

# PeopleSoft User Group

March 12, 2014

Fiscal Management Team



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# User Group Agenda

- Budget
- Forecast Ledger
- Bank Reconciliation Report
- Fixed Asset Conversion
- SellWise Process Change
- Audit Adjustments in PeopleSoft



# 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)
- Upload will not work in Windows 8



# 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



# Book2Bank Reconciliation Report

- Main Menu-Banking
- Enter the Bank Statement information (Beginning, Ending Balances)
- Enter Withdrawals, Deposits
- Select Book to Bank Reconciliation
- After opening Book to Bank Reconciliation click on “Report”
- To run the report go under “Report Manager”
- Review and mark items clear on the report before starting in Semi-Manual and Book to Bank



# Fixed Asset Conversion

- Applicable if you are not using Asset Management
- 110 councils not currently using Asset Management
- Process has been created for converting your assets
- Spreadsheet template will be used
- Communication coming this month
- Once data received, three week process



# SellWise Upload Change

- Upload to GL will not be available on Scoutnet after March 31
- 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



# SellWise Upload Change

- Use PeopleSoft Security Request Form

**SUBMIT COMPLETED FORM TO NATIONAL SUPPORT CENTER**

Date:		
Requestor:	Local Council #:	Phone Number/ Extension
USER LAST NAME:	USER FIRST NAME:	

Requested Action:    ADD ID    DELETE ID    INACTIVATE ID    REACTIVATE ID  
(X' a box)               

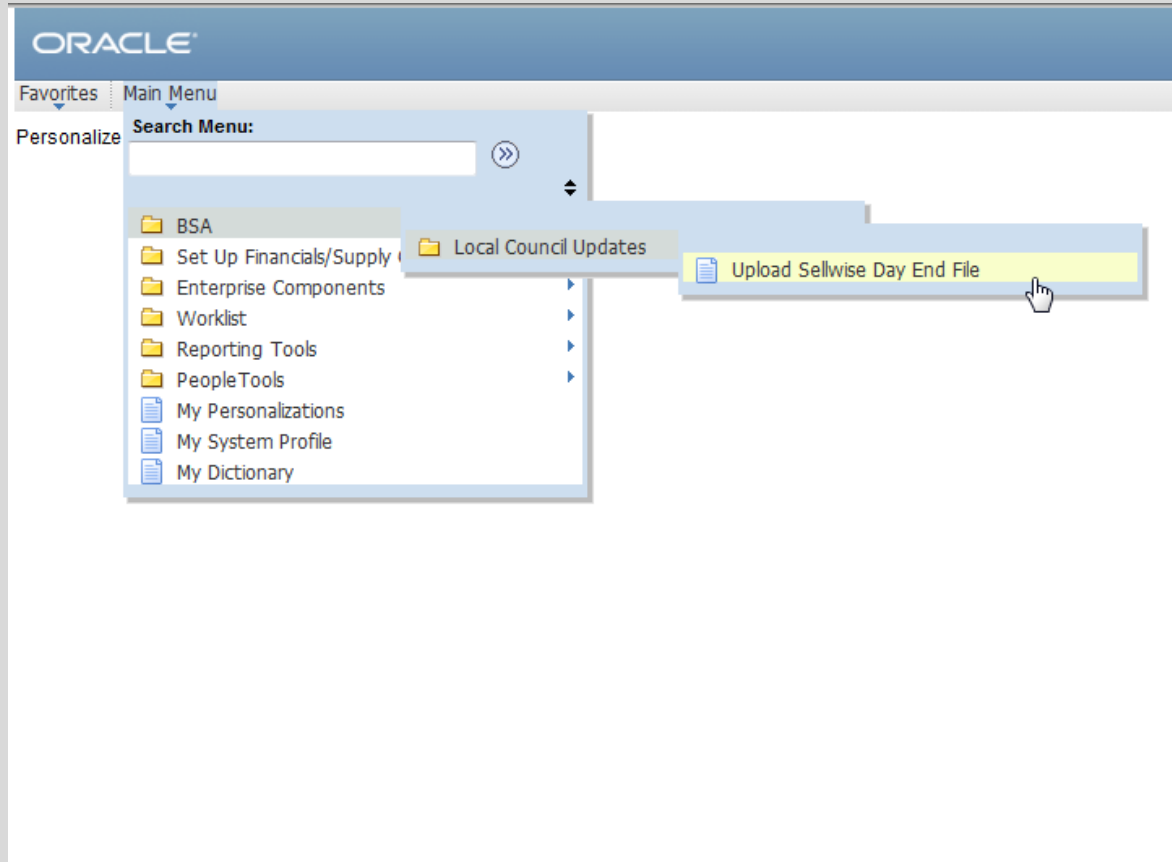
**LOCAL COUNCIL REQUEST ACCESS TO ROLES MARKED BELOW:**

<b>ASSETS:</b> <input type="checkbox"/> Asset Manager <input type="checkbox"/> Asset Staff	<b>GENERAL LEDGER:</b> <input type="checkbox"/> GL Staff <input type="checkbox"/> GL Manager <input type="checkbox"/> GL Journal Entry <input type="checkbox"/> GL Post access	<b>ACCOUNTS PAYABLE:</b> <input type="checkbox"/> Print Checks <input type="checkbox"/> AP Manager <input type="checkbox"/> AP Staff <input type="checkbox"/> AP Inquiry <input type="checkbox"/> AP Reporting
<b>BANKING:</b> <input type="checkbox"/> Banking- Add/ Update	<b>PROJECTS/ TREE MANAGER:</b> <input type="checkbox"/> GL Projects <input type="checkbox"/> Tree Manager <input type="checkbox"/> POS Upload	<b>VENDORS:</b> <input type="checkbox"/> Vendor Approval <input type="checkbox"/> Vendor Add/ Update
<b>REPORTING:</b> <input type="checkbox"/> Query Viewer <input type="checkbox"/> GL Reports <input type="checkbox"/> Executive <input type="checkbox"/> Field Staff		





# SellWise Upload Change



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# SellWise Upload Change

ORACLE

Favorites | Main Menu > BSA > Local Council Updates > Upload Sellwise Day End File

### Upload Sellwise Day End File

Find an Existing Value | Add a New Value

Run Control ID: Upload\_SellWise

Add

[Find an Existing Value](#) | [Add a New Value](#)

Create a Run Control "Upload\_SellWise"



# SellWise Upload Change

ORACLE®

Favorites | Main Menu > BSA > Local Council Updates > Upload Sellwise Day End File

## Upload Sellwise Day End File

Run Control ID: Upload\_SellWise

[Report Manager](#) [Process Monitor](#) [Run](#)

**Process Request Parameters**

\*Character Set:

\*Validate ChartFields:

Journal ID Mask:

[Add](#) [Delete](#) [View](#) **Attached File:**

[Save](#) [Notify](#) [Add](#) [Update/Display](#)



# For the Good of the Order

- User Guide
- Best practices
- Needs



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