

PeopleSoft User Group

October 12, 2016



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User Group Agenda

- Changes in PeopleSoft coming October 24th
- Checking for Errors
- Temp Restricted Funds Report
- 2017 Budget Preparation
- Year End Preparation
- Blackbaud CRM update
- Month End



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Upgrade Changes to PeopleSoft Fiscals

ORACLE®
PEOPLESOFT **** pre-prod TEST system ****

User ID

Password

Select a Language

Enable Accessibility Mode

[Set Trace Flags](#)

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Upgrade Changes to PeopleSoft Fiscals

Two programs operate PeopleSoft

“Tools” run the processors, developer tools, and nVision report creation

We are upgrading to 8.54 in October

“Applications” is the actual software we use day to day

We are planning to upgrade to 9.2 in late 2017 or early 2018

Testing finished last week

Friday October 21st 5:00PM CST all of PeopleSoft begins outage

Sunday October 23rd 8:00PM CST System comes back up

- New Journal Upload tools (JRNL1._LCxls.xls)
- Using the Tree Manager page, you are able to cut multiple tree nodes or tree leaves using the Cut icon, and then you use the Paste as Sibling or Paste as Child icons to paste all cut tree nodes or tree leaves at once together as children or siblings



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Checking for Journal Errors



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Checking for Journal Errors

When Journals have an error and can not post to the General Ledger it will stay in an error state until you go to “Create/Update Journal Entries” to make corrections.



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Checking for Journal Errors

Favorites Main Menu > General Ledger > Journals > Journal Entry > 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

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

Business Unit:	= <input type="button" value="▼"/> <input type="text" value="L"/>  1
Journal ID:	begins with <input type="button" value="▼"/> <input type="text"/>
Journal Date:	= <input type="button" value="▼"/> <input type="text"/>  2
Document Sequence Number:	begins with <input type="button" value="▼"/> <input type="text"/>
Line Business Unit:	= <input type="button" value="▼"/> <input type="text"/>  3
Journal Header Status:	= <input type="button" value="▼"/> <input type="text" value="Journal Has Errors"/>  2
Budget Checking Header Status:	= <input type="button" value="▼"/> <input type="text"/>
Source:	= <input type="button" value="▼"/> <input type="text"/>  3
User ID:	begins with <input type="button" value="▼"/> <input type="text"/>  3
Attachment Exist:	= <input type="button" value="▼"/> <input type="text"/>

Case Sensitive

[Basic Search](#) [!\[\]\(c9f3cb5393441f30af592790ac06ab3b_img.jpg\) Save Search Criteria](#)



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Checking for Journal Errors

Search Results

View All																	First	1-5 of 5	Last
Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Debits	Journal Total Statistical Units	Description	User ID	Attachment Exist			
L	0002617412	09/14/2015	0	(blank)	L	Errors	Valid	ACTUALS	CJ	USD	6	36364	0	113422279 Fundraising System	LC_BSABATCHN				
L	0002626889	07/14/2015	0	(blank)	L	Errors	Valid	ACTUALS	CJ	USD	4	80.25	0	113440384 Fundraising System	LC_BSABATCHN				
L	AP02399474	05/28/2015	0	(blank)	L	Errors	Valid	ACTUALS	AP	USD	4	409.41	0	Accounts Payable	LC_BSABATCHN				
L	AP02616885	09/23/2015	0	(blank)	L	Errors	Valid	ACTUALS	AP	USD	38	321220.62	0	Accounts Payable	LC_BSABATCHN				
L	AP02616886	09/30/2015	0	(blank)	L	Errors	Valid	ACTUALS	AP	USD	8	21853.8	0	Accounts Payable	LC_BSABATCHN				



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Temporarily Restricted Funds



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Temporarily Restricted Funds

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

nVision Report Request Advanced Options Query Prompts

Business Unit: L114 **Report ID:** TRFUND [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)

Report Title: Temporarily Restricted Funds [Transfer to Report Books](#)

