PeopleSoft User Group

July 8, 2015
User Group Agenda

- Monthly Allocations
- Uploading SellWise to General Ledger
- Audit Adjustments
- Updating the Journey To Excellence
Monthly Allocations

- The user manages deferred projects on the Tree
- Allocation journal entries record deferral transactions
- Financial reports present deferred transactions after journal entries are posted
Month End Allocation Step
Month End Allocation Step

Warning: Do not make any changes on any of these pages unless directed to do so in this guide. Modifications to any other options may cause the allocation to error or improperly make adjustments.
Month End Allocation Step

<table>
<thead>
<tr>
<th>Field Name:</th>
<th>Class Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>How Specified</td>
<td>Selected Detail Values</td>
</tr>
</tbody>
</table>

Specify Values/Range of Values/Tree Nodes

<table>
<thead>
<tr>
<th>Value</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name:</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>How Specified</td>
<td>Selected Tree Nodes</td>
</tr>
</tbody>
</table>

Set Control Value: [Field]

Tree Name: L0GGG_PROJECTS

Level Name: [Field]

Specify Values/Range of Values/Tree Nodes

<table>
<thead>
<tr>
<th>Value</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-JAN-DEFERRED</td>
<td></td>
</tr>
</tbody>
</table>
Month End Allocation Step

Complete this process for all 6 allocation steps by clicking on “Next in List” at the bottom of the page.
Allocation Request Process

- Activity Revenues will move to 1-2629-XXX-00 Deferred Income Activities
- Activity Expenses will move to 1-1762-XXX-00 Prepaid Expense Activities
- Camp Revenues will move to 1-2630-XXX-00 Deferred Income Camping
- Camp Expenses will move to 1-1761-XXX-00 Prepaid Expense Camping
- Special Event Revenues will move to 1-2604-XXX-00 Deferred Income Special Events
- Special Event Expenses will move to 1-1760-XXX-00 Prepaid Expense Special Events
Allocation Request Process

Allocation Request

Find an Existing Value ▶ Add a New Value

Run Control ID: ALLOCATION-REQUEST

Add
Allocation Request Process

Allocation Request

Run Control ID: Request_Allocation

As of Date: 01/31/2013

Process Request Parameters

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Unit</th>
<th>Allocation Group</th>
<th>Request Date Option</th>
<th>As of Date</th>
<th>Output Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always</td>
<td>L556</td>
<td>MONTH-DEF</td>
<td>As-Of Date</td>
<td>01/31/2013</td>
<td>No Calc Log - Create Output</td>
<td>Monthly Deferral Allocations</td>
</tr>
</tbody>
</table>
Allocation Request Process

**WARNING:** You may receive a “Warning” message which likely indicates that one or more rules did not find any transactions to move. This is entirely possible, for example, if one deferred project list had revenue but no expenses yet, or if there were no deferred projects of one of the types (activity, camp or special event).
Review Allocation Journal Entries
Review Allocation Journal Entries

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>UnPost Sequence</th>
<th>Document Sequence Number</th>
<th>Line Business Unit</th>
<th>Journal Header Status</th>
<th>Budget Checking Header Status</th>
<th>Ledger Group</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>L0</td>
<td>CMP-RV0101</td>
<td>01/31/2013</td>
<td>0</td>
<td>(blank)</td>
<td>L0</td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS</td>
<td>ALO</td>
</tr>
<tr>
<td>L0</td>
<td>ACT-RV0101</td>
<td>01/31/2013</td>
<td>0</td>
<td>(blank)</td>
<td>L0</td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS</td>
<td>ALO</td>
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<td>Posted</td>
<td>Valid</td>
<td>ACTUALS</td>
<td>ALO</td>
</tr>
<tr>
<td>L0</td>
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<td>01/31/2013</td>
<td>0</td>
<td>(blank)</td>
<td>L0</td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS</td>
<td>ALO</td>
</tr>
<tr>
<td>L0</td>
<td>SPE-RV0101</td>
<td>01/31/2013</td>
<td>0</td>
<td>(blank)</td>
<td>L0</td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS</td>
<td>ALO</td>
</tr>
<tr>
<td>L0</td>
<td>CMP-RV0101</td>
<td>02/01/2013</td>
<td>0</td>
<td>(blank)</td>
<td>L0</td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS</td>
<td>ALO</td>
</tr>
<tr>
<td>L0</td>
<td>SPE-RV0101</td>
<td>02/01/2013</td>
<td>0</td>
<td>(blank)</td>
<td>L0</td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS</td>
<td>ALO</td>
</tr>
<tr>
<td>L0</td>
<td>ACT-RV0101</td>
<td>02/01/2013</td>
<td>0</td>
<td>(blank)</td>
<td>L0</td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS</td>
<td>ALO</td>
</tr>
<tr>
<td>L0</td>
<td>ACT-EX0101</td>
<td>02/01/2013</td>
<td>0</td>
<td>(blank)</td>
<td>L0</td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS</td>
<td>ALO</td>
</tr>
<tr>
<td>L0</td>
<td>CMP-EX0101</td>
<td>02/01/2013</td>
<td>0</td>
<td>(blank)</td>
<td>L0</td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS</td>
<td>ALO</td>
</tr>
</tbody>
</table>
Month-End Allocation Journal Entry - Example

