PeopleSoft User Group

October 16, 2013

Fiscal Management Team

User Group Agenda

- Conversion Status

- System Status

- Report Manager Tweaks

- Subject-specific Webinars

- Budget Tools

- Year End Preparation

- SellWise Upload Process change

Conversion Status

- All business units converted – 291 total

System Status

- Check printing
- Process scheduler
- Menu updates

Check printing

- Check run successful but no checks printing
- Team has been working on
- Server issue at hosted site
- Widespread several weeks ago – now only a few isolated councils
- Call National Support Center if still experiencing this

Process scheduler

- Eight servers currently used in PeopleSoft processing

- Three are being retired soon – having memory issues which causes occasional delays

- PSNT, PSNT1, & PSNT2 will be removed soon

- No need to choose a server unless printing checks

Menu updates

- Reviewing all pages

- Removing pages that not currently used

- Updating security settings to improve usability

- Users will see menus & functions disappear

Report Manager Tweaks

- When creating a report

- Can improve readability on Report Manager screen

- Use "variables" in the "content description template" line

- Changes the output on Report Manager

- Will be pushing changes to all business units

Report Manager Tweaks - Scope

- Currently use %SFV% which shows Project Code in Report Manager

- We recommend:
  - %RBU% - Business unit
  - %SFD% - Project description (name)
  - %SFV% - Project code
  - %ASD% - As of date

- Used together will change output

Report Manager Tweaks - Scope

nVision Web Output

Business Unit: L450   Report ID: D-BUD-AN

Report Scope:
CAMPS-EACH 🔍   Enter your report scope.   Scope Definition

Folder Name:
[▼]

Retention Days: [   ]

Directory Name Template:
[   ]

Enter a Folder name for your instances. Use variables to create unique Folder names. If the folder doesn't exist PS/nVision will create the folder in Report Manager. Examples: Reports\%SFV%- %RID%.htm, %FY4% %RTT%\

Content Description Template:
%RBU% %SFD% %SFV% %ASD%

Enter a description of the report instances for identification in Report Manager. Use variables to dynamically create the descriptions. Examples: Stmt. Rev & Exp, Vacation Register - %SFV%

Security Template:
[   ]

Enter user IDs or variables to give access to report instances in the Content Repository. Examples: "U:VP1;U:SMITHJ", "U:VP1;R:Manager", "%DES.DEPTID.OPRID.OPRID%"

[OK] [Cancel]

Report Manager Tweaks – Scope

Report Manager Tweaks – Non Scope

- Currently use %RTT% which shows Project Code in Report Manager

- We recommend:
  - %RBU% - Business unit
  - %RTT% - Report Name
  - %ASD% - As of date

- Used together will change output

Report Manager Tweaks – Non Scope

Report Manager Tweaks – Non Scope

Subject-specific Webinars

- Offered on five subjects
    - Accounts Payable
    - Asset Management
    - Budget Building
    - General Ledger
    - Management Reporting

Subject-specific Webinars

- Notice went out on last week

- Times and login information went out Monday

- 15 minutes of presentation – based on something from PeopleSoft User Guide or from National Support Center calls

- Email Don if you would like to recommend a topic

Budget Tools

- Chapter 14 of the user guide
- Recorded webinar on Finance Impact Site
  www.scouting.org/financeimpact
- Tools available
  - Queries
    - LC_ACTUAL_SPREADSHEET_FIS_YR
    - LC_BUDGET_FISCAL_YR
  - Report
    - Detail Budget Analysis – Scope
      - Run on 12-31-13
      - Provides 3 years of history and budget

Budget Tools

LC_ACTUAL_SPREADSHEET_FIS_YR - Actual Spreadsheet-Fis Year

Business_Unit: [ ] 🔍

Year: 2012

[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (827 kb)

