

# PeopleSoft User Group

February 12, 2014

Fiscal Management Team



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# 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 reoccurring 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](http://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.



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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





# 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



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