

# PeopleSoft User Group

January 16, 2013

Finance Impact Department



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# PeopleSoft User Group

- Review 1099 process created
- Review Budget Upload process - best practices
- Review how to update Month End & JTE
- Review Year-End Close process
- Functionality updates



# 1099 Process Review

Kent Spanier  
Fiscal Management Specialist



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# Review 1099 process created

- Overview of PeopleSoft 1099 process and delivered reports
- Council Preparation Steps
  - Process to identify, select or unselect 1099 vendors
  - Vendor setup requirements
  - Process to identify vouchers designated as 1099 applicable
  - Queries available to manage process
- Electronic Filing / IRS Form 4419
- 1099 Webinar Schedule



# Budget Process

- Queries to use for budget
  - LC\_BUDGET\_FISCAL\_YR
  - LC\_ACTUAL\_SPREADSHEET\_FIS\_YR
- Two excel tools to use
  - Journal\_Upload\_And\_Budget\_Upload\_Gathering\_Spreadsheet.xlsx
  - From Jump Drive – JE Uploads for Production



# Budget Gathering Tool

Fill in the two cells below

PeopleSoft Business Unit (usually L999 - Council Number)

USD Currency (USD unless otherwise directed by user)

## Data Preparation Steps:

- |        |  |
|--------|--|
| Step 1 | Gather your data for journal upload. This can be to either ACTUALS of BUDGET ledger as indicated by the tabs below.  |
| Step 2 | Organize your data in the order of columns as in the selected "Master" tab below. The order is important. Arranged your data in  |
| Step 3 | Copy your data from your source and 'PAST SPECIAL - VALUES" only into the selected "MASTER" sheet for either Actuals or Budget   |
| Step 1 | After all the budget data you wish to load is placed into the Master Tab. Count the number of lines in your data below.  |
| Step 2 | Open your import file JRNL1.LC.xls - Set up your Header for your Business Unit including the date that is in the period where you  |
| Step 3 | Add the number of rows in the JRNL1.LC.xls file that will match your data rows.<br>This is done by clicking the button shown at the right here and entering the number of rows to add <input type="button" value="+.."/> |
| Step 4 | Start with<br>Then add Row numbers in the upload template so they match your data and there is a row number in the grey portion for each   |



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# Journal Upload Tool

| Name  | Type                        | Compressed size | Password ... | Size     | Ratio | Date modified     |
|---|-----------------------------|-----------------|--------------|----------|-------|-------------------|
|  JRNL1_LCxls.xls | Microsoft Excel 97-2003 ... | 305 KB          | No           | 2,454 KB | 88%   | 9/21/2012 1:58 PM |
|  JrnLog.xls      | Microsoft Excel 97-2003 ... | 8 KB            | No           | 11 KB    | 30%   | 9/21/2012 1:58 PM |
|  JRNLMCRO.xla    | Microsoft Excel Add-In      | 154 KB          | No           | 410 KB   | 63%   | 9/21/2012 1:58 PM |



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# Journal Upload Tool

The screenshot displays the Oracle Spreadsheet Journal Import tool interface. At the top left is the Oracle logo. The main title is "Spreadsheet Journal Import" in yellow text on a blue background. Below the title, the interface is organized into three main sections:

- General:** Contains two buttons: "Setup" (with a gear icon) and "Notes" (with a notepad icon).
- Journal Sheets:** Contains four buttons: "New" (with a document icon), "Edit" (with a pencil icon), "Delete" (with a trash can icon), and "Copy" (with a document icon).
- Import Journals:** Contains two buttons: "Import Now" (with a database icon and an arrow) and "Write File" (with a document icon and an arrow).

There is also a small empty rectangular box on the right side of the interface.