***Layout:** LCTEMP RESTRICTED ALL FUNDS [Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

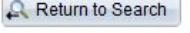
Report Date Selection

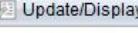
***As Of Reporting Date:** 09/30/2016 

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

Output Options

***Type:** Web [Scope and Delivery Templates](#)
***Format:** Microsoft Excel Files (*.xls)

[nVision Report Request](#) | [Advanced Options](#) | [Query Prompts](#)



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Temporarily Restricted Funds

ProjectID / Description	Operating Fund					Capital Fund					Endowment Fund					
	Column #1 Beginning TR Net Asset This Year	Column #2 Plus New TR Income This Year	Column #3 Minus TR Net Assets Released	Column #4 TR Net Asset Adjustments	Column #5 Equals YTD TR Balance Waiting Release	Column #1 Beginning TR Net Asset This Year	Column #2 Plus New TR Income This Year	Column #3 Minus TR Net Assets Released	Column #4 TR Net Asset Adjustments	Column #5 Equals YTD TR Balance Waiting Release	Column #1 Beginning TR Net Asset This Year	Column #2 Plus New TR Income This Year	Column #3 Minus TR Net Assets Released	Column #4 TR Net Asset Adjustments	Column #5 Equals YTD TR Balance Waiting Release	
000 Council General						154,480.00		-154,480.00			1,272,708.55				1,272,708.55	
002 Credit Card Account											50,978.00				50,978.00	
006 CAPITAL CAMPAIGN						2,420,705.45		-20,637.65		2,051,065.75						
007 CAPITAL CAMPAIGN						5,651,359.20		214,444.24	95,661.65	5,392,355.00						
055 National Jamboree 2017		26,025.00														
045 Gals	15,000.00		-15,000.00			48.00	152,610.00		-152,610.00							
002 UNITED WAY CAMPAIGN	5,000.00		-5,000.00													
000 FRIENDS OF SCOUTING	147,261.50		-147,261.50													
002 GSM Summer		450.00														
155 LCDOS9 Camporees - August Inc	2,546.00		-2,546.00													
1811 Post 3992 - Grant Hamlin	4,566.32		-1,453.00		3,154.82											
405 District Operations		2,096.70				2,096.70										
534 PG Special Assistance	410.00		-200.00		210.00											
555 Foundations and Trusts	587.54		-587.54													
556 Board PDS	375,990.21		-375,990.21													
557 STEM Van		1,250.00				1,250.00	26,357.59		-26,357.59							
559 PG ScoutingReach 2015	6,278.75					6,278.75										
562 TN PG Grant	21,255.62	7,500.00	-5,940.00		25,115.62											
563 2014 PG Grant Bar Association	464.00					464.00										
565 2014 Neil Cappong Scholarship	764.30					764.30										
566 Donald Sencic Trust																
555 LCDOS9 Wetlands Maintenance Fund							10,665.69	7,544.00	-1,406.41		16,803.25				16,803.25	
559 Dryden Shooting Pavilion							35,000.00				35,000.00				35,000.00	
925 WES Maintenance Bldg							100,000.00				100,000.00				100,000.00	
949 WW14 - Walkerville Property							357,421.06		-357,421.06							
954 Virgin Islands	2,500.00		-2,500.00					10,000.00			10,000.00				10,000.00	
9545 USVI MTF Program	22,567.00		-1,815.00		21,052.00			10,000.00			10,000.00				10,000.00	
9551 GSM - Trail Marker (Pan) TX																
955 ScoutingReach	2,075.00	7,616.00	-2,075.00		7,616.00											
9552 PHILMONT-ROBERTSON CAMPERSH	11,650.00					11,650.00										
9552 CAMP OOSHEN YRD	1,550.00		-1,550.00													
955 Camp Snyder Year Round	155,405.00					155,405.00		2,554.72	-2,554.72							
Total	R/N/A	755,359.72	48,157.70	-560,575.25		239,852.17	7,200,021.87	251,755.24	-1,236,255.79		6,125,544.12	1,441,050.71				1,441,050.71
---- End of Statement ----																



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Temporarily Restricted Funds

