PeopleSoft User Group

July 9, 2014

User Group Agenda

- Fixed Asset Conversion
- Clean up the 18xx accounts with class 00 balances
- NCAP Reports
- Updates/changes to reports
- Council User Security Review – new
- Other Updates

Fixed Asset Conversion

- Applicable if you are not using asset management

- 90 councils not currently using asset management

- Process has been created for converting your assets using an excel spreadsheet template

- Communication to Scout Executive

- First come, first served, once asset upload spreadsheet is received, three week process

- Timeline April - September

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

Adding new assets, do not use 00

National Camp Accreditation Program (NCAP)

- Help councils elevate camps to new level of excellence

- New report named:

  - (CAMPANL1)

  - NCAP Camp Analysis Report Scope

National Camp Accreditation Program (NCAP)

Engage Councils in:

– Rigorous review of camps and properties

– Continuous improvement

– Correction or elimination of substandard practices

Why are we talking about this in a PeopleSoft User Group

Authorization Cycle
- Camp Strategic Analysis Short Form
  - 14 of 40 questions are related to financial information.
- Council Sustainability

NCAP Camp Budget Analysis Scope

- Uses a Scope filter
- Pulls data from your general ledger
- Allows for user input
- Provides a summary report
- Create a tree node for each camp property

BOY SCOUTS OF AMERICA®

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			Current Period			Year to Date			Current Year
			Budget	Actual	Over/Under	Budget	Actual	Over/Under	Budget
Support and Revenue									
	Direct Support								
		Project Sales	-	-	-	-	-	-	-
		Foundations	-	-	-	-	-	-	-
		Indirect Contributions	-	-	-	-	-	-	-
		Government Fees and Grants	-	-	-	-	-	-	-
		Camp Fees	2,975	7,593	4,618	1,411,775	1,481,366	69,591	1,411,775
		Other Activities Fees	-	-	-	-	-	-	-
		Trading Post Sales	1,050	110	(940)	194,000	197,708	3,708	194,000
		Cost of Goods	-	(2,216)	(2,216)	(134,400)	(135,890)	(1,490)	(134,400)
		Other Direct Contributions	-	100	100	-	49,926	49,926	-
		Misc. Revenue	-	57	57	-	59	59	-
		Total Support and Revenue	4,025	5,643	1,618	1,471,375	1,593,168	121,793	1,471,375
Expenses									
		Employee Compensation	12,201	13,732	1,531	538,807	541,227	2,420	538,807
		Other Expenses	915	1,207	292	84,940	79,535	(5,405)	84,940
		Supplies-Food and Commissary	-	-	-	420,600	391,153	(29,447)	420,600
		Program Expenses	420	738	318	78,720	67,606	(11,114)	78,720
		Occupancy	23,550	12,779	(10,771)	176,960	226,736	49,776	176,960
		Rental & Maintenance of Equip	-	1,776	1,776	1,500	17,443	15,943	1,500
		Insurance Expense	1,858	2,845	987	32,970	22,863	(10,107)	32,970
		Depreciation & Amortization Ex	-	21,739	21,739	-	262,728	262,728	-
		Total Expenses	38,944	54,815	15,871	1,334,497	1,609,290	274,793	1,334,497
Surplus (Deficit) UR Revenue/Expense			(34,919)	(49,172)	(14,253)	136,878	(16,122)	(153,000)	136,878

User Input - Camp Revenue and Expense Analysis Report

Information provide on this page will be calculated and shown to you as part of your report. You will find this information on your report on the Administration and Depreciation lines.

Administrative Costs	Annual Salary	Annual Benefits	Weeks in Camp	Cost
Executive Staff 1	35,000.00	12,000.00	6.00	5,746.15
Executive Staff 2	45,000.00	13,500.00	5.00	5,949.52
Executive Staff 3				-
Executive Staff 4				-
Executive Staff 5				-
Executive Staff 6				-
Executive Staff 7				-
Executive Staff 8				-
Executive Staff 9				-
Executive Staff 10				-

Use this section to calculate the cost of executive staff time spent in camp. Annual salary and benefits and taxes are in the calculation, divided by 52 weeks and multiplied by the number of weeks in camp.

