

PeopleSoft User Group

February 10, 2016



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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



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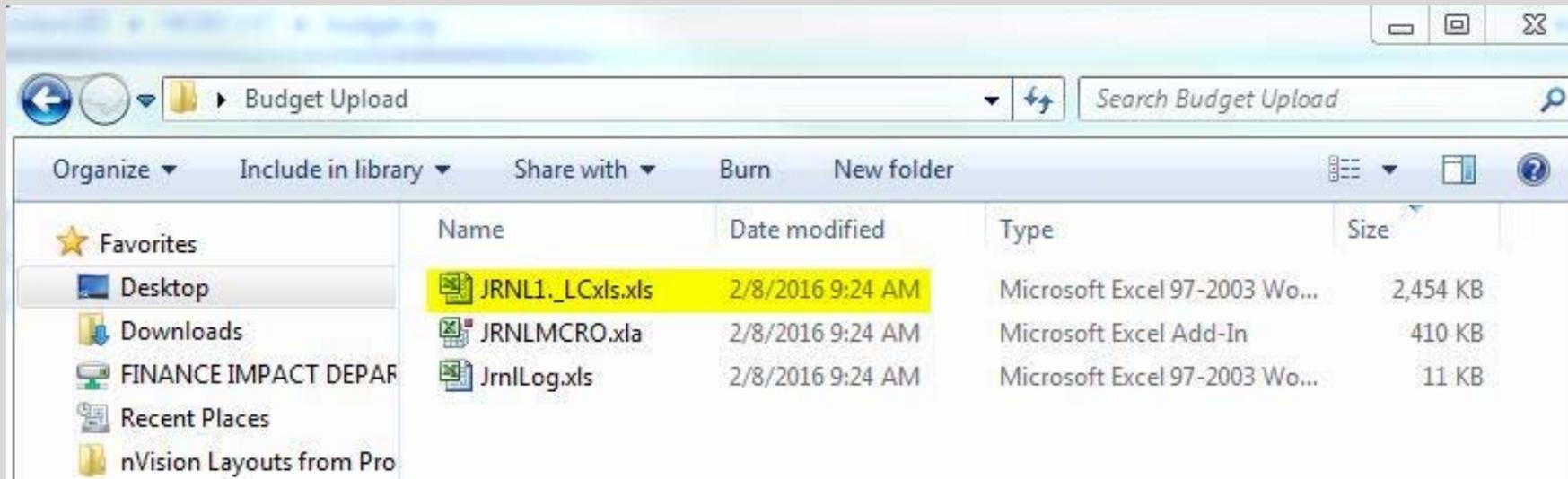
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Budget Upload Process

- Chapter 14 of the user guide
- Recorded webinar on Finance Impact Site
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



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Budget Upload Process

14.4.1 Uploading Completed Budgets

The council should have an excel spread sheet 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.

Fill in the two cells below	
L556	PeopleSoft Business Unit (usually L999 - Council Number)
USD	Currency (USD unless otherwise directed by user)

Data Preparation Steps:

Step 1	Gather your data for journal upload. This can be to either ACTUALS of BUDGET ledger as indicated by the tabs below.
Step 2	Organize your data in the order of columns as in the selected "Master" tab below. The order is important. Arranged y
Step 3	Copy your data from your source and "MAS1 SPECIAL - VALUES" only into the selected "MASTER" sheet for either Actu
Step 1	After all the budget data you wish to load is placed into the Master Tab. Count the number of lines in your data belo
Step 2	Open your import file JRNLLC.xls - Set up your Header for your Business Unit including the date that is in the perio
Step 3	Add the number of rows in the JRNLLC.xls file that will match your data rows. This is done by clicking the button shown at the right here and entering the number of rows to add +
Step 4	Start with Then add Row numbers in the upload template so they match your data and there is a row number in the grey portio



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Budget Upload Process

Fiscal Software User's Guide, BSA

February 2013

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

Paste your Data here beginning with Cell C4 across the months you are entering now. USE THE PAST SPECIAL > VALUES setting.

