PeopleSoft User Group

February 12, 2014
Fiscal Management Team
User Group Agenda

• Report Books
• Forecast Ledger
• Adjustments after the Year End Close
• Budget
• SellWise Process Change
• Asset Management
Report Books

• Generate multiple reports at one time
  – Reports Manager
  – Email
• Schedule on a recurring basis
• Instructions will be available on the FID website
Forecast Ledger

• Created for reporting purposes
• Forecast nVision reports
  – Forecast with budget – summary
  – Forecast with budget – detail
• Requires journal entries to Forecast ledger
  – Journal entries debit/credits do not need to balance
  – Journal Import Spreadsheet
Adjustments after Year End Close

- User Guide - Chapter 7, section 7.5
- Journal Source CA – Council Adjustments
- Journal Source AA – Audit Adjustments
- Open period 12 – disregard “998” adjustment periods
- Reclosing the year after adjustments
  - Undo the Year End Close Process
  - Re-close the Year
- GL Transmittal
Budget Tools

• Chapter 14 of the user guide
• Tools available
  – Queries
    • LC_ACTUAL_SPREADSHEET_FIS_YR
    • LC_BUDGET_FISCAL_YR
  – Spreadsheets
    • PeopleSoft Budget Upload Spreadsheet
    • JRNL1._LCxls.xls and files on Jump Drive
• Recorded webinar on Finance Impact Site
  [www.scouting.org/financeimpact]
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
Asset Management

• Fixed Asset Reconciliation
  – Webinar on FID webpage
  – Instructions will soon be published to FID website

• Prior Year Entries
  – Verify that all entries have posted
  – Do not close depreciation in 2014 until all 2013 entries are made
Asset Management

• Asset Uploads for Council with Assets not currently recorded in PeopleSoft
  – Fiscal Management Team Conversion Coaches
    • Northeast Region – Cornelia Ellis
    • Southern Region – Ricky Loudin
    • Central Region – Sherry McFall
    • Western Region – Don Day
  – Asset upload spreadsheet
For the Good of the Order

• User Guide
• Best practices
• Needs