update an email address.

(Check junk and spam mail boxes too)



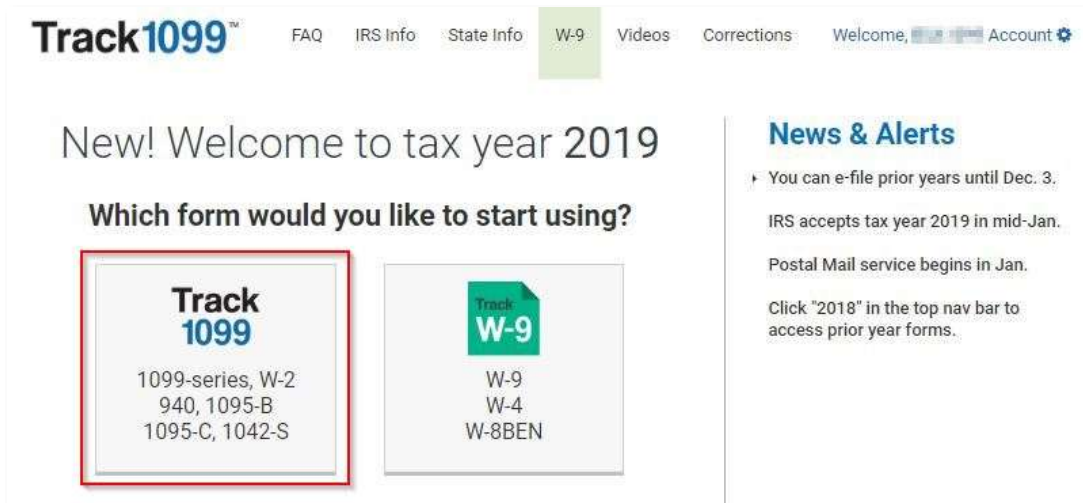
Click on the “Join BSA1099 Account’s Team” button and set up your council’s account

The Track1099 website's account setup page. The header includes the Track1099 logo and a 'Welcome, BSA1099 Account' message with a gear icon. A navigation bar has links for FAQ, IRS Info, State Info, W-9 (highlighted), Videos, and Corrections. The main form area contains fields for 'Full Name' (Michael Creagh), 'Email' (michael.creagh@sco), 'Password' (masked with dots), and 'Phone' (6189802884). Below these fields is a checkbox labeled 'I have read and accept the terms and conditions'. A blue 'Sign Up' button is at the bottom of the form, with a link 'Already have an account? Sign in' below it.

