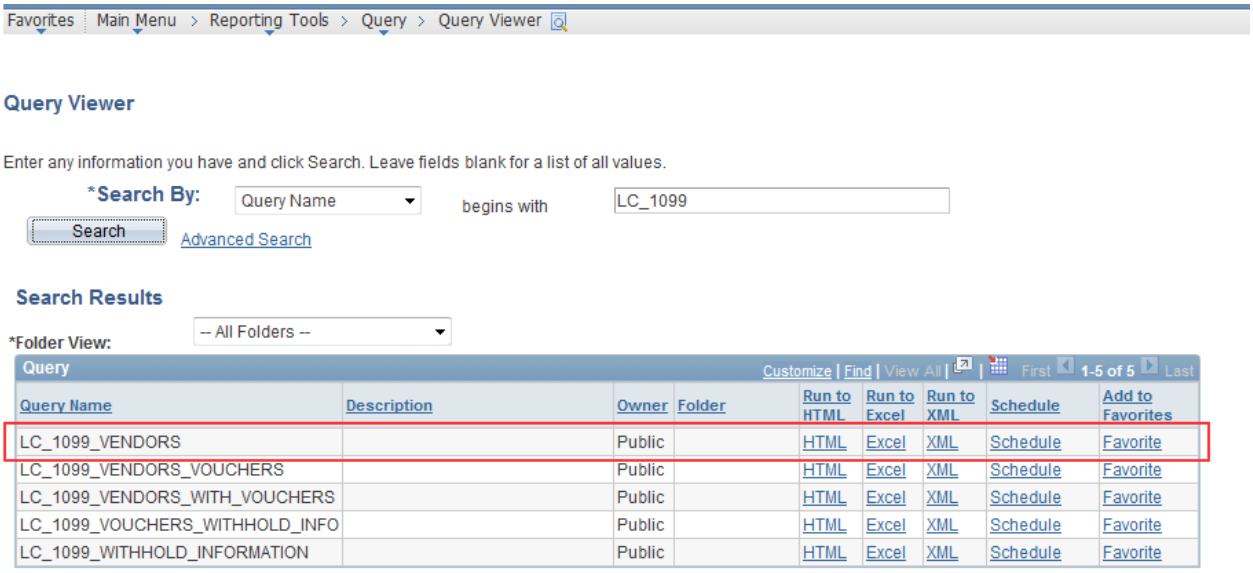
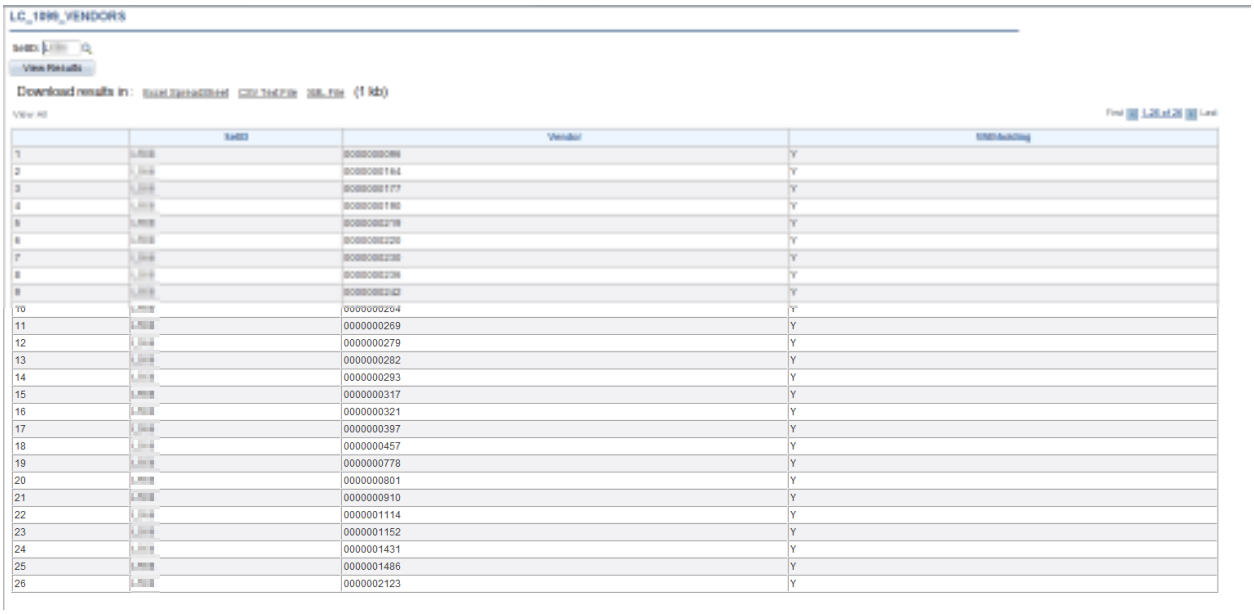
Instructions to process IRS forms 1099 in PeopleSoft

Step 1. Identify vendors designated as 1099 vendors for reporting purposes. From the Query Viewer menu, run the query LC_1099_VENDORS.

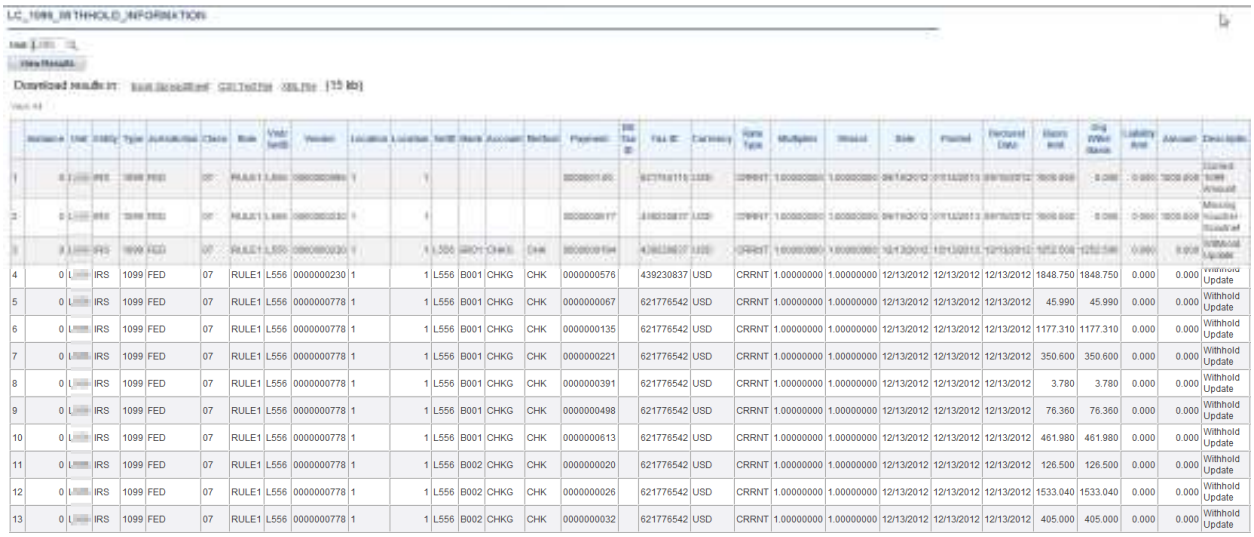


Enter council business unit and view results. This query identifies vendors configured as 1099 vendors as indicated by the "Y" in the Withholding column.



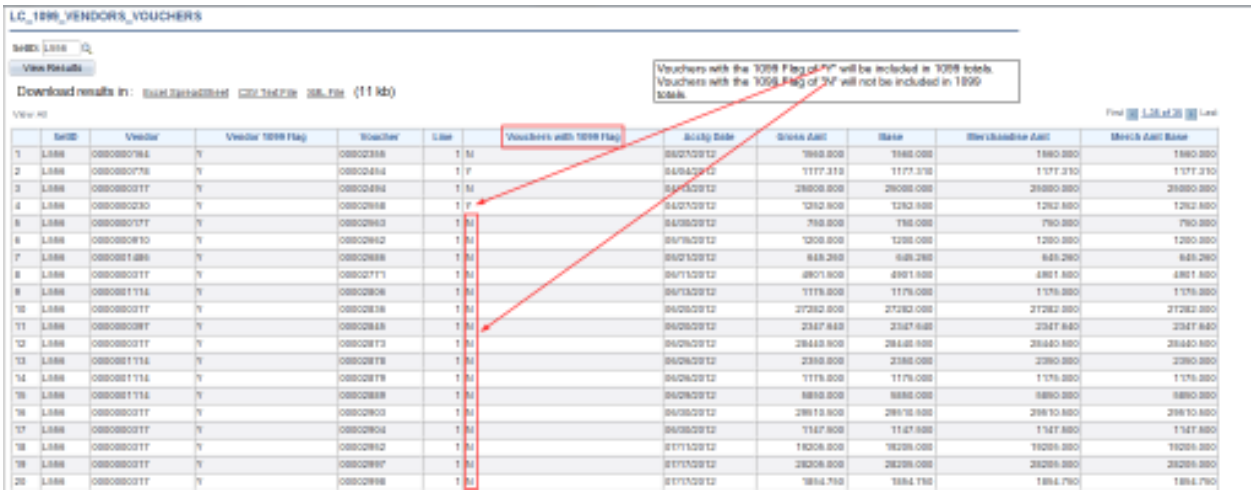
Review the output of the query to validate whether the vendors are applicable to 1099 reporting.

Step 2. Identify vouchers designated as 1099 applicable. Run the query LC_1099_WITHHOLD_INFORMATION. Review the voucher information, if the information is accurate; proceed to Step 6 to generate IRS 1099 Misc. forms and the electronic filing txt file.



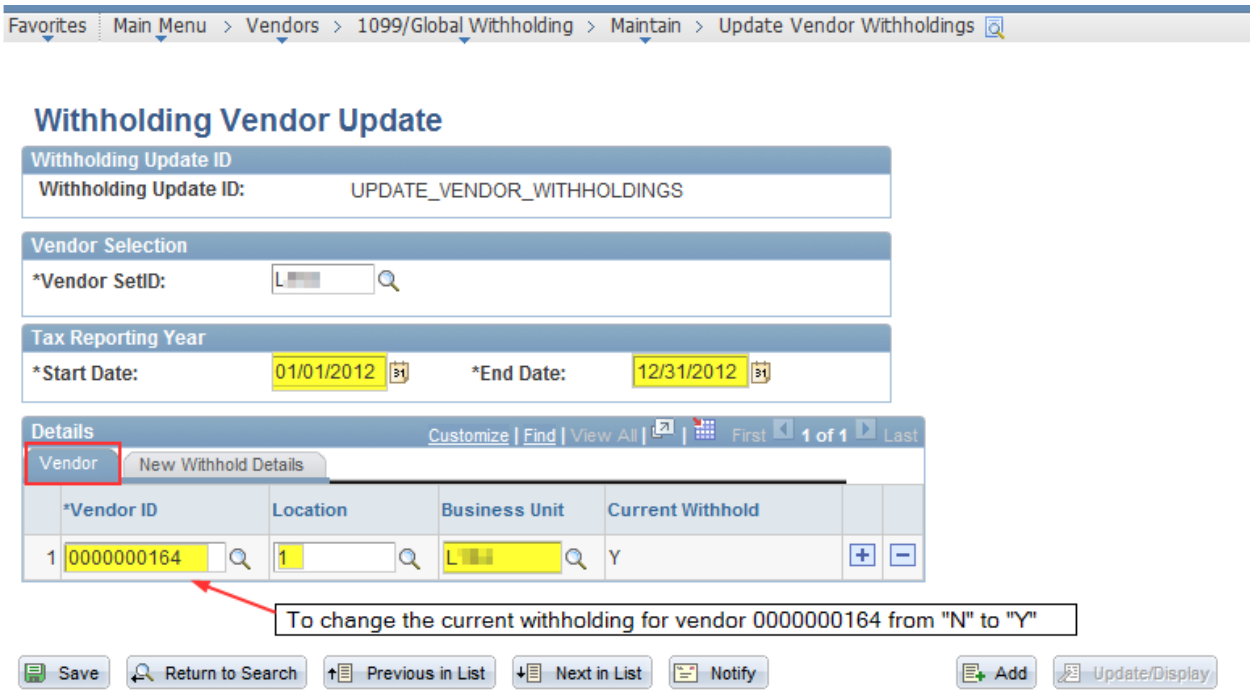
4	0	L556	IRS	1099	FED	07	RULE1	L556	0000000230	1	1	L556	B001	CHKG	CHK	0000000576	439230837	USD	CRRNT	1.00000000	1.00000000	12/13/2012	12/13/2012	12/13/2012	1848.750	1848.750	0.000	0.000	Withhold Update
5	0	L556	IRS	1099	FED	07	RULE1	L556	0000000778	1	1	L556	B001	CHKG	CHK	0000000067	621776542	USD	CRRNT	1.00000000	1.00000000	12/13/2012	12/13/2012	12/13/2012	45.990	45.990	0.000	0.000	Withhold Update
6	0	L556	IRS	1099	FED	07	RULE1	L556	0000000778	1	1	L556	B001	CHKG	CHK	0000000135	621776542	USD	CRRNT	1.00000000	1.00000000	12/13/2012	12/13/2012	12/13/2012	1177.310	1177.310	0.000	0.000	Withhold Update
7	0	L556	IRS	1099	FED	07	RULE1	L556	0000000778	1	1	L556	B001	CHKG	CHK	0000000221	621776542	USD	CRRNT	1.00000000	1.00000000	12/13/2012	12/13/2012	12/13/2012	350.600	350.600	0.000	0.000	Withhold Update
8	0	L556	IRS	1099	FED	07	RULE1	L556	0000000778	1	1	L556	B001	CHKG	CHK	0000000391	621776542	USD	CRRNT	1.00000000	1.00000000	12/13/2012	12/13/2012	12/13/2012	3.780	3.780	0.000	0.000	Withhold Update
9	0	L556	IRS	1099	FED	07	RULE1	L556	0000000778	1	1	L556	B001	CHKG	CHK	0000000498	621776542	USD	CRRNT	1.00000000	1.00000000	12/13/2012	12/13/2012	12/13/2012	76.360	76.360	0.000	0.000	Withhold Update
10	0	L556	IRS	1099	FED	07	RULE1	L556	0000000778	1	1	L556	B001	CHKG	CHK	0000000613	621776542	USD	CRRNT	1.00000000	1.00000000	12/13/2012	12/13/2012	12/13/2012	461.980	461.980	0.000	0.000	Withhold Update
11	0	L556	IRS	1099	FED	07	RULE1	L556	0000000778	1	1	L556	B002	CHKG	CHK	0000000020	621776542	USD	CRRNT	1.00000000	1.00000000	12/13/2012	12/13/2012	12/13/2012	126.500	126.500	0.000	0.000	Withhold Update
12	0	L556	IRS	1099	FED	07	RULE1	L556	0000000778	1	1	L556	B002	CHKG	CHK	0000000026	621776542	USD	CRRNT	1.00000000	1.00000000	12/13/2012	12/13/2012	12/13/2012	1533.040	1533.040	0.000	0.000	Withhold Update
13	0	L556	IRS	1099	FED	07	RULE1	L556	0000000778	1	1	L556	B002	CHKG	CHK	0000000032	621776542	USD	CRRNT	1.00000000	1.00000000	12/13/2012	12/13/2012	12/13/2012	405.000	405.000	0.000	0.000	Withhold Update

