

PeopleSoft User Group

May 11, 2016



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User Group Agenda

- When Does JTE pull the data?
- Month End Allocations
- Budget Analysis
- Time Study
- Audit Adjustments
- User Security Check
- Month End Transmittal



JTE Pull Dates

“If a user enters data into PeopleSoft and transmits it before 6:00 a.m. central time on 8th, 16th, and 28th of month, the data will be included in the dashboard update on those days.”



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Month End Allocations

- At the beginning of every year each council should update the project tree with respect to all projects that have any deferred periods in the coming year.
- Projects should be listed on the project tree under the deferred node in months that they are in a deferred status.



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Month End Allocations

Favorites Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

Define Allocation Step

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

SetID: = L114

Allocation Step: begins with

Include History Correct History

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-12 of 12 Last

SetID	Allocation Step	Description
L114	BTD-ACTEXP	Budget TreeDeferred Act Exp
L114	BTD-ACTREV	Budget TreeDeferred Act Rev
L114	BTD-CMPEXP	Budget TreeDeferred Camp Exp
L114	BTD-CMPREV	Budget TreeDeferred Camp Rev
L114	BTD-SPEEXP	Budget TreeDeferred Sp Evt Exp
L114	BTD-SPEREV	Budget TreeDeferred Sp Evt Rev
L114	TD-ACT-EXP	Tree-Deferred Activity Expense
L114	TD-ACT-REV	Tree-Deferred Activity Revenue
L114	TD-CMP-EXP	Tree-Deferred Camp Expense
L114	TD-CMP-REV	Tree-Deferred Camp Revenue
L114	TD-SPE-EXP	Tree-Deferred Sp Event Expense
L114	TD-SPE-REV	Tree-Deferred Sp Event Revenue



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Month End Allocations

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

Type | **Pool** | Target | Offset | Output Options | Batch Records | Amount Fields

SetID: [icon] Step: TD-ACT-EXP

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 [calendar icon] Status: Active [dropdown] [+ -]

*Description: Tree-Deferred Activity Expense

*Allocation Type: Copy [dropdown] Extension opcode: Add [dropdown]

Transaction Code: GENERAL [magnifying glass icon] General Transactions

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Update/Display] [Include History] [Correct History]

Type | Pool | Target | Offset | Output Options | Batch Records | Amount Fields



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Month End Allocations

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

Type | **Pool** | Target | Offset | Output Options | Batch Records | Amount Fields

SetID: L114 Step: TD-ACT-EXP

Warning: Do not make any changes on any of these pages unless directed to do so in this guide. Modifications to any other options may cause the allocation to error out or improperly make adjustments.

Effective Date: 01/01/1901 Status: Active Description: Tree-Deferred Activity Expense

Pool Record

*Pool Record Type: Ledger Group Pool Ledger: ACTUALS

Time Span: PER *Pool factor: 100.0000

Zero Pool Amount Option: Select Next Pool

Pool Fields

*Field Name: Account

How Specified

Selected Detail Values Selected Tree Nodes Range of Values

Set Control Value: Tree Name: LOCAL_ACCT_REPT Level Name:

Specify Values/Range of Values/Tree Nodes

Value	To
EXPENSE	

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Type | Pool | Target | Offset | Output Options | Batch Records | Amount Fields



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Month End Allocations

*Field Name: + -

How Specified

Selected Detail Values Selected Tree Nodes Range of Values

Specify Values/Range of Values/Tree Nodes Find | View All | [Grid Icon] First 1 of 1 Last

Value	To		
<input type="text" value="20"/> 🔍		+ -	

*Field Name: + -

How Specified

Selected Detail Values Selected Tree Nodes Range of Values

Set Control Value: 🔍

Tree Name: 🔍 Level Name: 🔍

Specify Values/Range of Values/Tree Nodes Find | View All | [Grid Icon] First 1 of 1 Last

Value	To		
<input type="text" value="04-APR-DEFERRED"/> 🔍		+ -	



Month End Allocations

You may search for the ALO journals to see that they processed and posted

Favorites | Main Menu > Allocations > Define and Perform Allocations > Request Allocation

Allocation Request

Run Control ID: L114RE

Report Manager | Process Monitor | **Run** (7)

As of Date: 04/30/2016

Process Request Parameters							Customize Find View All First 1 of 1 Last
*Process Frequency	*Unit	*Allocation Group	*Request Date Option	As of Date	*Output Options	Description	
Always (1)	L114 (2)	MONTH-DEF (3)	As-Of Date (4)	04/30/2016 (5)	Create Calc Log and Output	Monthly Deferral Allocations	