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# Journal Upload Tool

| Spreadsheet Journal Import   |            |                          |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
|--|------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Journal Header   |            | Sys ID                   | Unit                                | Journal ID                          |                                     | Date                                |                                     |                                     |                                     |                                     |                                     |
| Journal Lines  |            |                          |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| Sys ID   | Journal ID | Line #                   | Unit                                | Ledger                              | Account                             | Fund                                | Class                               | Project                             | Currency                            | Amount                              | Description                         |
|  |            |                          | <input checked="" type="checkbox"/> |
|  |            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Select fields to copy from a previous line by marking the checkboxes under each field. |            |                          |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
|  |            |                          |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |



# Budget Questions?



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# Month End – JTE

Cornelia Ellis

Fiscal Management Specialist



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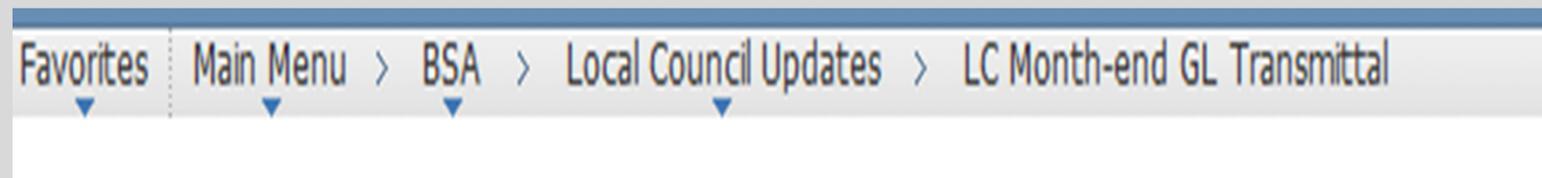
# Month-End – JTE Update

- In order for PeopleSoft council data to be reflected Journey to Excellence the council must transmit to the national database.



# Month-end transmit

At the point of closing the month submit balances using the following breadcrumb:



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# Enter a Run Control and Click Add

Favorites | Main Menu > BSA > Local Council Updates > LC Month-end GL Transmittal

## BSA GL Period Balances

[Find an Existing Value](#) [Add a New Value](#)

---

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)



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# Enter Business Unit, Fiscal Year, Period

GL Period Balances

Run Control ID: BSA-GL-Period-Balances [Report Manager](#) [Process Monitor](#)  5

Language: English

Report Request Parameters

Business Unit: 1 L590

Fiscal Year: 2 2012      Period: 3 11

4



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# Closing the Year in PeopleSoft

Sherry McFall

Fiscal Management Specialist



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- Make sure Asset Management is closed for December
- Make sure Accounts Payable is closed for December
- Run December Allocations
- Generate Year End Reports



- Close December
- Run Year End Close Process (GLUG sec **7.3**)



## Making Adjustments after Year End Close and before the audit process begins

1. Undo the Year End Close (GLUG sec. 7.5.3.1)
2. Re-Open December 2012
3. Make adjusting journal entries using source code CA



4. Post journal entries – December 2012 accounting date.
5. Run December Allocations
6. Generate Year End Reports
7. Close the Year



## For Auditor Proposed and Accepted Journal Entries

Use same process except use source code AA for the journal entries.



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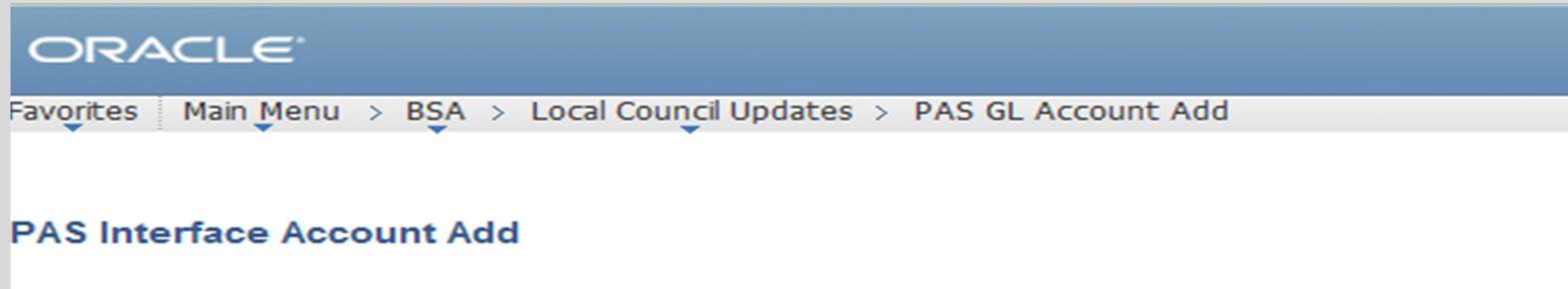
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# Functionality updates

