PeopleSoft User Group

March 12, 2014

Fiscal Management Team
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

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<th>Date:</th>
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<tbody>
<tr>
<td>Requestor:</td>
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<td>USER FIRST NAME:</td>
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**LOCAL COUNCIL REQUEST ACCESS TO ROLES MARKED BELOW:**

**ASSETS:**
- Asset Manager
- Asset Staff

**BANKING:**
- Banking Add/Update

**REPORTING:**
- Query Viewer
- GL Reports
- Executive
- Field Staff

**GENERAL LEDGER:**
- GL Staff
- GL Manager
- GL Journal Entry
- GL Post access

**PROJECTS/TREE MANAGER:**
- GL Projects
- Tree Manager

**ACCOUNTS PAYABLE:**
- Print Checks
- AP Manager
- AP Staff
- AP Inquiry
- AP Reporting

**VENDORS:**
- Vendor Approval
- Vendor Add/Update

**ACCOUNTS PAYABLE:**
- POS Upload

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SellWise Upload Change

[Image of Oracle interface with focus on 'Local Council Updates' and 'Upload SellWise Day End File']
SellWise Upload Change

Oracle

Upload Sellwise Day End File

Find an Existing Value | Add a New Value

Run Control ID: Upload_SellWise

Add

Create a Run Control "Upload_SellWise"
SellWise Upload Change

Upload Sellwise Day End File

Run Control ID:  Upload_SellWise

Report Manager  Process Monitor  Run

Process Request Parameters
- *Character Set:  ISO_8859-1
- *Validate ChartFields:  All Common ChartFields
- Journal ID Mask:

Add  Delete  View  Attached File:

Save  Notify

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For the Good of the Order

- User Guide
- Best practices
- Needs