PeopleSoft User Group

June 8, 2016
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)
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
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
IOI Seasonal employees

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

Contact Stephanie Hill at (972) 580-2439 for other questions
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.”
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.
Month End Allocations

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

<table>
<thead>
<tr>
<th>SetID</th>
<th>Allocation Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L114</td>
<td>BTD.ACTEXP</td>
<td>Budget Tree Deferred Act Exp</td>
</tr>
<tr>
<td>L114</td>
<td>BTD.ACTREV</td>
<td>Budget Tree Deferred Act Rev</td>
</tr>
<tr>
<td>L114</td>
<td>BTD.CMEXP</td>
<td>Budget Tree Deferred Camp Exp</td>
</tr>
<tr>
<td>L114</td>
<td>BTD.CMREV</td>
<td>Budget Tree Deferred Camp Rev</td>
</tr>
<tr>
<td>L114</td>
<td>BTD.SPEEXP</td>
<td>Budget Tree Deferred Sp Evtl Exp</td>
</tr>
<tr>
<td>L114</td>
<td>BTD.SPEREY</td>
<td>Budget Tree Deferred Sp Evtl Revenue</td>
</tr>
<tr>
<td>L114</td>
<td>TD.ACTEXP</td>
<td>Tree-Deferred Activity Expense</td>
</tr>
<tr>
<td>L114</td>
<td>TD.ACTREV</td>
<td>Tree-Deferred Activity Revenue</td>
</tr>
<tr>
<td>L114</td>
<td>TD.CMEXP</td>
<td>Tree-Deferred Camp Expense</td>
</tr>
<tr>
<td>L114</td>
<td>TD.CMREV</td>
<td>Tree-Deferred Camp Revenue</td>
</tr>
<tr>
<td>L114</td>
<td>TD.SPEEXP</td>
<td>Tree-Deferred Sp Event Expense</td>
</tr>
<tr>
<td>L114</td>
<td>TD.SPEREY</td>
<td>Tree-Deferred Sp Event Revenue</td>
</tr>
</tbody>
</table>
## Month End Allocations

![GUI Screenshot](image)

### Effective Date
- **Effective Date:** 01/01/1901
- **Status:** Active
- **Description:** Tree Deferred Activity Expense
- **Allocation Type:** Copy
- **Transaction Code:** GENERAL

**Extension opcode:** Add

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**Footer:**

**BOY SCOUTS OF AMERICA**

**Prepared. For Life.**
Month End Allocations
Month End Allocations

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

You may search for the ALO journals to see that they processed and posted
Audit Due Dates
2015 Audit Due Date

July 30, 2016

Audits.990@scouting.org

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

The Scout Executive’s Role
PeopleSoft User Security
PeopleSoft User Security

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): 300

Search by: Business Unit begins with

Search Advanced Search
PeopleSoft User Security

**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 (220001).

**Audit Details**

<table>
<thead>
<tr>
<th>Audit Year: 2016</th>
<th>Audit Period:</th>
<th>Review Dates:</th>
<th>01/01/2016 thru: 03/31/2016</th>
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</thead>
<tbody>
<tr>
<td>Review Deadline:</td>
<td>03/31/2016</td>
<td>Review Status:</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

**Council Users**

<table>
<thead>
<tr>
<th>User</th>
<th>Name</th>
<th>Type</th>
<th>Last Reviewed</th>
<th>Change Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>User1</td>
<td>Username</td>
<td>Role</td>
<td>02/28/2016</td>
<td></td>
</tr>
<tr>
<td>User2</td>
<td>Username</td>
<td>Role</td>
<td>02/28/2016</td>
<td></td>
</tr>
</tbody>
</table>

Prepared. For Life.
PeopleSoft User Security

<table>
<thead>
<tr>
<th>Favorites</th>
<th>Main Menu</th>
<th>BSA</th>
<th>Security</th>
<th>Council Security Review</th>
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</thead>
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</tbody>
</table>

- BSA LC AP Inquiry
- BSA LC AP Manager
- BSA LC AP Reporting
- BSA LC AP Staff
- BSA LC Banking 01
- BSA LC Executive
- BSA LC Field Staff
- BSA LC GL Design CF projects
- BSA LC GL Manager
- BSA LC GL Post access
- BSA LC GL Reports
- BSA LC GL Staff
- BSA LC GL- Journal Entry
PeopleSoft User Security

ORACLE

Security Review
Business Unit: LTV
Leaves & Leave

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: 2019, Audit Period: 2, Review Dates: 04/01/2019, Time: 06/02/2019
Review Deadline: 05/02/2019, Review Status: Incomplete

Council Users

<table>
<thead>
<tr>
<th>User</th>
<th>Name</th>
<th>Type</th>
<th>Last Reviewed</th>
<th>Change Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Data]</td>
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</tbody>
</table>

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 LTV leaves (22001.1).

Submit as Reviewed
Month-end and JTE transmittal

Keep two months open
## Month-end and JTE Transmittal

### Month-End Checklist

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Close Accounts Payable Period</td>
</tr>
<tr>
<td></td>
<td>Close Depreciation</td>
</tr>
<tr>
<td></td>
<td>Enter all Journal Entries</td>
</tr>
<tr>
<td></td>
<td>Generate Scope reports for Camps, Activities and Special Events</td>
</tr>
<tr>
<td></td>
<td>Enter Recurring Insurance &amp; Allocations</td>
</tr>
<tr>
<td></td>
<td>Define Allocation Step</td>
</tr>
<tr>
<td></td>
<td>Run Allocation Process</td>
</tr>
<tr>
<td></td>
<td>Close Asset Management Period</td>
</tr>
<tr>
<td></td>
<td>Run Detail Operating Statements</td>
</tr>
<tr>
<td></td>
<td>Review Income &amp; Expenses</td>
</tr>
<tr>
<td></td>
<td>Run Draft Financial Statements</td>
</tr>
<tr>
<td></td>
<td>Reconcile Assets &amp; Liabilities</td>
</tr>
<tr>
<td></td>
<td>Adjust Actuals if Needed</td>
</tr>
<tr>
<td></td>
<td>Adjust Budget Amounts</td>
</tr>
<tr>
<td></td>
<td>Produce Final Financials</td>
</tr>
<tr>
<td></td>
<td>Close General Ledger Period and Open Next Period</td>
</tr>
<tr>
<td></td>
<td>Submit JTE data</td>
</tr>
<tr>
<td></td>
<td>Reconcile Bank Accounts</td>
</tr>
<tr>
<td></td>
<td>Reconcile Investment Accounts</td>
</tr>
</tbody>
</table>

### General Ledger

- 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/iVision > 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/iVision > Define Report Request
- Reporting Tools > PS/iVision > Define Report Request
- General Ledger > Journals > Journal Entry > Create/Update Journal Entries
- General Ledger > Journals > Journal Entry > Create/Update Journal Entries
- Reporting Tools > PS/iVision > 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 (5)
- Banking > Reconcile Statements > Semi-Manual reconciliation (8)
- Banking > Reconcile Statements > Select Book To Bank Statements
Month-end and JTE transmittal
Month-end and JTE transmittal
Month-end and JTE transmittal
Month-end and JTE transmittal
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
Future Scheduled Webinar

• No User Group for July and August

September 14, 2016
10:00AM & 2:00PM
Central
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
Feedback Time

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