Header		GL Account				Periods							
Bus Unit	Ledger	Fund	Account	Project	Class	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
L556	BUDGET	1	6801	444	20						(5,600.00)		
L339	BUDGET	1	8301	444	20						4,800.00		
L556	BUDGET	1	4001	000	90	(250,000.00)	(400,000.00)	(280,000.00)	(12,500.00)				
L556	BUDGET	1	7002	000	99	68,500.00	68,500.00	68,500.00	72,600.00	72,600.00	72,600.00	72,600.00	72,600.00

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.**

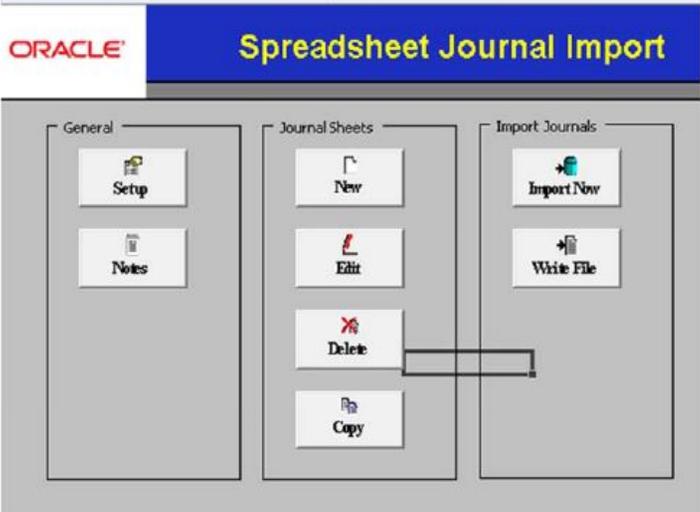


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Budget Upload Process

Task #2 - Set up the template

Step	Action
1	Open the JRNL1 spreadsheet. This is the template that is used to upload journal entries into PeopleSoft.
	
	The user may see a message that asks if they want to Enable the Macros. Click Enable
2	Click on Setup



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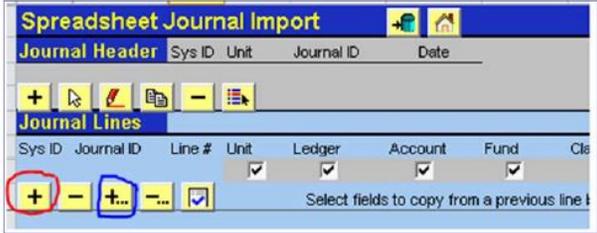
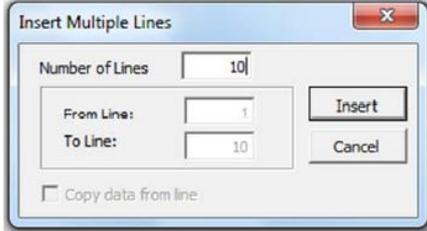
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Budget Upload Process

Step	Action
3	<div data-bbox="758 397 1543 933" data-label="Form"> </div> <p>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.</p> <p>Optional: Enter User ID (It can be loaded later)</p> <p>Click OK</p>



Budget Upload Process

Step	Action
5	<p>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.</p>  <p>Click the Plus sign in the Journal lines section for one at a time addition of lines. </p> <p>Click the Plus... sign to add multiple lines. Enter the number of lines needed for the journal entry and click Insert.</p>   <p>The minus signs can also be used to remove one line at a time or multiple lines.  </p>



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Budget Upload Process

Spreadsheet Journal Import

Journal Header Sys ID Unit Journal ID Date

Journal Lines

Sys ID Journal ID Line # Unit Ledger Account Fund Class Project Currency Amount Description

Select fields to copy from a previous line by marking the checkboxes under each field.

New Journal Header

System ID: _____

Unit: L040

Journal ID: NEXT

Journal Date: 1/1/2016

Reference Number: _____

Ledger Group: BUDGET

Ledger: _____

Source: GJ

User ID: _____

Journal Class: _____

Transaction Code: _____

Description: Jan

AutoGen Lines

Adjusting Entry:

Document Type: _____

Doc Sequence: _____

Adjustment Type: _____

Commitment Control Amount Type: _____

Agency Location Code: _____

Currency Information

Foreign Currency: _____

Effective Date: 12/1/2015

Rate Type: _____

Exchange Rate: _____

Reversal

None

Beginning of Next Period

End of Next Period

Next Day

Specified Date

OK

Cancel



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Budget Upload Process

Spreadsheet Journal Import												
Journal Header		Sys ID	Unit	Journal ID	Date							
		1082	L524	NEXT	12/1/2016	December_III						
Journal Lines												
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Class	Project	Currency	Amount	Description	
			<input checked="" type="checkbox"/>									
Select fields to copy from a previous line by marking the checkboxes under each field.												
5510	1082	NEXT	439	L524	BUDGET	8402	1	20	129	USD	0.00	Budget Load
5511	1082	NEXT	440	L524	BUDGET	9404	1	20	120	USD	0.00	Budget Load
5512	1082	NEXT	441	L524	BUDGET	8601	1	20	110	USD	0.00	Budget Load
5513	1082	NEXT	442	L524	BUDGET	6801	1	20	114	USD	0.00	Budget Load
5514	1082	NEXT	443	L524	BUDGET	8104	1	20	114	USD	0.00	Budget Load
5515	1082	NEXT	444	L524	BUDGET	9152	1	20	114	USD	0.00	Budget Load
5516	1082	NEXT	445	L524	BUDGET	9404	1	20	114	USD	0.00	Budget Load
5517	1082	NEXT	446	L524	BUDGET	9404	1	20	105	USD	0.00	Budget Load
5518	1082	NEXT	447	L524	BUDGET	6801	1	20	009	USD	0.00	Budget Load
5519	1082	NEXT	448	L524	BUDGET	6931	1	90	009	USD	0.00	Budget Load
5520	1082	NEXT	449	L524	BUDGET	8104	1	20	009	USD	0.00	Budget Load
5521	1082	NEXT	450	L524	BUDGET	8301	1	20	009	USD	0.00	Budget Load
5522	1082	NEXT	451	L524	BUDGET	8609	1	20	009	USD	0.00	Budget Load
5523	1082	NEXT	452	L524	BUDGET	9152	1	20	009	USD	0.00	Budget Load
5524	1082	NEXT	453	L524	BUDGET	9404	1	20	019	USD	0.00	Budget Load
5525	1082	NEXT	454	L524	BUDGET	8601	1	20	213	USD	0.00	Budget Load
5526	1082	NEXT	455	L524	BUDGET	9153	1	20	213	USD	0.00	Budget Load
5527	1082	NEXT	456	L524	BUDGET	9404	1	20	213	USD	0.00	Budget Load
5528	1082	NEXT	457	L524	BUDGET	9404	1	20	214	USD	0.00	Budget Load
5529	1082	NEXT	458	L524	BUDGET	9404	1	20	228	USD	0.00	Budget Load
5530	1082	NEXT	459	L524	BUDGET	9404	1	20	210	USD	0.00	Budget Load
5531												



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Budget Upload Process

The screenshot displays the Oracle Spreadsheet Journal Import interface. At the top, the Oracle logo is on the left, and the title 'Spreadsheet Journal Import' is centered in a blue header. The main interface is divided into three panels: 'General' with 'Setup' and 'Notes' buttons; 'Journal Sheets' with 'New', 'Edit', 'Delete', and 'Copy' buttons; and 'Import Journals' with 'Import Now' and 'Write File' buttons. A red box highlights the 'Write File' button, with a red circle containing the number '1' next to it. A 'Write Journals to File' dialog box is open in the foreground. It has a title bar with a close button. The dialog contains a 'Select Sheet:' label above a list box with 'L040_2016_budget' selected. To the right of the list box are 'OK', 'Cancel', 'All', and 'None' buttons. Below the list box is a checkbox labeled 'Write one file per Journal Sheet' which is unchecked. At the bottom, there is a 'File name:' label above a text input field containing the path 'C:\Users\mcreagh\desktop\jc budget upload\2016_L0'. A red box highlights the text input field, with a red circle containing the number '3' next to it. A red circle containing the number '2' is positioned to the left of the dialog box.



Budget Upload Process

The screenshot displays the Oracle application interface. At the top, the 'ORACLE' logo is visible. Below it, there are tabs for 'Favorites' and 'Main Menu'. A 'Personalize' button is located on the left. The main area shows a 'Search Menu' with a search bar and a list of folders. The 'BSA' folder is selected, and its sub-items are displayed in a secondary menu. The 'Local Council Updates' folder is selected, and its sub-items are displayed in a third menu. The 'LC Budget Upload' item is highlighted with a red box.

