

# PeopleSoft User Group

April 10, 2013

Finance Impact Department



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# User Group Agenda

- Statement of Cash Flows
- New PS Queries available
- Making Audit Adjustments in both SN & PS
- Changes to PeopleSoft year-end close rules



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# Statement of Cash Flows

- Introduced end of March
- A report with several tabs
  - Instructions
  - User Input
  - Data Worksheet
  - Report



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# User Input Tab

Note: entries in the below fields will override system-generated amounts appearing in the Investing and Financing sections of the Statement of Cash Flows. For entries made in fields corresponding to items highlighted in green below, make sure the net of the entries agrees with the system-generated amounts.			Period Ending: December 31, 2012												
			<table border="1"> <thead> <tr> <th colspan="3">2012</th> <th colspan="3">2011</th> </tr> <tr> <th>Operating Fund</th> <th>Capital Fund</th> <th>Endowment Fund</th> <th>Operating Fund</th> <th>Capital Fund</th> <th>Endowment Fund</th> </tr> </thead> </table>	2012			2011			Operating Fund	Capital Fund	Endowment Fund	Operating Fund	Capital Fund	Endowment Fund
2012			2011												
Operating Fund	Capital Fund	Endowment Fund	Operating Fund	Capital Fund	Endowment Fund										
Line 1	Cash Contributions Restricted for LT Purposes this year	C9													
Line 2	Cash Income Reinvested for LT Purposes new this year	C10													
(Enter positive numbers only in this section)			<table border="1"> <thead> <tr> <th colspan="3">2012</th> <th colspan="3">2011</th> </tr> <tr> <th>Operating Fund</th> <th>Capital Fund</th> <th>Endowment Fund</th> <th>Operating Fund</th> <th>Capital Fund</th> <th>Endowment Fund</th> </tr> </thead> </table>	2012			2011			Operating Fund	Capital Fund	Endowment Fund	Operating Fund	Capital Fund	Endowment Fund
2012			2011												
Operating Fund	Capital Fund	Endowment Fund	Operating Fund	Capital Fund	Endowment Fund										
Line 3	Gross Proceeds From Sale of Investments	C16													
Line 4	Gross Purchases of Investments	C17													
Line 5	Gross Proceeds from the Sale of Property and Equipment	C18													
Line 6	Gross Purchases of Property and Equipment	C19													
		C20													
			<table border="1"> <thead> <tr> <th colspan="3">2012</th> <th colspan="3">2011</th> </tr> <tr> <th>Operating Fund</th> <th>Capital Fund</th> <th>Endowment Fund</th> <th>Operating Fund</th> <th>Capital Fund</th> <th>Endowment Fund</th> </tr> </thead> </table>	2012			2011			Operating Fund	Capital Fund	Endowment Fund	Operating Fund	Capital Fund	Endowment Fund
2012			2011												
Operating Fund	Capital Fund	Endowment Fund	Operating Fund	Capital Fund	Endowment Fund										
Line 7	Proceeds from Borrowing (Enter Positive Numbers)	C24													
Line 8	Notes Payable Curtailments (Enter Negative Numbers)	C25													
<b>TRANSFERS - Gross Values Each Direction</b>			If Cells below are "red", the Transfers are not in balance.												
Line 9	Transfers IN (Enter Positive Numbers)	C28													
Line 10	Transfers OUT (Use Negative Numbers)	C29													
<b>INTER-FUND LOANS - Gross Values Each Direction</b>			If Cells below are "red", the Loans are not in balance.												
Line 9	Loan Values to the fund this year (Positive Numbers)	C32													
Line 10	Loan Values from the fund this year (Negative Numbers)	C33													



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# Statement of Cash Flows

- Recent Changes
  - Added instructions to user input sheet
  - Clarified language in transfers section of user input sheet



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# New PS Queries available

## Year End Queries

LC\_YE\_CLOSING\_JOURNALS\_DETAIL

LC\_YE\_ACCT\_BALANCE\_COMPARISON



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# For Recently Converted Councils