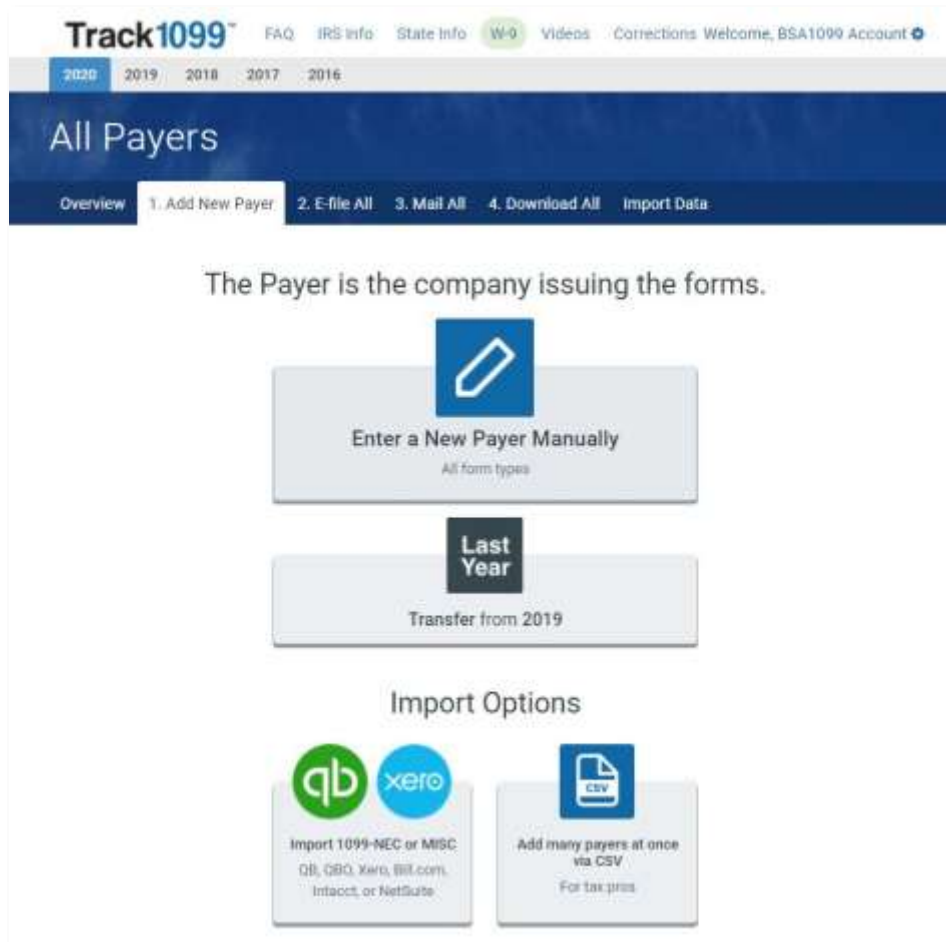
Set your security question



Click on the Track1099 tile



In Track1099 the payer is the council, so you will want to select “Manual Entry or CSV” and fill out the details needed to process 1099’s.



If this is your first year using TRACK1099 for the council, you will need to fill out the details and click Save. (Remember, the payer is the council)

The screenshot shows the 'All Payers' form in the Track1099 application for the year 2019. The form is titled 'All Payers' and has a navigation bar with tabs: Overview, 1. Add New Payer (selected), 2. E-file All, 3. Mail All, 4. Download All, and Import Data. The form fields are as follows:

- Payer Name (Legal name, not DBA):** Take Any Council
- Payer Federal ID Number:** 12-3456789
- Payer Second Name (Optional, DBA name):** (Empty field)
- Transfer Agent's Name (if applicable):** Attn Michael Creagh
- ☐ Foreign address
- ☐ Last year of filing for this payer
- Address:** 123 Main St
- City:** Irving
- State:** TX - Texas
- Zip Code:** 75015
- Email for recipients' questions:** mcreagh@bsamail.org
- Phone:** 972 580-2490

Below the form fields are four colored buttons with links:

- > Filing W-2? Click here.
- 📄 Filing ACA 1094/1095-B? Click here.
- 📄 Filing ACA 1094/1095-C? Click here.
- > Filing 1042-S? Click here.

At the bottom is a green button with a checkmark and the text 'Save'.

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

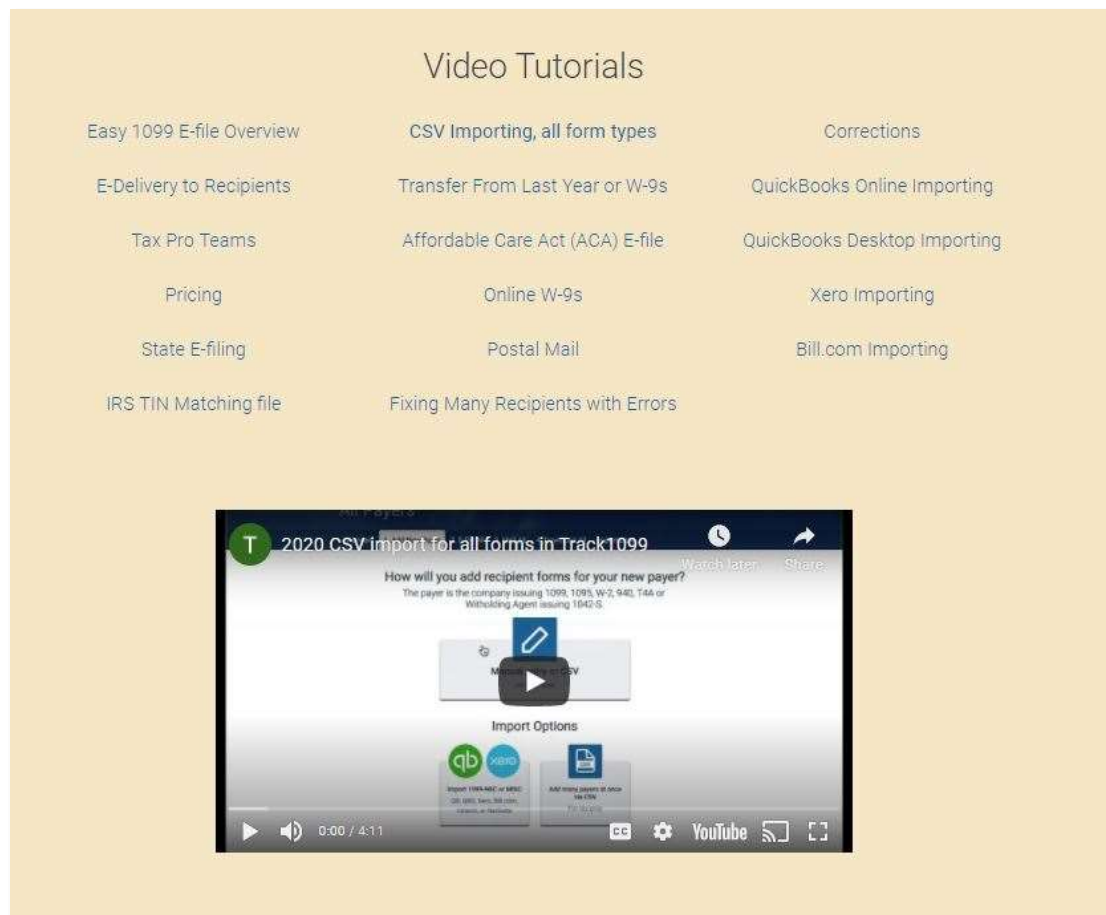
Check out these 2 – 4-minute videos:

Easy 1099 E-File Overview

E- Delivery to recipients

CSV Importing all form types

Corrections



V. Setting up the vendors (Transfers from last year)

If this is not your first year you can transfer all your 1099 vendors from last year into the current year. Just click on the “Transfer from 2019” button. NOTE: If you are going to use the Upload feature you would not need to do this.

VI. Uploading into TRACK1099 and filing

The query in PeopleSoft will output to match the CSV file template provided by TRACK1099.

You will cut and paste from your query, or, you can manually fill out the upload sheet.

Key Points to remember:

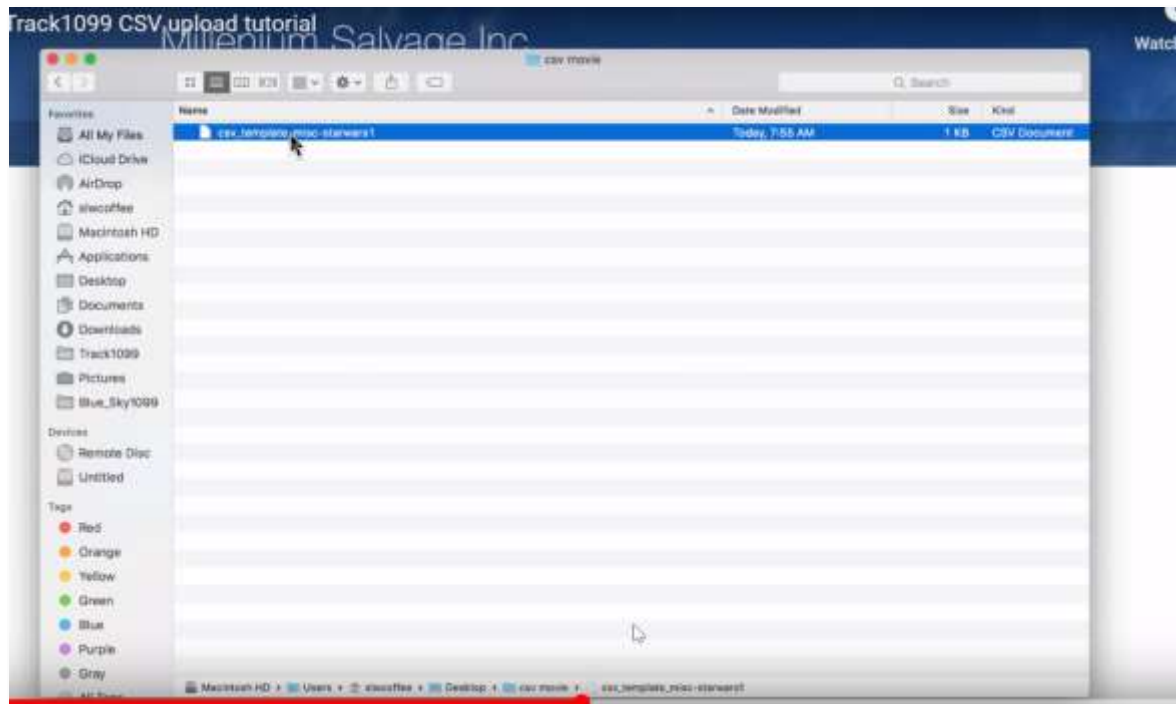
1. Do not rearrange the columns
2. Do not delete any columns, if they are blank, that is ok
3. You can make edits in the CSV template (such as adding email addresses)

