

PeopleSoft User Group

March 9, 2016



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User Group Agenda

- Budget Upload Process
- 6700 and 6800 Refunds
- nVision reporting - Naming the file
- Audit Prep and Adjustments
- Security Review
- Month-end and JTE transmittal



Budget Upload Process



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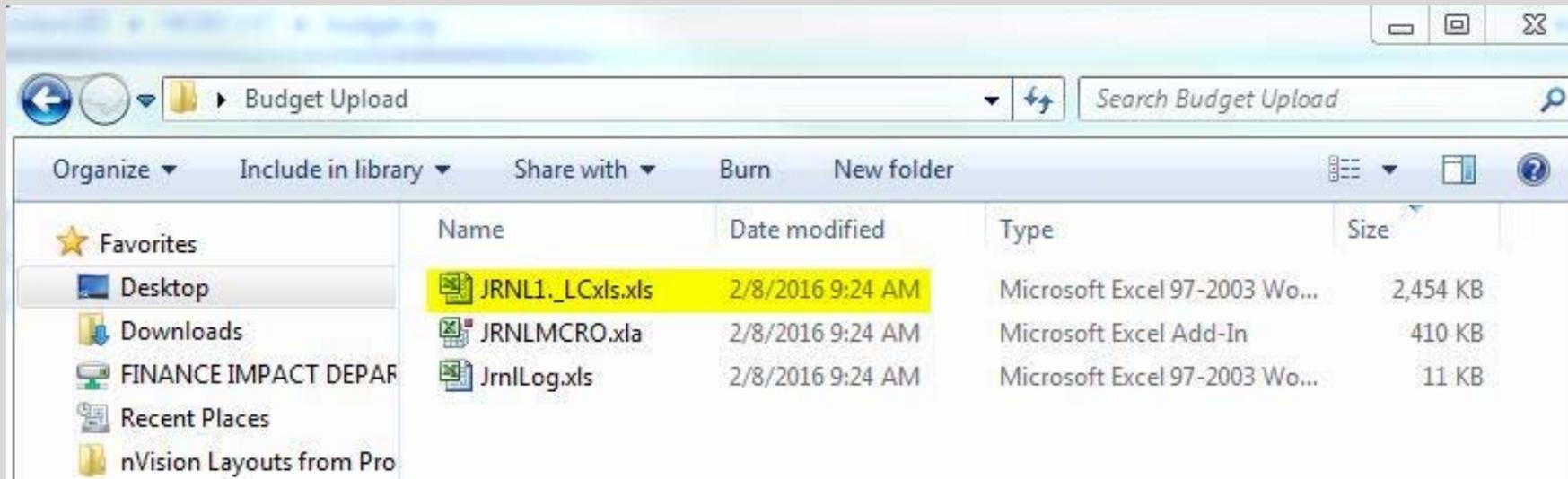
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Budget Upload Process

- 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

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	6301	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.**