<table>
<thead>
<tr>
<th>Select</th>
<th>Line</th>
<th>Unit</th>
<th>Ledger</th>
<th>Fund</th>
<th>Account</th>
<th>Project</th>
<th>Class</th>
<th>Currency</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>L0</td>
<td>ACTUALS</td>
<td>1</td>
<td>2630</td>
<td>461</td>
<td>00</td>
<td>USD</td>
<td>76,216.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>L0</td>
<td>ACTUALS</td>
<td>1</td>
<td>2630</td>
<td>464</td>
<td>00</td>
<td>USD</td>
<td>196,479.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>L0</td>
<td>ACTUALS</td>
<td>1</td>
<td>2630</td>
<td>472</td>
<td>00</td>
<td>USD</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>L0</td>
<td>ACTUALS</td>
<td>1</td>
<td>2630</td>
<td>485</td>
<td>00</td>
<td>USD</td>
<td>900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>L0</td>
<td>ACTUALS</td>
<td>1</td>
<td>2630</td>
<td>491</td>
<td>00</td>
<td>USD</td>
<td>75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>L0</td>
<td>ACTUALS</td>
<td>1</td>
<td>6701</td>
<td>461</td>
<td>21</td>
<td>USD</td>
<td>125,210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>L0</td>
<td>ACTUALS</td>
<td>1</td>
<td>6701</td>
<td>464</td>
<td>21</td>
<td>USD</td>
<td>261,515.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>L0</td>
<td>ACTUALS</td>
<td>1</td>
<td>6701</td>
<td>472</td>
<td>21</td>
<td>USD</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>L0</td>
<td>ACTUALS</td>
<td>1</td>
<td>6701</td>
<td>485</td>
<td>21</td>
<td>USD</td>
<td>900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>L0</td>
<td>ACTUALS</td>
<td>1</td>
<td>6701</td>
<td>491</td>
<td>21</td>
<td>USD</td>
<td>75.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>Total Lines</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Journal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>L0</td>
<td>12</td>
<td>387,750.00</td>
<td>387,750.00</td>
<td>P</td>
</tr>
</tbody>
</table>
Automatic Reversing Entry - Example

![Image of software interface showing journal entry details]

- **Journal ID:** CMP-RV0101
- **Date:** 02/01/2013

### Lines

<table>
<thead>
<tr>
<th>Select</th>
<th>Line</th>
<th>Unit</th>
<th>Ledger</th>
<th>Fund</th>
<th>Account</th>
<th>Project</th>
<th>Class</th>
<th>Currency</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>L</td>
<td>ACTUALS</td>
<td>1</td>
<td>2630</td>
<td>461</td>
<td>00</td>
<td>USD</td>
<td>76,216.00</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>L</td>
<td>ACTUALS</td>
<td>1</td>
<td>2630</td>
<td>464</td>
<td>00</td>
<td>USD</td>
<td>196,479.00</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>L</td>
<td>ACTUALS</td>
<td>1</td>
<td>2630</td>
<td>472</td>
<td>00</td>
<td>USD</td>
<td>50.00</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>L</td>
<td>ACTUALS</td>
<td>1</td>
<td>2630</td>
<td>485</td>
<td>00</td>
<td>USD</td>
<td>900.00</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>L</td>
<td>ACTUALS</td>
<td>1</td>
<td>2030</td>
<td>491</td>
<td>00</td>
<td>USD</td>
<td>75.00</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>L</td>
<td>ACTUALS</td>
<td>1</td>
<td>0701</td>
<td>461</td>
<td>21</td>
<td>USD</td>
<td>125,210.00</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>L</td>
<td>ACTUALS</td>
<td>1</td>
<td>0701</td>
<td>464</td>
<td>21</td>
<td>USD</td>
<td>261,515.00</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>L</td>
<td>ACTUALS</td>
<td>1</td>
<td>0701</td>
<td>472</td>
<td>21</td>
<td>USD</td>
<td>50.00</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>L</td>
<td>ACTUALS</td>
<td>1</td>
<td>0701</td>
<td>485</td>
<td>21</td>
<td>USD</td>
<td>900.00</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>L</td>
<td>ACTUALS</td>
<td>1</td>
<td>0701</td>
<td>481</td>
<td>21</td>
<td>USD</td>
<td>75.00</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### Totals