You will click on the “Select file” and then import CSV

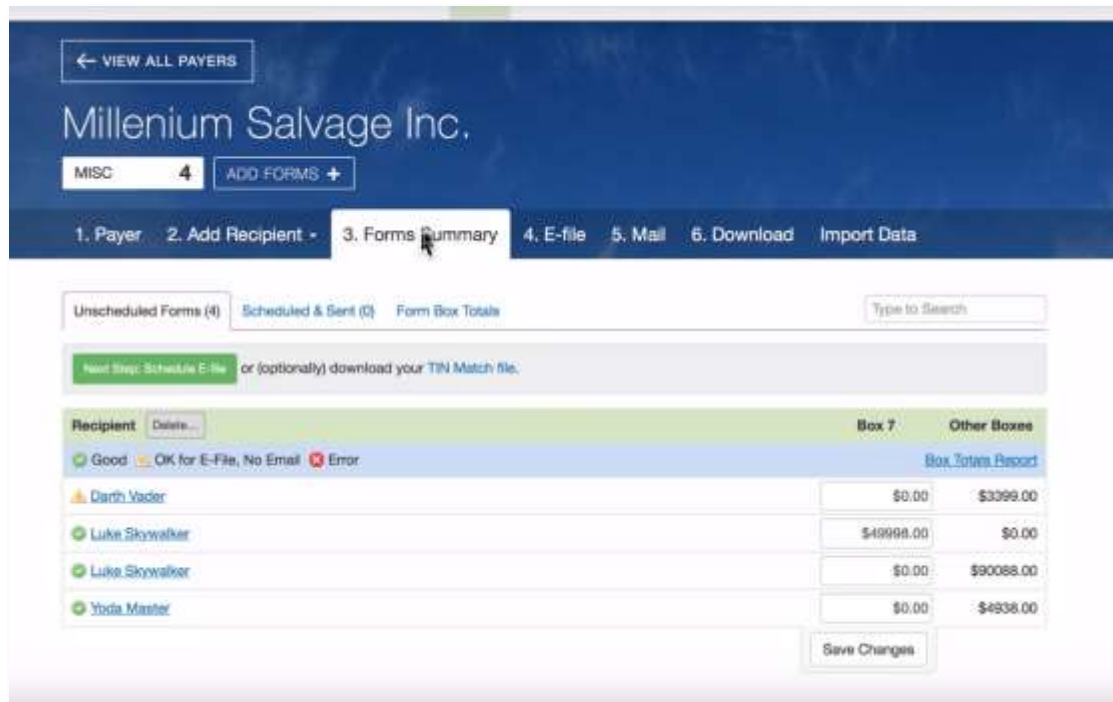
REMEMBER: We are doing the 1099-NEC this year, Not 1099-MISC

