PeopleSoft User Group

December 9, 2015
User Group Agenda

- Refreshing your tree’s and Nodes
- Budget Upload Process
- Posted Detail Report
- Year End Preparation
Refreshing your Tree’s and Node’s
Refreshing your Tree’s and Node’s

When was the last time you reviewed the tree and nodes you have set up?

• Review deferral status – has any events moved months
• Add new projects
• Use trees for reporting groups
Tree’s & Node’s

### Tree Manager

- **SetID:** [Redacted]
- **Last Audit:** Valid Tree
- **Effective Date:** 01/01/1900
- **Status:** Active
- **Tree Name:** [Redacted] PROJECTS

**Tree Definition**

<table>
<thead>
<tr>
<th>ALL</th>
<th>&gt;2014 SPEC EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collapse All</td>
<td>Expand All</td>
</tr>
</tbody>
</table>

- COUNCIL - Council
- ORDER OF THE ARROW - Order of the Arrow
- DEFERRED - Deferred Projects
  - 12 DEC-DEFERRED - December Deferred Projects
  - 11-NOV-DEFERRED - November Deferred Projects

---

**BOY SCOUTS OF AMERICA**

**Prepared. For Life.™**
Tree’s & Node’s

- Adding Nodes
Tree Manager

- Insert Child Node
Tree’s & Node’s
Tree Manager

When you click on your Projects tree you will see:

Click on a “Node” that you wish to work with and you will see several icons:

- Expand Node
- Insert Sibling Node – Same level
- Insert Child Node – Level below
- Insert Detail – Load projects numbers here.
- Update Node Properties (not used)
  - Edit Data (Change the Description of the Node)
- Delete Node (deletes the node and all branches and leaves beneath)
- Cut Node (to attach somewhere else)
- Branch (NOT USED)

When you have selected a Node with “Cut”, and then click on another node for insertion you may see one or both of these icons:

- Insert as a Sibling to this Node
- Insert Child to this Node
Tree Manager

6.5.2 Cut-Paste on the Project Tree

If you place a node or leaf in the wrong place, or need to move it for any other reason it is not necessary to delete and recreate the node or leaf. You may move it. Moving a node will also move all the nodes and leaves underneath that node along with it.

To move 115 under Special Events, click on 115 and then the “Cut” Icon. That will highlight the 115 line. Then click on the “Special Events” node, and a new icon will appear to allow pasting as a child under “Special Events”.

Click on that Icon and the 115 project will move.

This same procedure is used to move a node and all that is under it to another location on the tree. You may paste these nodes as either a child or a sibling to the one you want.
Posted Detail Report
### Posted Detail Report

**Report Information**
- **Date:** [Not specified]  
- **Time:** [Not specified]

**Ledger Information**
- **Type:** ACTUAL

**Financial Year:** 2016 Period 1 to 50

**Amount:** 0.00 to 9.00

- **Beginning Balance:** 9.00

**Requested Parameters**
- 1 Class: 10

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Document Number</th>
<th>Description</th>
<th>Type</th>
<th>Detail</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/04/2016</td>
<td>00021606100</td>
<td>Fall Camporee</td>
<td>F</td>
<td>TV</td>
<td>0.00</td>
<td>100.00</td>
<td>9.00</td>
</tr>
<tr>
<td>06/01/2016</td>
<td>00021606100</td>
<td>Fall Camporee</td>
<td>F</td>
<td>NO</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>06/02/2016</td>
<td>00021606100</td>
<td>Fall Camporee</td>
<td>F</td>
<td>TV</td>
<td>0.00</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>06/02/2016</td>
<td>00021606100</td>
<td>Fall Camporee</td>
<td>F</td>
<td>TV</td>
<td>0.00</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>07/01/2016</td>
<td>00021606100</td>
<td>Fall Camporee</td>
<td>F</td>
<td>NO</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>07/02/2016</td>
<td>00021606100</td>
<td>Fall Camporee</td>
<td>F</td>
<td>TV</td>
<td>0.00</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>07/02/2016</td>
<td>00021606100</td>
<td>Fall Camporee</td>
<td>F</td>
<td>NO</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>07/03/2016</td>
<td>00021606100</td>
<td>Fall Camporee</td>
<td>F</td>
<td>TV</td>
<td>0.00</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>07/03/2016</td>
<td>00021606100</td>
<td>Fall Camporee</td>
<td>F</td>
<td>NO</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Activity:**
- **Beginning Balance:** 9.00
- **Ending Balance:** 9.00
- **Debit:** 1,414.84
- **Credit:** 5,750.00
- **Balance:** -4,335.16

