

# PeopleSoft User Group

April 13, 2016



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# User Group Agenda

- Local Council Accounting Manual
- Looking for Errors
- New accounts and Short-Term Disability Ins
- Audit Adjustments
- Security Review
- Month-end and JTE transmittal



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# Local Council Accounting Manual



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# Accounting Manual

Council Fiscal Management	Council Fund Development	Training	FID e-Letter	Back Office Solutions
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**COUNCIL FISCAL MANAGEMENT**  
2013 National Annual Meeting  
5-Year Financial Planning  
Budget Building Materials  
Council Finance Facts  
Fiscal Documents  
Payroll / Personnel  
Sample Policies  
Sphere (Kintera) Help  
PeopleSoft Documents  
Accounts Payable  
Asset Management  
Audit Adjustments  
Bank Reconciliation  
Budget Tools  
Communications  
General Ledger  
Month End  
Point Of Sale  
PeopleSoft User Group  
PeopleSoft BSA User Guide  
Webinars  
Year End  
SellWise Support  
Document Library  
User Group Information

[Finance Impact](#) > [Council Fiscal Management](#) > [PeopleSoft Documents](#) > [PeopleSoft User Group](#)  
**PeopleSoft User Group**  
PeopleSoft User Group is a monthly user forum intended to assist local council PeopleSoft users with the software. This forum is provided two times each month (10 am CST & 2 pm CST) to allow for schedule conflicts. Each monthly session contains a presentation of current topics of concern and then an open forum session where users can ask questions of the group.  
The PeopleSoft User group is normally held on the second Wednesday of every month. Below are the scheduled dates for the PeopleSoft User Group for 2016.

- February 10, 2016
- March 9, 2016
- April 13, 2016
- May 11, 2016
- June 8, 2016
- July 13, 2016
- August 10, 2016
- September 14, 2016
- October 12, 2016
- November 9, 2016
- December 14, 2016
- January 11, 2017

To connect to the Web Conference: Click here:  
<https://connect9.uc.att.com/service32/meet/?ExEventID=82556211&CT=M>  
1. Choose one of the following numbers to dial: \* Caller-Paid number: (636)651-3182 \* Toll-Free Number (in USA): (877)873-8018.  
2. When prompted, enter the Meeting Access Code: 2556211#



