

PeopleSoft User Group

February 13, 2013

Finance Impact Department



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PeopleSoft User Group

- New SellWise GL Export file
- Adjustments to Net Assets
- Using the Tree for Allocations
- New N-Vision Reports
- 1099 Process Feedback
- General Ledger Users Guide Updates



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SellWise Updates

- Solves known problem with adding new items
- Solves multiple store councils
- Allows for four digit projects



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SellWise Updates

- Installation document will be sent to all PS councils after this webinar
- Need to replace multiple files
 - Bsaexport.exe
 - Reports.exe
 - Glimport.txt
 - Several .ddf files
- Need to re-run the GLImport process



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Net Asset Accounts

- In Scoutnet GL were locked so they could not be adjusted (30xx series of accounts)
- In PS they are open but should not be adjusted
- Use adjusting accounts (31xx series) or
- Use reclass accounts (36xx series)



Net Asset Accounts

- What happens when you adjust Net Asset Accounts directly:
 - Bottom line – report discrepancies
 - Release from restriction amount
 - Restricted fund reports won't be accurate
- There is a known issue on Restricted Funds Report beginning balances for 2013



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Tree Allocations

- New method of deferrals
- Six new steps added to your allocation process
- Use tree nodes for deferrals
- Chapter 6, page 6-27 for tree setup
- Chapter 6, section 6.4.4 on page 6-14 for allocation process

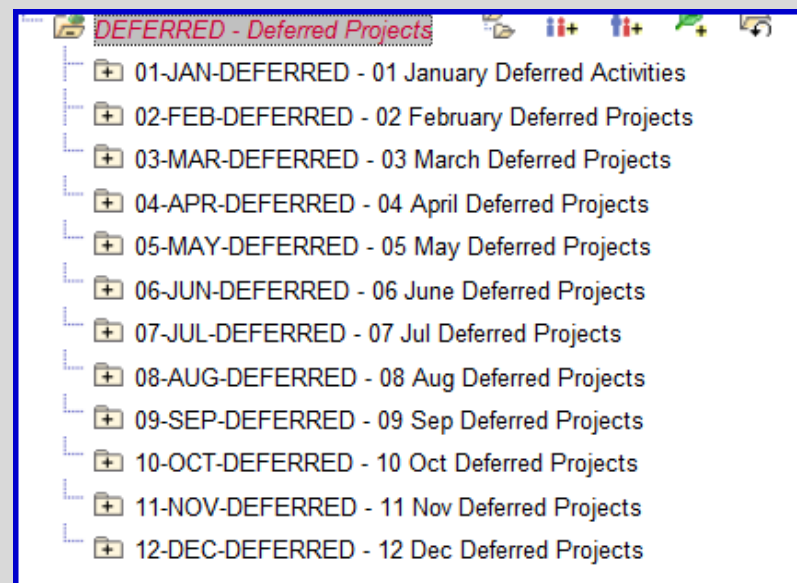


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Tree Allocations

- Need to setup tree nodes
- Recommended setup



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Tree Allocations

- Six New Steps for Tree Allocation

Search Results		
View All First 1-6 of 6 Last		
SetID	Allocation Step	Description
L066	TD-ACT-EXP	Tree-Deferred Activity Expense
L066	TD-ACT-REV	Tree-Deferred Activity Revenue
L066	TD-CMP-EXP	Tree-Deferred Camp Expense
L066	TD-CMP-REV	Tree-Deferred Camp Revenue
L066	TD-SPE-EXP	Tree-Deferred Sp Event Expense
L066	TD-SPE-REV	Tree-Deferred Sp Event Revenue



Tree Allocations

- Grab Tree Node

*Field Name: Class Field

How Specified

☒ Selected Detail Values ☐ Selected Tree Nodes ☐ Range of Values

Specify Values/Range of Values/Tree Nodes

Value To

20

*Field Name: Project

How Specified

☐ Selected Detail Values ☒ Selected Tree Nodes ☐ Range of Values

Set Control Value:

Tree Name: L066_PROJECTS Level Name:

Specify Values/Range of Values/Tree Nodes

Value To

1 01-JAN-DEFERRED



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Tree Allocations

- Use MonthDef group – step 3

Allocation Request

Run Control ID: allocation-request

Report Manager Process Monitor **Run** 7

As of Date: 01/31/2013

NOTE: this date is not important.
The date below is critical.