			Total Exec Staff	11,695.67

Office Support	% Rate	Cost		
Default Rate	15.0%	241,393.54	Admin. Total-->	253,089.21
Total Expense	1,609,290.25			

Admin. Total is Cost of executive staff plus the Office Support.

	Project Scope	Council Input		
Depreciation	Total	Option		
	262,727.64		Depr. Total-->	262,727.64

In support of its camps your council has administrative expenses like personnel costs, occupancy costs at your service center, copier leases, non-camp depreciation, travel, etc., that must be allocated. To calculate this amount, a formula has been set up with a 15% default rate that you can adjust. The formula multiplies the total expenses you find on line 28 of the data input page under Year to Date by the % Rate. You can change the Default Rate to one that represents your council's support amount. For example, you can change the % Rate from 15.0% to 12.5% by deleting the 15.0 and typing in the 12.5 in the green box.

Your depreciation will appear here as pulled from line 27 of the data input page if you are reporting your camp depreciation to the camp's project code. If this number is blank, you need to calculate deprecation and input it into the highlighted "Council Input Option" box.
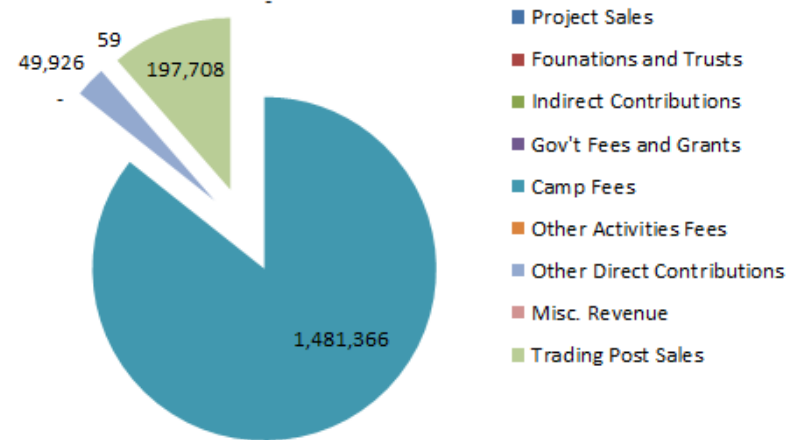
Camp Revenue and Expense Analysis Report
December 31, 2013

Revenue		
	Project Sales	-
	Founations and Trusts	-
	Indirect Contributions	-
	Gov't Fees and Grants	-
	Camp Fees	1,481,366
	Other Activities Fees	-
	Other Direct Contributions	49,926
	Misc. Revenue	59
	Trading Post Sales	197,708
	Cost of Goods	(135,890)
Total Support and Revenue		1,593,168
Expenses		
	Employee Compensation	541,227
	Administration (from user input)	253,089
	Food	391,153
	Supplies	67,606
	Occupancy	226,736
	Maintenance	17,443
	Insurance	22,863
	Depreciation (from user input or data)	262,728
	Other Expenses	79,535
Total Expenses		1,862,379
Net Support and Revenue / Expenses		(269,211)

Camp Revenue

- Project Sales
- Founations and Trusts
- Indirect Contributions
- Gov't Fees and Grants
- Camp Fees
- Other Activities Fees
- Other Direct Contributions
- Misc. Revenue
- Trading Post Sales

49,926   59   197,708   1,481,366

Camping Expenses

- Employee Compensation
- Administration (from user input)
- Food
- Supplies
- Occupancy
- Maintenance
- Insurance
- Depreciation (from user input or data)
- Other Expenses