## Audit Adjustments

- AA Entries in Scoutnet
  - Contact your conversion specialist for fiscals access
- Adjustments after year end close in PeopleSoft
  - Refer to user guide section 7.5
  - Open period 12
  - Undo year end process
  - Enter CA or AA journal entries
  - Reclose fiscal year



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## Funds 2 & 3 Unrestricted Net Asset Accounts

- Council Reported Issues
  - Fund 2 and 3 unrestricted net asset account balances do not match Scoutnet balances
  - Fund 2 and 3 unrestricted net assets class totals match Scoutnet totals
  - In PeopleSoft, some unrestricted net asset accounts have balances with project codes that no longer exist



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# PeopleSoft Unrestricted Net Asset Closing Rules

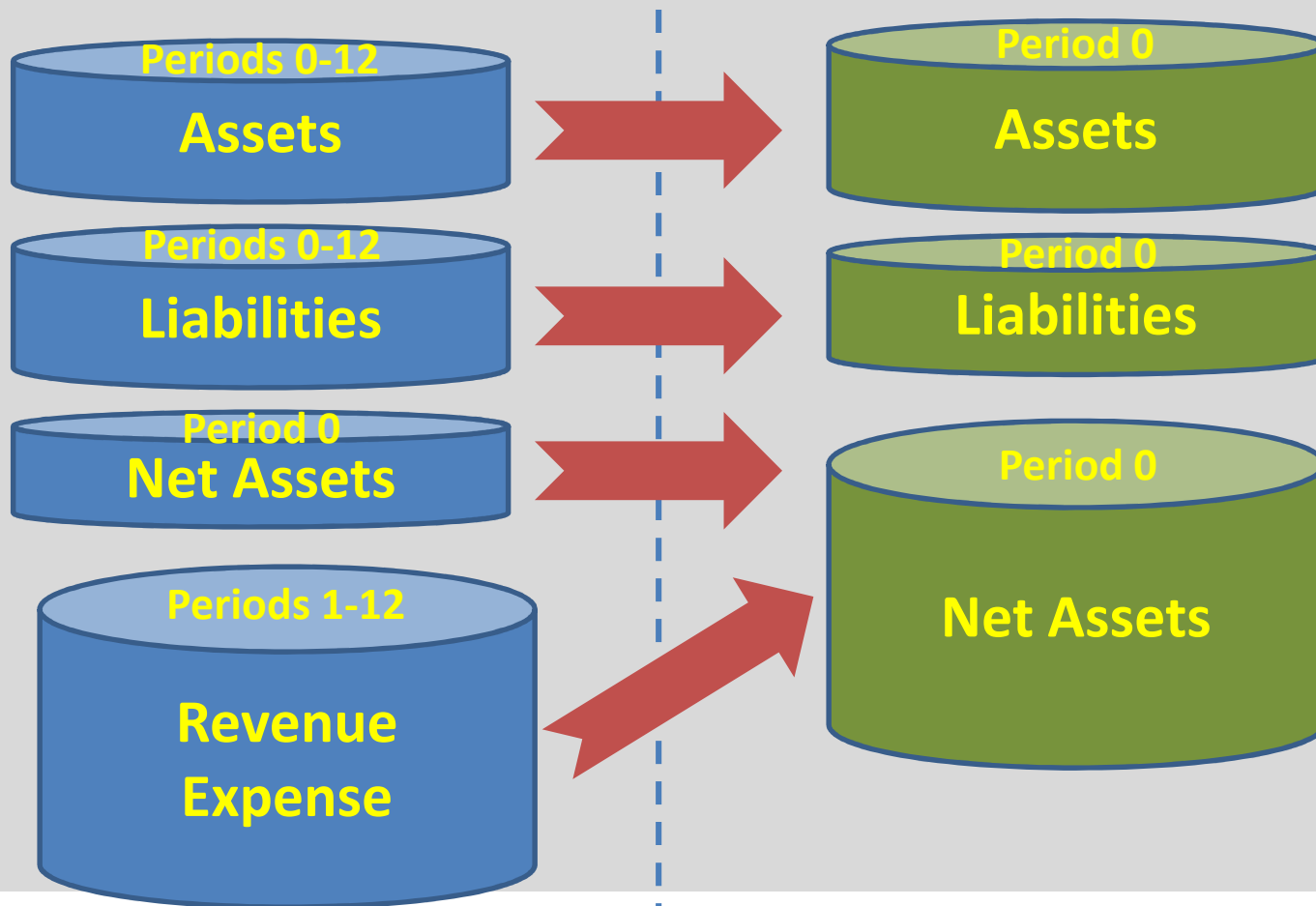
- Business rule change in PeopleSoft
- Closing rules do not retain project codes in Fund 2 and 3 for unrestricted net assets
- As a result of historical data conversion (2007-2011) related entries, some net asset accounts may have balances with project codes that no longer exist.



