

## Chapter 10 - Journals from Subsidiary Ledgers

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## 10.1 Cash Receipts

Cash receipts can come from any of three sources depending on the structure and policy of the council. Software loaded receipts can come from the point of sale software, SellWise, or from BSA Fundraising software if the cash flag is turned on in the ScoutNet system. Manually loaded cash receipts may be necessary if the council is not using a point of software or if the chosen software does not interface with PeopleSoft.

### 10.1.1 Transactions from SellWise

#### *Overview (TP Journals)*

The local council staff is responsible for the process of closing the day in SellWise and must also be uploaded by council staff into the ScoutNet system in the same way that it was done prior to PeopleSoft. Batches from SellWise will be loaded into your GL every night from the previous day's work. They will automatically load and run the Journal Edit process, but will not post in case you need to make adjustments related to transactions for funds 2 & 3, splitting cash and credit, or other corrections.

To review and possibly edit the batch, you should go to the "Create/Update Journal Entries" screen and click on the "Find An Existing Value" tab. If you click on the "Clear" button at the bottom, and enter your Business Unit – then select "Source" = to TP and press "Search" it should bring up a list of all the TP entries. Your most recent load should be on the top of the list, if not click the column head labeled Journal Date and order the column from latest to oldest. Find your journal, click on it and follow normal review, corrections and when it is complete, Edit and Post the journal.

### 10.1.2 Loading from Fundraising

#### *Overview (FR Journals)*

If your cash flag is turned on in ScoutNet Fundraising, then batches from ScoutNet Fundraising will be loaded into your GL every night from the previous day's work. They will automatically load and run the Journal Edit process. If they are valid they will also post.

If the batch has an error, it can be found by going to the "Create/Update Journal Entries" screen and click on the "Find An Existing Value" tab. If you click on the "Clear" button at the bottom, and enter your Business Unit – then select "Source" = to FR and press "Search" it should bring up a list of all the FR entries. Your most recent load should be on the top of the list. Click on it and follow normal review, corrections and when it is complete, Edit and Post the journal.

### 10.1.3 Loading from Hand Cash Receipts

#### *Overview (CR or TP Journals)*

Use the following procedure to enter cash receipts.

Gather the handwritten cash receipts from all sources along with the adding machine tape showing the total of all receipts. Go to the "Create/Update Journal Entries" screen and click on the "Add A New Value" tab. Follow the instructions for any journal entry, edit and posting process. You may use the journal source code of CR for Cash Receipts if you wish, or TP for Trading Post.

## 10.2 Membership, Contributions and Payroll

Transactions will arrive in the actuals ledger from other sources as the council staff process information in membership, contribution pledge entry and payroll.

### 10.2.1 Membership Journals (MJ Journals)

These arrive based on transmittal of registration to the national office and are gathered in overnight. These journals should be loaded, edited and posted as long as there are no errors found in the edit process. If an error exists and posting is delayed, it may require that you find the journal, make the correction and post manually. Make sure you correct whatever caused the error so it will not repeat.

### 10.2.2 Fundraising Journals (CJ Journals)

These arrive based on posting of batches in fundraising software and are gathered in overnight. These journals should automatically load, edit and post as long as there are no errors found in the edit process. If an error exists and posting is delayed, it may require that you find the journal, make the correction and post manually. Make sure you correct whatever caused the error so it will not repeat.

### 10.2.3 Payroll Journals (PR Journals)

These arrive based on processing of a payroll in the IOI system and are gathered in overnight. These journals should automatically load, edit and post as long as there are no errors found in the edit process. If an error exists and posting is delayed, it may require that you find the journal, make the correction and post manually. Make sure you correct with IOI staff whatever caused the error so it will not repeat.

## 10.3 Account Payable

Transactions will arrive in the actuals ledger from the accounts payable module as the council staff process invoices and payments. There are two types of AP journals that will process.

### 10.3.1 Accounts Payable (AP Journals)

Account payable journals are the result of invoices/vouchers being posted in the AP module and are gathered in overnight. These journals should automatically load, edit and post as long as there are no errors found in the edit process. If an error exists and posting is delayed, it may require that you find the journal, make the correction and post manually. Make sure you correct whatever caused the error so it will not repeat.

### 10.3.2 AP Payments (AP Payment Journals)

AP Payment journals are the result of council staff processing payments in the AP module and are gathered in overnight. These journals should automatically load, edit and post as long as there are no errors found in the edit process. If an error exists and posting is delayed, it may require that you find the journal, make the correction and post manually. Make sure you correct whatever caused the error so it will not repeat.

If you are finding an existing value in these journals, the Source Code is AP but the Journal ID begins with CD so they are searchable separately from AP Journals created by invoice.

#### 10.4 Asset Management (AM Journals)

The asset management module will send various transactions to the general ledger based on adding assets, modifying asset information, retiring assets and monthly depreciation calculations. These journals will come in overnight and should automatically load, edit and post as long as there are no errors found in the edit process. If an error exists and posting is delayed, it may require that you find the journal, make the correction and post manually. Make sure you correct whatever caused the error so it will not repeat.