Project ID / Description	Operating Fund				
	Column #1 Beginning TR Net Asset This Year	Column #2 Plus New TR Income This Year	Column #3 Minus TR Net Assets Released	Column #4 TR Net Asset Adjustments	Column #5 Equals YTD TR Balance Waiting Release
000 Council General					
002 Credit Card Account					
006 CAPITAL CAMPAIGN					
007 CAPITAL CAMPAIGN					
035 National Jamboree 2017		26,025.00		26,025.00	
048 Gala	15,000.00		-15,000.00		
082 UNITED WAY CAMPAIGN	3,000.00		-3,000.00		
090 FRIENDS OF SCOUTING	147,861.50		-147,861.50		
092 GSR Summer		450.00		450.00	
135 LC0039 Camperships -Augustine	2,546.00		-2,546.00		
1911 Post 1991 - Grant Hamlin	4,566.82		-1,432.00		3,134.82
405 District Operations		2,096.70			2,096.70
514 PG Special Assistance	418.00		-200.00		218.00
555 Foundations and Trusts	867.54		-867.54		
556 Board FOS	375,990.21		-375,990.21		
557 STEM Van		1,250.00		1,250.00	
559 PG Scoutreach 2013	6,279.73				6,279.73
562 TNI PG Grant	21,555.62	7,500.00	-5,940.00		23,115.62
5621 2014- PG Grant Bar Association	464.00				464.00
563 2014 Natl Exploring Schlorship	764.30				764.30
845 Donald Barret Trust					
855 LC0039 Wetlands Maintence Fund					
859 Snyder Shooting Pavilion					
905 WBS Maintenance Bldg					
949 WW14 - Walkersville Property					
984 Virgin Islands	2,500.00		-2,500.00		
9843 USVI MVP Program	22,867.00		-1,815.00		21,052.00
9861 GSR - Trail Marker (Faris) TR					
988 Scoutreach	2,073.00	7,816.00	-2,073.00		7,816.00
990 PHILMONT-ROBERTSON CAMPERSH	11,880.00				11,880.00
992 CAMP GOSHEN YRD	1,350.00		-1,350.00		
998 Camp Snyder Year Round	135,406.00				135,406.00
Total	#N/A	755,389.72	45,137.70	-560,575.25	239,952.17



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Temporarily Restricted Funds

Temporarily Restricted Funds Report					Unrestricted				
Project ID / Description	Temporarily Restricted					Column #6 New YTD Unrestricted Income	Column #7 Plus UR Net Assets Released	Column #8 Expenses This Year	Column #9 Possible Reclass Variance Based on Expenses
	Column #1 Beginning TR Net Asset This Year	Column #2 Plus New TR Income	Column #3 Minus TR Net Assets Released	Column #4 TR Net Asset Adjustments	Column #5 Equals YTD TR Balance Waiting Release				
000 [REDACTED]	1,272,708.85				1,272,708.85	175,631.59		15,301.53	-160,330.06
002 [REDACTED]	50,978.86				50,978.86	195,231.43		8,096.30	-187,135.13
007 [REDACTED]						1,282.00		1,282.00	
015 [REDACTED]						26,688.65		2,318.00	-24,370.65
135 [REDACTED]	74,282.00				74,282.00	13,343.52		13,343.52	
402 [REDACTED]						2,590.90		2,590.90	
545 [REDACTED]						1,052.50		1,052.50	
607 [REDACTED]						68.97		68.97	
610 [REDACTED]									
845 [REDACTED]	44,111.00				44,111.00	20,278.78		996.98	-19,281.80
855 [REDACTED]						30,702.99		1,242.06	-29,460.93
856 [REDACTED]						50,049.72		4,433.47	-45,616.25
988 [REDACTED]								-178.80	-178.80
999 Unallocated expenses									
Total	#N/A	1,442,080.71			1,442,080.71	498,583.16		50,547.43	-448,035.73

---- End of Statement ----



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Budget Preparation



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Budget Preparation

- 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 12-31-16
 - Provides current plus 2 years of history and budget



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Budget Preparation

- Build out your tree
- Make “nodes” for each budget participant
- Create two “scopes” for each “node”
 - Summary (page 8-21 in PeopleSoft User Guide)
 - Individual (page 8-22) in PeopleSoft User Guide)
- Define report request and use email feature to send Detailed Budget Analysis-Scope reports