**Note:**
- The report details various transactions related to camporee expenses, with balances spanning from 0.00 to 9.00.
- The total activity shows a debit of 1,414.84 and a credit of 5,750.00, resulting in an ending balance of 9.00.

---

**Prepared. For Life.**

**BOY SCOUTS OF AMERICA**
### Posted Detail Report

**Report**: Detailed Report

**Date**: 02/22/2015

**Currency**: USD

### Journal Entries

<table>
<thead>
<tr>
<th>Date</th>
<th>Detail Ref</th>
<th>Journal Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/22/2015</td>
<td>0001240920</td>
<td>Deposit - Terry Crossman</td>
<td>0001240920</td>
<td>00000000</td>
<td>00000000</td>
</tr>
<tr>
<td>02/22/2015</td>
<td>0001240920</td>
<td>Deposit - Steve Johnson</td>
<td>0001240920</td>
<td>00000000</td>
<td>00000000</td>
</tr>
<tr>
<td>02/22/2015</td>
<td>0001240920</td>
<td>Deposit - John Smith</td>
<td>0001240920</td>
<td>00000000</td>
<td>00000000</td>
</tr>
</tbody>
</table>

**Additional Notes**
- All entries are in USD.
- Balances are as of the reporting date.

---

**Logo**: Boy Scouts of America

**Tagline**: Prepared. For Life.
Posted Detail Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Limit the number of results to (up to 300): 300

Run Control ID: begins with

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value  Add a New Value
Posted Detail Report

Run Control ID: [Insert]
Language: [English]

Report Request Parameters

- Business Unit: [Insert]
- Ledger: [ACTUALS]
- Fiscal Year: 2015
- From Period: 1
- To Period: 12
- Journal Status: [Posted to Ledger(s)]

Report By

- Fund Code: [1]
- Account From: [0801]
- Account To: [9153]
- From Project ID: 400
- To Project ID: 400
- Class Field: [20]

[Save, Return to Search, Previous in List, Next in List, Notify, Add, Update Display]
## Posted Detail Report

### Journal Entry Details

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/04/2015</td>
<td>0001640545 - 2015 Fall Camporee - SC</td>
<td>0.00</td>
<td>100.00</td>
<td>90.00</td>
</tr>
<tr>
<td>07/11/2015</td>
<td>0001640545 - 2015 Fall Camporee - SC</td>
<td>0.00</td>
<td>100.00</td>
<td>190.00</td>
</tr>
<tr>
<td>07/13/2015</td>
<td>0001640545 - 2015 Fall Camporee - SC</td>
<td>0.00</td>
<td>100.00</td>
<td>290.00</td>
</tr>
<tr>
<td>07/15/2015</td>
<td>0001640545 - 2015 Fall Camporee - SC</td>
<td>0.00</td>
<td>100.00</td>
<td>390.00</td>
</tr>
<tr>
<td>07/18/2015</td>
<td>0001640545 - 2015 Fall Camporee - SC</td>
<td>0.00</td>
<td>100.00</td>
<td>490.00</td>
</tr>
<tr>
<td>07/21/2015</td>
<td>0001640545 - 2015 Fall Camporee - SC</td>
<td>0.00</td>
<td>100.00</td>
<td>590.00</td>
</tr>
<tr>
<td>07/24/2015</td>
<td>0001640545 - 2015 Fall Camporee - SC</td>
<td>0.00</td>
<td>100.00</td>
<td>690.00</td>
</tr>
<tr>
<td>07/27/2015</td>
<td>0001640545 - 2015 Fall Camporee - SC</td>
<td>0.00</td>
<td>100.00</td>
<td>790.00</td>
</tr>
<tr>
<td>07/28/2015</td>
<td>0001640545 - 2015 Fall Camporee - SC</td>
<td>0.00</td>
<td>100.00</td>
<td>890.00</td>
</tr>
<tr>
<td>07/30/2015</td>
<td>0001640545 - 2015 Fall Camporee - SC</td>
<td>0.00</td>
<td>100.00</td>
<td>990.00</td>
</tr>
</tbody>
</table>