The screenshot shows the 'Track1099 CSV upload tutorial' interface for 'Millenium Salvage Inc.'. At the top, there's a navigation bar with tabs: '1. Payer', '2. Add Recipient', '3. Forms Summary', '4. E-file', '5. Mail', '6. Download', and 'Import Data'. Below the navigation bar, there's a section titled 'CSV Import' with instructions: 'If you can export a spreadsheet of Recipients/Employees from your accounting software, we can import it to Track1099. Watch our CSV video. QB Desktop clients, please see our QB export instructions. First: Download the correct CSV template for your forms.' Below this, there are buttons for '1099-MISC', 'W-2', '1095-C', and 'More Forms...'. The 'W-2' button is highlighted. Below the buttons, there are instructions: 'Next: In your accounting software, create a 1099 or W-2 report and export it to CSV format. Third: Copy and paste the data from your report to our CSV template. Do not rearrange the columns. Fourth: Save the filled-in template as a CSV file, not xls. Check leading zeros in Zip Code. Finally: Click Select File below, then Import CSV.' At the bottom, there are two buttons: 'Select File' and 'Import CSV'. The 'Select File' button is highlighted, and the text 'None selected' is displayed next to it. The 'Import CSV' button is also visible, with the text 'These recipients will be added to Millenium Salvage Inc.' below it.

Select the CSV template



After you have uploaded into Track1099 you have a review screen and it is reviewed for errors (such as missing data or EIN's that are not valid).



When you are already to file you schedule the efile date and the e delivery date (There is no reason to wait after January 1st)

The Efile to IRS is scheduled

The E-delivery for those recipients you have email address for is scheduled

You will account for those you will be mailing

NOTE: TRACK1099 will charge you extra for mailing the forms, do not select this option as we are not offering this service.

In addition to scheduling IRS E-file and E-deliver filing on the page you also review the cost, because you are part of the “TEAM BSA 1099” the fees are covered by the National Service Center.

The screenshot shows the TRACK1099 interface for Millenium Salvage Inc. The header includes a navigation bar with steps: 1. Payer, 2. Add Recipient, 3. Forms Summary, 4. E-file (selected), 5. Mail, 6. Download, and Import Data. Below the header, a message states: "Neither 1096 nor W-3 are required when you e-file." The main content area is divided into three sections: E-file to IRS, E-deliver to Recipients, and Postal Mail to Recipients. Each section has a table with columns for the form type, scheduling date, quantity, and total cost.

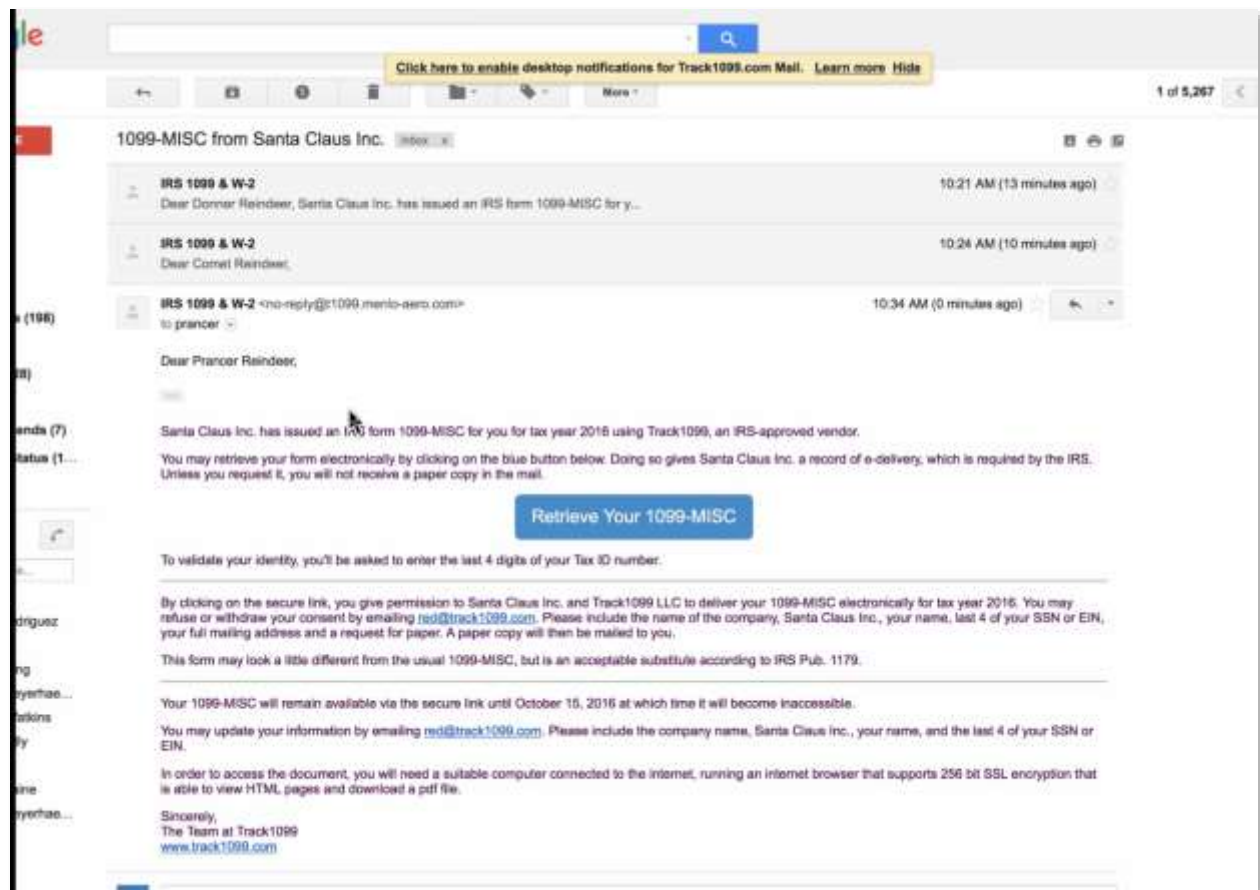
E-file to IRS			
	Schedule e-file date	QTY	Total
MISC (with box 7)	2017-01-19 (recommended)	1	--
MISC	2017-03-14 (recommended)	3	--
			\$13.96