If there are vendors or vouchers missing or incorrect data in the output of the query, run the query LC_1099_VENDORS_VOUCHERS.



This query identifies vendors with 1099 applicable vouchers. Review the Vouchers with 1099 Flag filed, vouchers marked "Y" are set up for 1099 processing. Vouchers marked "N" are not set up for 1099 processing. If vouchers flagged "N" should be "Y," proceed to step 3. Otherwise proceed to Step 6 to generate IRS 1099 Misc. forms and the electronic filing txt file.

Step 3. Select vouchers Flagged as "N" on the LC_1099_Vendors_Vouchers query as 1099 applicable. Navigate to Vendors>1099/Global Withholding>Maintain>Update Vendor Withholding



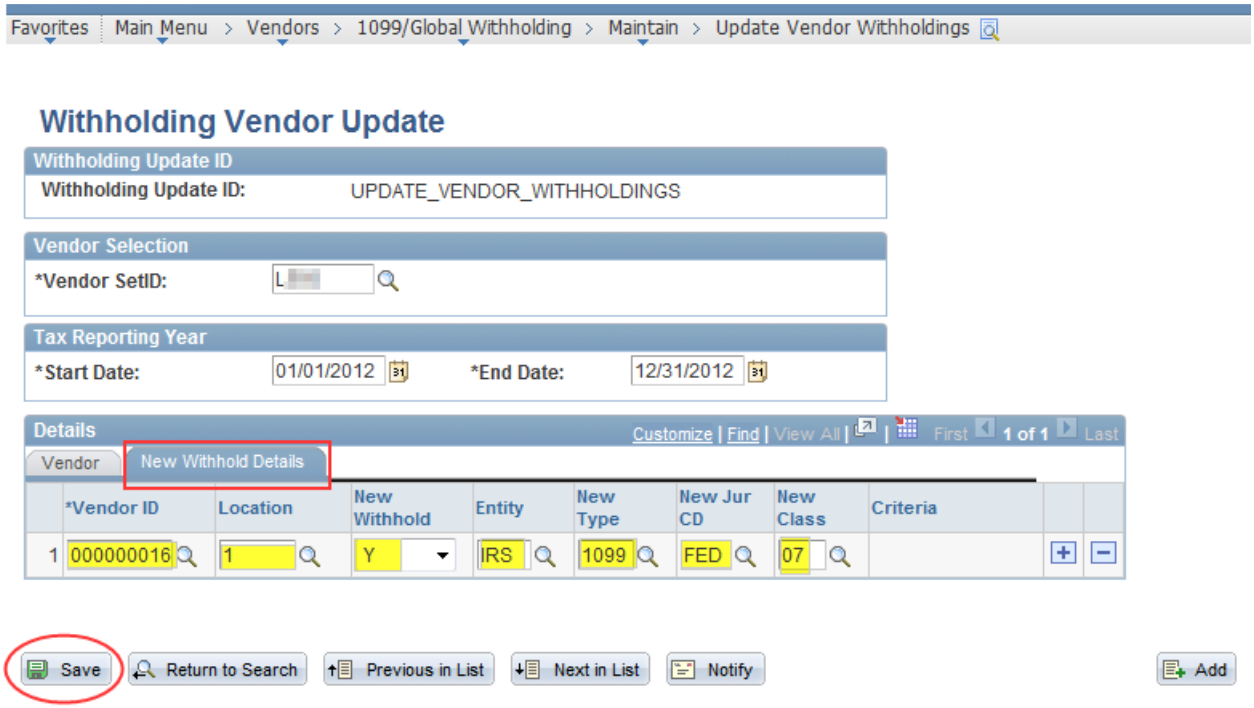
Vendors SetID: Enter the Business Unit

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:



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.

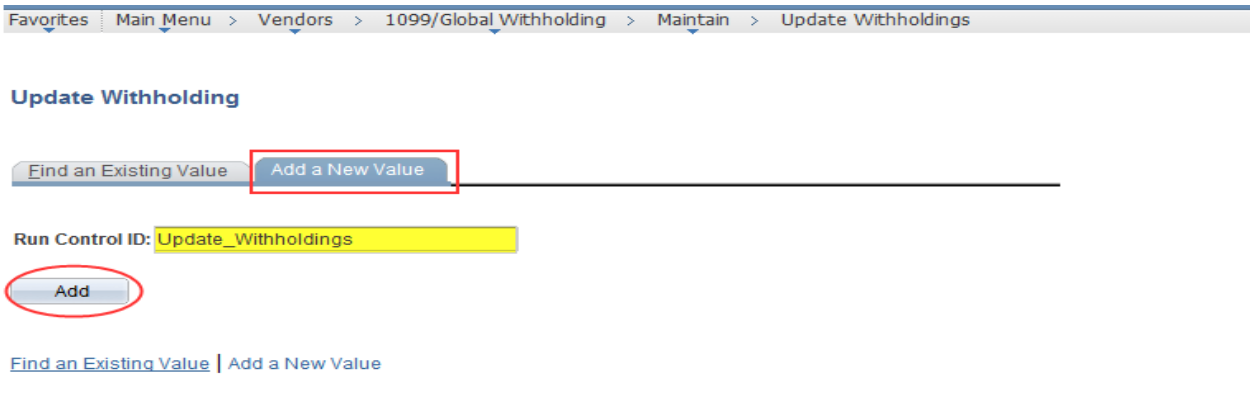
New Type: Select 1099.

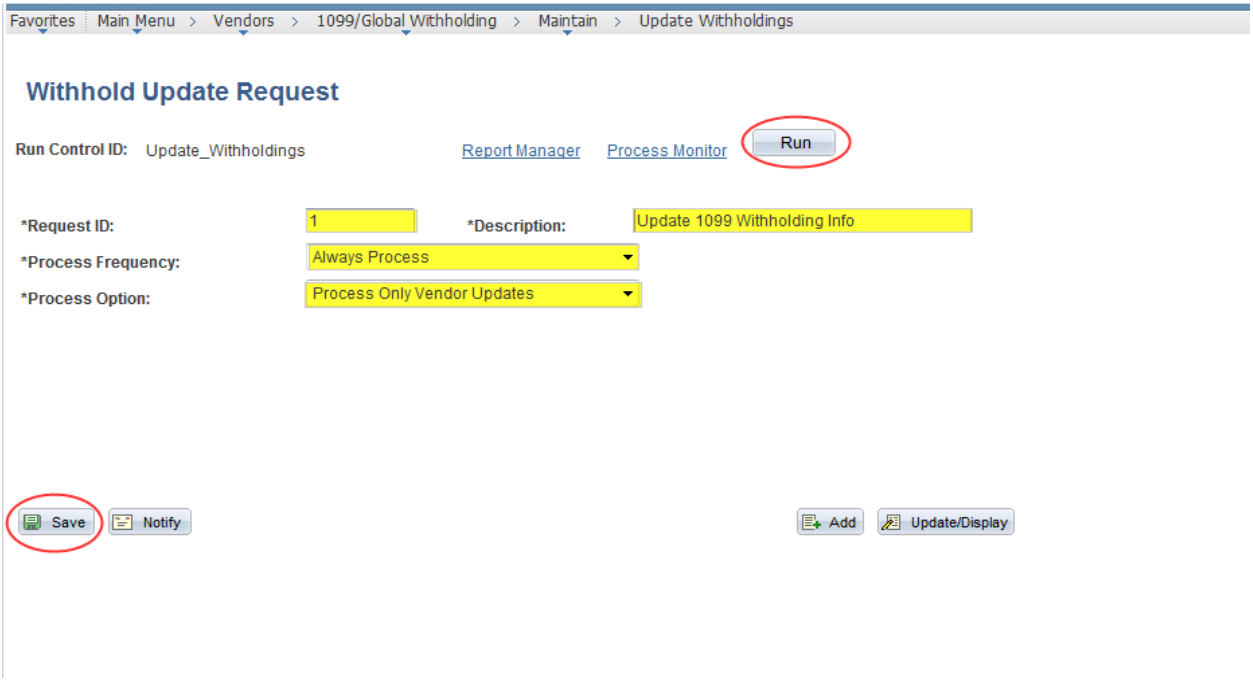
New Jur CD: Select FED.

New Class: Select 07 – Non Employee Compensation.

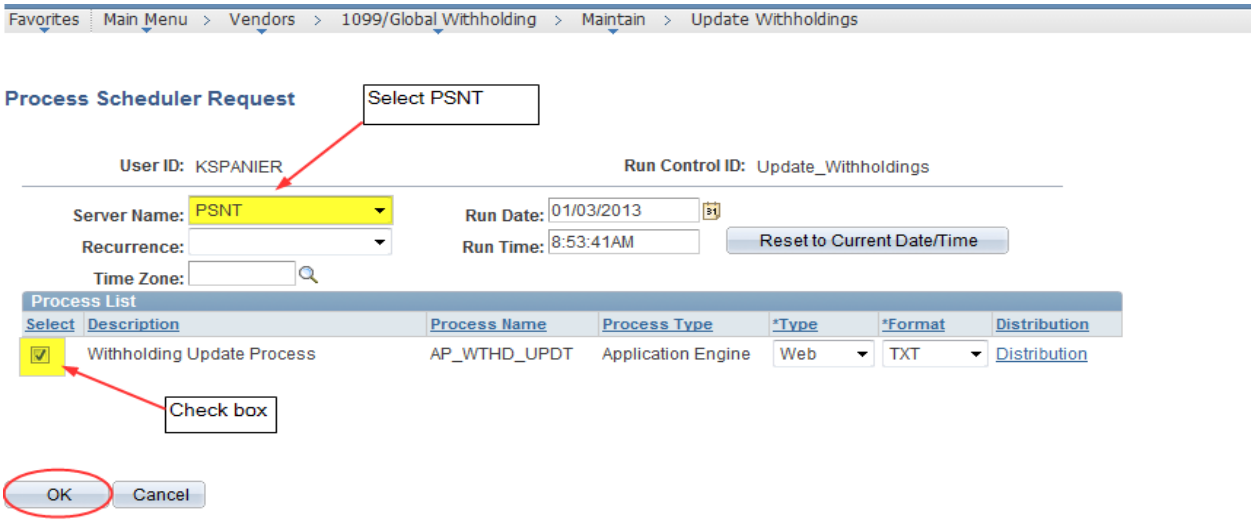
Click Save.