79,535   262,728   22,863   17,443   541,227   226,736   253,089   67,606   391,153
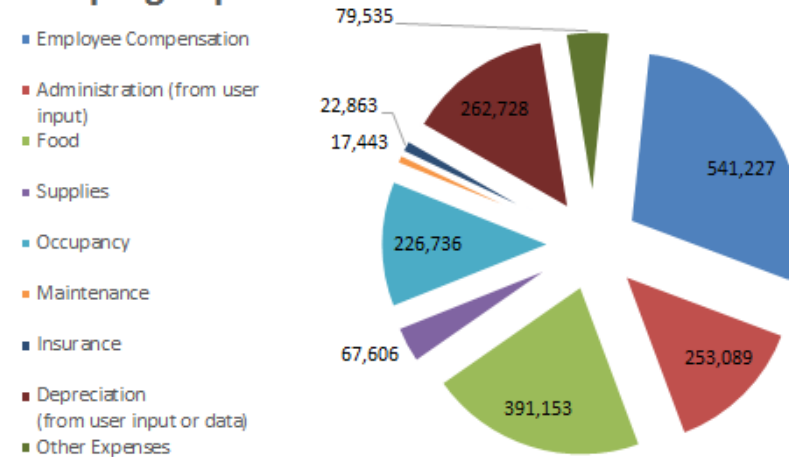
Changes/updates to nVision Reports

- Statement of Activities & Changes in Net Assets
  - Corrected prior year time study percentages
- Working Trial Balances
  - Corrected account descriptions that were not displayed with amount total
- Report titles will display the scope name and description, if scope is used – all reports

nVision Report Title Without Scope

nVision Report Title With Scope

Council -							**Boy Scouts of America**
Comparative Statement of Budgeted Operations - Unrestricted - CAMPOPCOMB - Camping operations combined							
Period Ending: December 31, 2013							

Operating Fund	**Current Period**			**Year to Date**			**Current Year**
	Budget	**Actual**	**Last Year**	**Budget**	**Actual**	**Last Year**	**Budget**
Support and Revenue			Scope Name		Scope Description		
Direct Support							
Net Direct Mail							
Net Friends of Scouting							
Project Sales							
Project Sales Contributions	-	-	-	-	3,190	400	-
Net Project Sales	-	-	-	-	3,190	400	-
Net Special Events							
Net Legacies & Bequests							
Foundations & Trusts							
Net Assets Released Found Trst	-	-	-	-	435	-	-
Net Foundations & Trusts	-	-	-	-	435	-	-
Other Direct							
Other Direct Contributions	-	-	1,200	-	-	1,200	-

Council User Security Audit

- Monitor and maintain user security
- Scout Executive will review and certify user security roles
- The Member Care Contact Center will be notified via email if a Scout Executive removes a user's security role
- Quarterly requirement, email reminder
- Instructions will be sent to Scout Executives and will be available on FID webpage

Council Security Review Menu

Security Review

Business Unit: L⬚⬚   ⬚⬚⬚⬚⬚⬚   Create Report

▽ Information/Instructions

Please review the list of security roles for the users listed below by clicking on each name. To remove a security role, uncheck the box next to the role. An email will automatically be sent to the Member Care Contact Center for processing. Once you have completed the user role security review, please check the "Certify" box then click on the "submit as reviewed" button below. You will receive an email notification confirming the completion of the audit review. If any other changes are required, please complete a new Local Council PeopleSoft Security Request form and submit it to the Member Care Contact Center. (22001,1).

▼ Audit Details

Audit Year: 2014   **Audit Period:** 3   **Review Dates:** 07/01/2014   **thru:** 09/30/2014

Review Deadline: 09/30/2014   **Review Status:** Incomplete

Council Users

Customize | Find | View All | ⬚ | ⬚   First ◄ 1-4 of 4 ► Last

User	Name	Type	Last Reviewed	Change Needed
ALAMI⬚⬚⬚	⬚⬚⬚⬚⬚			☐
CGRO⬚⬚	⬚⬚⬚⬚⬚			☐
JSTOU⬚	⬚⬚⬚⬚			☐
MMCC⬚⬚⬚	⬚⬚⬚⬚⬚⬚			☐

Role Add/Change Form

Certify

☐ By clicking this box, I certify that I have reviewed the current list of users for this current review period. I also certify that the operators, for which I have not invalidated all security roles, have permission to access the financial records for ⬚⬚⬚ ⬚⬚⬚⬚ ⬚⬚⬚⬚ ⬚⬚⬚⬚ (22001,2).