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

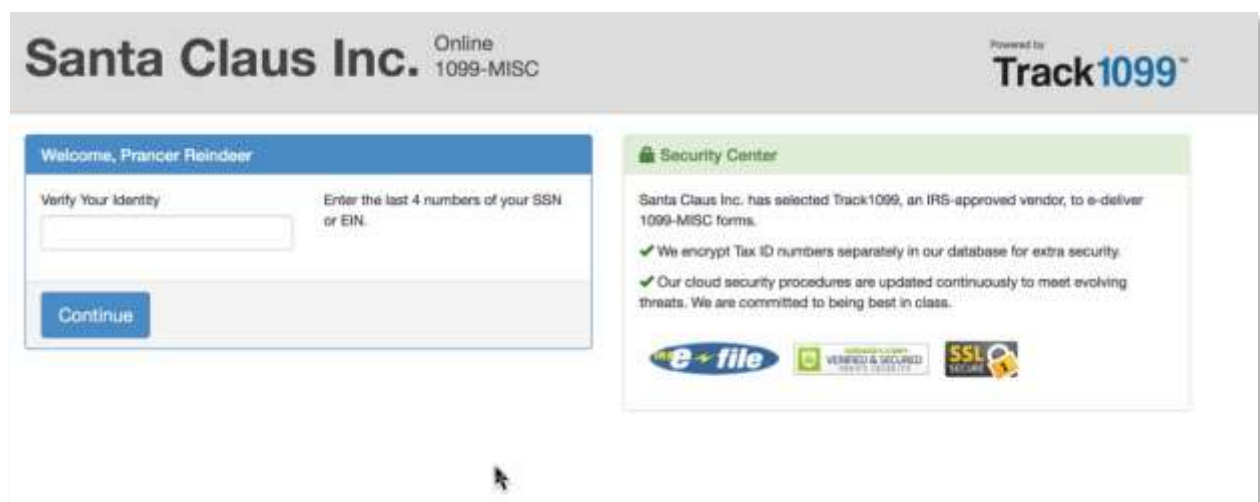
Postal Mail to Recipients			
	Mailing method	QTY	Total
MISC	<input type="radio"/> Print & mail yourself	1	\$1.49
	<input checked="" type="radio"/> We mail for you		

Total: \$15.45

The E-Delivery looks like this sample. This is an IRS approved method for sending out the forms. A recipient will get this email and need to click on the “Retrieve your 1099-MISC” button.



The link will take the recipient to a link shown below, branded with your councils' name and they will need to verify who they are with the last four digits of the SSN or EIN



Your records in your TRACK1099 Account will show the status of each vendor and their retrieval

Track1099

1099-MISC forms to vendors

W-9

Videos

Corrections

Welcome, Red West

2016

2015

2014

2013

2012

All Payers

Overview

1. Add Payer

2. E-file

3. Mail

4. Download

Import Data

Q Recipients

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