View All

	Unit	Fund	Account	Project	Class	Account Descr	Project Descr	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	L4R0	1	1001	501	00	Checking Account Bank 1	CHASE BANK - MARION DEPOSIT	-1126.640	1728.550	-2620.590	290.100	13452.820	-12900.430	-1935.660	1163.610	705.590	32560.610	-30241.500	-3837.550
2	L4R0	1	1001	505	00	Checking Account Bank 1	RICHLAND BANK 513430182	24294.670	-132115.160	-46684.420	1888.280	106640.750	-64897.510	-51176.910	18954.460	-19329.660	204056.410	-173336.980	72802.650
3	L4R0	1	1001	562	00	Checking Account Bank 1	KEY BANK 351311004821	-653.410	3509.010	-2732.980	-125.440	44115.670	-39618.650	4683.110	-9117.020	3467.200	13508.260	-16678.000	-748.030
4	L4R0	1	1081	000	00	Petty Cash	UNASSIGNED COUNCIL	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
5	L4R0	1	1081	020	00	Petty Cash	Marion Store	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
6	L4R0	1	1081	900	00	Petty Cash	Firelands Reservation	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
7	L4R0	1	1081	962	00	Petty Cash	FSR NEW TRADING POST	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
8	L4R0	1	1089	000	00	Change Account	UNASSIGNED COUNCIL	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
9	L4R0	1	1089	020	00	Change Account	Marion Store	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
10	L4R0	1	1089	962	00	Change Account	FSR NEW TRADING POST	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
11	L4R0	1	1241	000	00	Accounts Rec-Units	UNASSIGNED COUNCIL	3.990	-3.990	0.000	0.000	-1729.780	-157.800	1887.580	0.000	142.450	-116.000	9.050	-35.500
12	L4R0	1	1241	020	00	Accounts Rec-Units	Marion Store	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2.960	0.000	0.000	-2.960
13	L4R0	1	1241	962	00	Accounts Rec-Units	FSR NEW TRADING POST	65.680	-18.480	-47.200	0.000	-30.420	20.000	10.420	2.580	2.530	-78.000	78.000	103.790
14	L4R0	1	1242	000	00	Accounts Rec-Other	UNASSIGNED COUNCIL	-5428.010	0.000	0.000	0.000	0.000	0.000	3223.630	-3223.630	0.000	0.000	0.000	16482.510
15	L4R0	1	1242	092	00	Accounts Rec-Other	REGISTRAR BILLING	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	10704.500
16	L4R0	1	1242	302	00	Accounts Rec-Other	Online Popcorn Sales	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-258.400	258.400
17	L4R0	1	1242	304	00	Accounts Rec-Other	Popcorn Sale	-15933.430	-280.600	-374.500	-305.190	-6.500	0.000	0.000	0.000	0.000	289489.100	-73606.000	-208058.800
18	L4R0	1	1242	604	00	Accounts Rec-Other	NAYLE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
19	L4R0	1	1243	000	00	Accounts Rec-Returned Checks	UNASSIGNED COUNCIL	-109.770	-227.000	-146.130	10.000	0.000	0.000	99.780	60.000	70.000	-332.530	-4.000	92.000
20	L4R0	1	1254	000	00	Accounts Rec-Emplye-Cash Advan	UNASSIGNED COUNCIL	-150.040	0.000	2250.000	-183.000	448.000	375.000	-2147.700	-642.260	1250.000	-1100.000	195.000	-145.000
21	L4R0	1	1254	601	00	Accounts Rec-Emplye-Cash Advan	Philmont	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	-1000.000	0.000	0.000
22	L4R0	1	1255	000	00	Accounts Rec-Employees-Other	UNASSIGNED COUNCIL	966.900	-87.900	-87.900	144.060	-116.900	2610.700	-623.740	696.330	240.560	597.530	-162.080	-1585.460
23	L4R0	1	1301	000	00	Contributions Rec-FOS-CY	UNASSIGNED COUNCIL	45517.170	18129.570	-5289.360	-7709.120	-14716.770	-3608.910	-13442.740	-3016.520	-7212.440	-2225.370	1293.300	-20355.200
24	L4R0	1	1302	000	00	Contrib Rec-Project Sales-CY	UNASSIGNED COUNCIL	0.000	0.000	0.000	0.000	3758.950	0.000	0.000	0.000	500.000	0.000	0.000	-4258.950
25	L4R0	1	1302	306	00	Contrib Rec-Project Sales-CY	Calendar Sales	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
26	L4R0	1	1304	301	00	Contrib Rec-Special Events-CY	Ralph Phillips Memorial Golf	0.000	0.000	0.000	4000.000	2400.000	-6025.000	-400.000	0.000	0.000	0.000	0.000	25.000
27	L4R0	1	1304	305	00	Contrib Rec-Special Events-CY	Distinguished Citizen's Dinner	0.000	0.000	0.000	0.000	0.000	0.000	6700.000	-5075.000	-125.000	-1600.000	100.000	
28	L4R0	1	1304	315	00	Contrib Rec-Special Events-CY	Dodge Ball - North	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
29	L4R0	1	1304	320	00	Contrib Rec-Special Events-CY	Good Scout Event	-600.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1400.000	250.000	-1650.000
30	L4R0	1	1304	332	00	Contrib Rec-Special Events-CY	Fly Fishing	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

