User Group Agenda

• Budget Upload Process
• Chartfield’s & Combo Edits
• nVision reporting with Scope
• Audit Prep and Adjustments
• Month-end and JTE transmittal
Budget Upload Process
Budget Upload Process

• 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
Budget Upload Process

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Modified</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>JRNL1_LC.xls</td>
<td>2/8/2016 9:24 AM</td>
<td>Microsoft Excel 97-2003 Work...</td>
<td>2,454 KB</td>
</tr>
<tr>
<td>JRNLMCRO.xla</td>
<td>2/8/2016 9:24 AM</td>
<td>Microsoft Excel Add-In</td>
<td>410 KB</td>
</tr>
</tbody>
</table>
Budget Upload Process

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 retrained for future loads.

---

Task #1 Gather your data for journal upload. This can be either ACTUALS of Budget Ledger as indicated by the tabs below.

---

Task #2 Add the number of rows in the upload template so they match your data and there is a new number in the grey portion.

---

Task #3 Add the number of rows in the upload template so they match your data and there is a new number in the grey portion.

---

Task #4 Then add rows numbers in the upload template so they match your data and there is a new number in the grey portion.
Budget Upload Process

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

REMINDER: 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 Upload Process

### 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 Upload Process

Enter the proper Business Unit
Enter the default date
Enter the Ledger Group (ACTUALS or BUDGET)
Enter Source: GJ

**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 Upload Process

Step 5

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 Upload Process
Budget Upload Process

![Spreadsheet Journal Import](image)

- **Spreadsheet Journal Import**
  - **Journal Header**
    - Sys ID: 1982
    - Unit: L524
    - Journal ID: NEXT
    - Date: 12/1/2016
    - Description: December II
  - **Journal Lines**
    - Sys ID: 1982
    - Journal ID: NEXT
    - Line #: 431, 440, 441, 442, 443, 444, 445, 446
    - Ledger: BUDGET
    - Account: 9402, 9404, 9601, 9104, 9152
    - Amount: 129, 120, 110, 114, 114, 114, 114, 114
    - Description: Budget Load

---

**BOY SCOUTS OF AMERICA**

Prepared. For Life.™
Budget Upload Process

Spreadsheet Journal Import

1. Write File
2. Select Sheet: 0410 2015 budget
3. File path: C:\Users\imreagh\desktop\c budget upload\2016_j.jc
Budget Upload Process

LC Budget Upload Request

- Run Control ID: budget_upload
- Report Request Parameters:
  - Number of Data Files: Single data file
  - Character Set: ISO_8859-1
  - If Journal Already Exists: Skip
  - If Journal is Invalid: Skip

Attached File:

[Image of ORACLE interface for LC Budget Upload Request]
Budget Upload Process
Budget Upload Process

**ORACLE**

** LC Budget Upload Request **

Run Control ID: budget_upload

Report Request Parameters:
- Number of Data Files: Single data file
- Character Set: ISO_8859-1
- If Journal Already Exists: Skip
- If Journal is invalid: Skip

Attached File: 2016_L040_JRNL1.txt

1. Save
2. Run
Budget Upload Process

LC Budget Upload Request

Run Control ID: budget_upload

Report Request Parameters

*Number of Data Files: Single data file
*Character Set: ISO 8859-1
*If Journal Already Exists: Skip
*If Journal is invalid: Skip

Attached File: 2016_L040_JRNL1.txt

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Update/Display]
Chartfield’s & Combo Edits
Chartfield’s & Combo Edits

1-1001-000-00
Fund – Account – Project Code – Class

Rules for the Chartfield or combination Errors

• 1800 accounts must use a 25 or a 99 class code
• Income accounts are all 90’s class
• Unrestricted – Temporarily – Permanently Restricted
Chartfield’s & Combo Edits
Looking for Errors
Chartfield’s & Combo Edits Report Errors
Chartfield’s &Combo Edits Report Errors
Chartfield’s & Combo Edits Report Errors

Message Log

<table>
<thead>
<tr>
<th>Process</th>
<th>Instance: 3936372</th>
<th>Type: nVision Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: NVSRUN</td>
<td>Description: nVision Report</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Severity</th>
<th>Log Time</th>
<th>Message Text</th>
<th>Explain</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:49:12AM</td>
<td>Variable from Report Request D-BUD-AN is invalid for email templates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>9:49:21AM</td>
<td>Report Repository URL is: <a href="http://fin.scouting.org/SchedulerTransfer/P91FBSA">http://fin.scouting.org/SchedulerTransfer/P91FBSA</a> (63,58)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>9:49:21AM</td>
<td>Successful HTTP Reply Code: 200 - OK (63,57)</td>
<td></td>
</tr>
<tr>
<td>9:49:21AM</td>
<td>Successfully posted generated files to the report repository</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return
Chartfield’s &Combo Edits Report Errors

