

# PeopleSoft User Group

December 11, 2013

Fiscal Management Team



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# User Group Agenda

- IOIPAY Blackout
- Subject-specific Webinars
- Year End Preparation
- SellWise



# IOIPAY Blackout

- Dec. 26 through Dec. 30, 2013
  - Councils will not be able to process payrolls
    - All December 2013 check dates **MUST BE CLOSED AND PROCESSED** by 4 p.m. (ST), Thursday, Dec. 26. Only Dec. 2013 check dates may be processed prior to this date
    - **NO** 2014 payrolls/check may be closed or processed early.
    - No 2014 may be closed or processed until after 9 a.m (ET) Dec. 30.
  - Will not be able to make HR-related changes
- IOIPay logins will be blocked starting at 4 p.m Dec. 26 until Dec. 30, 9 a.m.
- **NO EXCEPTIONS**



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# IOIPAY

- Do not forget to include imputed income and other year-end adjustments.
  - This will be the last opportunity to impact an employee's tax record
- Aflac program – IOIPay will pull the withholdings for this program and send monies to Aflac.



# Menu updates

- Reviewing all pages
- Removing pages that not currently used
- Updating security settings to improve usability
- Users will see menus & functions disappear



# Subject-specific Webinars

- Offered on five subjects
  - Year-end Close in PeopleSoft
  - Asset Management Reconciliation
  - Year-end Close in SellWise
  - IRS Form 1099 Processing
  - Starting the New Year in PeopleSoft
  - Adjustments After Year end Close in PeopleSoft



# 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
- Recording Fixed Asset Additions/Changes
- SellWise Year end Procedures
- Imputed income, Vehicles and other Fringe Benefits



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# Year End Preparation

- Membership Year end Close Procedures 2013
- Account Payable
- GL
- Allocations





# 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

- Windows XP End-of-Life Notice April 8, 2014
- Most adhere to the standards established by the Payment Card Industry (PCI) in its Data Security Standards (DSS).
- CAP and BSA will not support XP based equipment.
- To receive SellWise support, councils **MUST** upgrade operating system on equipment to BSA national recommended Windows 7 Professional 64-bit.
- **IT IS NOT OPTIONAL.**
- For help with the process or conversion contact CAP.



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# SellWise Process Change

- Upload to GL will not be available on Scoutnet
- Users will need to upload through PeopleSoft
  - Make sure the local council users have the ability to upload.
- Steps
  - Upgrade to SellWise v8
  - If can't upgrade, make sure you have BSA Export version 15 on all of your SellWise workstations



# Audit Planning

- Plan your audit work so that the final report, accepted by the Council's executive board , due to National Council by June 1.
- Mark this date June 2014 legacy GL and AP system will be decommissioned and no longer available.



# For the Good of the Order

- User Guide
- Best practices
- Needs



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