BOY SCOUTS OF AMERICA®

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Budget Tools

LC_BUDGET_SPREADSHEET_FIS_YR - Budget Spreadsheet - Fis Year

Business_Unit: [____] 🔍
Year: 2013
[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (550 kb)

View All   First

	Unit	Fund	Account	Project	Class	Account Description	Project Description	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
1			3605	000	00	Reclass-Friends of Scouting	UNASSIGNED COUNCIL	97024.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
2			3625	645	00	Reclass-Foundations & Trusts	GF Scoutreach	-2382.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
3			4001	000	90	Contributions-FOS	UNASSIGNED COUNCIL	-11556.000	-46592.000	-29762.000	-12687.000	-16211.000	-19371.000	-26728.000	-11998.000	-6400.000	-8662.000
4			4069	000	90	Prov for Unc-FOS	UNASSIGNED COUNCIL	850.000	2478.000	2985.000	3231.000	1389.000	2855.000	2179.000	610.000	769.000	1179.000
5			4071	089	90	Contributions-Project Sales	SCHOOL NIGHTS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-2500.000	-2500.000	-3000.000
6			4071	901	90	Contributions-Project Sales	Firelands Res. Summer Camp	0.000	0.000	0.000	0.000	-4500.000	0.000	0.000	0.000	0.000	0.000
7			4201	301	90	Contributions-SE-Sponsorships	Ralph Phillips Memorial Golf	0.000	0.000	0.000	-4400.000	-5900.000	-3700.000	0.000	0.000	0.000	0.000
8			4201	303	90	Contributions-SE-Sponsorships	Scouting Community Svs Award	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-4000.000	0.000	0.000
9			4201	305	90	Contributions-SE-Sponsorships	Distinguished Citizen's Dinner	0.000	0.000	0.000	0.000	0.000	0.000	0.000	12632.000	11368.000	0.000
10			4201	342	90	Contributions-SE-Sponsorships	Cycling for Scouts	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1500.000
11			4201	613	90	Contributions-SE-Sponsorships	Council Recognition Dinner	0.000	0.000	0.000	-700.000	0.000	0.000	0.000	0.000	0.000	0.000
12			4202	301	90	Contributions-SE-Participants	Ralph Phillips Memorial Golf	0.000	0.000	0.000	-525.000	-800.000	-3350.000	-25.000	0.000	0.000	0.000
13			4202	303	90	Contributions-SE-Participants	Scouting Community Svs Award	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1800.000	0.000	0.000
14			4202	305	90	Contributions-SE-Participants	Distinguished Citizen's Dinner	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1222.000	-9778.000	0.000
15			4202	320	90	Contributions-SE-Participants	Good Scout Event	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1448.000
16			4202	332	90	Contributions-SE-Participants	Fly Fishing	0.000	0.000	0.000	-3832.000	-6568.000	0.000	0.000	0.000	0.000	0.000
17			4202	342	90	Contributions-SE-Participants	Cycling for Scouts	0.000	0.000	0.000	0.000	-318.000	0.000	-213.000	-305.000	-150.000	-514.000
18			4204	305	90	Contributions-SE-Advertising	Distinguished Citizen's Dinner	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-964.000	-2036.000	0.000
19			4204	320	90	Contributions-SE-Advertising	Good Scout Event	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-3000.000
20			4204	332	90	Contributions-SE-Advertising	Fly Fishing	0.000	0.000	0.000	-1000.000	-1000.000	0.000	0.000	0.000	0.000	0.000
21			4231	301	90	Contributions-SE-Other	Ralph Phillips Memorial Golf	0.000	0.000	0.000	0.000	0.000	-2400.000	0.000	0.000	0.000	0.000
22			4231	305	90	Contributions-SE-Other	Distinguished Citizen's Dinner	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-151.000	-774.000	-75.000
23			4251	301	90	Cost-DB-SE-Meals	Ralph Phillips Memorial Golf	0.000	0.000	0.000	0.000	0.000	0.000	2690.000	0.000	0.000	0.000
24			4251	303	90	Cost-DB-SE-Meals	Scouting Community Svs Award	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1080.000	0.000	0.000
25			4251	305	90	Cost-DB-SE-Meals	Distinguished Citizen's Dinner	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	6500.000