- Add Account for PAS
- Revised Section 6 of GL User Guide
- Simplification of Menu items
- BSA Tree Manager Moved



# Add Account for PAS



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# Add Account for PAS

ORACLE®

Favorites | Main Menu > BSA > Local Council Updates > PAS GL Account Add

Account Add for PAS

Business Unit L004 Mobile Area

Add/Update PAS Account ?

| *Fund Code             | *Account               | Description | *Project               | Descr | Class                  |          |     |
|------------------------|------------------------|-------------|------------------------|-------|------------------------|----------|-----|
| <input type="text"/> 🔍 | <input type="text"/> 🔍 |             | <input type="text"/> 🔍 |       | <input type="text"/> 🔍 | Validate | + - |

Submit

▼ Add Alternate PAS Business Unit

Current PAS Business Units for: L004

New PAS Unit  Add

Optional: Account String Search ?

Search



# Add Account for PAS

ORACLE®

Favorites | Main Menu > BSA > Local Council Updates > PAS GL Account Add

Account Add for PAS

Business Unit L004 Mobile Area

Add/Update PAS Account ?

| *Fund Code           | *Account             | Description | *Project             | Descr | Class                |          |   |   |
|----------------------|----------------------|-------------|----------------------|-------|----------------------|----------|---|---|
| <input type="text"/> | <input type="text"/> |             | <input type="text"/> |       | <input type="text"/> | Validate | + | - |

Submit

▼ Add Alternate PAS Business Unit

Current PAS Business Units for: L004

New PAS Unit  Add

Optional: Account String Search ?

Search



# Simplification of Menu Items

ORACLE® You are in PRODUCTION!

Favorites Main Menu

Personalize Search Menu: [input] [go]

- Accounts Payable
- Allocations
- Asset Management
- Banking
- BSA
  - Accounts Payable
  - Accounts Receivable
  - Conversion
  - General Ledger
  - Local Council Updates
    - BSA Tree Manager
    - LC Month-end GL Transmittal
    - PAS GL Account Add
- Cash Management
- Enterprise Components
- eProcurement
- Financial Gateway
- General Ledger
- IT Asset Management
- PeopleTools
- Program Management
- Reporting Tools
- Set Up Financials/Supply Chain
- Staffing
- Statutory Reports
- Tree Manager
- Vendors
- Worklist



# PeopleSoft Information Updates



The screenshot displays the Boy Scouts of America website interface. At the top left is the organization's logo and name. A search bar is located at the top right. Below the header is a navigation menu with four tabs: "Council Fiscal Management", "Council Fund Development", "Training", and "FID e-Letter". The "Council Fiscal Management" tab is active. On the left side, there is a vertical list of links under the heading "COUNCIL FISCAL MANAGEMENT". The main content area shows a breadcrumb trail: "Finance Impact > Council Fiscal Management > PeopleSoft". Below this, the heading "PeopleSoft" is displayed, followed by a link for "PeopleSoft Budget Upload Spreadsheets" with a spreadsheet icon.

 **BOY SCOUTS OF AMERICA®**  **SEARCH**

**Council Fiscal Management** | Council Fund Development | Training | FID e-Letter

**COUNCIL FISCAL MANAGEMENT**

- [5-Year Financial Planning](#)
- [Budget Building Materials](#)
- [Council Finance Facts](#)
- [Fiscal Documents](#)
- [Payroll / Personnel](#)
- [Sample Policies](#)
- [Sphere \(Kintera\) Help](#)
- PeopleSoft**
  - Accounts Payable
  - Asset Management
  - Audit Adjustments
  - Bank Reconciliation
  - Communications
  - General Ledger
  - Month End
  - PeopleSoft User Group Documentation
  - Year End
- [Webinar Handouts](#)

Finance Impact > Council Fiscal Management > PeopleSoft

## PeopleSoft

[PeopleSoft Budget Upload Spreadsheets](#) 



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# Questions ??



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