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Starting Your Budget

LC_BUDGET_SPREADSHEET_FIS_YR - Budget Spreadsheet - Fis Year															
Business Unit: <input type="text"/> <input type="button" value="Search"/>															
Year: 2016															
<input type="button" value="View Results"/>															
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	AUG
1	1	4001	000	90	Contributions-FOS	GENERAL	-96000.000	-96000.000	-96000.000	-72000.000	-96000.000	-24000.000	0.000	0.000	
2	1	4002	000	90	Contributions-FOS-Prior Years	GENERAL	-75000.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
3	1	4069	000	90	Prov for Unc-FOS	GENERAL	6660.000	6660.000	6660.000	4995.000	6660.000	1665.000	0.000	0.000	
4	1	4071	000	90	Contributions-Project Sales	GENERAL	0.000	0.000	0.000	0.000	0.000	0.000	-6000.000	0.000	
5	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	-9200.000	
6	1	4071	102	90	Contributions-Project Sales	CUB ADVENTURE CAMP	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-4500.000	
7	1	4071	417	90	Contributions-Project Sales	MEMBERSHIP RECRUITMENT	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
8	1	4071	451	90	Contributions-Project Sales	SCOUTING FOR FOOD - CNCL	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
9	1	4071	601	90	Contributions-Project Sales	FALL POPCORN SALE	0.000	0.000	-18167.000	0.000	0.000	0.000	-18167.000	0.000	
10	1	4201	510	90	Contributions-SE-Sponsorships	DISTING CITIZEN DINNER	0.000	0.000	0.000	0.000	0.000	-40000.000	0.000	0.000	
11	1	4201	800	90	Contributions-SE-Sponsorships	WINE TASTING AND AUCTION	0.000	0.000	0.000	0.000	0.000	0.000	-8000.000	0.000	
12	1	4201	850	90	Contributions-SE-Sponsorships	SPORTING CLAYS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
13	1	4202	510	90	Contributions-SE-Participants	DISTING CITIZEN DINNER	0.000	0.000	0.000	0.000	0.000	-35000.000	0.000	0.000	



