

# PeopleSoft User Group

April 9, 2014



BOY SCOUTS OF AMERICA®

**Prepared. For Life.™**

# 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



BOY SCOUTS OF AMERICA®

**Prepared. For Life.™**

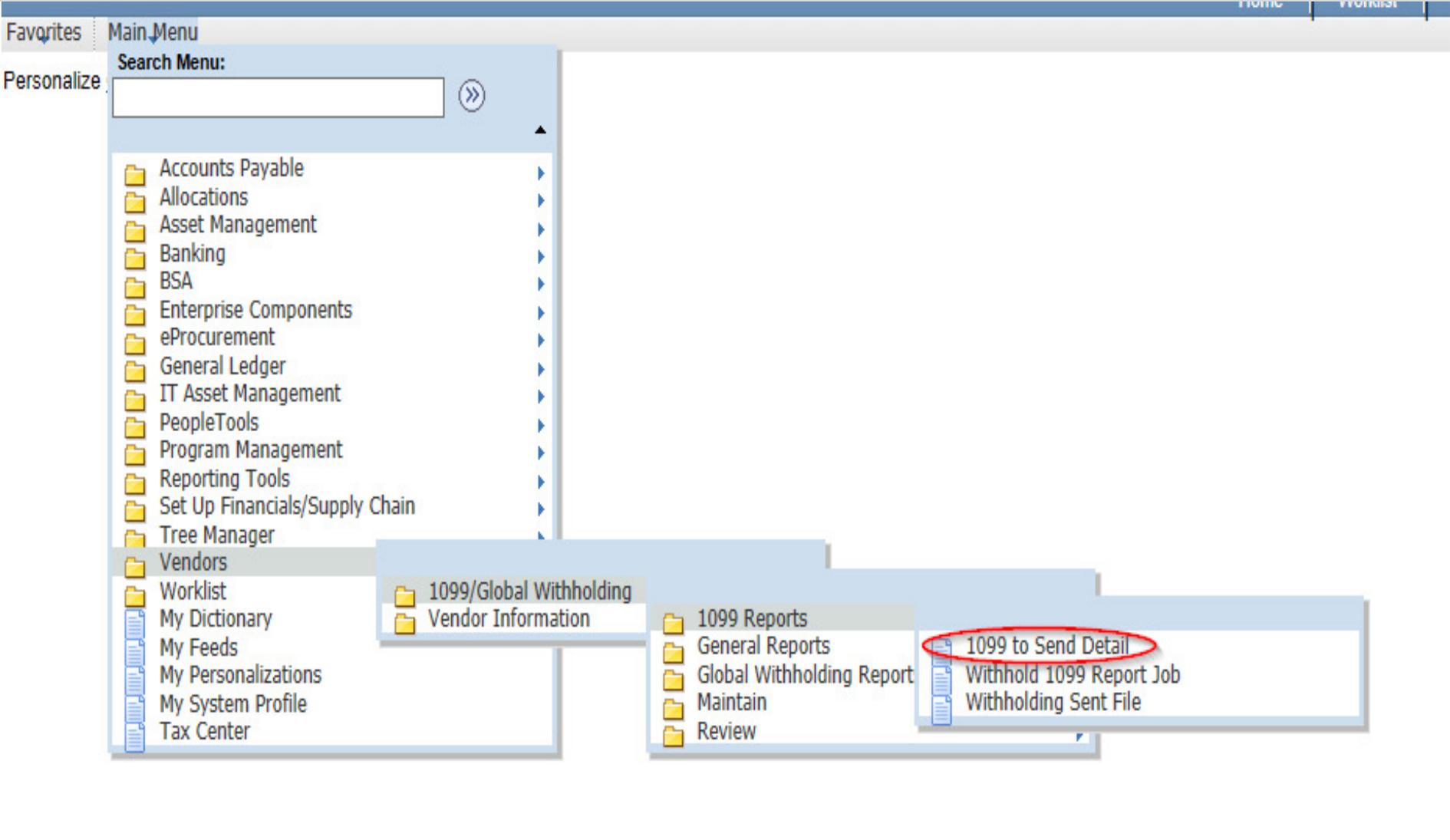
# 1099 Corrections

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

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > 1099 to Send Detail

New Window

## 1099 To Send Report

Run Control ID: 1099-to-Send-Detail

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

Run

### Description

Withholding Report ID: US\_REPORT

SetID: L3

Control ID: 1

Fiscal Year: 2013

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

# Running the 1099 to Send Detail Process

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > 1099 to Send Detail

New W

## Process Scheduler Request

User ID: KSPANIER

Run Control ID: 1099-to-Send-Detail

Server Name:

Run Date: 04/08/2014

Recurrence:

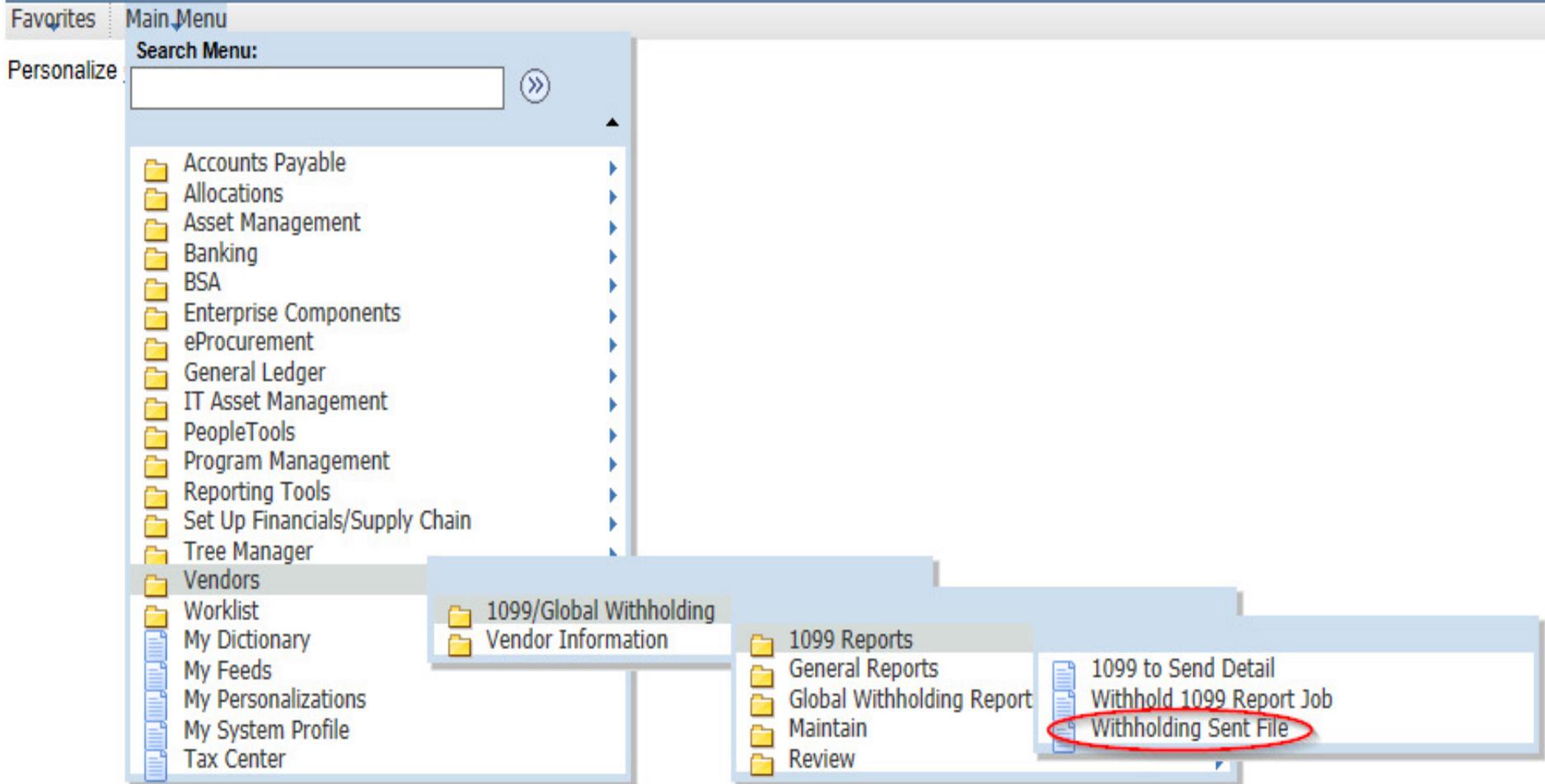
Run Time: 10:23:13AM

Time Zone:

### Process List

| Select                              | Description                  | Process Name | Process Type  | *Type | *Format | Distribution                 |
|-------------------------------------|------------------------------|--------------|---------------|-------|---------|------------------------------|
| <input checked="" type="checkbox"/> | 1099 Withholding to Send Dtl | APX8056      | XML Publisher | Web   | HTM     | <a href="#">Distribution</a> |
| <input type="checkbox"/>            | APY8056-                     | APY8056-     | Crystal       | Web   | PDF     | <a href="#">Distribution</a> |

# Running the Withholding Sent File



# Running the Withholding Sent File

Favorites Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withholding Sent File

## Withhold Sent

Run Control ID: [blurred]

[Report Manager](#)

[Process Monitor](#)

[Run](#)

### Details

|                    |  |  |
|--------------------|--|--|
| Request ID:        | <input type="text" value="1"/>         | <input type="text" value="Withholding Sent File"/> |
| Process Frequency: | <input type="text" value="Always"/>    |  |
| Report ID:         | <input type="text" value="US_REPORT"/> |  |
| SetID:             | <input type="text" value="L"/>         | <input type="text"/>                               |
| Control ID:        | <input type="text" value="1"/>         | <input type="text"/>                               |

[Save](#)

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)

[Add](#)

[Update/Display](#)

# Running the Withholding Sent File

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withholding Sent File 

## Process Scheduler Request

User ID: KSPANIER

Run Control ID: 1099-to-Send-Detail

Server Name:  

Run Date:  

Recurrence:  

Run Time:

Time Zone:  

### Process List

| Select                              | Description | Process Name | Process Type       | *Type   | *Format   | Distribution                 |
|-------------------------------------|-------------|--------------|--------------------|---|---|------------------------------|
| <input checked="" type="checkbox"/> | WTHD_SNT    | WTHD_SNT     | Application Engine | Web  | TXT  | <a href="#">Distribution</a> |