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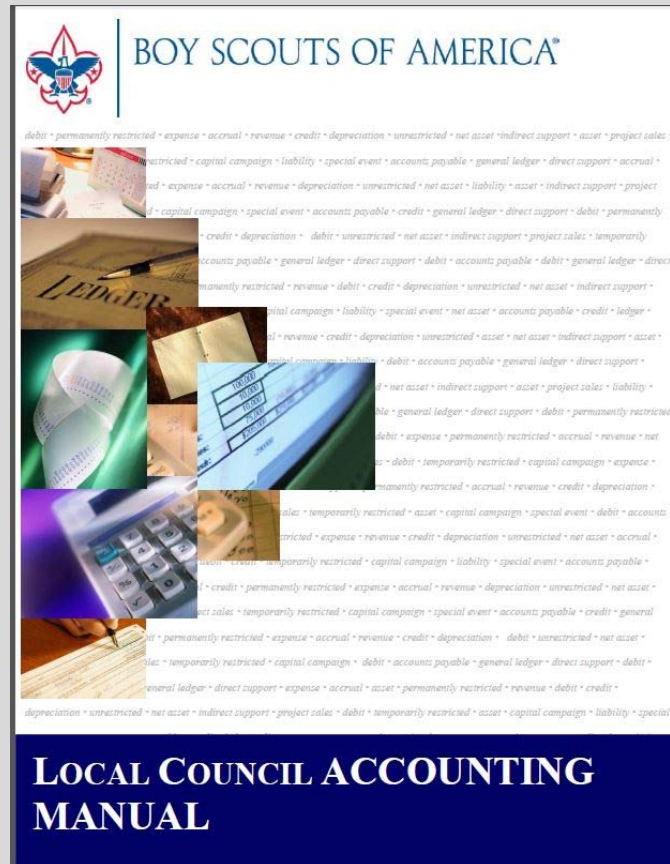
Council Fiscal Management	Council Fund Development	Training	FID e-Letter	Back Office Solutions
<b>COUNCIL FISCAL MANAGEMENT</b>	🏠   Finance Impact > Council Fiscal Management > Fiscal Documents			
2013 National Annual Meeting	<b>Fiscal Documents</b>			
5-Year Financial Planning	<b>Fiscal Management Documents</b>			
Budget Building Materials	Accountable Plan Template 📄—NEW			
Council Finance Facts	Audit—Audit Committee Guidebook 📄			
Fiscal Documents	Audit—Audit Committee Matrix—PowerPoint Presentation 📄			
Payroll / Personnel	Audit—Audit Committee Matrix—Slides and teaching notes 📄			
Sample Policies	Audit—Audit Referral Program 📄—NEW			
Sphere (Kintera) Help	Audit—Local Council Guide to the 2015 Audit 📄—updated February 2016 for audit submittal date			
PeopleSoft Documents	Audit—Local Council Audit Toolkit 2015 📄—updated February 2016 for audit submittal date			
Accounts Payable	Audit—2012 Sample Notes to Financial Statements 📄—Microsoft Word Format			
Asset Management	Audit—To Request an SSAE16 report from Mercury Pay, complete and send this NDA 📄			
Audit Adjustments	Auditors Questionnaire December 2011 Defined Benefit Plan 📄			
Bank Reconciliation	Council Office Procedures 📄			
Budget Tools	Council Stewardship Policies 📄			
Communications	Executive Board Self-Assessment 📄—Revised March 2014 (This does not qualify for JTE. To find the Board Assessment for JTE, contact Stan Willey 📧)			
General Ledger	Fiduciary Responsibilities of the Council Executive Board 📄—Revised March 2014			
Month End	Fiscal Management Procedures for Stewardship 📄			
Point Of Sale	Fiscal Policies and Procedures for BSA Units 📄—Revised March 2015.			
PeopleSoft User Group	Form—2012 Laser 1099 📄			
PeopleSoft BSA User Guide	Interpreting Financial Statements 📄			
Webinars	IRR Calculator—this Excel worksheet will help you calculate your council's <i>Intravest Rate of Return</i>			
Year End	Life Insurance Imputed Calculation 📄			
SellWise Support	Local Council Accounting Manual 📄 - new			
Document Library	Local Council Guide to the 2012 IRS Form 990 📄—Revised May 2013			
User Group Information	New York Conflict of Interest Policy 📄—Updated March 2014			
	New York Conflict of Interest Policy 📄—March 2014			
	Records Retention Policy - Local Council - Updated November 24 2015 - being revised			
	Records Retention Policy - National Council 📄 - Updated January 2015			
	Significant Changes to IRS Form 990 2013 📄—Updated February 2014			
	Planned Budgeting #80-236 📄			
	Presentation: Fringe Benefits: Employer-Provided Vehicles and Group-Term Life Insurance 📄 - Uploaded April 2014			
	Position Descriptions			



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# Accounting Manual



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# 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.

**Find an Existing Value** Add a New Value

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

Business Unit: = L1

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: = Journal Has Errors

Budget Checking Header Status: =

Source: =

User ID: begins with

Attachment Exist: =

☐ Case Sensitive

**Search** Clear Basic Search Save Search Criteria

### 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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# Looking for Errors

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | **Errors** | Approval

Unit: L Journal ID: 0002905268 Date: 02/22/2016

▼ Header Errors Customize | Find | First 1 of 1 Last

Unit	Field Name	Field Long Name	Set	Msg	Message Text
L	JOURNAL_DATE	Journal Date	5860	47	The journal date is not in an open period for this ledger.

▼ Line Errors Customize | Find | First 1 of 1 Last

Field Long Name	Message Text
	No journal line between line 1 and line 10 is marked in error.

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

Header | Lines | Totals | Errors | Approval



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# New Accounts for Short-Term Disability

7110	BSA Vision Care Plan-Employer	Expense	1 2 3	20 21 25 50 70	99	3001	00			
7111	Council Supplemental Retirement	Expense	1 2 3	20 21 25 50 70	99	3001	00			
7116	Council Other Benefit - Employer	Expense	1 2 3	20 21 25 50 70	99	3001	00			
7118	BSA Short-Term Disability	Expense	1 2 3	20 21 25 50 70	99	3001	00			
7120	BSA Dependent Life Employer (Inactive)	Expense	1 2 3	20 21 25 50 70	99	3001	00			
7131	Other Employee Benefits-Employer	Expense	1 2 3	20 21 25 50 70	99	3001	00			
Employment Taxes										



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# New Accounts for Short-Term Disability

Liability Account

2238 – Payroll Ded-BSA STD Ins

Expense Account

7118 – Short-Term Disability-Employer



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# Audit Adjustments



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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 Adjustments -AA

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](#)

Run

### Process Request Parameters

Find | View All First 1 of 1 Last

#### Process Frequency

- ☐ Once  
☒ Always  
☐ Don't Run

Request Number:

1

\*Close Request Type:

Undo

\*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



Save

2

Notify

Refresh

Add

Update/Display



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# Adjustments after Year End Close

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



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# PeopleSoft User Security

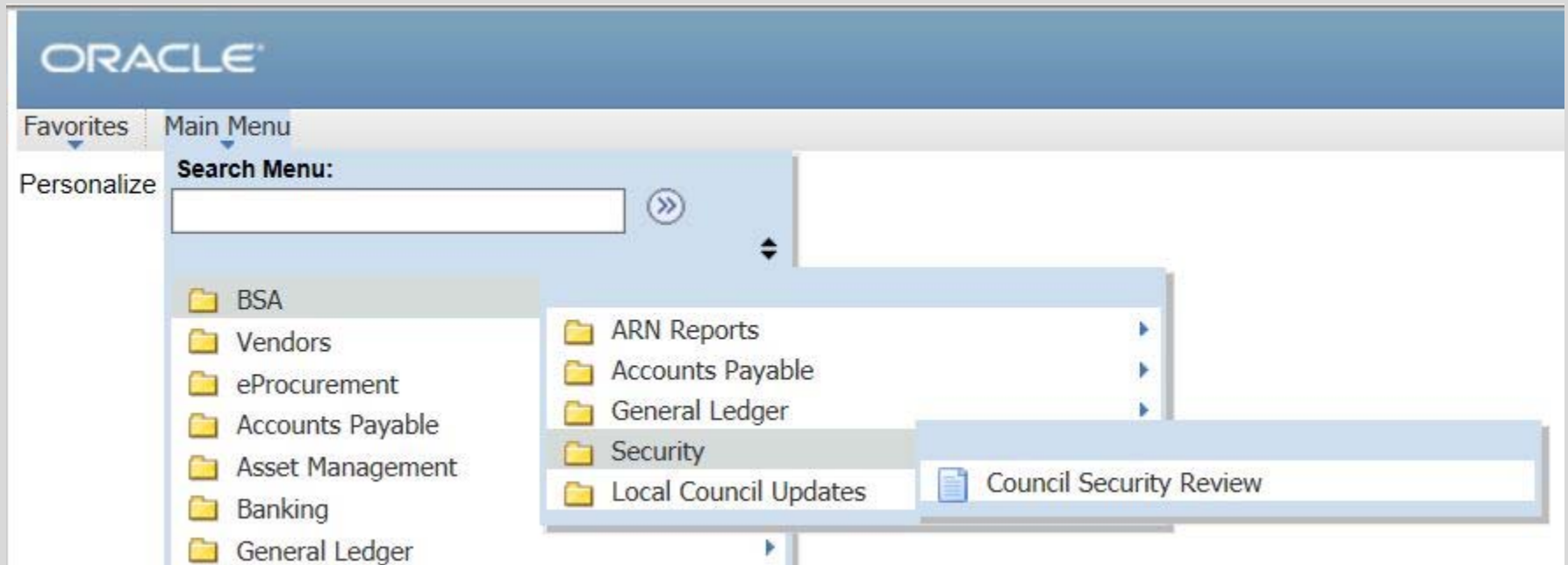
## The Scout Executive's Role



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# PeopleSoft User Security



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# PeopleSoft User Security



The screenshot shows the Oracle PeopleSoft interface for the Council Security Review page. At the top is the Oracle logo. Below it is a breadcrumb trail: Favorites > Main Menu > BSA > Security > Council Security Review. The page title is "Council Security Review". Below the title is a instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. Below that is a text input field with the value "300" and a label "Limit the number of results to (up to 300):". Below that is a "Search by:" label followed by a dropdown menu showing "Business Unit" and a "begins with" label followed by a text input field containing "L". At the bottom are two buttons: "Search" and "Advanced Search".

ORACLE

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

### Council Security Review

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):

**Search by:**  begins with

[Search](#) [Advanced Search](#)



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# PeopleSoft User Security

**ORACLE**

FavoritesMain Menu > BSA > Security > Council Security Review

Security Review

Business Unit: L111 [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
<a href="#">JAMES JAMES</a>	James, James			<input type="checkbox"/>
<a href="#">JAMES JAMES</a>	James, James			<input type="checkbox"/>
<a href="#">JAMES JAMES</a>	James, James			<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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# PeopleSoft User Security

ORACLE

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

Security Review

Business Unit: L114 [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: 2 Review Dates: 04/01/2016 thru: 06/30/2016  
Review Deadline: 06/30/2016 Review Status: **Incomplete**