Step 4. Update 1099 Withholding information. Navigate to Vendors>1099/Global Withholding>Maintain>Update Withholdings. Create a new run control if this is the first time running this process, otherwise search for the run control under the Find an Existing Value tab.



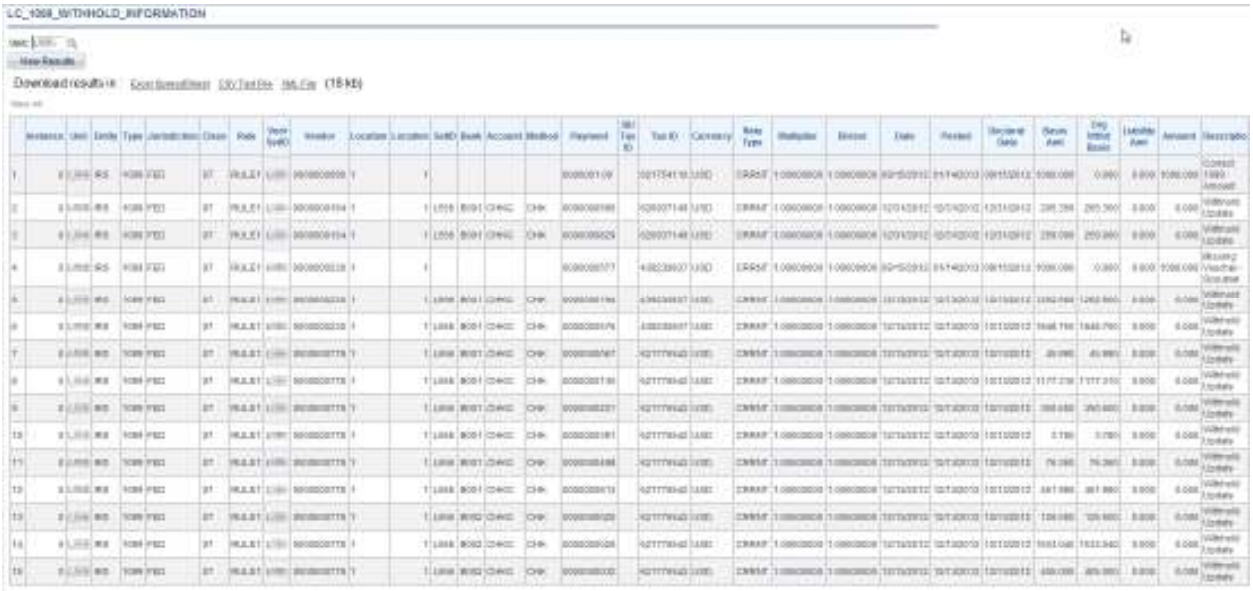


Request ID: Enter a value (e.g.1).
Description: Enter a description (e.g. Update 1099 Withholding Info).
Process Frequency: Select **Always Process**.
Process Options: **Select Process Only Vendor Updates**.
Click **Save** then Click **Run**.



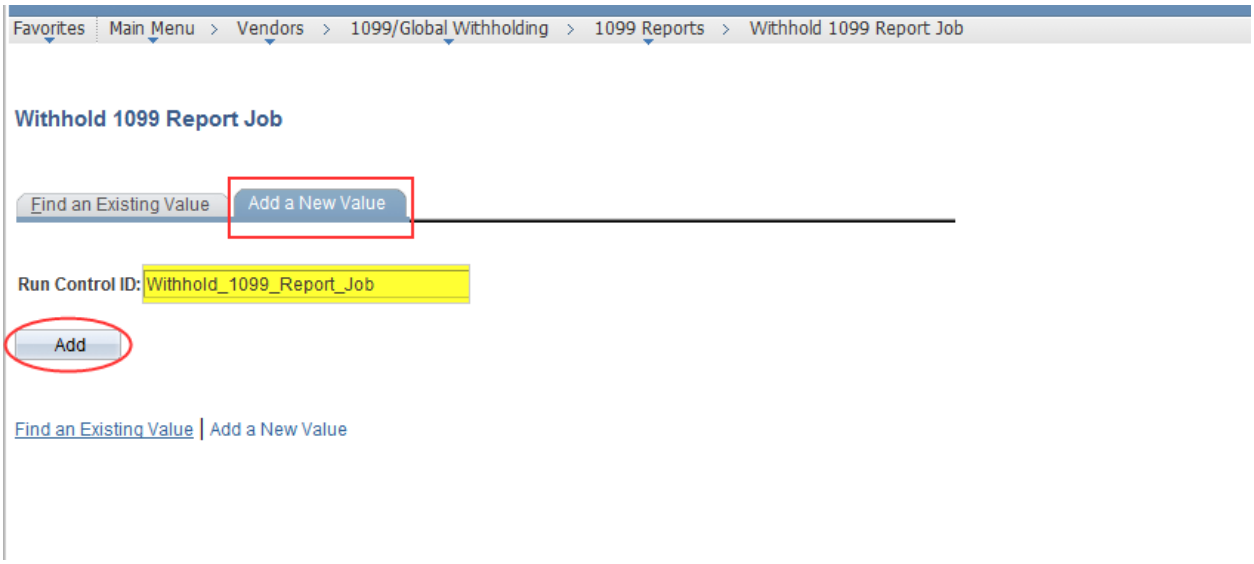
Server Name: Select **PSNT**
Check the box next to Withholding Update Process
Click OK.

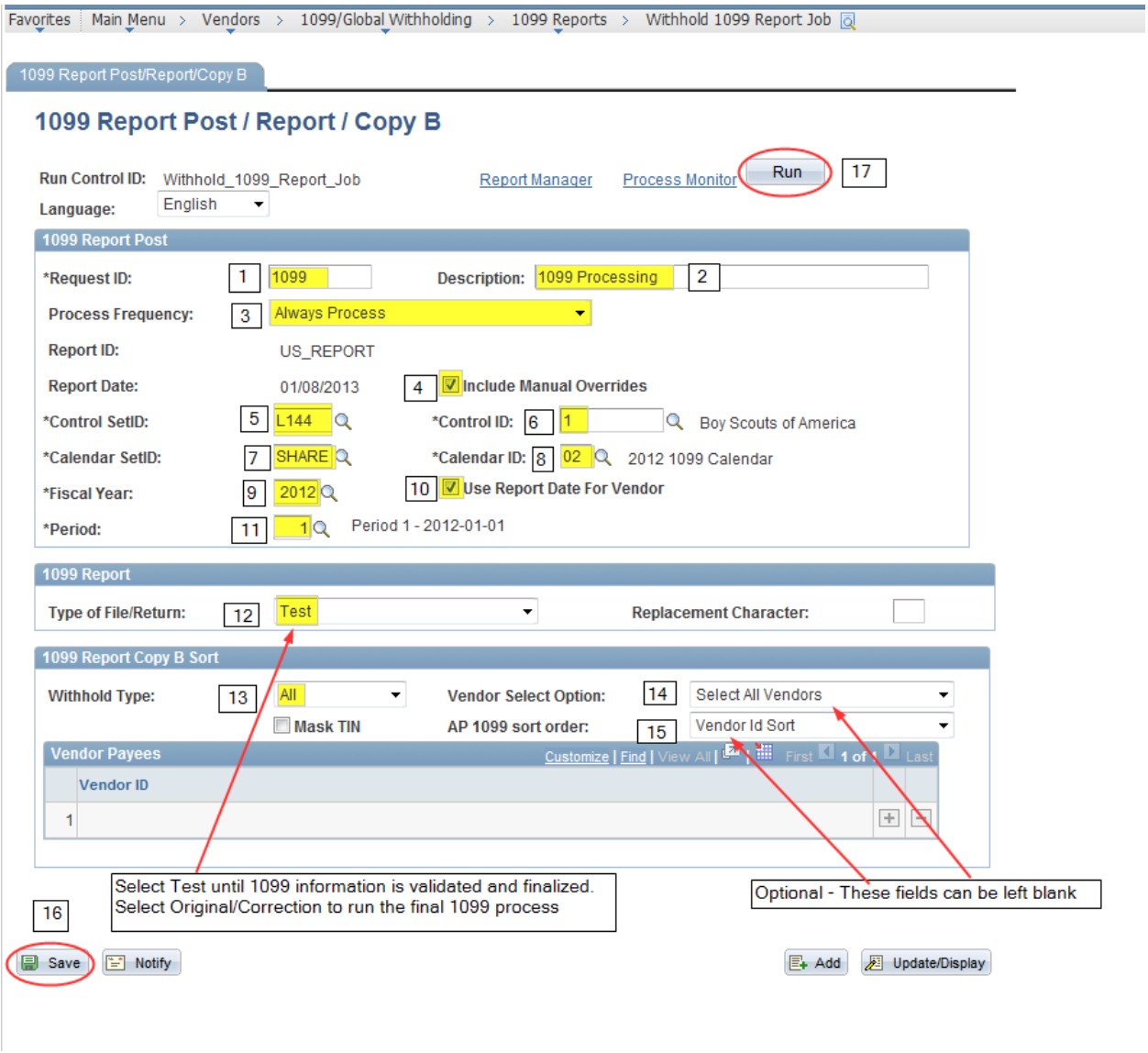
Step 5: Print the list of vendors with associated 1099 vouchers. From the Query Viewer menu, run the query LC_1099_ WITHHOLD_INFORMATION. This query should list all the vouchers for the vendors ready to generate 1099 forms.



Step 6. Generate the 1099 Misc. forms and the "Test" Electronic File for the IRS.

Navigate to Vendors>1099/Global Withholding>1099 Reports>Withhold 1099 Report Job
Create a new run control if this is the first time running this process, otherwise search for the run control under the Find an Existing Value tab.