ORACLE

Favorites Main Menu

Personalize Search Menu:

- Accounts Payable
- Allocations
- Asset Management
- Banking
- BSA
 - Accounts Payable
 - Administration
 - ARN Reports
 - Conversion
 - General Ledger
 - Local Council Updates
 - BSA Tree Manager
 - LC Budget Upload
 - LC Month-end GL Transmittal
 - Local Council Asset Conversion
 - PAS GL Account Add
 - Posted Detail Report
 - Upload Sellwise Day End File
 - Security
- Enterprise Components
- eProcurement
- General Ledger
- PeopleTools
- Reporting Tools
- Set Up Financials/Supply C
- Tree Manager
- Vendors
- Worklist
- My Dictionary
- My Personalizations
- My System Profile
- Tax Center



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Budget Upload Process

ORACLE

Favorites | Main Menu > BSA > Local Council Updates > LC Budget Upload

LC Budget Upload Request

Run Control ID: budget_upload [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

*Number of Data Files:

*Character Set:

*If Journal Already Exists:

*If Journal is Invalid:

[Add](#) [Delete](#) [View](#) **Attached File:**

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)



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Budget Upload Process

The screenshot displays the Oracle 'LC Budget Upload Request' interface. The 'Report Request Parameters' section includes the following settings:

- *Number of Data Files: Single data file
- *Character Set: ISO_8859-1
- *If Journal Already Exists: Skip
- *If Journal is Invalid: Skip

Buttons for 'Add', 'Delete', and 'View' are visible under the parameters. Below the parameters is an 'Attached File:' section with a 'Browse...' button. A 'File Attachment' dialog box is open, showing 'No file selected.' with 'Upload' and 'Cancel' buttons. The 'File Upload' dialog box is also open, showing a file list with the following items:

Name	Date modified	Type	Size
2016_L040_JRNLI_LC.xls.xls	12/31/2015 12:37 ...	Microsoft Excel 97...	3,647 KB
2016_L040_JRNLI.txt	12/31/2015 11:11 ...	Text Document	2,932 KB
JOURNAL_UPLOAD_AND_BUDGET_UPLO...	12/31/2015 10:32 ...	Microsoft Excel W...	5,143 KB
JRNLI_LC.xls.xls	12/31/2015 12:23 ...	Microsoft Excel 97...	2,454 KB
JrnLog.xls	12/31/2015 12:23 ...	Microsoft Excel 97...	11 KB
JRNLMCRO.xls	12/31/2015 12:23 ...	Microsoft Excel A...	410 KB

The 'File name' field is set to '2016_L040_JRNLI.txt' and the file type is 'All Files (*.*)'. The 'Open' and 'Cancel' buttons are at the bottom right.



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Budget Upload Process

ORACLE

Favorites | Main Menu > BSA > Local Council Updates > LC Budget Upload

LC Budget Upload Request

Run Control ID: budget_upload [Report Manager](#) [Process Monitor](#) **Run**

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

Add Delete View Attached File: 2016_L040_JRNL1.txt

Save Return to Search Previous in List Next in List Notify Add Update/Display



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Budget Upload Process

ORACLE

Favorites | Main Menu > BSA > Local Council Updates > LC Budget Upload

LC Budget Upload Request

Run Control ID: budget_upload [Report Manager](#) [Process Monitor](#) **Run**

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

Add Delete View Attached File: 2016_L040_JRNL1.txt

Save Return to Search Previous in List Next in List Notify Add Update/Display



Chartfield's & Combo Edits



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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



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Chartfield's & Combo Edits

Looking for Errors

[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

Create/Update Journal Entries

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

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

Business Unit: =
 Journal ID: begins with
 Journal Date: =
 Document Sequence Number: begins with
 Line Business Unit: =
 Journal Header Status: =
 Budget Checking Header Status: =
 Source: =
 User ID: begins with
 Attachment Exist: =

Case Sensitive

[Basic Search](#)

Search Results

[View All](#)

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group
L1	0002626889	07/14/2015	0	(blank)	L1	Errors	Valid	ACTUALS
L1	AP02399474	05/28/2015	0	(blank)	L1	Errors	Valid	ACTUALS
L1	AP02652343	10/29/2015	0	(blank)	L1	Errors	Valid	ACTUALS



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Chartfield's & Combo Edits Report Errors