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# What Happens



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# PeopleSoft Closing Rules

View All First 1-35 of 35 Last		
SetID	Closing Rule	Closing Type
LOCAL	ASSOC ORGS RESTRICT	Year End
LOCAL	ASSOC ORG PERM	Year End
LOCAL	BD DESIGNATED	Year End
LOCAL	CAP CAMPGN P RESTR	Year End
LOCAL	CAP CMPN RESTRICTED	Year End
LOCAL	DIR MAIL PERM RESTR	Year End
LOCAL	DIR MAIL RESTRICTED	Year End
LOCAL	FOS RESTRICTED	Year End
LOCAL	FOUND TRUST PERM RES	Year End
LOCAL	FOUND TRUST RESTRICT	Year End
LOCAL	GOV GRANTS FEES PERM	Year End
LOCAL	GOV GRANT FEES RESTR	Year End
LOCAL	INV GAINS LOSS PERM	Year End
LOCAL	INV GAINS LOSS RESTR	Year End
LOCAL	INV INCOME PERM	Year End
LOCAL	INV INCOME RESTRICT	Year End
LOCAL	LEG BEQ PERM	Year End
LOCAL	LEG BEQ RESTRICTED	Year End
LOCAL	OTH DIR CONTR PERM	Year End
LOCAL	OTH DIR CONT RESTRIC	Year End
LOCAL	OTH INDIR CONT PERM	Year End
LOCAL	OTH IND CONT RESTR	Year End
LOCAL	PROJ SALE PERM	Year End
LOCAL	PROJ SALE RESTRICTED	Year End
LOCAL	SPEC EVENTS PERM RES	Year End
LOCAL	SPEC EVENTS RESTRICT	Year End
LOCAL	TEST RULE INACTIVE	Year End
LOCAL	UNASSOC ORGS PERM	Year End
LOCAL	UNASSOC ORGS TEMP	Year End
LOCAL	UNT WAY ALLOC RESTR	Year End
LOCAL	UNT WAY DDES PERM	Year End
LOCAL	UNT WAY DDES RESTR	Year End
LOCAL	UNT WAY PERM	Year End
LOCAL	UR ALL FUNDS	Year End
LOCAL	YE TEST	Year End



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# Unrestricted Closing Rules

SetID: LOCAL ChartField Value Set: UR\_ALL\_FUNDS Delete

Effective Date Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/1900 31 \*Status: Active + -

\*Ledger Template: STANDARD

\*Description: Unrestricted All Funds

Comments: ?



Values by ChartFields Find | View All | First 1 of 2 Last

\*Field Name: Account + -

Tree: LOCAL\_ACCT\_REPT ?