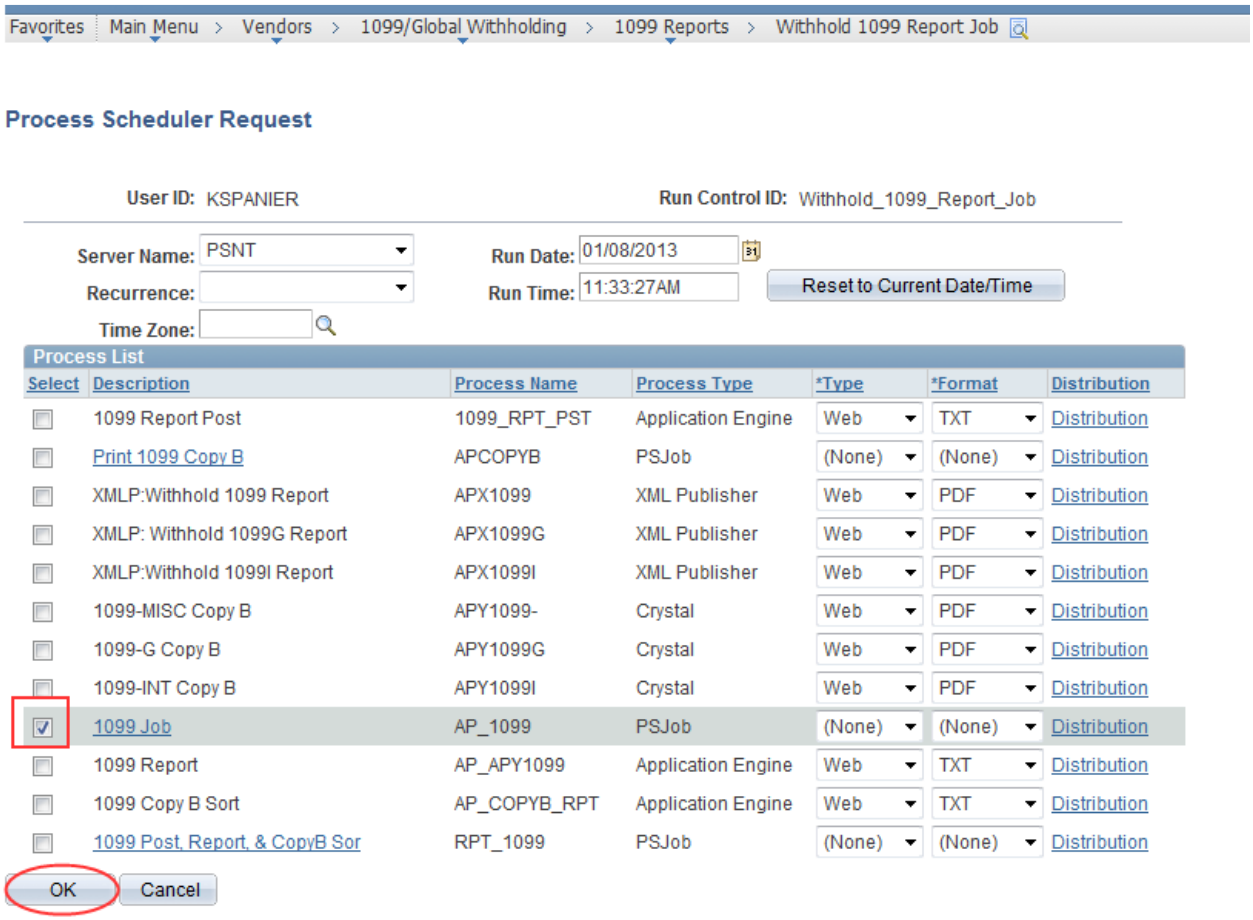




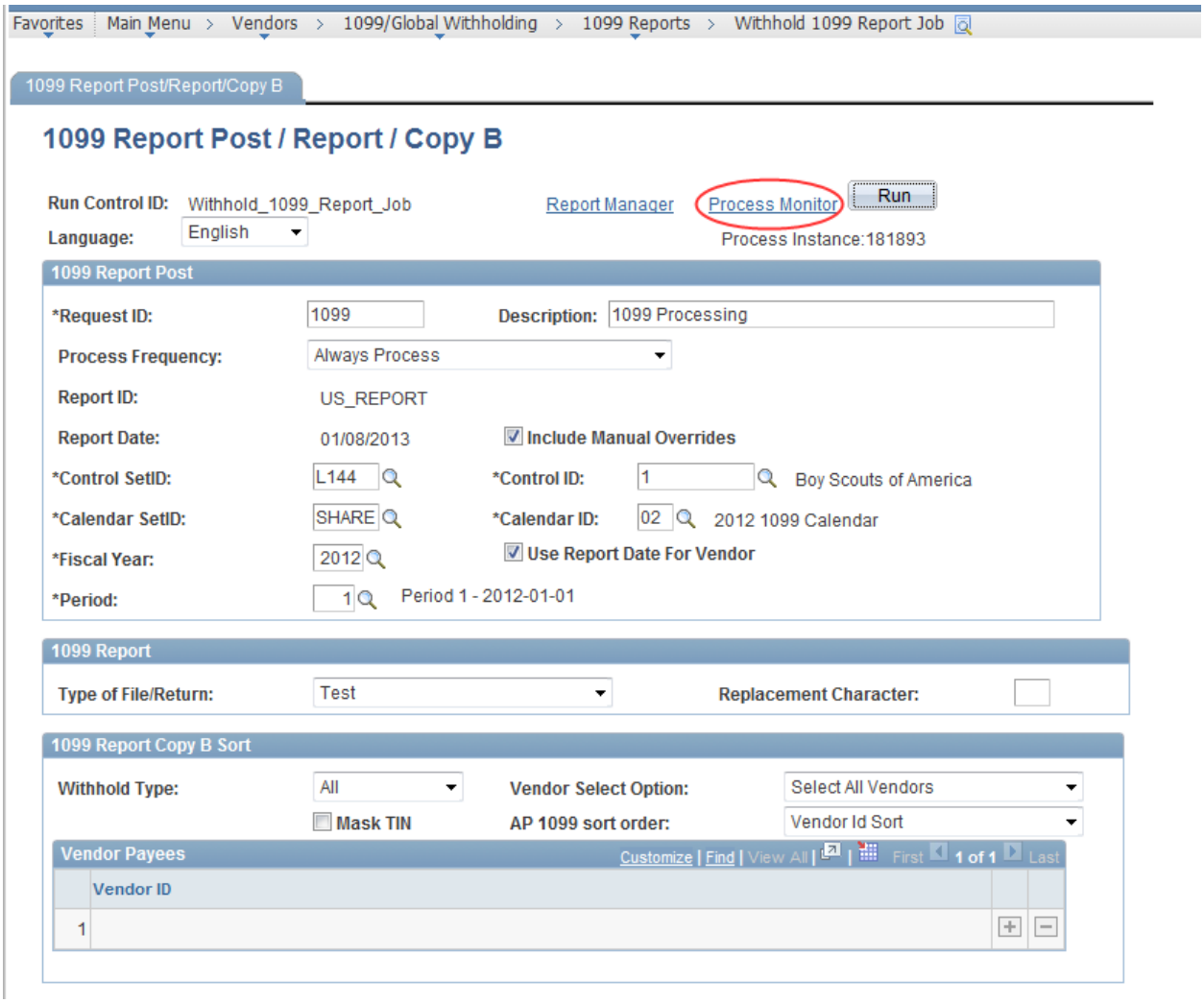
1. Request ID: Enter a request ID, example – 1099.
2. Description: Enter a description, example – 1099 Processing.
3. Process Frequency: Select Always Process.
4. Include Manual Overrides: Check the block.
5. Control SetID: Enter Business Unit.
6. Control ID: Select 1, Boy Scouts of America
7. Calendar SetID: Select SHARE.
8. Calendar ID: Select 02, 2012 1099 Calendar
9. Fiscal Year: Enter fiscal year, example – 2012
10. Use Report Date for Vendor: Check the block.
11. Period: Select 1, Period 1 – 2012-01-01
12. Type of File/Return: Select **Test** until 1099 information is validated and final 1099s are ready to be produced. Select Original/Correction for final 1099 process.

13. Withhold Type: Select All.
14. Vendor Select Options: Default is blank or you can select all vendors or specify vendors.
15. AP 1099 sort order: Default is blank or you can select Name Sort, TIN Sort or Vendor ID sort.
16. Click Save.
17. Click Run.

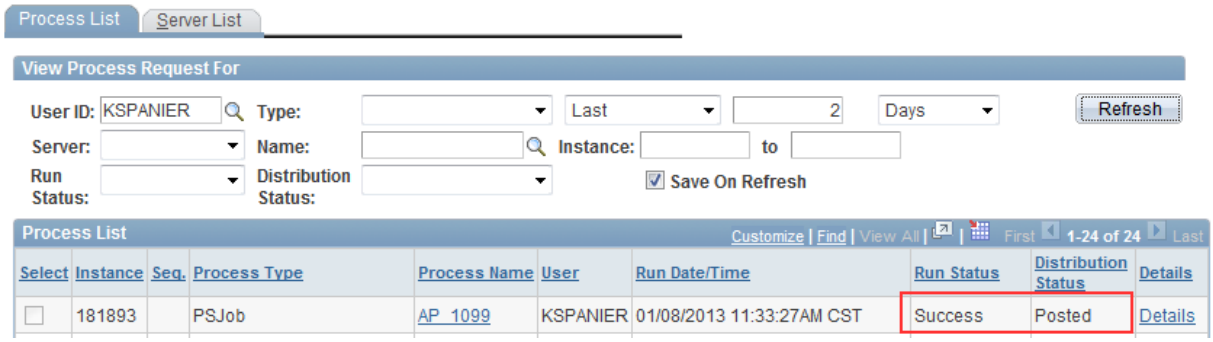
The following screen will appear:



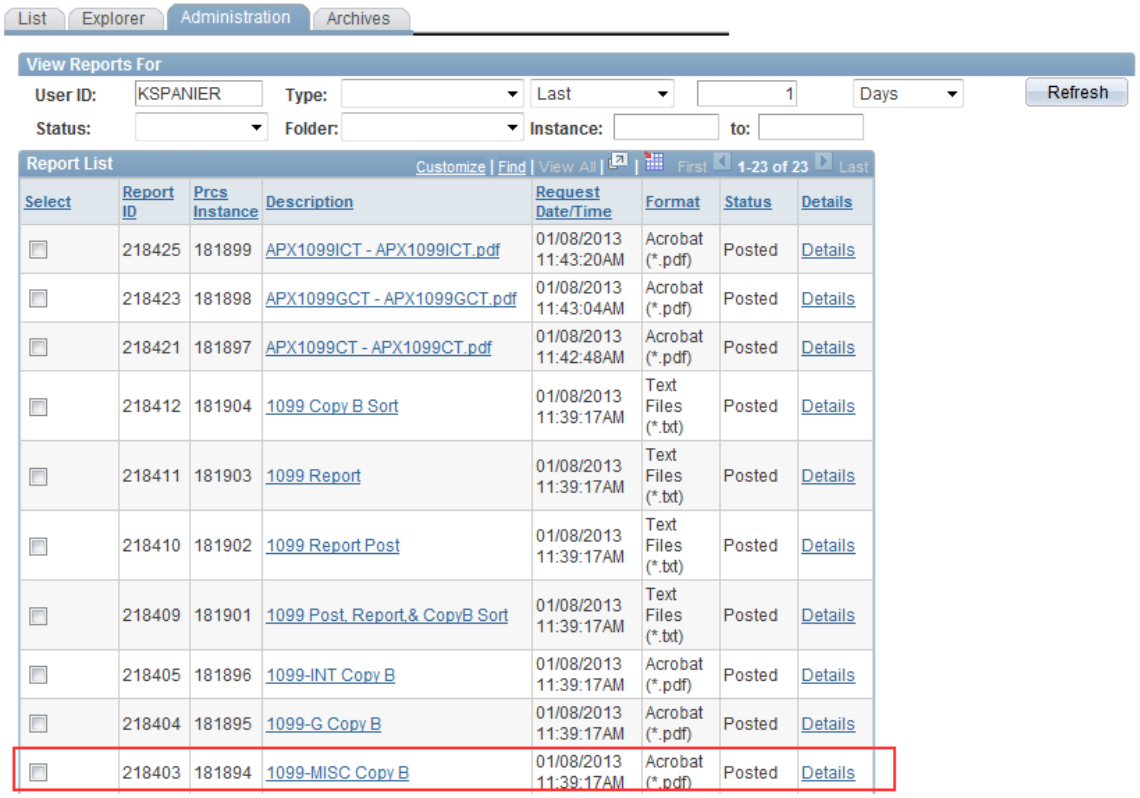
Check the box next to 1099 Job then click OK.



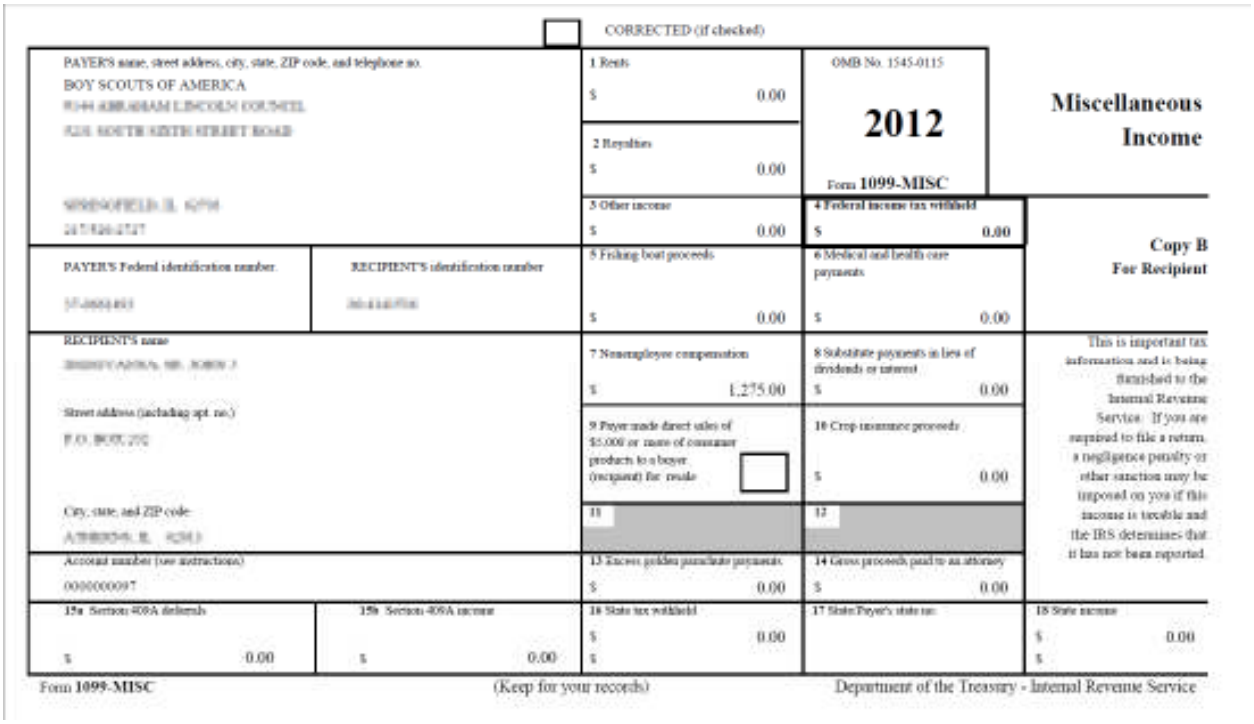
After submission of the job, check the process monitor for the status.



