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
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 are 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
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.
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