Budget Report

Take Any Council			Detailed Budget Analysis for Day Camp				Boy Scouts of America	
			Period Ending: December 31, 2013					
Operating Fund - Unrestricted ✛			Actuals		Actuals	Budget	Future Budgets		
Account	Project	Project Name / Account Name	2011	2012	2013	2013	2014	2015	2016
	111	JAT Day Camp	7,050	9,450	6,421	10,800	-	-	-
6701		**Camp-Fees**	7,050	9,450	6,421	10,800	-	-	-
Camping Revenue Less Cost of Goods and Discounts			7,050	9,450	6,421	10,800	-	-	-
	TOTAL REVENUE		7,050	9,450	6,421	10,800	-	-	-
	TOTAL SUPPORT AND REVENUE		7,050	9,450	6,421	10,800	-	-	-
	111	JAT Day Camp	1,720	400	500	1,800	-	-	-
7009		**Temporary Camp Salaries**	1,720	400	500	1,800	-	-	-
Total Salaries			1,720	400	500	1,800	-	-	-
	111	JAT Day Camp	132	15	-	138	-	-	-
7201		**Social Security Taxes-Employer**	132	15	-	138	-	-	-
Total Payroll Tax Expense			132	15	-	138	-	-	-
	TOTAL EMPLOYEE COMPENSATION		1,852	415	500	1,938	-	-	-
	111	JAT Day Camp	1,988	3,935	4,163	3,000	-	-	-
8103		**Supplies-Program**	1,988	3,935	4,163	3,000	-	-	-
	111	JAT Day Camp	-	143	33	75	-	-	-
8104		**Supplies-Food and Commissary**	-	143	33	75	-	-	-
	111	JAT Day Camp	-	-	80	-	-	-	-
8105		**Supplies-Janitorial**	-	-	80	-	-	-	-
	111	JAT Day Camp	28	3	95	30	-	-	-
8106		**Supplies-Office**	28	3	95	30	-	-	-
Total Program & Other Supplies			2,016	4,081	4,371	3,105	-	-	-
	111	JAT Day Camp	132	12	392	150	-	-	-
8301		Postage	132	12	392	150	-	-	-
Total Postage & Shipping			132	12	392	150	-	-	-
	111	JAT Day Camp	200	500	-	600	-	-	-
8402		**Site of Facility Rental**	200	500	-	600	-	-	-
Total Occupancy & Utilities			200	500	-	600	-	-	-
	111	JAT Day Camp	53	5	337	100	-	-	-

Year End Preparation

- Current with Monthly Reconciliations
- 1099 Process
  - IRS Form 4419 (Application for Filing Information Electronically)
  - Submit TCC number to National Support Center
  - Instructions to process 1099s
  - Instructions to Adjust 1099s
  - Recorded Webinar on FID website
- Time Study Journal Entry – Chapter 5
- Recording Fixed Asset Additions/Changes

Month End GL Transmittal Process

- In order for council financial data to be reflected in Journey to Excellence, the council must submit a month-end transmittal
- All months must be submitted
- We will be emailing instructions for councils that have missed months – also the months missed (only run the process once daily)
- Instructions are located in section APP 9 of the user guide

SellWise Process Change

- Upload to GL will not be available on Scoutnet

- Users will need to upload through PeopleSoft

- Steps
  - Upgrade to SellWise v8
  - If can't upgrade, make sure you have BSA Export version 15 on all of your SellWise workstations

For the Good of the Order

- User Guide

- Best practices

- Needs