PeopleSoft User Group

June 19, 2013
Fiscal Management Team
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
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
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.
Month End GL Transmittal Process

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

<table>
<thead>
<tr>
<th>Favorites</th>
<th>Main Menu</th>
<th>BSA</th>
<th>Local Council Updates</th>
<th>LC Month-end GL Transmittal</th>
</tr>
</thead>
</table>
Create or Search for a Run Control and Click Add
Enter Business Unit, Fiscal Year, Period

Run Control ID: BSA-GL-Period-Balances
Language: English

Report Request Parameters

Business Unit: L590
Fiscal Year: 2012
Period: 11
Process Scheduler Request

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

Server Name: FSNT
Recurrence:
Run Date: 11/29/2012
Run Time: 2:21:46PM
TimeZone:

Process List

<table>
<thead>
<tr>
<th>Select</th>
<th>Description</th>
<th>Process Name</th>
<th>Process Type</th>
<th>Type</th>
<th>Format</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>GL Period Balances</td>
<td>BSA_LC_GL007</td>
<td>Application Engine</td>
<td>Web</td>
<td>TXT</td>
<td>Distribution</td>
</tr>
</tbody>
</table>

OK Cancel
### Process Monitor – Success & Posted

**View Process Request For**
- **User ID:** [hidden]
- **Type:** [hidden]
- **Last:** 1 Hour
- **Server:** [hidden]
- **Name:** [hidden]
- **Instance:** to
- **Run Status:** [hidden]
- **Distribution Status:**
- **Save On Refresh**

**Process List**
<table>
<thead>
<tr>
<th>Select</th>
<th>Instance</th>
<th>Seq.</th>
<th>Process Type</th>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>415508</td>
<td></td>
<td>Application Engine</td>
<td>BSA_J_150001</td>
<td>[hidden]</td>
<td>06/19/2013 7:17:10AM CDT</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
</tr>
</tbody>
</table>

Go back to BSA GL Period Balances

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**Boy Scouts of America**

**Prepared. For Life.**
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
SellWise Upload / Update

Upload Sellwise Day End File

Run Control ID: Upload_SellWise

Add
Budget Deferrals

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

<table>
<thead>
<tr>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>L204 BTD ACTEXP</td>
</tr>
<tr>
<td>L205 BTD ACTREV</td>
</tr>
<tr>
<td>L205 BTD CMPEXP</td>
</tr>
<tr>
<td>L205 BTD CMPREV</td>
</tr>
<tr>
<td>L205 BTD SPEEXP</td>
</tr>
<tr>
<td>L205 BTD SPEPREV</td>
</tr>
<tr>
<td>L205 DFRACTVEXP</td>
</tr>
<tr>
<td>L205 DFRACTVREV</td>
</tr>
<tr>
<td>L205 DFRCAMPEXP</td>
</tr>
<tr>
<td>L205 DFRCMPREV</td>
</tr>
<tr>
<td>L205 DFRSPEVEXP</td>
</tr>
<tr>
<td>L205 DFRSPEVREV</td>
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<td>L205 TD ACTEXP</td>
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<td>L205 TD ACTREV</td>
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<td>L205 TD CMPEXP</td>
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<tr>
<td>L205 TD CMPREV</td>
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<td>L205 TD SPEEXP</td>
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<tr>
<td>L205 TD SPEREV</td>
</tr>
<tr>
<td>L205 YEDFRACTEX</td>
</tr>
<tr>
<td>L205 YEDFRACTRV</td>
</tr>
<tr>
<td>L205 YEDFRCMPREV</td>
</tr>
<tr>
<td>L205 YEDFRCPREV</td>
</tr>
<tr>
<td>L205 YEDFRSPEEX</td>
</tr>
<tr>
<td>L205 YEDFRSPE REV</td>
</tr>
</tbody>
</table>
## Budget Deferrals

### Allocation Request

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>Unit</th>
<th>Allocation Group</th>
<th>Request Date Option</th>
<th>As of Date</th>
<th>Output Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don't</td>
<td>L061</td>
<td>MONTH-DEF-O</td>
<td>As-Of Date</td>
<td>05/31/2013</td>
<td>Create Calc Log and Output</td>
<td>Monthly Deferral Allocations</td>
</tr>
<tr>
<td>Always</td>
<td>L061</td>
<td>BUDGET-DEF-O</td>
<td>As-Of Date</td>
<td>01/31/2013</td>
<td>No Calc Log - Create Output</td>
<td>Budget Deferral Allocations</td>
</tr>
</tbody>
</table>

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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
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
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.
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
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
PeopleSoft Updates

- Processes
- Interfaces
- Reports
- Queries
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
PeopleSoft Updates

• Queries
  — Posted Detail Query
    • Added Vendor ID, Name and Voucher #
    • Added Project Range
    • Added Project Range & Account Range
  — Positive Pay Query
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
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
For the Good of the Order

- User Guide
- Best practices
- Needs