- **Unit:** L
- **Total Lines:** 12
- **Total Debits:** 387,750.00
- **Total Credits:** 387,750.00

*Journal Status:* P
Uploading SellWise
SellWise Upload

• Use PeopleSoft Security Request Form
SellWise Upload
SellWise Upload

Upload Sellwise Day End File

[Insert ORACLE interface screenshot]

Run Control ID: Upload_SellWise

Create a Run Control "Upload_SellWise"
SellWise Upload

**Oracle**

**Upload Sellwise Day End File**

Run Control ID: Upload_SellWise

**Process Request Parameters**

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

  - Add
  - Delete
  - View

Associated File:
SellWise Upload
SellWise Upload

Find file – typically this is going to be in your SellWise DayEnd directory. (C:SW/DayEnd)

Once you have located the DayEnd file, choose upload.

Uploading SellWise Day End File

Run Control ID: SellWise_Upload

File Attachment

Browse...
SellWise Upload

Click on SAVE and then RUN.

Upload Sellwise Day End File

Run Control ID: SellWise Upload

Process Request Parameters

- Character Set: ISO_8859-1
- Validate ChartFields: All Common ChartFields
- Journal ID Mask:

Saved File: GL130122.txt
SellWise Upload

Choose OK at the Process Scheduler Request (you do not need to choose a server)
SellWise Upload

Go to Process Monitor and verify that the Process runs to “Success” and “Posted”

If you need to upload multiple files, once you have completed the process monitor and the file has posted, then return to this screen and click on “delete” and then “add” will become available.

After Success & Posted, to upload an additional file, click “delete” and then “Add”
Audit Adjustments
Audit Adjustments

1. Adjustments after Year End Close
2. Undo the Year End Close (User Guide Section 7.5.3.1) – Page 7-8
7.5.3.1 Undo the Year-end Process

This will reverse the entries that created the entries in period 999 (year-end).
It will also reverse the entries to period 0 of the next year (beginning balances).

Pull up the same Run Control ID you saved when you closed the year.

The only change should be in the red box.
Audit Adjustments after Year End Close

1. Re-Open December 2014 (Period 12)
2. Make adjusting journal entries using source code AA
Audit Adjustments after Year End Close

4. Run December Allocations (if applicable)

5. Generate Year End Reports

6. Run Year End Close Process (User Guide Section 7.3 Page 7-4)
Adjustments after Year End Close

• User Guide - Chapter 7, section 7.5
• Journal Source AA – Audit Adjustments
• Open period 12 – disregard “998” adjustment periods
• Reclosing the year after adjustments
  – Undo the Year End Close Process
  – Re-close the Year
• Journey to Excellence Submission
Journey to Excellence Submission

- Submitting JTE
- Populate the Finance Facts database
- This is not an automatic process
- Part of the month-end process
- After making Audit Adjustments
Journey to Excellence Submission

BSA GL Period Balances

1. Find an Existing Value
2. Add a New Value
3. Add

Run Control ID: BSA_GL_Period_Balances

Find an Existing Value | Add a New Value
Journey to Excellence Submission

[Image of a computer interface showing GL Period Balances with selected parameters: Run Control ID: BSA_GL_Period_Balances, Language: English, Business Unit: [1], Fiscal Year: 2013, Period: 10.]

[BOY SCOUTS OF AMERICA logo]

Prepared. For Life™
Journey to Excellence Submission

Process Scheduler Request

User ID: DONDAY
Run Control ID: BSA_GL_Period_Balances
Date: 12/17/2013
Time: 8:56:42 AM

Process List

<table>
<thead>
<tr>
<th>Select</th>
<th>Description</th>
<th>Process Name</th>
<th>Process Type</th>
<th>Type</th>
<th>Format</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>GL Period Balances</td>
<td>BSA_LC_GL007</td>
<td>Application Engine</td>
<td>Web</td>
<td>TXT</td>
<td>Distribution</td>
</tr>
</tbody>
</table>

OK  Cancel
Journey to Excellence Submission

Verify “Success” & “Posted”
Journey to Excellence Submission

• Using the “Refresh” button, wait until status is complete with “Success” in the Run Status column and “Posted” in the Distribution Status

• If this process completes with an “Error” in the Run Status, contact the Member Care Contact Center to report this condition.
Journey to Excellence Submission

• If you make an adjustment to a prior period that you had previously transmitted, you must resubmit that period and any subsequent periods affected. If you make an audit adjustment to December of last year, you should resubmit that December and then also resubmit January, February, etc. down to the last month you had previously transmitted. Because of the processes that work in the background when you submit, you must wait four hours between each period submission.
PeopleSoft Support materials

- www.scouting.org/financeimpact
  - PS User Guide
  - Month-End procedures
  - Budget information
  - Creating report books
  - Many more items
For the Good of the Order

- User Guide
- Best practices
- Needs