Message Log

Process Log

Instance: 3956693  Type: nVision Report
Name: NVSRUN  Description: nVision Report

<table>
<thead>
<tr>
<th>Severity</th>
<th>Log Time</th>
<th>Message Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:49:09AM</td>
<td>Scope-dependent variable SFV specified without scope.</td>
<td>Explain</td>
</tr>
<tr>
<td>8:49:09AM</td>
<td>Variable %SFV% from Report Request DSOP-F1 is invalid for description templates.</td>
<td>Explain</td>
</tr>
<tr>
<td>10</td>
<td>8:49:14AM</td>
<td>Report Repository URL is: <a href="http://www.scouting.org/Scheduler/Transfer/P91FESA">http://www.scouting.org/Scheduler/Transfer/P91FESA</a> (63,88)</td>
</tr>
<tr>
<td>10</td>
<td>8:49:14AM</td>
<td>Successful Http Reply Code: 200 - OK (63,57)</td>
</tr>
<tr>
<td>10</td>
<td>8:49:14AM</td>
<td>Successfully posted generated files to the report repository</td>
</tr>
</tbody>
</table>

Return
nVision Reporting with Scope
nVision Reporting with Scope

- Business Unit: [Input Field]
- Report ID: D1PM
- Report Title: Highland District Program Management Report
- Layout: LC Project Management Report
- Report Date Selection:
  - As Of Reporting Date: Specify 12/31/2014
  - Tree As Of Date: Use As Of Reporting Date
- Output Options:
  - Type: Web
  - Format: Microsoft Excel Files (*.xls)

Options:
- Run Report
- Save
- Return to Search
- Notify
- Add
- Update/Display

Scope and Delivery Templates
nVision Reporting with Scope

nVision Web Output

Business Unit: L Report ID: D1PM

Report Scope: Enter your report scope.

Folder Name:

Retention Days:

Directory Name Template:

Content Description Template:

Security Template:

OK Cancel

Enter a Folder name for your instances. Use variables to create unique Folder names. If the folder doesn’t exist PS/nVision will create the folder in Report Manager. Examples: Reports%SFV%-%RID%.htm, %FY4% %RTT%

Enter a description of the report instances for identification in Report Manager. Use variables to dynamically create the descriptions. Examples: Stmt. Rev & Exp, Vacation Register - %SFV%

Enter user IDs or variables to give access to report instances in the Content Repository. Examples: "U:VP1;U:SMITH", "U:VP1;R:Manager", "%DES.DEPID.OPRID.OPRID%"
nVision Reporting with Scope
Council Adjustments after Year End Close
Audit and Tool Kit Guides posted
Audit/Council Adjustments

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

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

**Run Control ID:** Year_End_Close

**Process Request Parameters**

- **Process Frequency:**
  - Once
  - Always
  - Don't Run

- **Request Number:**
- **Close Request Type:**
- **Business Unit for Prompting:**
- **Closing Group:** YEAR_END
- **Ledger Group:** ACTUALS
- **Fiscal Year:** 2015
- **Ledger:** ACTUALS

**Closing Date Option**

- **BU Process Date**
- **As of Date**
- **Specify:** 12/31/2015

**Selections**

- **Selected Detail Values**
- **Detail - Selected Parents**

**Business Unit to Close**

- **Select Value**

**Buttons:**

- **Run**
- **Save**
- **Notify**
- **Refresh**
Council 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)
7. Submit JTE Data
Audit Adjustments after Year End Close

1. For Auditor Proposed and Accepted Journal Entries
2. Use same process except use source code AA for the journal entries.
3. Reclose all periods affected to correct all months
Month-end and JTE transmittal
Month-end and JTE transmittal