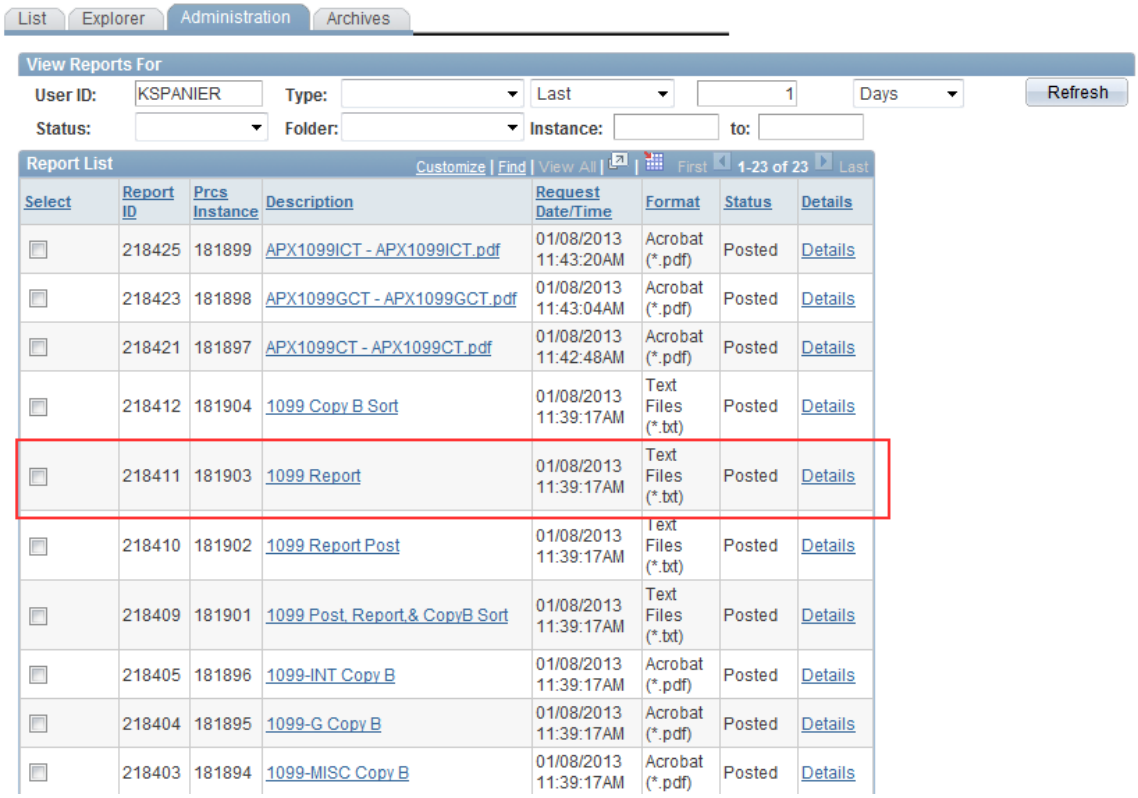
Once the Run Status shows "Success" and the Distribution Status Shows "Posted," navigate to Report Manager



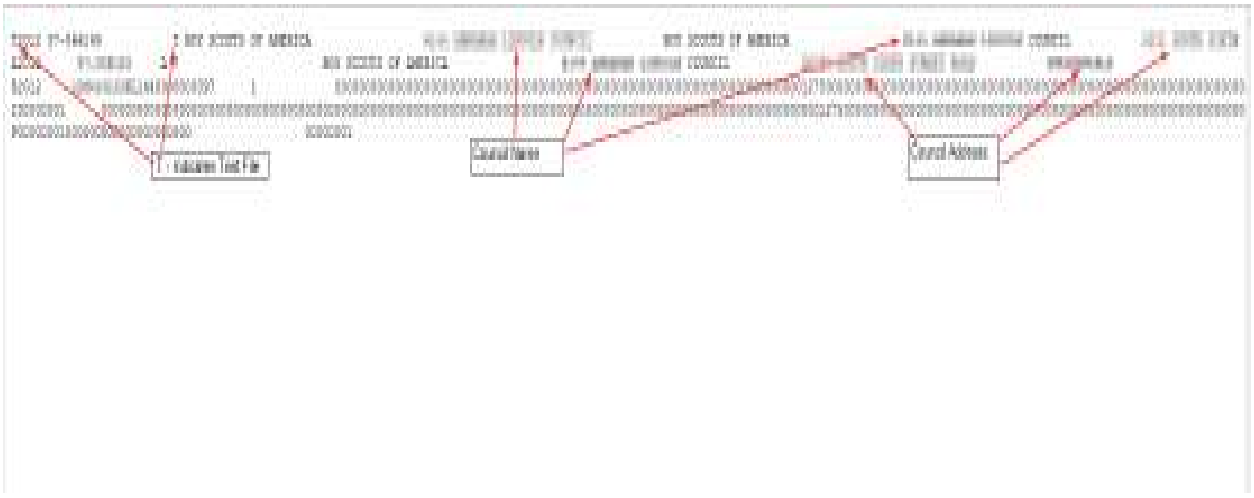
Click on the 1099-MISC Copy B link to view and print the 1099 forms.



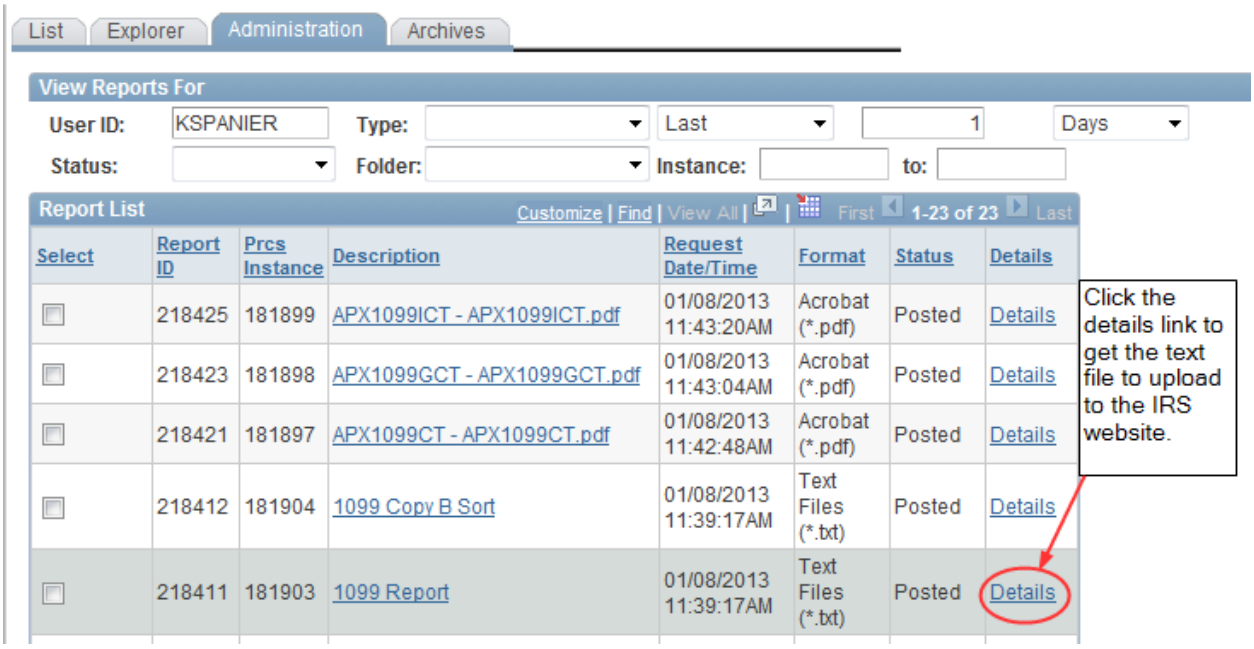
Click on the 1099 Report link to view the file to be sent to IRS.

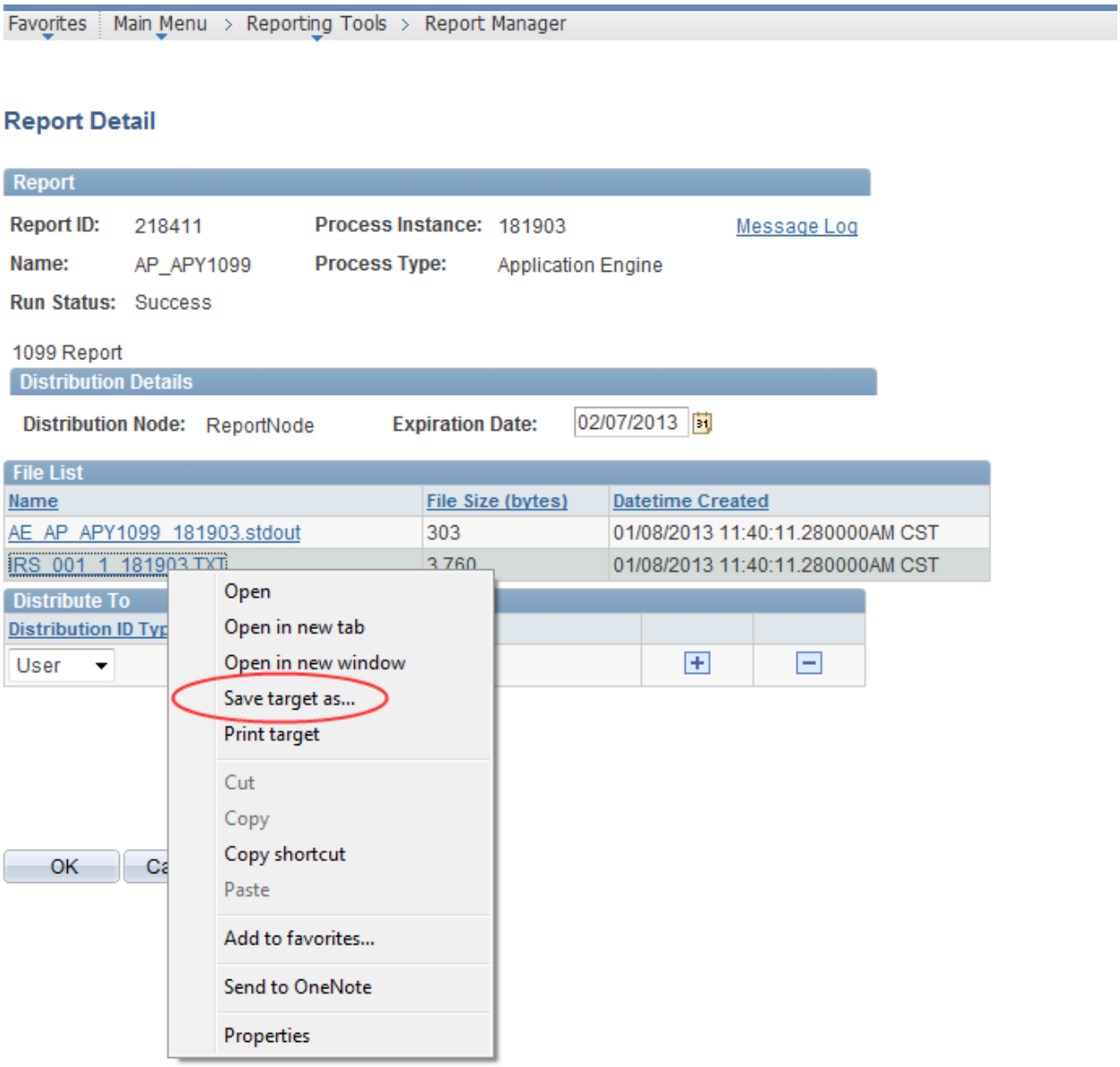


The **"Test"** text file will look similar to the example below:

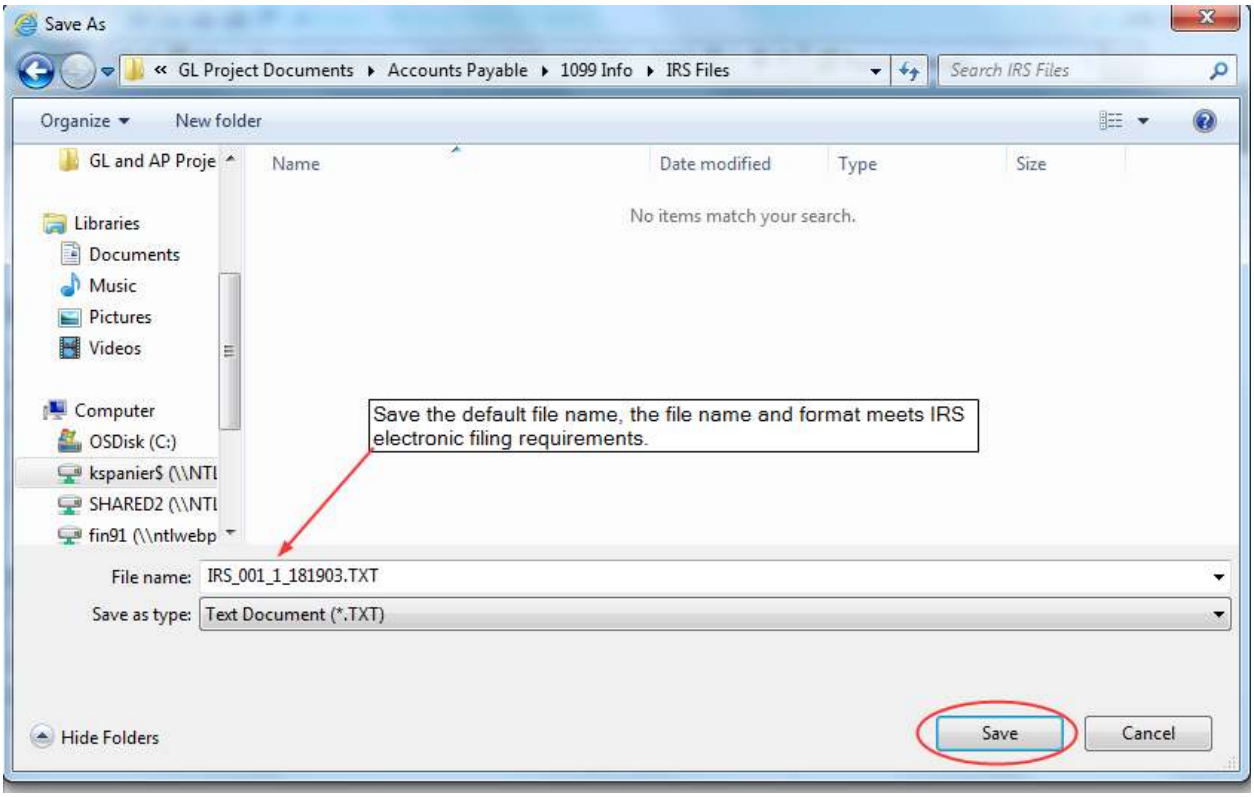


Click on the 1099 Report Details link to get the **"Test"** txt file to electronically file with the IRS.





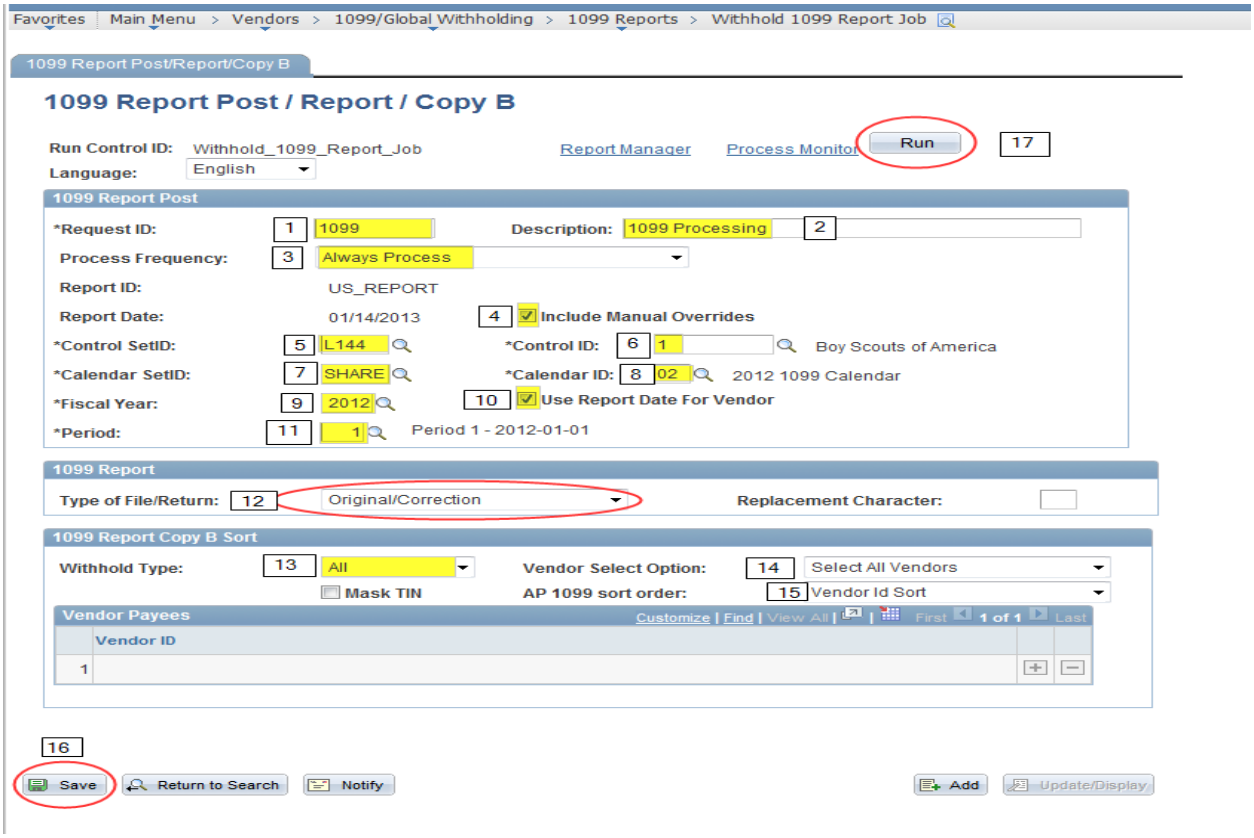
Move your mouse pointer over the IRS_001_1_XXXXXX.TXT link and press the right mouse button. A menu similar to the example above will appear, click the Save target as link to save the file to a file folder.



Save the file to a folder location that will be used when uploading the file to the IRS website.

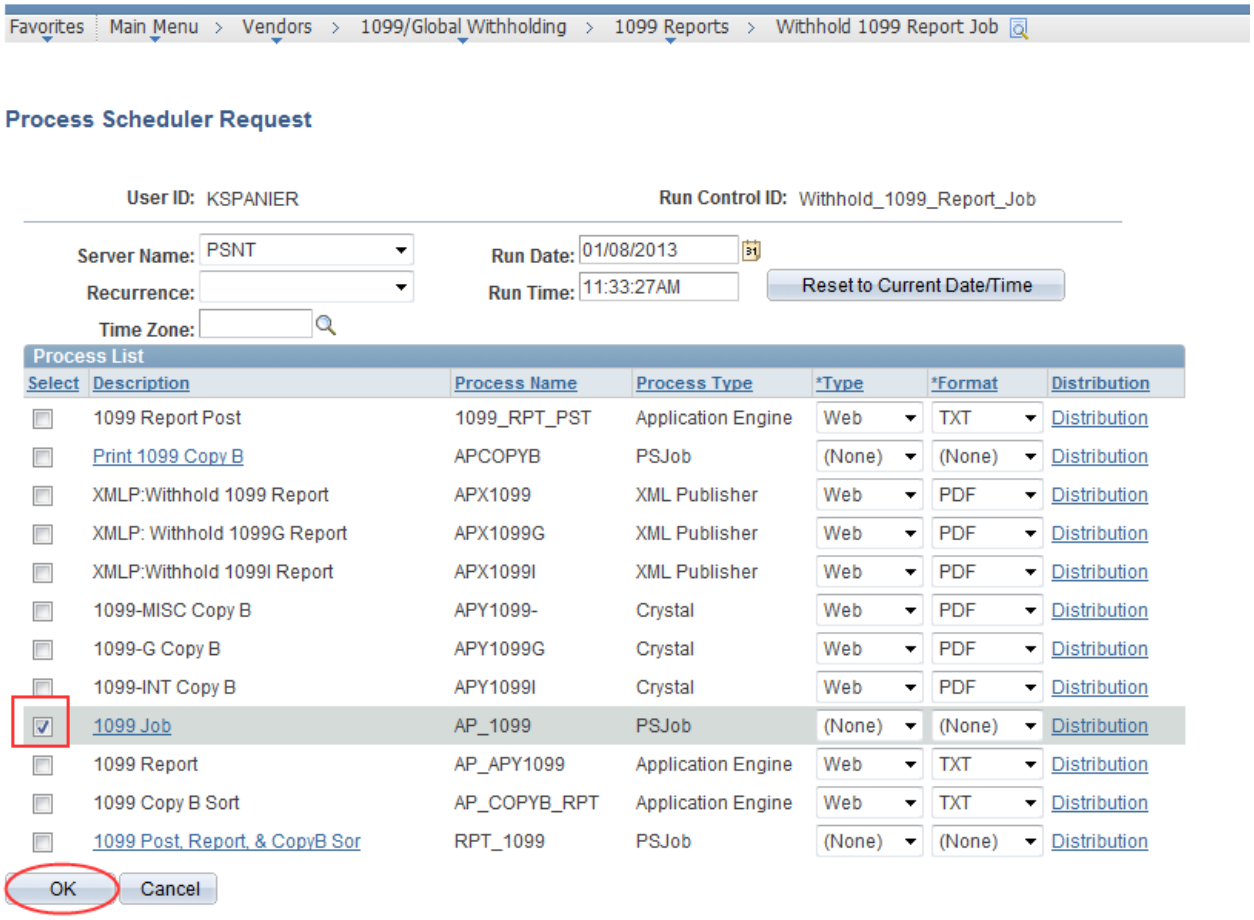
Step 7. Generate the 1099 Misc. forms and the Electronic File for the IRS.

Navigate to Vendors>1099/Global Withholding>1099 Reports>Withhold 1099 Report Job
Create a new run control if this is the first time running this process, otherwise search for the run control under the Find an Existing Value tab.