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Actual Spreadsheet

LC_ACTUAL_SPREADSHEET_FIS_YR - Actual Spreadsheet-Fis Year																									
Business_Unit:		<input type="text"/> <input type="button" value="Search"/>																							
Year:		2016																							
<input type="button" value="View Results"/>																									
Download results in : Excel SpreadSheet CSV Text File XML File (832 kb)																									
<input type="button" value="View All"/>																									
	Unit	Fund	Account	Project	Class	Account Descr	Project Descr	JAN	FEB	MAR	APR	MAY	JUN	JUL											
301	 1	6801	166	20	Activity-Fees	ST. CLAIR FALL CAMPOREE	0.000	0.000	0.000	0.000	0.000	0.000	0.000												
302	 1	6801	169	20	Activity-Fees	SC 5K Race	0.000	0.000	0.000	0.000	0.000	0.000	0.000												
303	 1	6801	172	20	Activity-Fees	CUB SCOUT LAUCH-CAMP JOY	0.000	0.000	0.000	0.000	0.000	0.000	0.000												
304	 1	6801	230	20	Activity-Fees	CMD RECOGNITION DINNER	-5.100	0.000	-1512.660	0.000	0.000	0.000	0.000												
305	 1	6801	249	20	Activity-Fees	CMD PINEWOOD DERBY	-12.000	-581.760	-1177.320	0.000	0.000	0.000	0.000												
306	 1	6801	360	20	Activity-Fees	BG DIST DINNER	0.000	0.000	-749.700	0.000	0.000	0.000	0.000												
307	 1	6801	362	20	Activity-Fees	BG DIST KLONDIKE	0.000	0.000	-225.000	0.000	0.000	0.000	0.000												
308	 1	6801	366	20	Activity-Fees	BG FALL CAMPOREE	0.000	0.000	0.000	0.000	0.000	0.000	0.000												
309	 1	6801	400	20	Activity-Fees	WOODBADGE	0.000	0.000	0.000	0.000	0.000	0.000	0.000												
310	 1	6801	410	20	Activity-Fees	NATIONAL YOUTH LEADER TRAINING	-10.000	0.000	0.000	0.000	0.000	0.000	0.000												
311	 1	6801	419	20	Activity-Fees	INDOOR LEADER SPECIFIC TRNING.	0.000	0.000	0.000	0.000	0.000	0.000	0.000												
312	 1	6801	421	20	Activity-Fees	IOLS/BALOO TRAINING	0.000	0.000	0.000	0.000	0.000	0.000	0.000												
313	 1	6801	430	20	Activity-Fees	CNCL REC DINNER	0.000	0.000	-3823.000	-630.000	60.000	0.000	0.000												
314	 1	6801	440	20	Activity-Fees	TRAINER'S EDGE	0.000	0.000	0.000	-520.000	0.600	0.000	0.000												
315	 1	6801	442	20	Activity-Fees	VENTURING ILS/C WEEKEND	0.000	0.000	0.000	0.000	0.000	0.000	0.000												
316	 1	6801	443	20	Activity-Fees	Experience Venturing	0.000	0.000	0.000	-225.000	-555.000	0.000	0.000												
317	 1	6801	444	20	Activity-Fees	KLONDIKE CMD/PBD	-28.360	0.000	-3214.840	0.000	0.000	0.000	0.000												
318	 1	6801	450	20	Activity-Fees	UNIVERSITY OF SCOUTING	-67.200	-7591.580	-6386.920	0.000	0.000	0.000	0.000												
319	 1	6801	462	20	Activity-Fees	HIGH ADV/1ST AID/LNT TRAINING	-15.800	0.000	0.000	0.000	0.000	0.000	0.000												
320	 1	6801	560	20	Activity-Fees	KASK DINNER	-0.400	0.000	-999.200	0.000	0.000	0.000	0.000												
321	 1	6801	565	20	Activity-Fees	KASK PINEWOOD DERBY	0.000	0.000	-279.840	0.000	0.000	0.000	0.000												



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Budget Report

Detailed Budget Analysis for: SELECT - Select a code Period Ending: December 31, 2016									
Project: 358 - NEAM Merit Badge Clinic Spring		Future Budgets							
Account	Project Name / Account Name	Actuals		Actuals		Budget	Future Budgets		
		2014	2015	2016	2016	2016	2017	2018	2019
6	358 NEAM Merit Badge Clinic Spring	1,020	1,495	1,163	1,920	1,680	-	-	-
7	6801 Activity-Fees	1,020	1,495	1,163	1,920	1,680	-	-	-
7	Activity Revenue Less Cost of Goods and Discount	1,020	1,495	1,163	1,920	1,680	-	-	-
4	TOTAL REVENUE	1,020	1,495	1,163	1,920	1,680	-	-	-
6	TOTAL SUPPORT AND REVENUE	1,020	1,495	1,163	1,920	1,680	-	-	-
6	358 NEAM Merit Badge Clinic Spring	900	1,125	1,045	1,680	1,440	-	-	-
7	8402 Site of Facility Rental	900	1,125	1,045	1,680	1,440	-	-	-
7	Total Occupancy & Utilities	900	1,125	1,045	1,680	1,440	-	-	-
4	358 NEAM Merit Badge Clinic Spring	-	21	-	-	84	-	-	-
5	9404 Bank Service Charges	-	21	-	-	84	-	-	-
4	Total Miscellaneous Expenses	-	21	-	-	84	-	-	-
13	TOTAL OTHER EXPENSES	900	1,146	1,045	1,680	1,524	-	-	-
15	TOTAL EXPENSES	900	1,146	1,045	1,680	1,524	-	-	-
7	SURPLUS (Deficit) UR REVENUE/EXPENSE	120	349	118	240	156	-	-	-
14	Change in Unrestricted Net Assets	120	349	118	240	156	-	-	-
1	-	-	-	-	-	-	-	-	-
2	Total Adjustments to Net Assets	-	-	-	-	-	-	-	-
4	Unrestricted Net Assets - End of Period	120	349	118	240	156	-	-	-
5	--- End of Statement ---								

