PeopleSoft User Group

January 8, 2014
Fiscal Management Team

User Group Agenda

- Legacy GL to be decommissioned
- Fiscal Webinars for January 2014
- Year End Preparation
- 1099 Process
- SellWise - Windows XP end-of-life
- SellWise upload from ScoutNET
- Forecast Ledger
- Changes to 1800 accounts and class codes
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.

January Webinars

- January 9 –
  - Starting the Year in PeopleSoft – 11 am CT
  - Starting the Year in PeopleSoft – 2 pm CT
- January 14
  - Asset Management Reconciliation – 11 am CT
January Webinars

• January 16
  • IRS Form 1099 Processing – 11 am CT
  • Adjustments after Year-End Close – 2 pm CT
– January 23
  • Adjustments after Year-End Close – 11 am CT
  • IRS Form 1099 Process – 2 pm CT

National Support Center changes

• Dedicated line for fiscal management & PeopleSoft calls
• Three individuals working all those calls
• Support Center is not your personal User Guide
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
- 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
• 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 to V8. Recommended operating system on equipment is 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 after March 1
• Users will have to upload through PeopleSoft
  – Make sure the local council users have the ability to upload.
• Steps
  – Upgrade to SellWise v8
  – If you haven’t upgraded, make sure you have BSA Export version 15 on all of your SellWise workstations

Forecast Ledger

• PeopleSoft is ledger based
• Actuals and Budget
• Now there is Forecast
• Similar to budget ledger but can be used with future forecasting
• Journal entries don’t need to be balanced
• Can upload Forecast similar to Budget
Forecast Ledger

- Two Reports Available
  - FCBDTLF1 – Forecast with Budget – Detail
  - FCBSUMF1 – Forecast with Budget - Summary

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<th>Budget</th>
<th>Forecast</th>
<th>2015</th>
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Forecast Ledger

**Prepared. For Life.**
Changes to 1800 Accounts

• Removing “00” class
• Only can use “25” or “99” depending on account number
• Has effect on functional expenses
• Review and make journals as part of year-end
• Target completion is end of February

Changes to 3000 Accounts

• Net Asset Accounts
• Locking accounts
• Adjustments can be made through the “adjustment accounts” – 3100 class
For the Good of the Order

• User Guide
• Best practices
• Needs