Save (6) | Return to Search | Notify | Add | Update/Display



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Month End Allocations

You may search for the ALO journals to see that they processed and posted

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):

Business Unit: =  **1**

Journal ID: begins with

Journal Date: between  **2**
and
  **3**

Document Sequence Number: begins with

Line Business Unit: = 

Journal Header Status: =

Budget Checking Header Status: =

Source: =  **4**

User ID: begins with 

Attachment Exist: =

Case Sensitive **5**





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Budget Analysis



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Budget Analysis

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

nVision Report Request Advanced Options Query Prompts

Business Unit: L 4 Report ID: DBANALR2 [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

Report Title: Budget Analysis Detail #2

*Layout: LC DETAIL BUDGET ANALYSIS FUND 1

Report Date Selection

*As Of Reporting Date: Specify 12/31/2016 31

*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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Budget Analysis

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

nVision Report Request Advanced Options Query Prompts

Business Unit: UH **Report ID:** DBANALR2 [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

Report Title: Budget Analysis Detail 2

***Layout:** LC DETAIL BUDGET ANALYSIS FUND 1

Report Date Selection

***As Of Reporting Date:** Specify 12/31/2016 31

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

Output Options [Scope and Delivery Templates](#)

***Type:** Web
***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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Budget Analysis

Detailed Budget Analysis Report – DBANALR2

Detailed Budget Analysis Report							Boy Scouts of America		
Period Ending: December 31, 2016									
Operating Fund - Unrestricted			Actual	Actual	Budget	Actual	Budget	Future Year Budget	
Account	Project	Project Name / Account Name	2014	2015	2015	2016	2016	2017	2018
	000	Council General	150,653	138,100	155,000	53,086	155,000	-	-
4001		Contributions-FOS	150,653	138,100	155,000	53,086	155,000	-	-
	000	Council General	18,200	16,380	19,000	19,380	19,380	-	-
3605		Reclass-Friends of Scouting	18,200	16,380	19,000	19,380	19,380	-	-
	000	Council General	(1,358)	(1,320)	(8,700)	(2,017)	(8,700)	-	-
4069		Provision for Uncollectable-F	(1,358)	(1,320)	(8,700)	(2,017)	(8,700)	-	-
Total Friends of Scouting			167,496	153,160	165,300	70,448	165,680	-	-
	824	Popcorn	14,510	20,577	14,000	-	20,000	-	-
4071		Contributions-Project Sales	14,510	20,577	14,000	-	20,000	-	-
Total Project Sales			14,510	20,577	14,000	-	20,000	-	-
	851	Pancake/Sausage Brkfst	2,159	3,253	2,200	2,011	3,500	-	-
	854	Traiblazer	42,750	28,795	35,000	-	35,000	-	-
	940	Eagle Dinner	10,675	12,300	11,500	12,000	12,000	-	-
4201		Contributions-SE-Sponsorship	55,584	44,348	48,700	14,011	50,500	-	-
	851	Pancake/Sausage Brkfst	6,126	4,914	7,000	6,248	6,000	-	-
	854	Traiblazer	8,000	8,300	10,000	-	9,000	-	-
4202		Contributions-SE-Participants	14,126	13,214	17,000	6,248	15,000	-	-
	854	Traiblazer	21,743	22,717	22,000	-	23,000	-	-
4209		Contributions-SE-Resale Item	21,743	22,717	22,000	-	23,000	-	-
	854	Traiblazer	16,289	14,084	16,500	-	15,000	-	-
4231		Contributions-SE-Other	16,289	14,084	16,500	-	15,000	-	-
	940	Eagle Dinner	(1,307)	(1,450)	(1,500)	(910)	(1,450)	-	-



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Budget Analysis

LC_BUDGET_SPREADSHEET_FI_YR

LC_BUDGET_SPREADSHEET_FIS_YR - Budget Spreadsheet - Fis Year

Business_Unit:

Year:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (397 kb)

[View All](#)