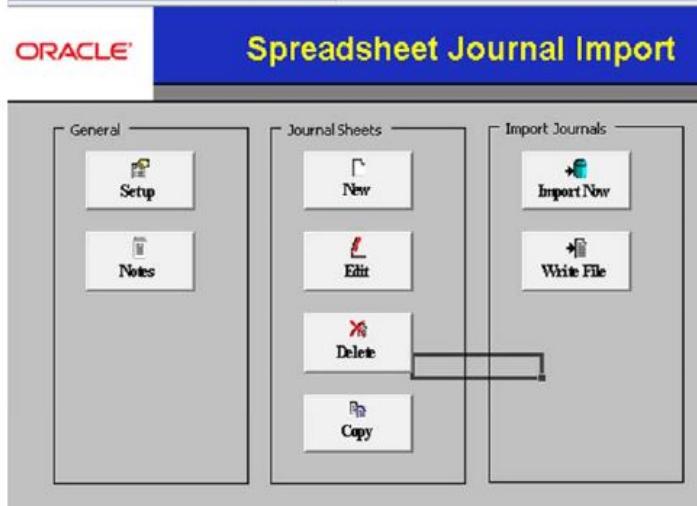


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Budget Preparation

Task #2 - Set up the template

Step	Action
1	<p>Open the JRNL1 spreadsheet. This is the template that is used to upload journal entries into PeopleSoft.</p> 
2	<p>The user may see a message that asks if they want to Enable the Macros. Click Enable</p> <p>Click on Setup</p>



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www.scouting.org/financeimpact

Council Fiscal Management Council Fund Development Training FID e-Letter

[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

[Finance Impact > Council Fiscal Management > PeopleSoft Documents > Budget Tools](#)

Budget Tools

Tools to make the budget process more simple in PeopleSoft

[PeopleSoft Budget Upload Spreadsheets](#)

[Budget Upload Tool Zip](#) file with macros - unzip these all to one file folder on your desktop

[Budget Recorded Webinar](#)

[Budget in PeopleSoft](#)

[Budget & Actual Queries Introduced](#)



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Year End Preparation & Time Study Journal Entry



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Year End Preparation

- Current with Monthly Reconciliations
- 1099 Process
 - IRS Form 4419 (Application for Filing Information Electronically)
 - Submit TCC number to National Support Center
 - Instructions to process 1099s
 - Instructions to Adjust 1099s
 - Recorded Webinar on FID website
- Time Study Journal Entry – Chapter 5
- Recording Fixed Asset Additions/Changes



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Time Study Journal Entry

- 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:

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

First  1-3 of 3  Last

	Unit	Journal ID	Year	Stat Amt	Line Descr	Line Date
1	L	YE02994071	2016	46.27	Fundraising Time Study Percent	01/01/2016
2	L	YE02994071	2016	25.46	Management Time Study Percent	01/01/2016
3	L	YE02994071	2016	428.27	Program Time Study Percentage	01/01/2016



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Create a Time Study Journal Entry

Section 5.4.2 (page 5-8)

- 1. Add a New Value Tab**
- 2. Enter Business Unit**
- 3. Journal ID of your choice**
- 4. Journal date Jan 1 of affected year.**
- 5. Click "Add"**

The screenshot shows a software interface for creating journal entries. At the top, a navigation bar reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. Below this is a sub-menu titled 'Create/Update Journal Entries' with two options: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' option is highlighted with a yellow box and has a red circle with the number '1' above it. The main input area contains three fields: 'Business Unit' with value 'L114' and a search icon, 'Journal ID' with value '2016_Time%', and 'Journal Date' with value '1/1/2016'. Each of these fields has a red circle with a number: '2' above the business unit, '3' above the journal ID, and '4' above the journal date. At the bottom left of the input area is a button labeled 'Add' with a red border and a red circle with the number '5' to its right. Below the input area is a link 'Find an Existing Value | Add a New Value'.



