PeopleSoft User Group

April 9, 2014



User Group Agenda

- Fixed Asset Conversion
- SellWise Process
- Clean up the 18xx accounts with class 00 balances
- Troubleshooting Financial Report Discrepancies
- Other Updates



Fixed Asset Conversion

- Applicable if you are not using asset management
- 93 councils not currently using asset management
- Process has been created for converting your assets using an excel spreadsheet template
- Communication to Scout Executive this month
- First come, first served, once asset upload spreadsheet is received, three week process
- Timeline April September



1099 Corrections

Before making any 1099 corrections run the following processes:

- 1099 to Send Detail
- 1099 Withholding Sent File



Running the 1099 to Send Detail Process



Running the 1099 to Send Detail Process

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Running the 1099 to Send Detail Process

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Running the Withholding Sent File

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Running the Withholding Sent File

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Running the Withholding Sent File

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Processing 1099 Correction Files

- Adjust the individual voucher lines for the vendor using the Withholding Invoice Line Update page and running the Withholding Update process
- Enter an adjustment on the Withhold Adjustments page
- Enter a new voucher.



Processing 1099 Correction Files

To complete the correction process:

- Run the 1099 Job.
- The system generates the 1099 report showing only the corrections and the appropriate 1099 Copy B forms.
- Run the 1099 Withholding to Send Detail Report
- Run the Withholding Sent File process



- Reminder The upload to GL through Scoutnet is no longer available
- Users 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



Use PeopleSoft Security Request Form

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Clean up 18XX Accounts with Class 00

Process to clean up 18xx accounts:

- Print Trial Balance Export to Excel
 - Filter by fund, account and class
- Identify if 18xx with class 00 exist
- Create a journal entry to correct the account balances



Troubleshooting Financial Report Discrepancies

- Time Study journal entries not completed
- Time Study journal entry percentages do not equal 100%
- Journal entries posted directly to net asset accounts
- Not un-closing and reclosing the fiscal year if journal entries were posted to prior year
- Incorrect journal entries to release net assets from restriction (not using 36xx accounts)



Other Updates

- Change to bank reconciliation module
- Changes to accounts payable reports
- New Query

LC_Time_Study_Journal_Entries

- Removal of "Close Accounting Period" menu in asset management
- New accounts added to the chart of accounts
- Distribute PAS Transactions to GL (Scoutnet)



ACCOUNTS PAYABLE REPORTS

LC_AP_PAYMENT_JOURNAL_DETAILS- Detail of AP Payments

LC_AP_PAYMENT_JOURNAL_DETAILS - Detail of AP PAYMENTS	
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For the Good of the Order

- User Guide
- Best practices
- Needs