### Total Activity

<table>
<thead>
<tr>
<th>Category</th>
<th>Beginning Balance</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90.00</td>
<td>-3,345.16</td>
</tr>
</tbody>
</table>

### Additional Details

- **Report Date:** 18/10/2015
- **Report Time:** 12:03 PM
- **Report Type:** Detailed Posting Report
- **Report Number:** BBO-GL-DPT-0501
- **Account Number:** 1850025

---

**BOY SCOUTS OF AMERICA**

**Prepared. For Life.™**
Year End Preparation
Year End Preparation

- Current with Monthly Reconciliations
- 1099 Preparation & Process
- Recording Fixed Asset Additions/Changes
- SellWise Year End Procedures
- Membership Year End Close Procedures
- Accounts Payables
- General Ledger
- Allocations
Budget Preparation
Budget Preparation

• Chapter 14 of the user guide
• Recorded webinar on Finance Impact Site [www.scouting.org/financeimpact](http://www.scouting.org/financeimpact)

• Tools available
  – Queries
    • LC_ACTUAL_SPREADSHEET_FIS_YR
    • LC_BUDGET_FISCAL_YR – the starting point for budget
  – Report
    • Detail Budget Analysis – Scope
      – Run on 12-31-15
      – Provides current plus 2 years of history and budget
14.4.1 Uploading Completed Budgets
The council should have an excel spreadsheet for gathering the budget data for uploading. The standard format is a file named “Journal Upload and Budget Upload Gathering Worksheet”. The workbook contains instructions, a template to gather budget detail as above, and an upload formatted sheet for each month of the year.

Once gathered, budget numbers can be copied into a template that will upload them directly as journals into PeopleSoft. They arrive as unposted general journals which can be changed, edited and then posted or deleted for a retry.

14.4.1.1 Using the Gathering Template

Task #1 Open the Excel® Spreadsheet “Journal Upload and Budget Upload Gathering Worksheet”

Task #2 Fill in the Set-up Tab (Business Unit and “USD”) as below. This will be saved and will be retried for future loads.

Data Preparation Steps:

Step 1: Gather your data for journal upload. This can be either actuals of budgeted budget as indicated by the tabs below.

Step 2: Copy your data in the order of columns as in the selected “Master” tab above. The order is important. Arranged in groups by Business Unit.

Step 3: Copy your data with your source and your special values only into the selected “Master” sheet of the above.

Step 4: After all the budget data you wish to load is placed into the Master Tab, count the number of lines in your data below.

Step 5: Open your import file in a text editor. Set-up your header for your Business Unit including the date that this is the period.

Step 6: Add the number of rows in the text editor file that will match your data rows.

Step 7: This is done by clicking the button shown at the right here and entering the number of rows to add:

Step 8: Then add row numbers in this upload template so they match your data and there is a row number in the grey portion.
Budget Preparation

Task #3 Copy and Paste or load the data being returned from budget work into the gathering document.

REMEmber: Debits are entered as a positive number. Credits are entered as a negative number.

Do not budget for deferred months on projects that are deferred.

Task #4 Copy the data from the “Jan” tab into the upload template (January budgets)

HiNT: First look at the “Jan” tab and count the lines you are about to copy to the upload template. Go to the bottom of the data and look at the Excel® row number then subtract 1 from that number. This will allow you to open the correct number of rows in the template for pasting. See instructions below on pasting data.