Level: + -

Tree Node Selector

\*How Specified: Detail - Selected Parents + -

Select Values/Nodes Customize | Find | View All | 1-5 of 5 Last

\*Select Value

EXPENSE <span>?</span>	<span>+</span>	<span>-</span>
NET_ASSETS_RELEASED <span>?</span>	<span>+</span>	<span>-</span>
SUPPORT_REVENUE <span>?</span>	<span>+</span>	<span>-</span>
TRANSFER_UR_ASSETS <span>?</span>	<span>+</span>	<span>-</span>
UR_ADJUSTMENTS <span>?</span>	<span>+</span>	<span>-</span>



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# Unrestricted Net Assets Closing Rules

**Closing Options** | Net Income/Retained Earnings | Journal Options | Roll Forward Options

SetID: LOCAL Closing Rule: UR\_ALL\_FUNDS Closing Type: Year End

Effective Date: 01/01/1900 Status: Active

☒ Close To Multiple Ret Earnings

**Retained Earnings** | Find | View All | First | 1 of 1 | Last

ChartField Value Group Number: 1

**Profit/Loss** | Customize | Find | View All | First | 1 of 1 | Last

ChartField Value Set	Update/New
UR_ALL_FUNDS	Update/New

**Retained Earnings** | Customize | Find | View All | First | 1-4 of 4 | Last

*ChartField	Retain Value	ChartField Value
Account	<input type="checkbox"/>	3001
Class Field	<input type="checkbox"/>	00
Fund Code	<input checked="" type="checkbox"/>	
Project	<input type="checkbox"/>	000



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# Year End Journal Entry Example

<u>Journal Header</u> <u>Status</u>	<u>Budget Checking Header</u> <u>Status</u>	<u>Ledger</u> <u>Group</u>	<u>Source</u>	<u>Currency</u> <u>Code</u>	<u>Journal Total</u> <u>Lines</u>	<u>Journal Total</u> <u>Debits</u>	<u>Journal Net Statistical</u> <u>Units</u>	<u>Description</u>
<a href="#">Posted</a>	<a href="#">Valid</a>	<a href="#">ACTUALS</a>	<a href="#">YE</a>	<a href="#">USD</a>	<a href="#">3</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">YE UR ALL FUNDS</a>
<a href="#">Posted</a>	<a href="#">Valid</a>	<a href="#">ACTUALS</a>	<a href="#">YE</a>	<a href="#">USD</a>	<a href="#">214</a>	<a href="#">12142764.78</a>	<a href="#">0</a>	<a href="#">YE UR ALL FUNDS</a>
<a href="#">Posted</a>	<a href="#">Valid</a>	<a href="#">ACTUALS</a>	<a href="#">YE</a>	<a href="#">USD</a>	<a href="#">520</a>	<a href="#">1742404.56</a>	<a href="#">0</a>	<a href="#">YE UR ALL FUNDS</a>
<a href="#">Posted</a>	<a href="#">Valid</a>	<a href="#">ACTUALS</a>	<a href="#">YE</a>	<a href="#">USD</a>	<a href="#">4</a>	<a href="#">120080</a>	<a href="#">0</a>	<a href="#">YE LEG BEQ PERM</a>
<a href="#">Posted</a>	<a href="#">Valid</a>	<a href="#">ACTUALS</a>	<a href="#">YE</a>	<a href="#">USD</a>	<a href="#">4</a>	<a href="#">1050</a>	<a href="#">0</a>	<a href="#">YE SPEC EVENTS RESTRICT</a>
<a href="#">Posted</a>	<a href="#">Valid</a>	<a href="#">ACTUALS</a>	<a href="#">YE</a>	<a href="#">USD</a>	<a href="#">22</a>	<a href="#">110131.3</a>	<a href="#">0</a>	<a href="#">YE OTH DIR CONT RESTRIC</a>
<a href="#">Posted</a>	<a href="#">Valid</a>	<a href="#">ACTUALS</a>	<a href="#">YE</a>	<a href="#">USD</a>	<a href="#">4</a>	<a href="#">53258.08</a>	<a href="#">0</a>	<a href="#">YE OTH DIR CONTR PERM</a>
<a href="#">Posted</a>	<a href="#">Valid</a>	<a href="#">ACTUALS</a>	<a href="#">YE</a>	<a href="#">USD</a>	<a href="#">22</a>	<a href="#">41640.51</a>	<a href="#">0</a>	<a href="#">YE INV INCOME RESTRICT</a>
<a href="#">Posted</a>	<a href="#">Valid</a>	<a href="#">ACTUALS</a>	<a href="#">YE</a>	<a href="#">USD</a>	<a href="#">6</a>	<a href="#">10152</a>	<a href="#">0</a>	<a href="#">YE CAP CMPN RESTRICTED</a>
<a href="#">Posted</a>	<a href="#">Valid</a>	<a href="#">ACTUALS</a>	<a href="#">YE</a>	<a href="#">USD</a>	<a href="#">7</a>	<a href="#">507239.18</a>	<a href="#">0</a>	<a href="#">YE INV GAINS LOSS PERM</a>
<a href="#">Posted</a>	<a href="#">Valid</a>	<a href="#">ACTUALS</a>	<a href="#">YE</a>	<a href="#">USD</a>	<a href="#">4</a>	<a href="#">1262.9</a>	<a href="#">0</a>	<a href="#">YE FOUND TRUST RESTRICT</a>
<a href="#">Posted</a>	<a href="#">Valid</a>	<a href="#">ACTUALS</a>	<a href="#">YE</a>	<a href="#">USD</a>	<a href="#">3</a>	<a href="#">24146</a>	<a href="#">0</a>	<a href="#">YE FOS RESTRICTED</a>



