

PeopleSoft User Group

June 8, 2016



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User Group Agenda

- IOI Pay seasonal employees
- JTE data pull date
- Month End Allocations
- Audit Due dates
- SE user Security Check
- Month End Transmittal



IOI Seasonal employees

Two new Job-codes are now available in IOI

8001 – Exempt – salary

8002 – Non-exempt – hourly

Secondary status – Temporary (No authorization code required)



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IOI Seasonal employees

Two new job-codes for seasonal / temporary staff
Exempt employee

Code: 8001 – Please use for exempt seasonal employees

Job Code Title: LC Seasonal – Exempt

Employee Class: S

FLSA Code – Exempt

Pay Type - Salary



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IOI Seasonal employees

Two new job-codes for seasonal / temporary staff
Nonexempt employee

Code: 8002 – Please use for nonexempt seasonal employees

Job Code Title: LC Seasonal – nonexempt

Employee Class: S

FLSA Code – Non-exempt

Pay Type - Hourly



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IOI Seasonal employees

Contact IOI Pay at: (888) 697-0021 for data entering questions

Contact Stephanie Hill at (972) 580-2439 for other questions



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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 New V

Allocation Request

Run Control ID: L114RE [Report Manager](#) [Process Monitor](#) **Run**

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	L114	MONTH-DEF	As-Of Date	04/30/2016	Create Calc Log and Output	Monthly Deferral Allocations	

Save [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): 300

Business Unit: = ▾ L114 🔍 1

Journal ID: begins with ▾

Journal Date: between ▾ 04/15/2016 📅 2
and
05/15/2016 📅 3

Document Sequence Number: begins with ▾

Line Business Unit: = ▾ 🔍

Journal Header Status: = ▾

Budget Checking Header Status: = ▾

Source: = ▾ ALO 🔍 4

User ID: begins with ▾ 🔍

Attachment Exist: = ▾

Case Sensitive 5

Search | Clear | Basic Search | Save Search Criteria



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Audit Due Dates



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2015 Audit Due Date

July 30, 2016

Audits.990@scouting.org

- o One copy of the audited financial statements
- o One copy of the *Communicating Internal Control Related Matters Identified in an Audit* (AU-C Section 265 previously termed an SAS 115/management letter)
- o One copy of the management letter response addressing all advisory comments
- o One copy of audit adjustments
- o One copy of the representation letter
- o One copy of IRS Form 990



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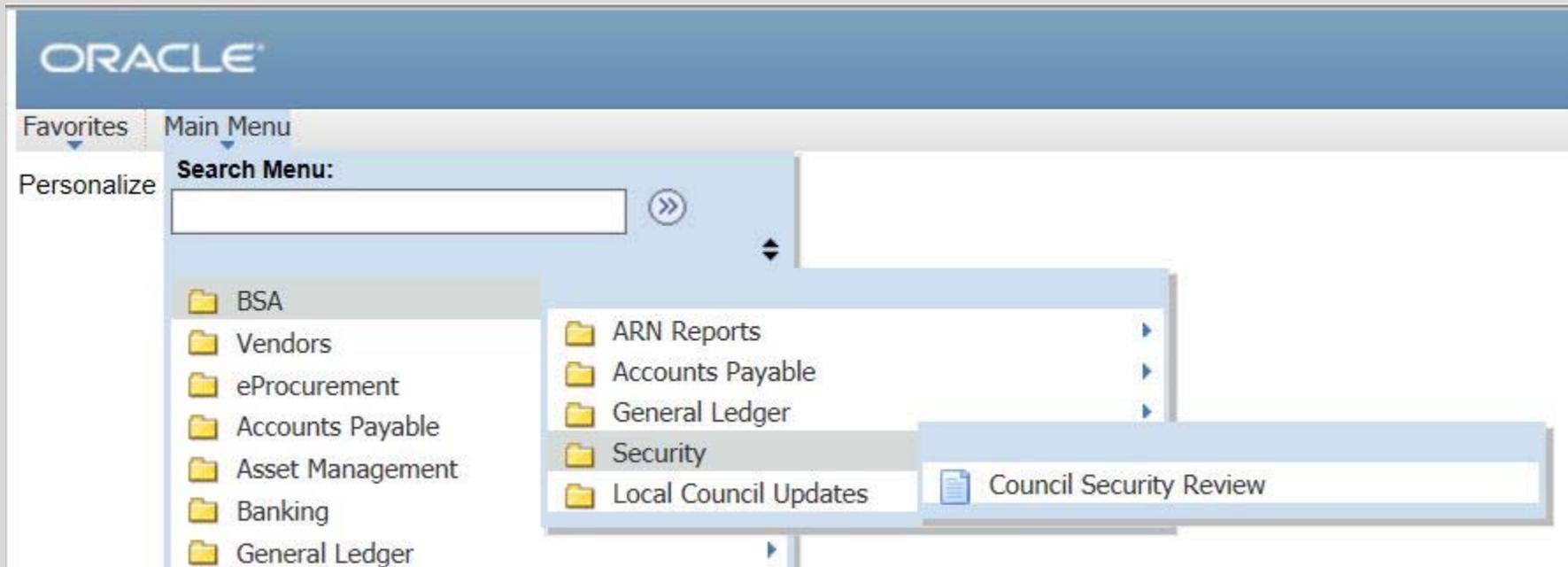
The Scout Executive's Role



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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
JENNIFER J...	Smithson, Amy			<input type="checkbox"/>
SOLIMENE	Blumenthal, Sara			<input type="checkbox"/>
SULLIVAN	Larson, Cliff			<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).



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Month-end and JTE transmittal

Keep two months open



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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: 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

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 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 – August 21 -23
- **Fiscal Management II**
 - \$250.00 – September 13 -14



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Future Scheduled Webinar

- No User Group for July and August

September 14, 2016

10:00AM & 2:00PM

Central



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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

