

PeopleSoft User Group

June 19, 2013

Fiscal Management Team



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User Group Agenda

- Scout Executive Role / User Role Query
- Month End GL Transmittal Process
- SellWise Upload & Updates
- Deferring budget(s)
- Year-End Close Update
 - Changes to PeopleSoft year-end close rules



Conversion Status

- Thirteen groups converted – 142 councils
- Eleven councils here this week
- Total councils on PeopleSoft = 183
- Ten groups remain between now and September 20



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Scout Executive Role

- Provides system for security double-check
- Scout executive assigned high level roles
- Scout executive assigned private query
- Added to all Scout executives as councils convert
- Assigned to councils already converted
- Completed by July 1



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Month End GL Transmittal Process

- In order for PeopleSoft council data to be reflected in Journey to Excellence, the council must create a month-end transmittal

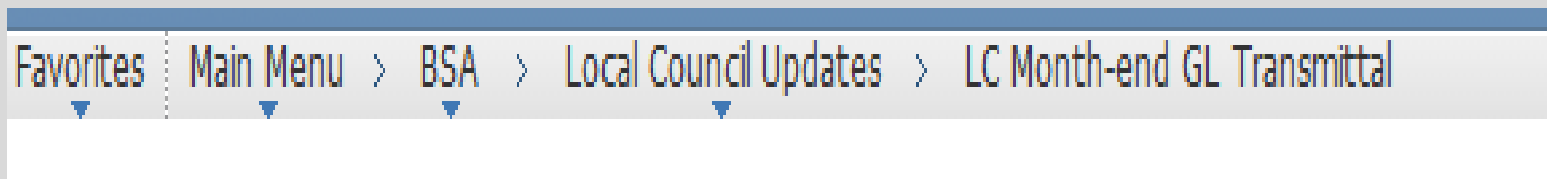


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Month End GL Transmittal Process

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



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Create or Search for a Run Control and Click Add

Navigation: 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:

[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](#) [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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Process Scheduler Request

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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Process Monitor – Success & Posted

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

Process List | **Server List**

View Process Request For

User ID: Type: Last Hours

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"/>	415508		Application Engine	BSA_LC_GLMT DONGHY	DONGHY	06/19/2013 7:17:10AM CDT	Success	Posted	Details

[Go back to BSA GL Period Balances](#)

Process List | [Server List](#)



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SellWise Upload / Update

- Upload DayEnd file directly to PeopleSoft
- Imports file directly to journal list
- Must install BSAExport Version 3.15 on all SellWise computers
- New menu item in BSA>Local Council Updates
- Role based – can assign to non-PS users



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SellWise Upload / Update

Navigation: Favorites | Main Menu > BSA > Local Council Updates > Upload Sellwise Day End File

Upload Sellwise Day End File

Find an Existing Value | Add a New Value

Run Control ID:

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



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SellWise Upload / Update

Favorites | Main Menu > BSA > Local Council Updates > Upload Sellwise Day End File

Upload Sellwise Day End File

Run Control ID: SellWise_Upload [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Character Set:

*Validate ChartFields:

Journal ID Mask:

[Add](#) [Delete](#) [View](#) **Attached File:**

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)



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Budget Deferrals

- Ability to spread budget
- Six additional allocation steps
- Budget allocations must be caught up to current month



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Budget Deferrals

Search Results

View All First 1-24 of 24 Last

SetID	Allocation Step	Description
L205	BTD-ACTEXP	Budget TreeDeferred Act Exp
L205	BTD-ACTREV	Budget TreeDeferred Act Rev
L205	BTD-CMPEXP	Budget TreeDeferred Camp Exp
L205	BTD-CMPREV	Budget TreeDeferred Camp Rev
L205	BTD-SPEEXP	Budget TreeDeferred Sp Evt Exp
L205	BTD-SPEREV	Budget TreeDeferred Sp Evt Rev
L205	DFRACTVEXP	Defer Acitivity Expense
L205	DFRACTVREV	Defer Acitivity Revenue
L205	DFRCAMPEXP	Defer Camp Expense
L205	DFRCAMPREV	Defer Camp Revenue
L205	DFRSPEVEXP	Defer Special Event Expense
L205	DFRSPEVREV	Defer Special Event Revenue
L205	TD-ACT-EXP	Tree-Deferred Activity Expense
L205	TD-ACT-REV	Tree-Deferred Activity Revenue
L205	TD-CMP-EXP	Tree-Deferred Camp Expense
L205	TD-CMP-REV	Tree-Deferred Camp Revenue
L205	TD-SPE-EXP	Tree-Deferred Sp Event Expense
L205	TD-SPE-REV	Tree-Deferred Sp Event Revenue
L205	YEDFRACTEX	Year-End Deferred Act Expenses
L205	YEDFRACTRV	Year-End Deferred Act Revenue
L205	YEDFRCMPPEX	Year-End Deferred Camp Expense
L205	YEDFRCMPRV	Year-End Deferred Camp Revenue
L205	YEDFRSPEEX	Year-End Def Spec Event Expens
L205	YEDFRSPERV	Year-End Def Spec Event Revenu



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Budget Deferrals

Favorites | Main Menu > Allocations > Define and Perform Allocations > Request Allocation

New Window ? Help Cus

Allocation Request

Run Control ID: ALLOCATION

[Report Manager](#) [Process Monitor](#) [Run](#)

As of Date: 06/03/2013

Process Request Parameters							Customize Find View All First 1-2 of 2 Last	
*Process Frequency	*Unit	*Allocation Group	*Request Date Option	As of Date	*Output Options	Description		
Don't	L061	MONTH-DEF	As-Of Date	05/31/2013	Create Calc Log and Output	Monthly Deferral Allocations	+	-
Always	L061	BUDGET-DE	As-Of Date	01/31/2013	No Calc Log - Create Output	Budget Deferral Allocations	+	-

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)



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Year-End Close Rules Changes

- Introduced last month
- Multiple councils requested a change in PS business rule
- Requires change in closing rules and testing



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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 changed 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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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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Year-End Close Rules Plan

- Testing complete
- Creating documentation
- Publish documentation to website
- Rule change will take affect on July 1, 2013
- Council has responsibility for making changes



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PeopleSoft Updates

- Processes
- Interfaces
- Reports
- Queries



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PeopleSoft Updates

- Process
 - 1099 process
 - SellWise interface for councils with multiple stores
 - Use of Tree for monthly deferral process
 - PS to GL account add
 - Budget deferral steps



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PeopleSoft Updates

- Queries
 - Posted Detail Query
 - Added Vendor ID, Name and Voucher #
 - Added Project Range
 - Added Project Range & Account Range
 - Positive Pay Query



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PeopleSoft Updates

- Reports this year
 - Working Trial Balance
 - Statement of Cash Flows
 - Detailed Statement of Comparative Ops – all funds
 - Detailed Standard Statement of Ops – all funds
 - Audit compliant reports
 - Updated AP check



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Revised AP Check

- Issues
 - Check printed on second perforation
 - Need additional address lines
 - “Pay to the order”
- Repair check form
- Test new form
- Move check to production



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For the Good of the Order

- User Guide
- Best practices
- Needs



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