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# Fund 2 Closing Journal Entry

Fiscal Ye	Journal II	Journal Da	Posted Da	Journal Description	Line Descr	Fu	Accou	Clas	Proje	Amount
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Net Assets-Unrestricted	2	3001	00	000	-2292123.620
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Contributions-Capital Campaigr	2	4101	90	007	3522878.800
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Contributions-Capital Campaigr	2	4101	90	098	0.640
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Prov for Disc FV-Capital Cmpg	2	4153	90	007	1783.940
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Prov for Disc FV-Capital Cmpg	2	4153	90	098	28694.190
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Accretion Disc FV-Capt Cmpgr	2	4154	90	007	-38210.330
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Accretion Disc FV-Capt Cmpgr	2	4154	90	098	-83083.670
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Investment Income	2	6501	90	000	64.550
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Investment Income-Capital Fun	2	6502	90	000	23782.870
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Unrealized Gains	2	6651	90	000	11223.380
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Gain-Sale of Fixed Assets	2	6906	90	000	537.200
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Gain-Sale of Fixed Assets	2	6906	90	092	7300.000
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Fundraising and PR Services	2	8005	99	000	-14976.690
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Other Professional Services	2	8010	99	000	-3747.410
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Other Professional Services	2	8010	99	958	-4500.000
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Supplies-Program	2	8103	21	092	-5669.000
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Building Supplies	2	8413	21	092	-19149.110
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Building Supplies	2	8413	21	998	-10916.000
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	New Equipment-Non-Depreciab	2	8521	21	092	-4000.000
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	New Equipment-Non-Depreciab	2	8521	21	420	-1700.000
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Recognitions-Volunteers	2	9152	99	000	-1440.000
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Interest on other debt	2	9203	99	198	-161105.660
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Bank Service Charges	2	9404	99	198	-5664.120
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Depreciation-Land Improvemen	2	9501	99	000	-888852.170
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Depreciation-Motor Vehicles	2	9505	99	000	-48999.310
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Depreciation-Aquatic Equipmer	2	9506	99	000	-5333.640
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Amortization of Capital Leases	2	9536	99	098	-5096.130
2012	YE00315885	12/31/2012	3/12/2013	YE UR_ALL_FUNDS	Amortization of Capital Leases	2	9536	99	198	-1698.710



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# Solution to Correct Fund 2 and 3 Net Asset Account Balances

- Change closing rules to retain project codes in Fund 2 and 3 for unrestricted net assets
- Change the net asset adjusting entry rules
- Publish step-by-step instructions
- Councils to make journal entries to adjust net asset account balances



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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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# Questions



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