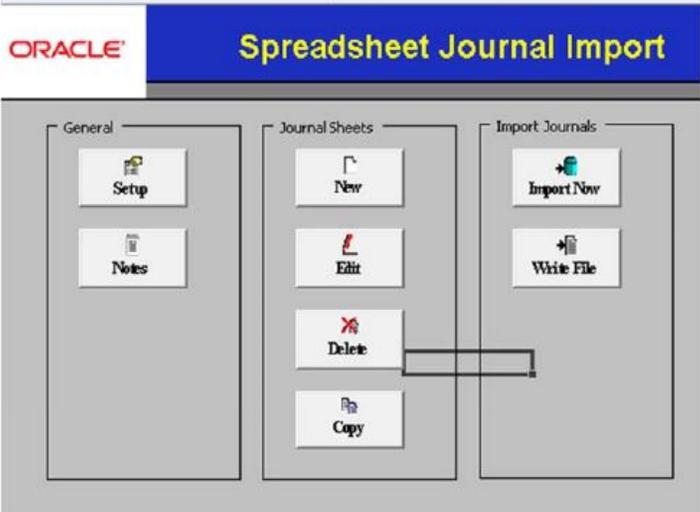


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Budget Upload Process

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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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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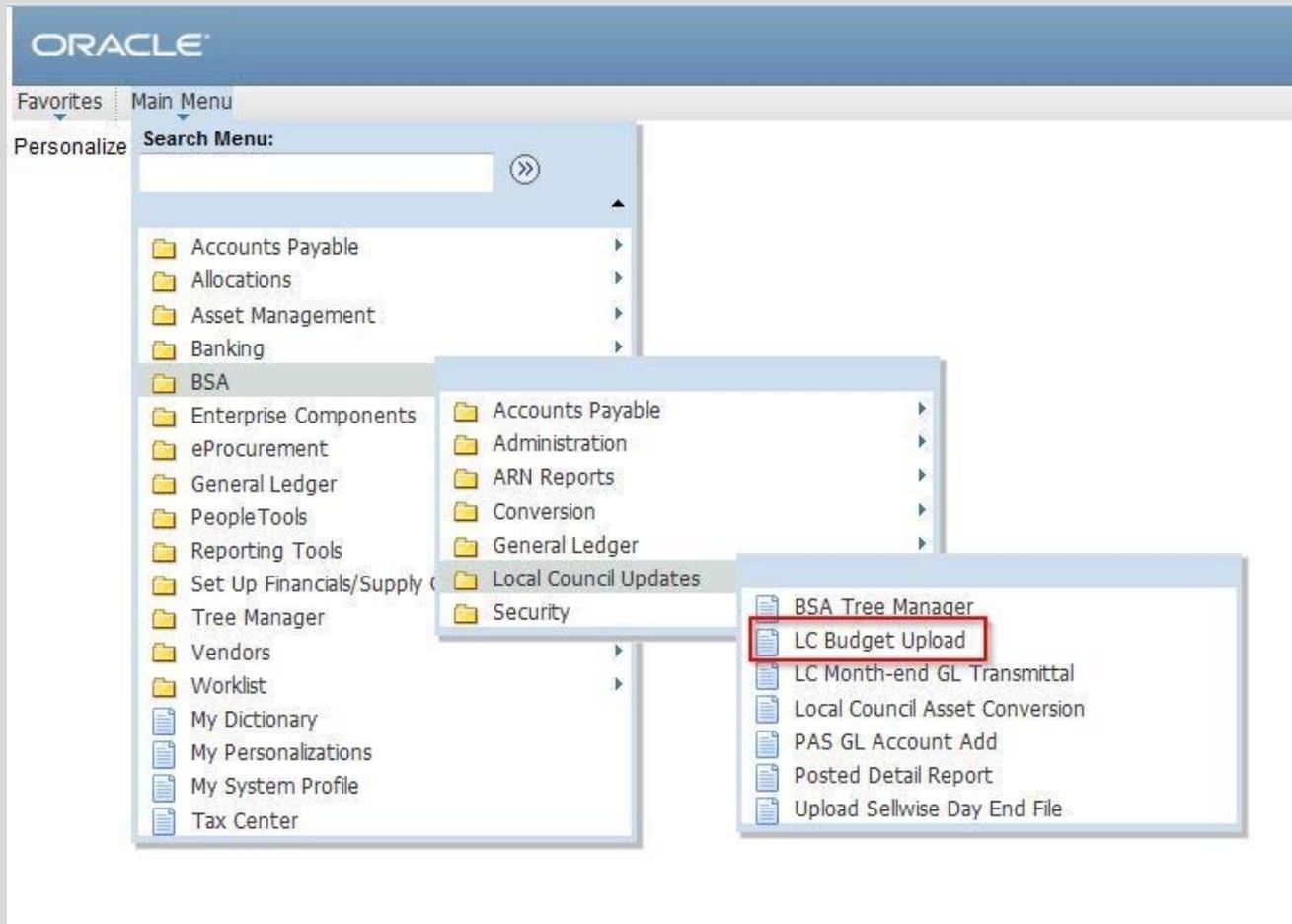
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Budget Upload Process

The screenshot shows the Oracle Spreadsheet Journal Import interface. The top bar features the Oracle logo and the title "Spreadsheet Journal Import". The main interface is divided into three sections: "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. The "Write File" button is highlighted with a red box and a red circle containing the number "1". A dialog box titled "Write Journals to File" is open, showing a "Select Sheet:" dropdown menu with "L040_2016_budget" selected, highlighted with a red box and a red circle containing the number "2". Below the dropdown is a checkbox for "Write one file per Journal Sheet" and a "File name:" field containing the path "C:\Users\mcreagh\desktop\jc budget upload\2016_L0", also highlighted with a red box and a red circle containing the number "3".