Favorites Main Menu > PeopleTools > Process Scheduler > Process Monitor

Process List Server List

View Process Request For

User ID: Type: Last 12 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3953597		nVision Report	NVSRUN	JBRILLA	02/04/2016 2:29:00PM CST	Error	Posted	Details
<input type="checkbox"/>	3953576		nVision Report	NVSRUN	JBRILLA	02/04/2016 2:26:44PM CST	Error	Posted	Details
<input type="checkbox"/>	3952661		nVision Report	NVSRUN	JUSWILLI	02/04/2016 1:05:28PM CST	Error	Posted	Details
<input type="checkbox"/>	3952395		nVision Report	NVSRUN	JUSWILLI	02/04/2016 12:40:01PM CST	Error	Posted	Details
<input type="checkbox"/>	3952234		nVision Report	NVSRUN	TAHARREL	02/04/2016 12:26:16PM CST	Error	Posted	Details
<input type="checkbox"/>	3951707		COBOL SQL	GLPPPST0	GAALEXAN	02/04/2016 11:45:14AM CST	Error	Posted	Details
<input type="checkbox"/>	3944005		nVision Report	NVSRUN	LRODRIGU	02/03/2016 11:09:40AM CST	Error	Posted	Details
<input type="checkbox"/>	3943377		nVision Report	NVSRUN	CSTURDEV	02/03/2016 10:23:35AM CST	Error	Posted	Details
<input type="checkbox"/>	3943331		nVision Report	NVSRUN	CSTURDEV	02/03/2016 10:18:50AM CST	Error	Posted	Details
<input type="checkbox"/>	3943321		nVision Report	NVSRUN	CSTURDEV	02/03/2016 10:17:20AM CST	Error	Posted	Details
<input type="checkbox"/>	3943197		nVision Report	NVSRUN	CSTURDEV	02/03/2016 10:07:07AM CST	Error	Posted	Details
<input type="checkbox"/>	3942448		COBOL SQL	GLPCLOSE	PEROSE	02/03/2016 8:55:20AM CST	Error	Posted	Details
<input type="checkbox"/>	3941253		nVision Report	NVSRUN	MKAMAU	02/02/2016 7:13:48PM CST	Error	Posted	Details
<input type="checkbox"/>	3940436		nVision Report	NVSRUN	SMYERS	02/02/2016 4:26:09PM CST	Error	Posted	Details
<input type="checkbox"/>	3939386		COBOL SQL	GLPCLOSE	KEHMKE	02/02/2016 2:44:24PM CST	Error	Posted	Details



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Chartfield's & Combo Edits Report Errors

Favorites | Main Menu > People Tools > Process Scheduler > Process Monitor

Process Detail

Process	
Instance: 3936372	Type: nVision Report
Name: NVSRUN	Description: nVision Report
Run Status: Error	Distribution Status: Posted

Run	Update Process
Run Control ID:	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT3	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 02/02/2016 9:48:44AM CST	Parameters Transfer
Run Anytime After: 02/02/2016 9:48:42AM CST	Message Log
Began Process At: 02/02/2016 9:49:06AM CST	Batch Timings
Ended Process At: 02/02/2016 9:49:20AM CST	View Log/Trace

OK Cancel



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Chartfield's & Combo Edits Report Errors

Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

Message Log

Process

Instance: 3936372 **Type:** nVision Report
Name: NVSRUN **Description:** nVision Report

Customize | Find | View All | First 1-4 of 4 Last

Severity	Log Time	Message Text	Explain
	9:49:12AM	Variable from Report Request D-BUD-AN is invalid for email templates.	<input type="button" value="Explain"/>
10	9:49:21AM	Report Repository URL is: http://fins.scouting.org/SchedulerTransfer/P91FBSA (63,68)	<input type="button" value="Explain"/>
10	9:49:21AM	Successful Http Reply Code: 200 - OK (63,57)	<input type="button" value="Explain"/>
	9:49:21AM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>



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Chartfield's & Combo Edits Report Errors