	Unit	Fund	Account	Project	Class	Account Description	Project Description	JAN	FEB	MAR	APR	MAY	JUN	JUL
1	111	1	4001	000	90	Contributions-FOS	GENERAL	-96000.000	-96000.000	-96000.000	-72000.000	-96000.000	-24000.000	0.000
2	111	1	4002	000	90	Contributions-FOS-Prior Years	GENERAL	-75000.000	0.000	0.000	0.000	0.000	0.000	0.000
3	111	1	4069	000	90	Prov for Unc-FOS	GENERAL	6660.000	6660.000	6660.000	4995.000	6660.000	1665.000	0.000
4	111	1	4071	000	90	Contributions-Project Sales	GENERAL	0.000	0.000	0.000	0.000	0.000	0.000	-6000.000
5	111	1	4071	101	90	Contributions-Project Sales	CAMP JOY BOY SCOUT CAMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000
6	111	1	4071	102	90	Contributions-Project Sales	CUB ADVENTURE CAMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000
7	111	1	4071	417	90	Contributions-Project Sales	MEMBERSHIP RECRUITMENT	0.000	0.000	0.000	0.000	0.000	0.000	0.000



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LC_ACTUAL_SPREADSHEET_FI_YR

LC_ACTUAL_SPREADSHEET_FIS_YR - Actual Spreadsheet-Fis Year

Business_Unit:

Year:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (983 kb)

[View All](#)

	Unit	Fund	Account	Project	Class	Account Descr	Project Descr	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	
261	1	1	4001	000	90	Contributions-FOS	GENERAL	-78546.000	-67427.890	-84319.000	-52774.000	-46329.710	-67060.000	-31888.000	-16494.500	-62
262	1	1	4001	000	91	Contributions-FOS	GENERAL	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
263	1	1	4002	000	90	Contributions-FOS-Prior Years	GENERAL	-72337.000	0.000	0.000	0.000	0.000	0.000	72337.000	0.000	
264	1	1	4069	000	90	Prov for Unc-FOS	GENERAL	3748.220	3529.950	4419.390	3204.180	2265.880	3724.700	1487.360	1123.120	4
265	1	1	4071	000	90	Contributions-Project Sales	GENERAL	0.000	0.000	0.000	0.000	-942.510	-22213.510	-5000.000	0.000	
266	1	1	4071	400	90	Contributions-Project Sales	WOODBADGE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
267	1	1	4071	601	90	Contributions-Project Sales	FALL POPCORN SALE	0.000	0.000	0.000	-50000.000	0.000	0.000	-750.000	0.000	7
268	1	1	4089	000	90	Prov for Unc-Project Sales	GENERAL	0.000	0.000	0.000	3500.000	-3434.020	1554.950	350.000	-1970.930	
269	1	1	4201	510	90	Contributions-SE-Sponsorships	DISTING CITIZEN DINNER	0.000	0.000	0.000	-23000.000	0.000	0.000	0.000	0.000	



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Budget Analysis

Budget vs Actuals Comparison -BUDACT

Lewis & Clark Council - # 114		Budget vs Actuals Comparison by Month Fiscal Year: 2016									
	Jan Budget	Jan Actual	Jun Budget	Jun Actual	Jul Budget	Jul Actual	Aug Budget	Aug Actual	Sep Budget	Oct Budget	
Support and Revenue											
Direct Support											
Direct Mail											
Friends of Scouting	164,340	128,942	22,335								
Project Sales					24,167		13,700		18,166		
Special Events - Net			64,000		18,000				11,500		
Legacies and Bequests		3,846	2,500						2,500		
Foundations and Trusts			15,000		15,000						
Other Direct		2,050	1,875						1,875		
Total Direct Support	164,340	134,838	105,710		57,167		13,700		34,041		
Associated Organizations											
United Way	32,741	34,870	32,741		32,741		32,741		32,741		
Unassociated Organizations											
Other Indirect											
Government Fees and Grants											
Total Indirect Support	32,741	34,870	32,741		32,741		32,741		32,741		
Revenue											
Sale of Supplies - Net		-395	1,912								
Product Sales - Net		750									
Investment Income		16,230	85,712						83,600		
Realized Gain/Loss on Investments											
Camping	2,035	1,991					332,385		2,033		
Activities		259	7,575		46,300		6,935		1,375		
Other Revenue	3,417	3,813	4,489		4,489		4,489		4,487		
Total Revenue	5,452	22,648	99,688		50,789		343,809		91,495		



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Budget Analysis

Forecast with Detailed Budget Report – FCBDTLF1-1

- PeopleSoft is ledger based
- Actuals, Budget, Forecast
- Similar to budget ledger but used for future period forecasting
- Journal entries don't need to be balanced
- Can upload Forecast similar to Budget