[Submit as Reviewed]

User Audit Detail

User ID: ░░░░░░

User Roles

Valid	Role Name
☑	BSA LC AM Manager
☑	BSA LC AP Manager
☑	BSA LC Banking 01
☑	BSA LC GL Manager
☑	BSA LC GL Reports
☑	BSA LC GL Staff
☐	BSA LC POS Upload
☑	BSA Peoplesoft User

OK

Please review the list of security roles for the users listed below by clicking on each name. To remove a security role, uncheck the box next to the role. An email will automatically be sent to the Member Care Contact Center for processing. Once you have completed the user role security review, please check the "Certify" box then click on the "submit as reviewed" button below. You will receive an email notification confirming the completion of the audit review. If any other changes are required, please complete a new Local Council PeopleSoft Security Request form and submit it to the Member Care Contact Center. (22001,1).

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Audit Year:	2014	Audit Period:	3	Review Dates:	07/01/2014	thru:	09/30/2014

Review Deadline:	09/30/2014		Review Status:	Incomplete

Council Users   Customize | Find | View All | 🔲 | 🗓   First ◄ 1-4 of 4 ► Last

User	Name	Type	Last Reviewed	Change Needed
AL▨▨▨	▨▨▨ ▨			☐
CC▨▨▨	▨▨▨ ▨▨▨			☑
JS▨▨	▨▨▨ ▨▨			☐
MI▨▨▨	▨▨▨ ▨▨			☐

Role Add/Change Form

Certify

☑ By clicking this box, I certify that I have reviewed the current list of users for this current review period. I also certify that the operators, for which I have not invalidated all security roles, have permission to access the financial records for ▨▨ ▨▨▨▨ ▨▨▨▨ Council (22001,2).

[Submit as Reviewed]

Security Review

Business Unit: L██ ██████ ████

▼ Information/Instructions

Please review the list of security roles for the users listed below by clicking on each name. To remove a security role, uncheck the box next to the role. An email will automatically be sent to the Member Care Contact Center for processing. Once you have completed the user role security review, please check the "Certify" box then click on the "submit as reviewed" button below. You will receive an email notification confirming the completion of the audit review. If any other changes are required, please complete a new Local Council PeopleSoft Security Request form and submit it to the Member Care Contact Center. (22001,1).

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Review Deadline: 09/30/2014   **Review Status:** Complete

Council Users

Customize | Find | View All | 🔗 | 📊   First ◄ 1-4 of 4 ► Last

User	Name	Type	Last Reviewed		Change Needed
Al█████	██████		07/08/14 10:58AM		☐
C0█████	██████ ████		07/08/14 10:58AM		☑
JS████	████ ██		07/08/14 10:58AM		☐
M█████	████ ████		07/08/14 10:58AM		☐

Role Add/Change Form

Certify

☑ By clicking this box, I certify that I have reviewed the current list of users for this current review period. I also certify that the operators, for which I have not invalidated all security roles, have permission to access the financial records for █████ ██████ ████ Council (22001,2).

[Submit as Reviewed]

Other Updates

- New user role for attaching items to journals
- Standardized Business Model for PeopleSoft

New User Role

- View Only/Upload role
- Designed for Trading Post, Registrar, or Fundraising clerks to add attachments to journal entries

Standardized Business Model

- Introduced at National Meeting in May
- Nine criteria
  - Asset Management used in PeopleSoft
  - Bank Reconciliation used in PeopleSoft
  - Allocation journals used in PeopleSoft
  - Report Book feature used
  - Council has SellWise
  - Council Uploads TP journals
  - Council Uses IOI Pay
  - Council Uses Scoutnet Fundraising Software
  - Council has funds with BSA Asset Management (BSAAM)

For the Good of the Order

- User Guide

- Best practices

- Needs