Task #4 Upload January budget data into the GL. After a successful upload, you will repeat the steps above and copy/upload “Feb”, “Mar” etc. Be sure you change the effective date on the upload template to match each month.
Budget Preparation

Task #2 - Set up the template

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open the JRNL1 spreadsheet. This is the template that is used to upload journal entries into PeopleSoft.</td>
</tr>
<tr>
<td>2</td>
<td>Click on Setup</td>
</tr>
</tbody>
</table>

The user may see a message that asks if they want to Enable the Macros. Click Enable.
Budget Preparation

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Define Options and Defaults</td>
</tr>
</tbody>
</table>

- **Header Defaults**
  - Business Unit: LI44
  - Date: 01/01/2011
  - Ledger Group: BUDGET
  - Source: GJ
  - User ID: 

- **Message Options**
  - Log Error Message only
  - Log Successful and Error Message
  - Display Messages Online

- **Document Sequencing**
  - Enable Document Sequencing
  - Default Document Type: 

- **Online Import Control**
  - Address: http://nhwebgp16.netbsa.org:8140/sslmlnk!
  - User ID: 

**All other fields should default.** The address represents the environment. Users will be provided the Production address in the version provided during training.

Optional: Enter User ID (it can be loaded later)

Click **OK**
Budget Preparation

HINT: It is important to know how many lines of journal you are about to add. If the journal is already in an Excel® sheet, you can count the lines before copying the journal into this template. If you are creating it manually, you can add lines as needed.

Click the Plus sign in the Journal lines section for one at a time addition of lines. Click the Plus sign to add multiple lines. Enter the number of lines needed for the journal entry and click Insert.

The minus signs can also be used to remove one line at a time or multiple lines.
# Budget Preparation

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Establish the journal entry header</td>
</tr>
</tbody>
</table>

![New Journal Header Window](image)

Enter a description. The other values default in from the Set up step. The Unit, Journal Date and Ledger Group can be changed from the default values in this window. Click OK.
Budget Preparation

1. Step 1: Click New

2. Step 2: Enter the Journal Sheet Name, e.g., January 2013 Budget. Click OK.

3. Step 3: Click on the first plus sign under Journal Header.
Budget Preparation

Enter your data in the grey area and in this exact sequence: Business Unit, Ledger, Account, Fund, Class, Project, Currency (USD), Amount and Description, and start in the cell circled in red here. If you are pasting from another spreadsheet in the same format, please use the Paste Special = Paste Values method of pasting copied data. This example is a budget load.

Note 1: Amounts must be entered as a positive number for a Debit and a negative number for Credit when using the journal entry upload template.

Note 2: All the lines in template must be filled – No empty lines. If you have too many lines opened for your data, delete the empty lines.

Note 3: When uploading budget or journals from another spreadsheet, make sure the columns are in the correct order to match this template and
Budget Preparation

**Step 8**: Use the “Home” button to get back to the main menu.

**NOTE**: Once journals are loaded, the template archives them for reference. You can see and manage them using the Edit and Delete buttons.
# Budget Preparation

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>

General Ledger > Journals > Journal Entry > Create/Update Journal Entries |

<table>
<thead>
<tr>
<th>ORACLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Favorites &gt; Main Menu &gt; General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</td>
</tr>
</tbody>
</table>

Create/Update Journal Entries  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limit the number of results to (up to 300): 300</td>
<td></td>
</tr>
</tbody>
</table>

| 2    | Search for the journal that was just created. Edit and Post journal.  

*For further instructions on editing and posting a journal. See the General Ledger section of the user guide or help function within PeopleSoft. |
www.scouting.org/financeimpact
2016 Training Opportunities
www.scouting.org/FinanceImpact/Training

• First Time Accounting Specialist Training
  – $625.00 Four courses in 2016 at ScoutingU
  – Westlake, TX
• Fiscal Management I
  – $125.00 Six courses in 2016 at various Council offices around the country
• Fiscal Management II
  – $250.00 Two courses in 2016 – March 15-16 & September 13 -14
Member Care Contact Center

• Needs User Guide
• Best practices
• Accounting calls have a special queue
• Three care members rotate on calls
• Reviewing how calls will be handled next year

• For assistance, please contact the Member Care Contact Center through the online Support Center site in MyBSA or at (855) 707-2644
Feedback Time

- Questions
- Best practices
- Needs
- Requests for future user group topics email michael.creagh@scouting.org