

# PeopleSoft User Group

January 8, 2014  
Fiscal Management Team



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## 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



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## 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.



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## 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



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## 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



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## 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



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## 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



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## Year End Preparation

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



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## 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



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## 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.



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## 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



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## 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



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# Forecast Ledger

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



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# Forecast Ledger

		Forecast with Budget Summary Report - All Projects				Boy Scouts of America	
		Period Ending: December 31, 2013					
Operating Fund - Unrestricted		Actual		Budget			
		2011	2012	2013	2013	Budget 2014	Budget 2015
<b>Support and Revenue</b>							
<b>Direct Support</b>							
Direct Mail							
Friends of Scouting	269,287	269,946	213,638	291,400			
Project Sales	941	5,208	4,325	12,500			
Special Events - Net of Direct Benefit Cost	51,317	53,622	61,888	67,245			
Legacies and Bequests							
Foundations and Trusts	212,152	190,275	171,068	196,700			
Other Direct Support	9,298	10,615	4,513	2,050			
<b>Total Direct Support</b>	<b>542,995</b>	<b>529,665</b>	<b>455,432</b>	<b>569,895</b>			
<b>Associated Organizations</b>							
United Way	41,005	34,923	30,306	31,400			
Unassociated Organizations							
Other Indirect							
Government Fees and Grants							
<b>Total Indirect Support</b>	<b>41,005</b>	<b>34,923</b>	<b>30,306</b>	<b>31,400</b>			
<b>Revenue</b>							
Sale of Supplies - Less Cost of Sales	45,052	36,078	47,808	52,627			
Product Sales - Less Commissions & Cost	336,351	348,029	339,948	354,500			
Investment Income	153,733	155,735	168,639	169,337			
Realized Gain/Loss on Investments							
Camping	346,282	414,955	393,703	463,397			
Activities	141,708	184,898	298,618	313,974			
Other Revenue	83,069	63,625	60,744	59,200			
<b>Total Revenue</b>	<b>1,111,196</b>	<b>1,200,320</b>	<b>1,309,460</b>	<b>1,413,035</b>			
<b>Total Support and Revenue</b>	<b>1,695,195</b>	<b>1,764,908</b>	<b>1,795,198</b>	<b>2,014,330</b>			



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## 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



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## Changes to 3000 Accounts

- Net Asset Accounts
- Locking accounts
- Adjustments can be made through the “adjustment accounts” – 3100 class



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## For the Good of the Order

- User Guide
- Best practices
- Needs



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