<table>
<thead>
<tr>
<th>Done</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Close Accounts Payable Period</td>
</tr>
<tr>
<td></td>
<td>Close Depreciation</td>
</tr>
<tr>
<td></td>
<td>Enter all Journal Entries</td>
</tr>
<tr>
<td></td>
<td>Generate Scope reports for Camps, Activities and Special Events</td>
</tr>
<tr>
<td></td>
<td>Enter Recurring Insurance &amp; Allocations</td>
</tr>
<tr>
<td></td>
<td>Define Allocation Step</td>
</tr>
<tr>
<td></td>
<td>Run Allocation Process</td>
</tr>
<tr>
<td></td>
<td>Close Asset Management Period</td>
</tr>
<tr>
<td></td>
<td>Run Detail Operating Statements</td>
</tr>
<tr>
<td></td>
<td>Review Income &amp; Expenses</td>
</tr>
<tr>
<td></td>
<td>Run Draft Financial Statements</td>
</tr>
<tr>
<td></td>
<td>Reconcile Assets &amp; Liabilities</td>
</tr>
<tr>
<td></td>
<td>Adjust Actuals If Needed</td>
</tr>
<tr>
<td></td>
<td>Adjust Budget Amounts</td>
</tr>
<tr>
<td></td>
<td>Produce Final Financials</td>
</tr>
<tr>
<td></td>
<td>Close General Ledger Period and Open Next Period</td>
</tr>
<tr>
<td></td>
<td>Submit JTE data</td>
</tr>
<tr>
<td></td>
<td>Reconcile Bank Accounts</td>
</tr>
<tr>
<td></td>
<td>Reconcile Investment Accounts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Set Up Financials/Supply Chain &gt; Business Unit Related &gt; General Ledger &gt; Open Period &gt; Open Period Update</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Asset Management &gt; Accounting Entries &gt; Close Depreciation</td>
</tr>
<tr>
<td></td>
<td>General Ledger &gt; Journal Entry &gt; Create/Update Journal Entries</td>
</tr>
<tr>
<td></td>
<td>Reporting Tools &gt; PSnVision &gt; Define Report Request &gt; Project Management:Scope</td>
</tr>
<tr>
<td></td>
<td>General Ledger &gt; Journal Entry &gt; Create/Update Journal Entries</td>
</tr>
<tr>
<td></td>
<td>Allocations &gt; Define and Perform Allocations &gt; Define Allocation Step</td>
</tr>
<tr>
<td></td>
<td>Allocations &gt; Define and Perform Allocations &gt; Request Allocation</td>
</tr>
<tr>
<td></td>
<td>Set Up Financials/Supply Chain &gt; Business Unit Related &gt; General Ledger &gt; Open Period &gt; Open Period Update</td>
</tr>
<tr>
<td></td>
<td>Reporting Tools &gt; PSnVision &gt; Define Report Request</td>
</tr>
<tr>
<td></td>
<td>Reporting Tools &gt; PSnVision &gt; Define Report Request</td>
</tr>
<tr>
<td></td>
<td>General Ledger &gt; Journal Entry &gt; Create/Update Journal Entries</td>
</tr>
<tr>
<td></td>
<td>General Ledger &gt; Journal Entry &gt; Create/Update Journal Entries</td>
</tr>
<tr>
<td></td>
<td>Reporting Tools &gt; PSnVision &gt; Define Report Request</td>
</tr>
<tr>
<td></td>
<td>Reporting Tools &gt; PSnVision &gt; Define Report Request</td>
</tr>
<tr>
<td></td>
<td>BSA &gt; Local Council Updates &gt; LC Month-end GL Transmittal</td>
</tr>
<tr>
<td></td>
<td>Banking &gt; Bank Statements &gt; Enter Bank Statements (6)</td>
</tr>
<tr>
<td></td>
<td>Banking &gt; Reconcile Statements &gt; Semi-Manual reconciliation (8)</td>
</tr>
<tr>
<td></td>
<td>Banking &gt; Reconcile Statements &gt; Select Book To Bank Statements</td>
</tr>
</tbody>
</table>
Month-end and JTE transmittal

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

Find an Existing Value
Limit the number of results to (up to 300): 300

PeopleSoft Product: begins with: GL
Business Unit: = L114
Ledger Group: = ACTUALS

Search  Clear  Basic Search  Save Search Criteria
Month-end and JTE transmittal

![Open Period Update](image)

<table>
<thead>
<tr>
<th>Trans Type</th>
<th>Description</th>
<th>From Year</th>
<th>From Period</th>
<th>First Open</th>
<th>To Year</th>
<th>To Period</th>
<th>Last Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEF</td>
<td>Default</td>
<td>2015</td>
<td>01/31/2016</td>
<td>2015</td>
<td>01/31/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Include Adjustment Periods*

<table>
<thead>
<tr>
<th>Adjustment Period</th>
<th>Adjustment Year</th>
<th>Is Open</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>998</td>
<td>2013</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Month-end and JTE transmittal
Month-end and JTE transmittal
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