Favorites Main Menu > PeopleTools > Process Scheduler > Process Monitor

Message Log

Process

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

Customize | Find | View All | First 1-5 of 5 Last

Severity	Log Time	Message Text	Explain
	8:49:09AM	Scope-dependent variable SFV specified without scope.	<input type="button" value="Explain"/>
	8:49:09AM	Variable %SFV% from Report Request DSOP-F1 is invalid for description templates.	<input type="button" value="Explain"/>
10	8:49:14AM	Report Repository URL is: http://fins.scouting.org/SchedulerTransfer/P91FBSA (63,68)	<input type="button" value="Explain"/>
10	8:49:14AM	Successful Http Reply Code: 200 - OK (63,57)	<input type="button" value="Explain"/>
	8:49:14AM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>



nVision Reporting with Scope



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nVision Reporting with Scope

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

nVision Report Request | Advanced Options | Query Prompts

Business Unit: L | Report ID: D1PM

Report Title: Highland Distict Prog Mgt Rpt

*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

Override Tree As of Date if Specified in Layout

Output Options

*Type: Web

Format: Microsoft Excel Files (.xls)

[Scope and Delivery Templates](#)

Run Report

Save | Return to Search | Notify | Add | Update/Display

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)

[Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)



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nVision Reporting with Scope

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

nVision Web Output

Business Unit: L **Report ID:** D1PM

Report Scope:
D1 Enter your report scope. [Scope Definition](#)

Folder Name:

Retention Days:

Directory Name Template:

Content Description Template:
%RBU%-%RTT%-%SFV%-%SFD%-%

Security Template:

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:SMITHJ", "U:VP1;R:Manager", "%DES.DEPTID.OPRID.OPRID%"



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nVision Reporting with Scope

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

nVision Report Request | Advanced Options | Query Prompts

Business Unit: L **Report ID:** D1PM [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

Report Title: Highland Distict Prog Mgt Rpt

***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
 Override Tree As of Date if Specified in Layout

Output Options

***Type:** Web [Scope and Delivery Templates](#)

***Format:** Microsoft Excel Files (*.xls)

Run Report

Save **Return to Search** **Notify** **Add** **Update/Display**

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)



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Council Adjustments after Year End Close



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Audit and Tool Kit Guides posted

<http://www.scouting.org/FinanceImpact/Council Fiscal Management/Document Library.aspx>

Council Fiscal Management	Council Fund Development	Training	FID e-Letter	Back Office Solutions
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<p>COUNCIL FISCAL MANAGEMENT</p> <p>2013 National Annual Meeting</p> <p>5-Year Financial Planning</p> <p>Budget Building Materials</p> <p>Council Finance Facts</p> <p>Fiscal Documents</p> <p>Payroll / Personnel</p> <p>Sample Policies</p> <p>Sphere (Kintera) Help</p> <p>PeopleSoft Documents</p> <p>Accounts Payable</p> <p>Asset Management</p>	<p>Finance Impact > Council Fiscal Management > Fiscal Documents</p> <p>Fiscal Documents</p> <p>Fiscal Management Documents</p> <p>Accountable Plan Template —NEW</p> <p>Audit—Audit Committee Guidebook </p> <p>Audit—Audit Committee Matrix—PowerPoint Presentation </p> <p>Audit—Audit Committee Matrix—Slides and teaching notes </p> <p>Audit—Audit Referral Program —NEW</p> <p>Audit—Local Council Guide to the 2015 Audit —posted December 2015</p> <p>Audit—Local Council Guide to the 2014 Audit —Revised December 2014</p> <p>Audit—Local Council Audit Toolkit 2015 —posted December 2015</p> <p>Audit—2012 Sample Notes to Financial Statements —Microsoft Word Format</p> <p>Audit—To Request an SSAE16 report from Mercury Pay, complete and send this NDA </p> <p>Auditors Questionnaire December 2011 Defined Benefit Plan </p>
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2015 BSA Audit Tool Kit

Includes Local Council Audit Self-Review Form



Local Council Guide to the 2015 Audit

Local Council Guide to the 2015 Audit Release date: 12/31/2015



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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

[Report Manager](#)

[Process Monitor](#)

3
Run

Process Request Parameters

Find | View All | First 1 of 1 Last

Process Frequency

- Once
- Always
- Don't Run

Request Number: 1

1
Undo

*Close Request Type:

*Closing Type:

Year End

Business Unit for Prompting:

L

Closing Group:

YEAR_END

[Rules to Execute](#)

Fiscal Year:

2015

Ledger Group:

ACTUALS

Ledger:

ACTUALS

Closing Date Option

BU Process Date

As of Date

Specify:

12/31/2015



Selections

Selected Detail Values

Detail - Selected Parents

Tree SetID:

Tree:

Level:

Business Unit to Close

Customize | Find | View All | First 1 of 1 Last

*Select Value

L



+

-

2
Save

Notify

Refresh

Add

Update/Display



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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



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Month-end and JTE transmittal

Month-End Checklist

Month _____

Done	Description	
<input type="checkbox"/>	Close Accounts Payable Period	Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Period > Open Period Update
<input type="checkbox"/>	Close Depreciation	Asset Management > Accounting Entries > Close Depreciation
<input type="checkbox"/>	Enter all Journal Entries	General Ledger > Journals > Journal Entry > Create/Update Journal Entries
<input type="checkbox"/>	Generate Scope reports for Camps, Activities and Special Events	Reporting Tools > PS/nVision > Define Report Request>Project Management-Scope
<input type="checkbox"/>	Enter Recurring Insurance & Allocations	General Ledger > Journals > Journal Entry > Create/Update Journal Entries
<input type="checkbox"/>	Define Allocation Step	Allocations > Define and Perform Allocations > Define Allocation Step
<input type="checkbox"/>	Run Allocation Process	Allocations > Define and Perform Allocations > Request Allocation
<input type="checkbox"/>	Close Asset Management Period	Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Period > Open Period Update
<input type="checkbox"/>	Run Detail Operating Statements	Reporting Tools > PS/nVision > Define Report Request
<input type="checkbox"/>	Review Income & Expenses	
<input type="checkbox"/>	Run Draft Financial Statements	Reporting Tools > PS/nVision > Define Report Request
<input type="checkbox"/>	Reconcile Assets & Liabilities	
<input type="checkbox"/>	Adjust Actuals If Needed	General Ledger > Journals > Journal Entry > Create/Update Journal Entries
<input type="checkbox"/>	Adjust Budget Amounts	General Ledger > Journals > Journal Entry > Create/Update Journal Entries
<input type="checkbox"/>	Produce Final Financials	Reporting Tools > PS/nVision > Define Report Request
<input type="checkbox"/>	Close General Ledger Period and Open Next Period	Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Period > Open Period Update
<input type="checkbox"/>	Submit JTE data	BSA > Local Council Updates > LC Month-end GL Transmittal
<input type="checkbox"/>	Reconcile Bank Accounts	Banking > Bank Statements > Enter Bank Statements (&) Banking > Reconcile Statements > Semi-Manual reconciliation (&) Banking > Reconcile Statements > Select Book To Bank Statements
<input type="checkbox"/>	Reconcile Investment Accounts	



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Month-end and JTE transmittal

Favorites | Main Menu > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Update

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):

PeopleSoft Product: begins with

Business Unit: =

Ledger Group: =

[Basic Search](#) [Save Search Criteria](#)



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Month-end and JTE transmittal

[Favorites](#) | [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Business Unit Related](#) > [General Ledger](#) > [Open Periods](#) > [Open Period Update](#)

Open Period Update

PeopleSoft Product: GL Business Unit: L002 Ledger Group: ACTUALS

Show all transaction types [Ledgers for a Unit](#)

Open Period(s)							
Trans Type	Description	From Year	From Period	First Open	To Year	To Period	Last Open
DEF	Default	2016	1	01/01/2016	2016	1	01/31/2016

Include Adjustment Periods			
*Adjustment Period	*Adjustment Year	Is Open	Default
998	2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Month-end and JTE transmittal

Favorites | Main Menu > BSA > Local Council Updates > LC Month-end GL Transmittal

GL Period Balances 5

Run Control ID: BSA_GL_PERIOD_BALANCE [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Request Parameters 1

Business Unit: L100

Fiscal Year: 2016 Period: 1

4

Save Notify Add Update/Display



Month-end and JTE transmittal

Favorites | Main Menu > BSA > Local Council Updates > LC Month-end GL Transmittal

Process List | **Server List**

View Process Request For

User ID: MCREAGH Type: Last 1 Hours Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3948983		Application Engine	BSA_LC_GL007	MCREAGH	02/08/2016 9:51:29AM CST	Success	Posted	Details

Verify "Success" & "Posted"

[Go back to BSA GL Period Balances](#)

Save Notify

Process List | [Server List](#)



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



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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



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Feedback Time

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