Budget Upload Process



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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



Looking for Errors



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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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6700 & 6800 Discounts and Refunds



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6700 & 6800 Refunds

Camping Revenue		Revenue	1	2	3	
6701	Camp-Fees	Revenue	1	2	3	21
6702	Camp-Rental Revenues	Revenue	1	2	3	21
6703	Camp-Sale of Meals	Revenue	1	2	3	21
6704	Camp-Program Fees	Revenue	1	2	3	21
6705	Camp-Food and Commissary Sales	Revenue	1	2	3	21
6706	Camp-Vending Commissions	Revenue	1	2	3	21
6707	Camp-Transportation Fees	Revenue	1	2	3	21
6708	Camp-Recycling Fees	Revenue	1	2	3	21
6709	Camp-Government Subsidies	Revenue	1	2	3	21
6710	Camp-Sales of Goods-Taxable	Revenue	1	2	3	21
6711	Camp-Sales of Goods-Nontaxable	Revenue	1	2	3	21
6712	Camp-Cost of Goods Sold (debit)	Revenue	1	2	3	21
6713	Camp-Vending Machine Sales	Revenue	1	2	3	21
6714	Camp-Vending Machine COGS (debit)	Revenue	1	2	3	21
6722	Camp-Participant Insurance Fee	Revenue	1	2	3	21
6731	Camp-Other Income	Revenue	1	2	3	21
6736	Camp-Cash Over/Under	Revenue	1	2	3	21
6748	Camp-Refunds	Revenue	1	2	3	21
6749	Camp-Discounted Fees	Revenue	1	2	3	21



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6700 & 6800 Refunds

Activity Revenue								
6801	Activity-Fees	Revenue	1	2	3	20	3001	00
6803	Activity-Meals	Revenue	1	2	3	20	3001	00
6806	Activity-Concession Revenue	Revenue	1	2	3	20	3001	00
6807	Activity-Transportation Fees	Revenue	1	2	3	20	3001	00
6808	Activity-Recycling Fees	Revenue	1	2	3	20	3001	00
6809	Activity-Government Subsidies	Revenue	1	2	3	20	3001	00
6810	Activity-Sale of Goods-Taxable	Revenue	1	2	3	20	3001	00
6811	Activity-Sales of Goods-No Tax	Revenue	1	2	3	20	3001	00
6812	Activity-Cost of Goods Sold (debit)	Revenue	1	2	3	20	3001	00
6813	Activity-Vending Machine Sales	Revenue	1	2	3	20	3001	00
6814	Activity-Cost-Vending Supplies (debit)	Revenue	1	2	3	20	3001	00
6815	Activity-Sale of Tickets	Revenue	1	2	3	20	3001	00
6816	Activity-Unit Commissions Paid (debit)	Revenue	1	2	3	20	3001	00
6817	Activity-Sale of Programs	Revenue	1	2	3	20	3001	00
6818	Activity-Advertising Revenue	Revenue	1	2	3	20	3001	00
6822	Activity-Participant Ins Fees	Revenue	1	2	3	20	3001	00
6831	Activity-Other Revenue	Revenue	1	2	3	20	3001	00
6836	Activity-Cash Over/Under	Revenue	1	2	3	20	3001	00
6848	Activity-Refunds (debit)	Revenue	1	2	3	20	3001	00
6849	Activity-Discounted Fees (debit)	Revenue	1	2	3	20	3001	00



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nVision Reporting

Naming the file



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nVision Reporting – Naming the File

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

nVision Report Request | Advanced Options | Query Prompts

Business Unit: MC | Report ID: D-BUD-AN | [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

Report Title: Detailed Budget Analysis-Scope

*Layout: LC DETAIL BUDGET ANALYSIS FUND 1

Report Date Selection

*As Of Reporting Date: Specify | 02/29/2016 |

*Tree As Of Date: Use As Of Reporting Date | Override Tree As of Date if Specified in Layout