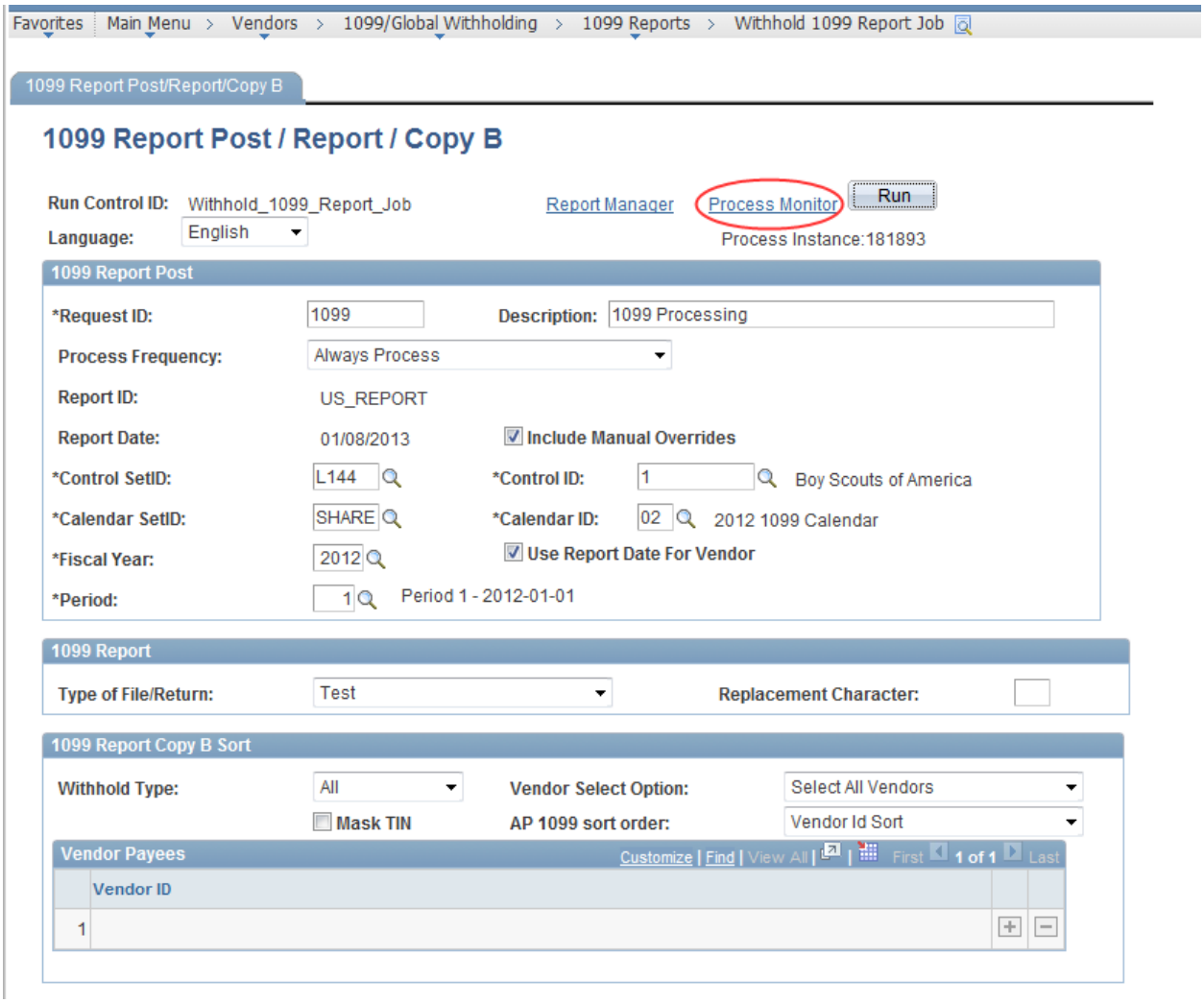


1. Request ID: Enter a request ID, example – 1099.
2. Description: Enter a description, example – 1099 Processing.
3. Process Frequency: Select Always Process.
4. Include Manual Overrides: Check the block.
5. Control SetID: Enter Business Unit.
6. Control ID: Select 1, Boy Scouts of America
7. Calendar SetID: Select SHARE.
8. Calendar ID: Select 02, 2012 1099 Calendar
9. Fiscal Year: Enter fiscal year, example – 2012
10. Use Report Date for Vendor: Check the block.
11. Period: Select 1, Period 1 – 2012-01-01
12. Type of File/Return: **Select Original/Correction for final 1099 process.**
13. Withhold Type: Select All.
14. Vendor Select Options: Default is blank or you can select all vendors or specify vendors.
15. AP 1099 sort order: Default is blank or you can select Name Sort, TIN Sort or Vendor ID sort.
16. Click Save.
17. Click Run.

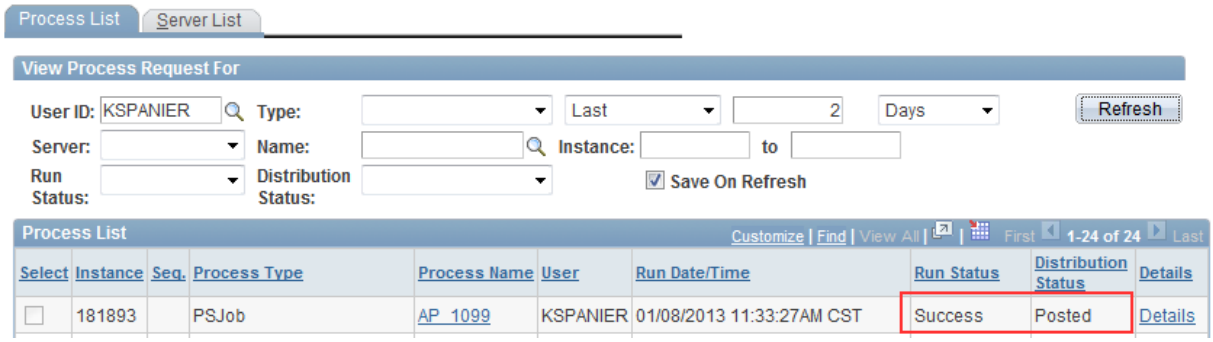
The following screen will appear:



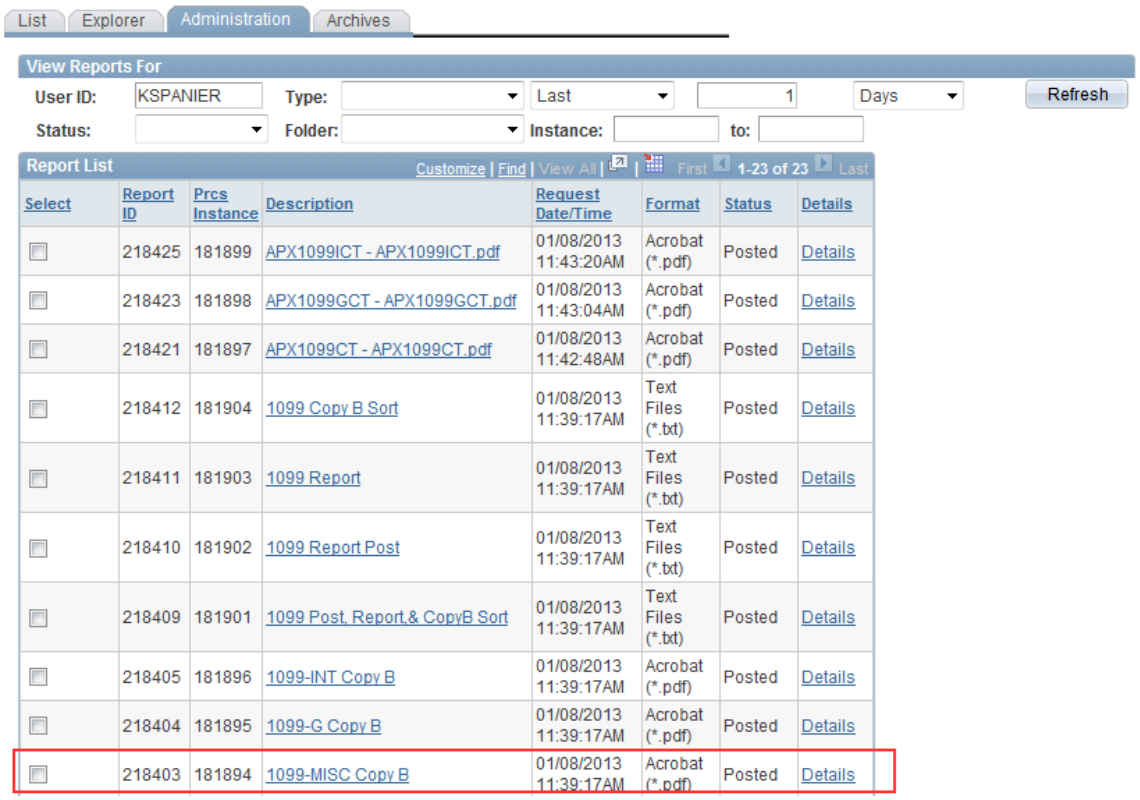
Check the box next to 1099 Job then click OK.



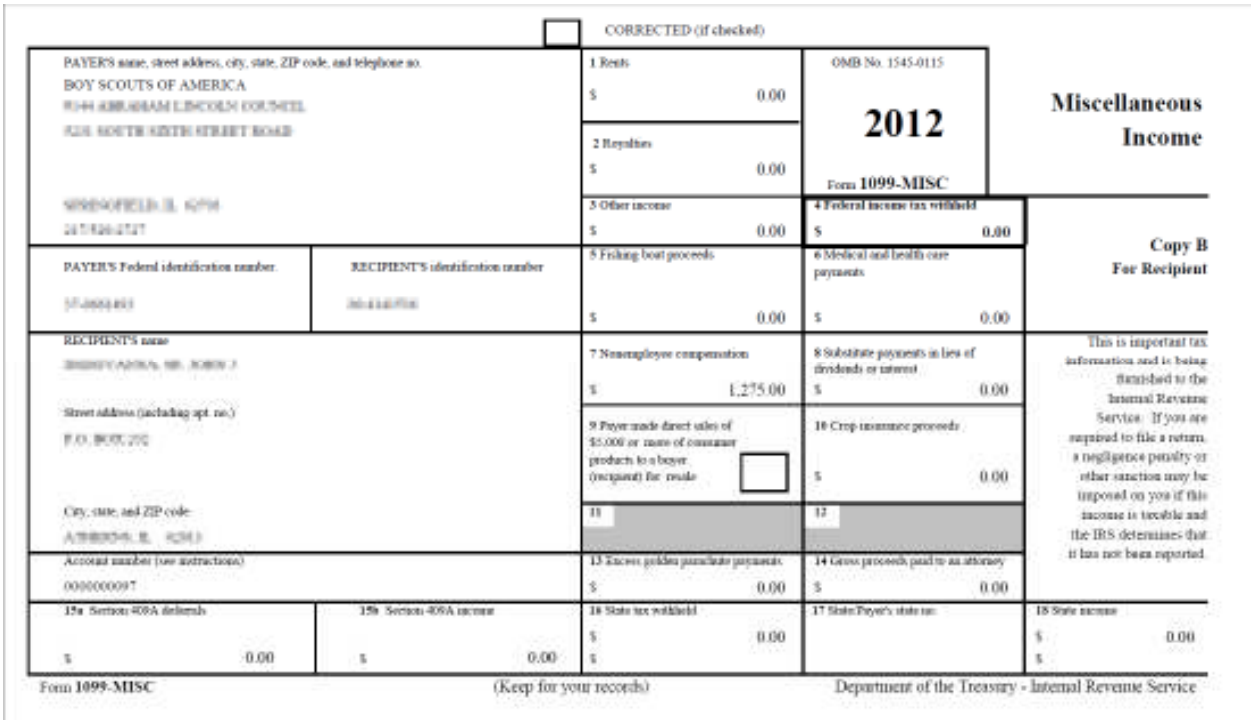
After submission of the job, check the process monitor for the status.



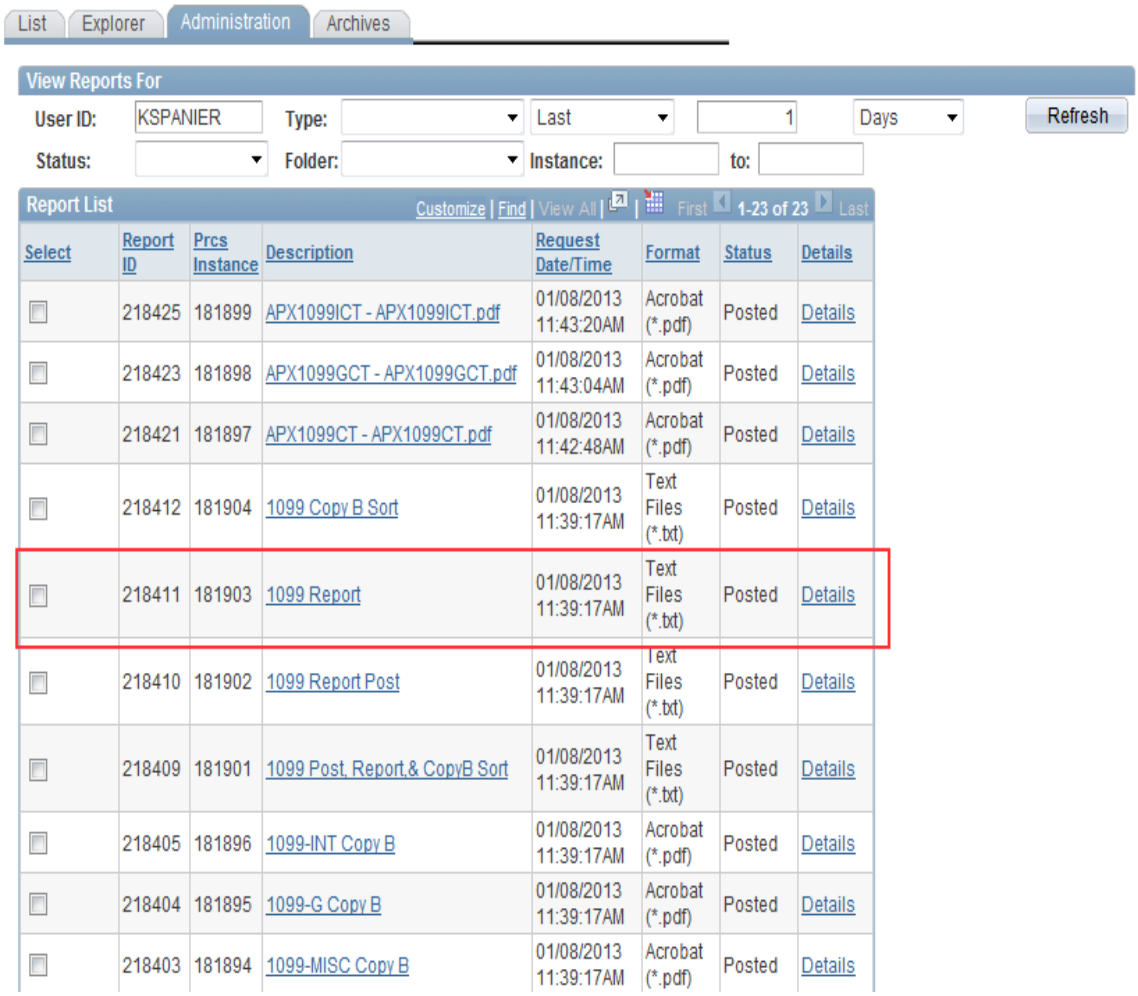
Once the Run Status shows “Success” and the Distribution Status Shows “Posted,” navigate to Report Manager