Council Users

Customize | Find | View All | | First 1-7 of 7 Last

User	Name	Type	Last Reviewed	Change Needed
<a href="#">COUNCIL</a>	Council Admin			<input type="checkbox"/>
<a href="#">COUNCIL</a>	Council Admin			<input type="checkbox"/>
<a href="#">COUNCIL</a>	Council Admin			<input type="checkbox"/>
<a href="#">COUNCIL</a>	Council Admin			<input type="checkbox"/>
<a href="#">COUNCIL</a>	Council Admin			<input type="checkbox"/>
<a href="#">COUNCIL</a>	Council Admin			<input type="checkbox"/>
<a href="#">COUNCIL</a>	Council Admin			<input type="checkbox"/>

[Role Add/Change Form](#)

Certify

☐ By clicking this box, I certify that I have reviewed the list of users for this review period. I also certify that the selected users have permission to access the financial records for L114 [Council](#) (22001,2).

Submit as Reviewed



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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
<input type="checkbox"/>	Close Depreciation
<input type="checkbox"/>	Enter all Journal Entries
<input type="checkbox"/>	Generate Scope reports for Camps, Activities and Special Events
<input type="checkbox"/>	Enter Recurring Insurance & Allocations
<input type="checkbox"/>	Define Allocation Step
<input type="checkbox"/>	Run Allocation Process
<input type="checkbox"/>	Close Asset Management Period
<input type="checkbox"/>	Run Detail Operating Statements
<input type="checkbox"/>	Review Income & Expenses
<input type="checkbox"/>	Run Draft Financial Statements
<input type="checkbox"/>	Reconcile Assets & Liabilities
<input type="checkbox"/>	Adjust Actuals If Needed
<input type="checkbox"/>	Adjust Budget Amounts
<input type="checkbox"/>	Produce Final Financials
<input type="checkbox"/>	Close General Ledger Period and Open Next Period
<input type="checkbox"/>	Submit JTE data
<input type="checkbox"/>	Reconcile Bank Accounts
<input type="checkbox"/>	Reconcile Investment Accounts

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

[Asset Management > Accounting Entries > Close Depreciation](#)

[General Ledger > Journals > Journal Entry > Create/Update Journal Entries](#)

[Reporting Tools > PS/nVision > Define Report Request>Project Management-Scope](#)

[General Ledger > Journals > Journal Entry > Create/Update Journal Entries](#)

[Allocations > Define and Perform Allocations > Define Allocation Step](#)

[Allocations > Define and Perform Allocations > Request Allocation](#)

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

[Reporting Tools > PS/nVision > Define Report Request](#)

[Reporting Tools > PS/nVision > Define Report Request](#)

[General Ledger > Journals > Journal Entry > Create/Update Journal Entries](#)

[General Ledger > Journals > Journal Entry > Create/Update Journal Entries](#)

[Reporting Tools > PS/nVision > Define Report Request](#)

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

[BSA > Local Council Updates > LC Month-end GL Transmittal](#)

[Banking > Bank Statements > Enter Bank Statements \(&\)](#)

[Banking > Reconcile Statements > Semi-Manual reconciliation \(&\)](#)

[Banking > Reconcile Statements > Select Book To Bank Statements](#)



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# Month-end and JTE transmittal

Navigation: 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	<input type="text" value="GL"/>	
Business Unit:	=	<input type="text" value="L114"/>	
Ledger Group:	=	<input type="text" value="ACTUALS"/>	

[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: L 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	4	04/30/2016

[Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Include Adjustment Periods			
*Adjustment Period	*Adjustment Year	Is Open	Default
998	2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save](#) [Return to Search](#) [Notify](#)



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# Month-end and JTE transmittal

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

GL Period Balances

Run Control ID: BSA\_GL\_PERIOD\_BALANCE [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Business Unit: L104

Fiscal Year: 2016 Period: 1

Save Notify Add Update/Display

1 2 3 4 5



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# Month-end and JTE transmittal

Process List   Server List

View Process Request For

User ID:  Type:  Last  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](#)

Process List | [Server List](#)



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# 2016 Training Opportunities

[www.scouting.org/FinanceImpact/Training](http://www.scouting.org/FinanceImpact/Training)

- **First Time Accounting Specialist Training**
  - \$625.00 All courses in 2016 at ScoutingU – Westlake, TX – May 10 - 12
- **Fiscal Management I**
  - \$125.00 Four more courses in 2016 at various Council offices around the country – May 22 - 24
- **Fiscal Management II**
  - \$250.00 – 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](mailto:michael.creagh@scouting.org)



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