Process Request Parameters

*Process Frequency	*Unit	*Allocation Group	*Request Date Option	As of Date	*Output Options	Description
Always	L066	MONTH-DEF	As-Of Date	01/31/2013	No Calc Log - Create Output	Monthly Deferral Allocations

6

Save Return to Search Notify Add Update/Display



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N-Vision Reports

- Created three new reports
 - Statement of Activities and Change in Net Assets – Audit
 - Statement of Financial Position – Audit
 - Working Trial Balance for all three funds
 - Budget Analysis Report – Summary & Detail for Fund2 & Fund 3



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1099 Feedback

- Need TCC# – application for electronic filing with IRS
- The setup form in PS asks for TCC #
 - Needed if you choose to file electronically



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User Guide Updates

- Chapter 6 - Projects
- AP Updates – focused on 1099 Vendor Setup



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LC Month End Process - JTE

- Need to verify it runs to success

GL Period Balances

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

Language: English

Report Request Parameters

Business Unit: 1 L590

Fiscal Year: 2 2012 Period: 3 11

4

[Save](#) [Notify](#) [Add](#) [Update/Display](#)





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LC Month End Process - JTE

Process Scheduler Request

User ID: CELLIS Run Control ID: BSA-GL-Period-Balances

Server Name: PSNT Run Date: 11/29/2012 
Recurrence: Run Time: 2:21:46PM [Reset to Current Date/Time](#)
Time Zone: 

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL Period Balances	BSA_LC_GL007	Application Engine	Web	TXT	Distribution

OK Cancel



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LC Month-end GL Process - JTE

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

Process List | Server List

View Process Request For

User ID: Type: Last Days

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	207408		Application Engine	BSA_LC_GL007	DONDAY	02/13/2013 9:37:20AM CST	Processing	N/A	Details



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LC Month End GL Process - JTE

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

Process List | Server List

View Process Request For

User ID: Type: Last Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List Customize | Find | View All | First 1 of 1 Last

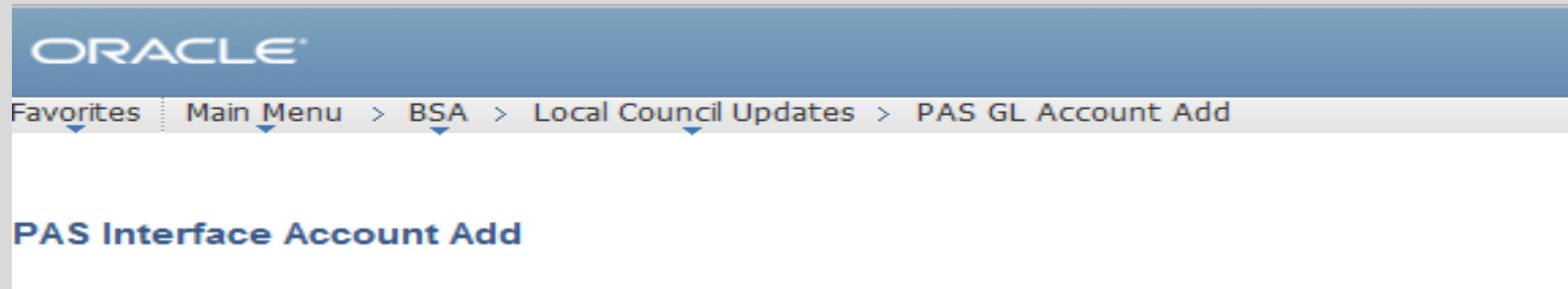
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	207408		Application Engine	BSA_LC_GL007	DONDAY	02/13/2013 9:37:20AM CST	Success	Posted	Details



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Add Account for PAS



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Add Account for PAS

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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



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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 ?