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Create a Time Study Journal Entry

Click on the link “Templates List”

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

Header Lines Totals Errors Approval

Unit: [Template List](#) Journal ID: 2016_TIME% Date: 0

Search Criteria

*Process: Edit Journal

Lines

Select	Line	Unit	Fund	Project	Class	Ledger	Account	Debit Amou
<input type="checkbox"/>	2	L				ACTUALS	MNGMT	
<input type="checkbox"/>	3	L				ACTUALS	FUNDR	
<input type="checkbox"/>	1	L				ACTUALS	PROG	



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Create a Time Study Journal Entry

1 & 3 - Un-Check both the default “LOCAL” & “Permission” boxes.

2 & 4 - Check both of the “Time Study” boxes as shown.

5 - Click “OK” to Save. NOTE: The default will return when you are through with this journal.

A different looking “Lines” tab page will appear.

The screenshot shows two overlapping dialog boxes from a software application. The top dialog is titled "Journal Entry Template List" and has a sub-titile "Journal Entry Template - Show Journal Line Grid Columns". It contains a grid of rows with columns for Selected, Template Type, Template ID, Default, Unit, Ledger, Speed Type, Event, and Action. Row 1 (Permission) has a checked "Selected" box and is circled in red with the number 1. Row 2 (All STANDARD) has an unchecked "Selected" box. Row 3 (All LOCAL) has an unchecked "Selected" box. Row 4 (All TIMESTUDY) has a checked "Selected" box and is circled in red with the number 2. The bottom dialog is titled "Journal Line Copy Down - Copy Journal Line Columns to New Lines" and has a sub-titile "Journal Line Copy Down - Copy Journal Line Columns to New Lines". It contains a grid of rows with columns for Selected, Action, Template Type, Copy Down ID, Default, Unit, and Ledger. Row 1 (Permission) has an unchecked "Selected" box and is circled in red with the number 3. Row 2 (All) has an unchecked "Selected" box. Row 3 (All TIMESTUDY) has a checked "Selected" box and is circled in red with the number 4. At the bottom of the bottom dialog are buttons for OK, Cancel, and Refresh, with the OK button highlighted in yellow and circled in red with the number 5.



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Blackbaud CRM Update

- 4.0 upgrade in June
- Integration with Membership
- FOS Custom Solution
- Reporting
- 35 Councils to date, 20 more this month
- 20 more in November
- 20 – 25 a month in 2017



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Blackbaud CRM Update



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Blackbaud CRM Update

- Batch based process
 - Process all Fund Raising revenue through Blackbaud
 - You will stop using Sellwise for Contributions
 - Process Credit Card though Blackbaud
 - 2.59% plus .25Cents a transaction
 - Credit Card update service included
 - Recurring gift option available
 - Reconcile batches to bank deposits



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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

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

Month _____

[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

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): 300

PeopleSoft Product: begins with GL

Business Unit: = L114

Ledger Group: = 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~~1000~~ Ledger Group: ACTUALS

Show all transaction types [Customize](#) [Find](#) [First](#) **1 of 1** [Last](#) [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 <input type="button" value="Search"/>	1 <input type="button" value="Search"/>	01/01/2016	2016 <input type="button" value="Search"/>	4 <input type="button" value="Search"/>	04/30/2016

Include Adjustment Periods [Customize](#) [Find](#) **1 of 1**

*Adjustment Period	*Adjustment Year	Is Open	Default
998 <input type="button" value="Search"/>	2012 <input type="button" value="Search"/>	<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 1

Fiscal Year: 2016 2

Period: 1 3

Save 4

Notify

Add

Update/Display

5



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Month-end and JTE transmittal

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

Process List

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

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

Verify "Success" & "Posted"

Go back to BSA GL Period Balances

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)



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2016 Training Opportunities

www.scouting.org/FinancialImpact/Training

- **First Time Accounting Specialist Training**
 - \$625.00 All courses in 2016 at ScoutingU – Westlake, TX – October 25 - 27
- **Fiscal Management I**
 - \$125.00 Two more courses in 2016 at various Council offices around the country – 11/15
- **Fiscal Management II**
 - 2017 course TBD



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Future Scheduled Webinar

November 9, 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

- 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



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