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Budget Analysis

Forecast with Detailed Budget Report – FCBDTLF1-1

Operating Fund		Actual		Actual	Budget	Forecast	Budget	Budget
Account	Project Project Name / Account Name	2014	2015	2016	2016	2016	2017	2018
Support & Revenue								
Direct Support								
Direct Mail Campaign								
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
Total Direct Mail		-	-	-	-	-	-	-
Friends of Scouting								
000	Council General	150,653	138,100	53,086	155,000	-	-	-
4001	Contributions-FOS	150,653	138,100	53,086	155,000	-	-	-
-	-	-	-	-	-	-	-	-
000	Council General	18,200	16,380	19,380	19,380	-	-	-
3605	Reclass-Friends of Scouting	18,200	16,380	19,380	19,380	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
000	Council General	(1,358)	(1,320)	(2,017)	(8,700)	-	-	-
4069	Provision for Uncollectable-F	(1,358)	(1,320)	(2,017)	(8,700)	-	-	-
Total Friends of Scouting		167,496	153,160	70,448	165,680	-	-	-
Project Sales								
824	Popcorn	14,510	20,577	-	20,000	-	-	-
4071	Contributions-Project Sales	14,510	20,577	-	20,000	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-



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Time Study



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Time Study

- If there is no change in time study percentages from the prior year
 - Copy prior year time study journal entry
 - Change the journal date to 01/01/2016, and post the journal entry
- Query LC_TIME_STUDY_JOURNAL_ENTRIES

LC_TIME_STUDY_JOURNAL_ENTRIES - Time Study Journal Entries

Business Unit: 

Fiscal Year:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First [1-6 of 6](#) Last

	Unit	Journal ID	Year	Stat Amt	Line Descr	Line Date
1	L...	2014_TIME%	2014	75.00	Program Time Study Percentage	01/01/2014
2	L...	2014_TIME%	2014	12.00	Management Time Study Percent	01/01/2014
3	L...	2014_TIME%	2014	13.00	Fundraising Time Study Percent	01/01/2014



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Time Study

On the next screen add a long description.

Header	Lines	Totals	Errors	Approval	
Unit:	L590	Journal ID:	2013_TIME%	Date:	01/01/2013
Long Description:	Enter 2013 Time Study Percentages				
*Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry		
Ledger:		Fiscal Year:	2013		
*Source:	GJ	Period:	1		
Reference Number:		ADB Date:	01/01/2013		
Journal Class:					
Transaction Code:	GENERAL				
SJE Type:					
Currency Defaults: USD / CRRNT / 1					
Attachments (0)					
Reversal: Do Not Generate Reversal					
<input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/>					



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Time Study

Click on the link "Templates List"

Header **Lines** Totals Errors Approval

Unit: L590 Journal ID: 2013_TIME% Date: 01/01/2013

[Template List](#) 1 [Change Values](#)

Inter/IntraUnit *Process: Edit Journal Process

▼ Lines

Select	Line	*Unit	*Ledger	Fund	Account	Project	Class	Debit Amount
	1	L590 	ACTUALS					



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Time Study

- 1- Un-Check both the default “LOCAL” & “Permission” boxes.
- 2- Check both of the “Time Study” boxes as shown.
- 3- Click “OK” to Save. NOTE: The default will return when you are through with this journal.

A different looking “Lines” tab page will appear

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns

Chartfield Amount Miscellaneous

Selected	Template Type	Template ID	Default	Unit
<input type="checkbox"/> 1	Permission	LOCAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	All	LOCAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 2	All	TIMESTUDY	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Journal Line Copy Down - Copy Journal Line Columns to New Lines

Chartfield Amount Miscellaneous

Selected	Action	Template Type	Copy Down ID
<input type="checkbox"/> 1		Permission	1
<input type="checkbox"/>		All	1
<input checked="" type="checkbox"/> 2		All	TIMESTUDY

3

OK Cancel Refresh



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Time Study

- 1- Notice that gone are Fund, Account, Project, and Debit/Credit fields.
- 2- Add two lines and then select Account "PROG" and enter the "Stat Amt" from the Time Study for Program.
- 3- Select Account "MNGMNT" and enter the "Stat Amt" from the Time Study for Management.
- 4- Select Account "FUNDR" and enter the "Stat Amt" from the Time Study for Fundraising. BE SURE THAT THE TOTAL OF THE THREE IS 100.00.
- 5- Save your Journal. It is now ready for Edit and Post process on your schedule.