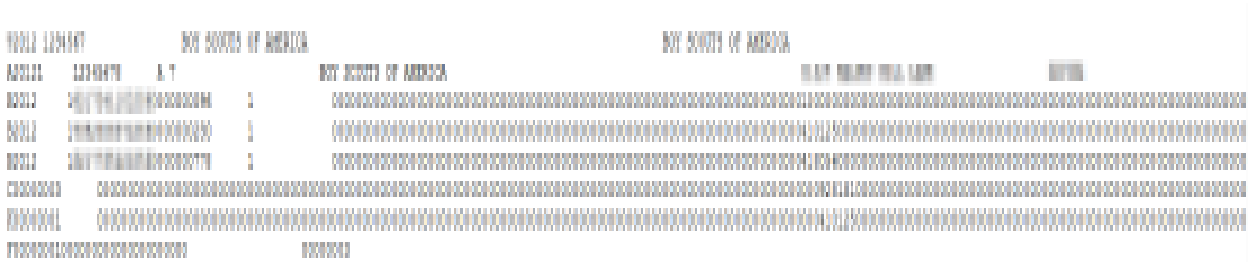
Click on the 1099-MISC Copy B link to view and print the 1099 forms.



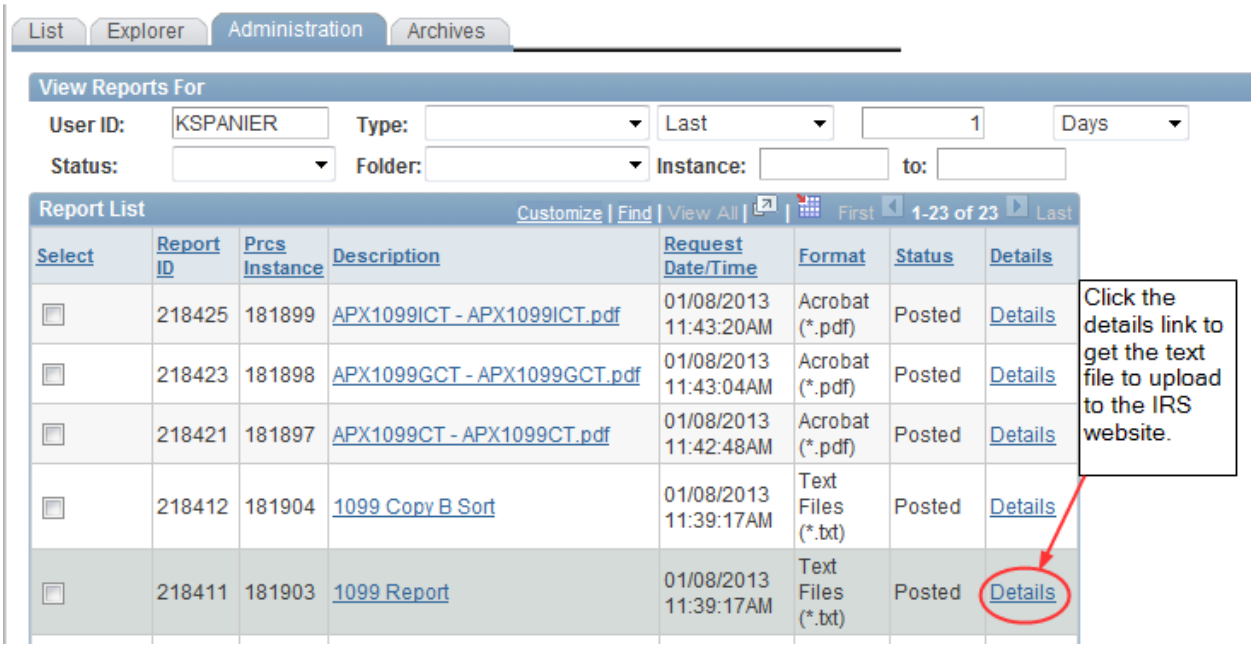
Click on the 1099 Report link to view the file to be sent to IRS.

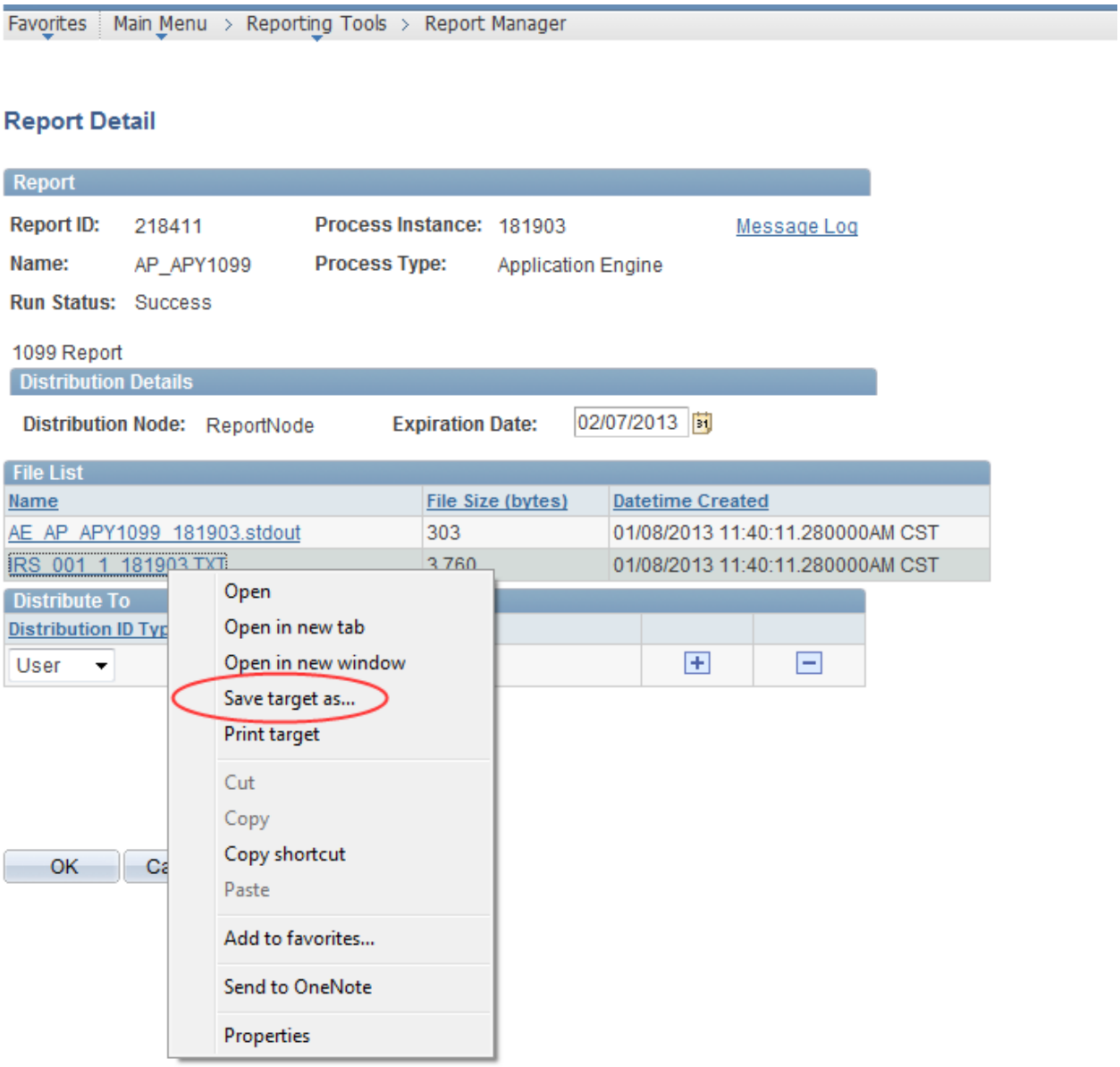


The text file will look similar to the example below:

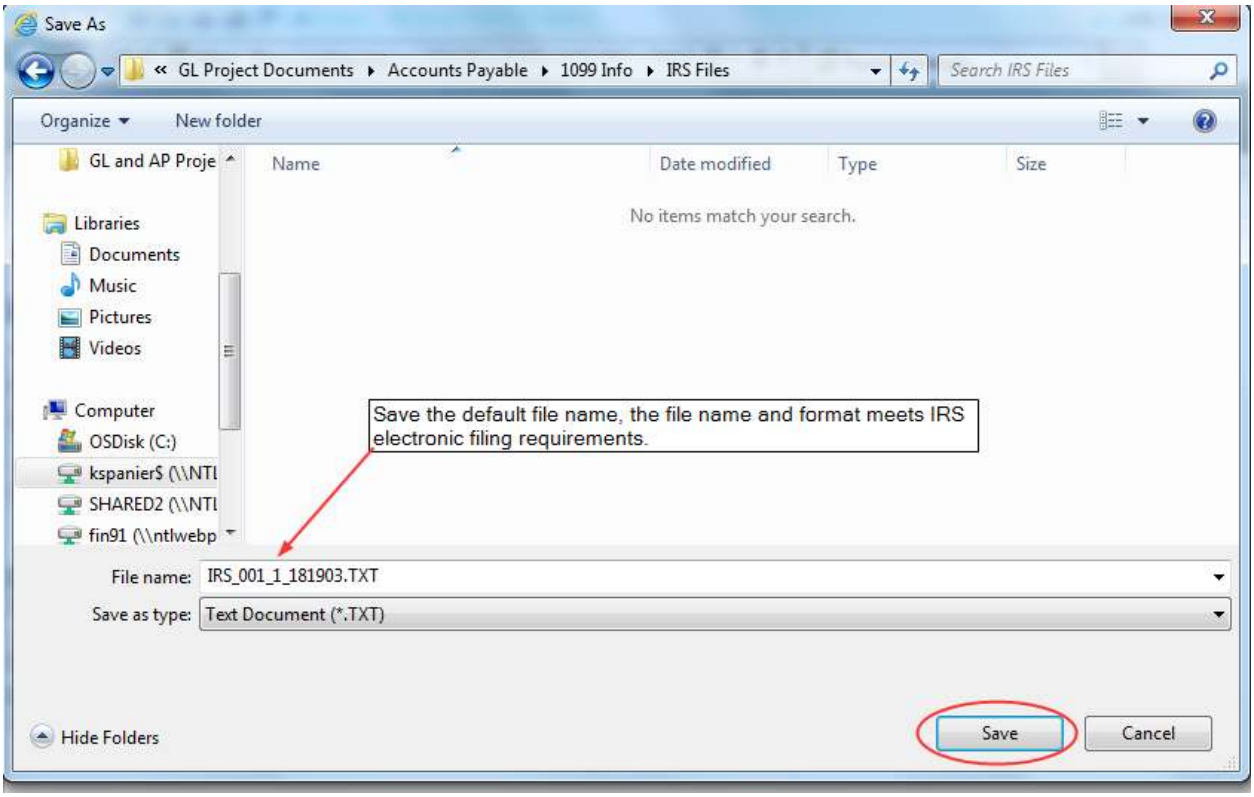


Click on the 1099 Report Details link to get the file to electronically file with the IRS.





Move your mouse pointer over the IRS_001_1_XXXXXX.TXT link and press the right mouse button. A menu similar to the example above will appear, click the Save target as link to save the file to a file folder.



Save the file to a folder location that will be used when uploading the file to the IRS website.

IRS Website: https://fire.irs.gov/firev1r/default.aspx