

Chapter 1 Overview

This guide is a guide to functions of the BSA provided fiscal software and why it functions as it does. The first key is to understand that PeopleSoft Financials 9.1 is designed to serve organizations that are extremely large with multi-national elements. As configured by the BSA for local council use it should also serve the needs of small councils where the accounting staff members have multi-functional assignments. There are several keys to success for the local council, no matter the size:

1. Understand the principles of accounting that drive how we should handle various financial transactions. The *Local Council Accounting Manual* provides technical detail and examples that will be useful.
2. Develop business practices in the local council that take full advantage of beneficial elements of the software and yet provide the required level of separation of duties and internal controls.
3. Document the practices, policies and routines that need attention and action on a periodic basis. Later in this guide you will find examples of such documented action lists.
4. Continue to participate in offered training from the BSA and other sources to enhance the fiscal skills of both local council management and staff.

Systems that are complex enough to add significant value also require greater attention, care and understanding. The expanded capacity of this modern software package will allow greater flexibility in queries, automation and reporting, but will also challenge the accounting knowledge of some local council accounting staff.

Please refer any questions, comments and suggestions on this guide to the Finance Impact Department at the National Office of the Boy Scouts of America, 972-580-2554 or financeimpact@scouting.org.