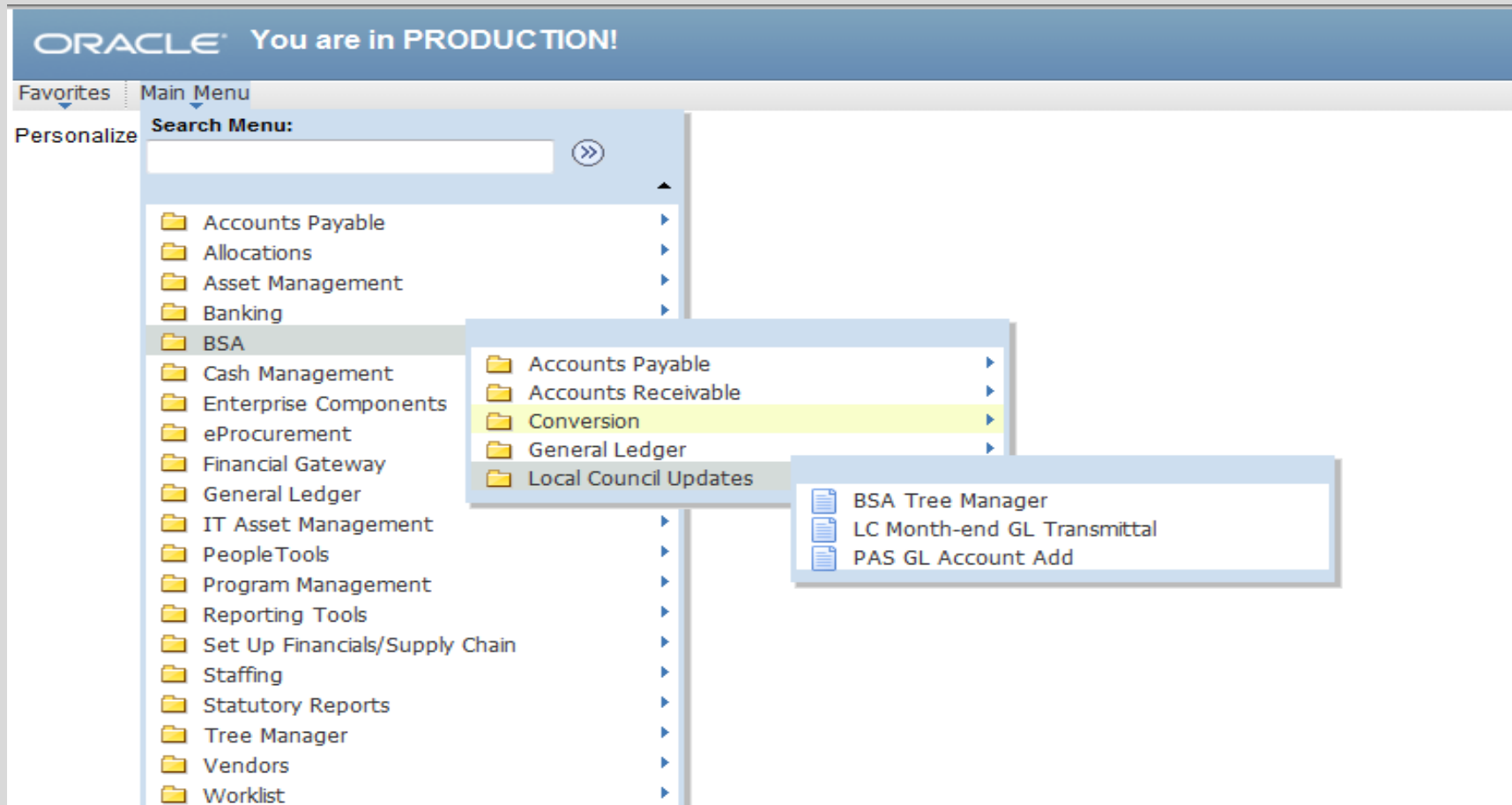
Search



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Simplification of Menu Items



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PeopleSoft Information Updates



The screenshot shows the Boy Scouts of America website with a search bar at the top right. Below the header is a navigation bar with four tabs: "Council Fiscal Management", "Council Fund Development", "Training", and "FID e-Letter". The "Council Fiscal Management" tab is selected, and a sidebar on the left lists various financial management topics. The "PeopleSoft" link in this sidebar is circled in red. The main content area displays the "PeopleSoft" title and a link to "PeopleSoft Budget Upload Spreadsheets".

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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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Discussion



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