Output Options

*Type: Email | [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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nVision Reporting – Naming the File

nVision Variables	Description	Example
ASD	As of Reporting Date	2/29/2016
LYN	Layout Name	LC Detail BUDGET ANALYSIS FUND 1
PER	Accounting Period	2
BUV	Business Unit Name	M055
RBU	Report Business Unit	M055
RID	Report Name	D-BUD-AN
RTT	Report Title	Detailed Budget Analysis
SCD	Scope Description	Pico Blanco
SCN	Scope Name	PICO
SFD	Scope Field Description	Cub Resident Camp
SFN	Scope Field Name	PROJECT_ID
SFV	Scope Field Value	535



nVision Reporting – Naming the File

ORACLE

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

nVision Email Output

Business Unit: M0 Report ID: D-BUD-AN

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

File Template:
 Enter a file name for your instances. Use variables to create unique report file names.
Examples: expense.xls, %RID%.htm, %FY4%
%RTT%.xls

Directory Name Template:
 Enter a directory name for your instances. Use variables to create unique directory names. If the directory doesn't exist PS/nVision will create it.
Examples: Q:\Reports\%SFV%- %RID%.htm,
C:\%FY4% %RTT%

Email Template:
 Enter a list of email addresses or use variables to specify who receives report instances.
Examples: username@xxx.com,
%DES.DEPTID.EMAILID.EMAILID%

OK Cancel



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nVision Reporting – Naming the File

ORACLE®

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

Process Scheduler Request

User ID: MCREAGH Run Control ID:

Server Name: Run Date: 02/19/2016

Recurrence: Run Time: 3:43:19PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	nVision Report	NVSRUN	nVision Report	Email	XLS	Distribution

1 2 3



nVision Reporting – Naming the File

The screenshot shows the Oracle nVision Reporting interface for defining a report request. The breadcrumb trail is: Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request. The form is titled "Distribution Detail" and contains the following fields:

- Process Name: NVSRUN
- Process Type: nVision-Report
- Folder Name: (empty dropdown)
- Retention Days: 60

The "Email Only" section includes:

- Email Subject: (empty text field)
- Email With Log:
- Email Web Report:
- Message Text: (empty text area)
- Email Address List: mcreagh@bsaemail.org

The "Distribute To" section is a table with the following data:

*ID Type	*Distribution ID
User	MCREAGH

At the bottom of the form are "OK" and "Cancel" buttons.



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nVision Reporting – Naming the File

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

nVision Email Output

Business Unit: MC Report ID: D-BUD-AN

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

File Template:
%LYN%-%SFD%-%SFV%-%ASD% Enter a file name for your instances. Use variables to create unique report file names.
Examples: expense.xls, %RID%.htm, %FY4%
%RTT%.xls

Directory Name Template:
Enter a directory name for your instances. Use variables to create unique directory names. If the directory doesn't exist PS/nVision will create it.
Examples: Q:\Reports\%SFV%- %RID%.htm, C:\%FY4% %RTT%

Email Template:
mcreagh@bsamail.org Enter a list of email addresses or use variables to specify who receives report instances.
Examples: username@xxx.com,
%DES.DEPTID.EMAILID.EMAILID%

OK Cancel



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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> <h2>Fiscal Documents</h2> <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
*Close Request Type: Undo

*Closing Type:

Year End

*Close Request Type:

Business Unit for Prompting:

L

Closing Group:

YEAR_END

[Rules to Execute](#)

Fiscal Year:

2
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



PeopleSoft User Security

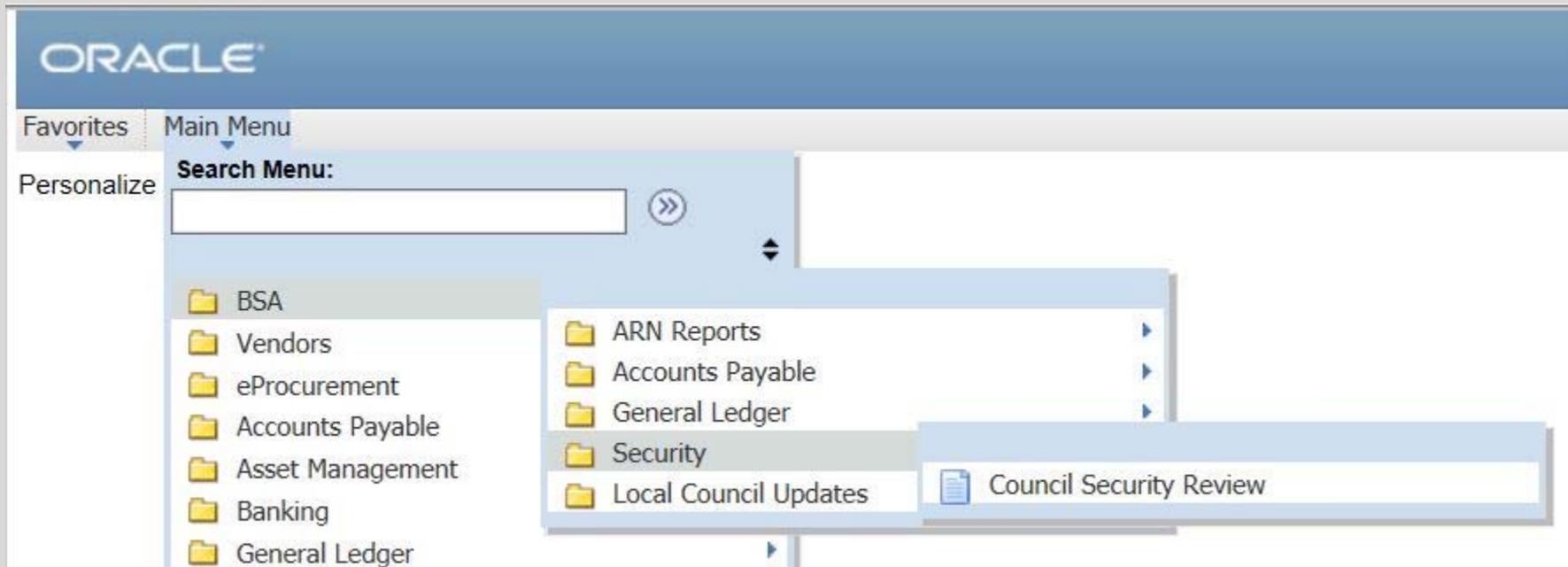
The Scout Executive's Role



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PeopleSoft User Security



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PeopleSoft User Security

ORACLE

Favorites | Main Menu > BSA > Security > Council Security Review

Security Review

Business Unit: L111 [Local Council](#) [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: 2016 Audit Period: 1 Review Dates: 01/01/2016 thru: 03/31/2016

Review Deadline: 03/31/2016 Review Status: **Incomplete**

Council Users [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-7 of 7](#) | [Last](#)

User	Name	Type	Last Reviewed	Change Needed
JENNIFER J...	Smithson, Amy			<input type="checkbox"/>
SOLIMENE	Blumenthal, Sara			<input type="checkbox"/>
SULLIVAN	Larson, Cliff			<input type="checkbox"/>



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PeopleSoft User Security

ORACLE

Favorites | Main Menu > BSA > Security > Council Security Review

<input checked="" type="checkbox"/>	BSA LC AP Inquiry
<input checked="" type="checkbox"/>	BSA LC AP Manager
<input checked="" type="checkbox"/>	BSA LC AP Reporting
<input checked="" type="checkbox"/>	BSA LC AP Staff
<input checked="" type="checkbox"/>	BSA LC Banking 01
<input checked="" type="checkbox"/>	BSA LC Executive
<input checked="" type="checkbox"/>	BSA LC Field Staff
<input checked="" type="checkbox"/>	BSA LC GL Design CF projects
<input checked="" type="checkbox"/>	BSA LC GL Manager
<input checked="" type="checkbox"/>	BSA LC GL Post access
<input checked="" type="checkbox"/>	BSA LC GL Reports
<input checked="" type="checkbox"/>	BSA LC GL Staff
<input checked="" type="checkbox"/>	BSA LC GL- Journal Entry



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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

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

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 – May 10 - 12
- **Fiscal Management I**
 - \$125.00 Six courses in 2016 at various Council offices around the country – April 12 - 14
- **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