Unit: L590 Journal ID: 2013_TIME% Date: 01/01/2013

Template List Change Values

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	Account	Stat Amt	Journal Line Description
<input type="checkbox"/>	1	L590	ACTUALS	PROG	85.50	Program Time Study Percentage
<input type="checkbox"/>	4	L590	ACTUALS	MNGMT	4.50	Management Time Study Percent
<input type="checkbox"/>	5	L590	ACTUALS	FUNDR	10.00	Fundraising Time Study Percent

Lines to add: 2

Must = 100.00

Unit	Total Lines	Total Debits	Total Credits	Journal Status
L590	3	0.00	0.00	N

Save Notify Refresh Add Up



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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](#)

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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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



PeopleSoft User Security

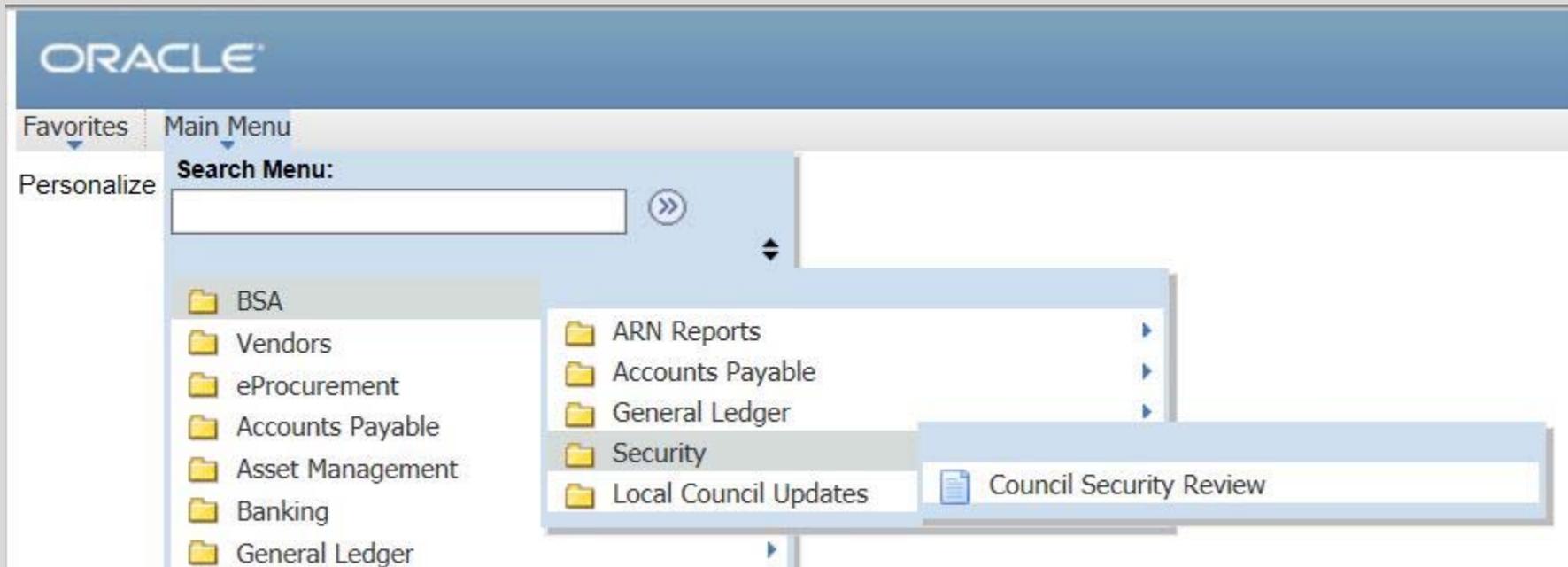
The Scout Executive's Role



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PeopleSoft User Security



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PeopleSoft User Security

ORACLE

Favorites Main Menu > BSA > Security > Council Security Review

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

[Advanced Search](#)



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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
JAMES JAMES	James, James			<input type="checkbox"/>
SOLIMENE	Solimene, Solimene			<input type="checkbox"/>
LAWSON OLIVER	Lawson, Oliver			<input type="checkbox"/>



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
COUNCIL	Council Admin			<input type="checkbox"/>
COUNCIL	Council Admin			<input type="checkbox"/>
COUNCIL	Council Admin			<input type="checkbox"/>
COUNCIL	Council Admin			<input type="checkbox"/>
COUNCIL	Council Admin			<input type="checkbox"/>
COUNCIL	Council Admin			<input type="checkbox"/>
COUNCIL	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](#) (22001,2).

[Submit as Reviewed](#)



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Month-end and JTE transmittal



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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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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: 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

Include Adjustment Periods			
*Adjustment Period	*Adjustment Year	Is Open	Default
998	2012	<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 3

Save Notify Add Update/Display

4



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 All courses in 2016 at ScoutingU – Westlake, TX – August 9 - 11
- **Fiscal Management I**
 - \$125.00 Four more courses in 2016 at various Council offices around the country – June 7 - 9
- **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