# 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



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

# SellWise Upload Change

- 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



# 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: |                         |

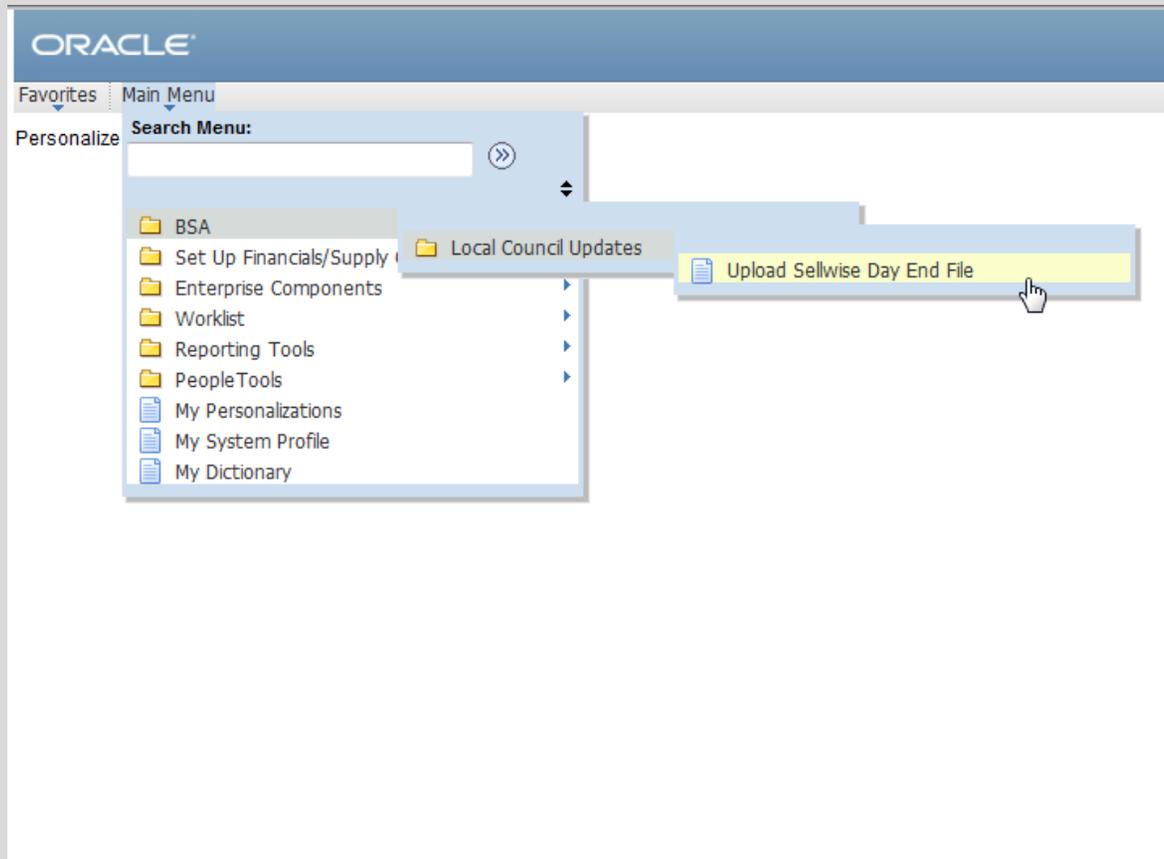
Requested Action:    ADD ID    DELETE ID    INACTIVATE ID    REACTIVATE ID  
(X' a box)               

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

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



# SellWise Upload Change



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

# 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"



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

# 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](#)



# 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

Unit:  

From Date:  

Thru Date:  

| Unit | Journal ID | Date | Period | Year | Source | Status | User | DateTime | Descr | Ledger | Line # | Fund | Account | Project | Class | Amount | Voucher ID | Line Descr | Method | Payment Number | Check Number |
|------|------------|------|--------|------|--------|--------|------|----------|-------|--------|--------|------|---------|---------|-------|--------|------------|------------|--------|----------------|--------------|
|------|------------|------|--------|------|--------|--------|------|----------|-------|--------|--------|------|---------|---------|-------|--------|------------|------------|--------|----------------|--------------|

## LC\_AP\_DISTRIBUTED\_TO\_GL

LC\_AP\_DISTRIBUTED\_TO\_GL - AP Vouchers Distributed to GL

Unit:  

From Acctg Date:  

Thru Acctg Date:  

| Unit | Voucher | Invoice | Date | Vendor | Name | User | Status | Gross Amt | Line | Descr | Seq | Template | Distribution Li | Type | Fund | Account | Project | Class | Amount | Acctg Date | Period | Year | Journal ID | Date | Line # | Status | Check Number |
|------|---------|---------|------|--------|------|------|--------|-----------|------|-------|-----|----------|-----------------|------|------|---------|---------|-------|--------|------------|--------|------|------------|------|--------|--------|--------------|
|------|---------|---------|------|--------|------|------|--------|-----------|------|-------|-----|----------|-----------------|------|------|---------|---------|-------|--------|------------|--------|------|------------|------|--------|--------|--------------|



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

# For the Good of the Order

- User Guide
- Best practices
- Needs



BOY SCOUTS OF AMERICA®

**Prepared. For Life.™**