PeopleSoft User Group

November 09, 2016

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User Group Agenda

- Tools Upgrade debriefing

- Budget process and uploads

- Year End Preparation

- 1099 Electronic Filing Prep

- Updating the Journey To Excellence

- Semi Annual SE security review

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Tools Upgrade Debriefing

- Upgrade of PS tools
  - Implement PS tools 8.54
  - Correction of connectivity issues
  - Tech refresh with all new servers
- Issues Found
  - Printer configuration / Wycom Signature Machines
  - Unsupported operating Systems
  - nVision Layout changes (%SCD% variable)
  - Journal Upload character issue
  - Remote Login for some

Tools Upgrade Debriefing

– Journal Upload – Runs to success but does not show – Check Process monitor

– Journal Upload - no special characters in the journal ie: "%"

– Windows 8

– Browsers: Explorer 8, Firefox 18, Chrome current and above

– IE needs changes to "Compatibility View Settings"

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

Budget Preparation

Budget Preparation

14.4.1 Uploading Completed Budgets

The council should have an excel spread sheet for gathering the budget data for uploading. The standard format is a file named "Journal Upload and Budget Upload Gathering Worksheet". The workbook contains instructions, a template to gather budget detail as above, and an upload formatted sheet for each month of the year.

Once gathered, budget numbers can be copied into a template that will upload them directly as journals into PeopleSoft. They arrive as unposted general journals which can be changed, edited and then posted or deleted for a retry.

14.4.1.1 Using the Gathering Template

Task #1 Open the Excel® Spreadsheet "Journal Upload and Budget Upload Gathering Worksheet"

Task #2 Fill in the Set-up Tab (Business Unit and "USD") as below. This will be saved and will be retrained for future loads.

Fill in the two cells below	
L556	PeopleSoft Business Unit (usually L999 - Council Number)
USD	Currency (USD unless otherwise directed by user)

Data Preparation Steps:

Step 1	Gather your data for journal upload. This can be to either ACTUALS of BUDGET ledger as indicated by the tabs below.
Step 2	Organize your data in the order of colums as in the selected "Master" tab below. The order is important. Arranged y
Step 3	Copy your data from your source and "PAST SPECIAL - VALUES" only into the selected "MASTER" sheet for either Actu
Step 1	After all the budget data you wish to load is placed into the Master Tab. Count the number of lines in your data belo
Step 2	Open your import file JRNL1.LC.xls - Set up your Header for your Business Unit including the date that is in the perio
Step 3	Add the number of rows in the JRNL1.LC.xls file that will match your data rows.
	This is done by clicking the button shown at the right here and entering the number of rows to add +..
Step 4	Start with
	Then add Row numbers in the upload template so they match your data and there is a row number in the grey portio

Budget Preparation

Task #3 Copy and Paste or load the data being returned from budget work into the gathering document.

Paste your Data here beginning with Cell C4 across the months you are entering now. USE THE PAST SPECIAL - VALUES setting.

Bus Unit	Ledger	Fund	Account	Project	Class	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
L556	BUDGET	1	6801	444	20						(5,600.00)		
L556	BUDGET	1	8301	444	20						4,800.00		
L556	BUDGET	1	4001	000	90	(250,000.00)	(400,000.00)	(280,000.00)	(12,500.00)				
L556	BUDGET	1	7002	000	99	68,500.00	68,500.00	68,500.00	72,600.00	72,600.00	72,600.00	72,600.00	72,600.

Header — GL Account — Periods — Enter Debits as a Positive — Enter Credits as a Negative

REMEMBER: Debits are entered as a positive number. Credits are entered as a negative number.

Do not budget for deferred months on projects that are deferred.

Task #4 Copy the data from the "Jan" tab into the upload template (January budgets)

HINT: First look at the "Jan" tab and count the lines you are about to copy to the upload template. Go to the bottom of the data and look at the Excel® row number then subtract 1 from that number. This will allow you to open the correct number of rows in the template for pasting. See instructions below on pasting data.

Task #4 Upload January budget data into the GL. After a successful upload, you will repeat the steps above and copy/upload "Feb", "Mar" etc. Be sure you change the effective date on the upload template to match each month.

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Budget Preparation

Task #2 - Set up the template

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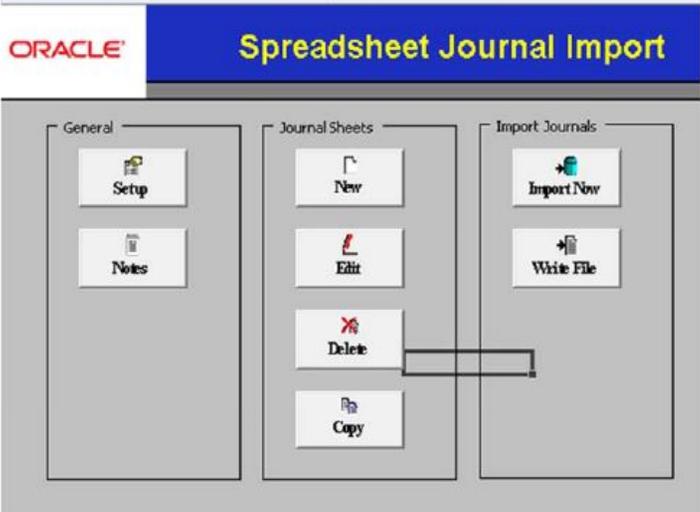
Budget Preparation

Step	Action
3	**Define Options and Defaults**

Header Defaults

Business Unit: L144

Date: 01/01/2011

Ledger Group: BUDGET

Source: GJ

User ID:

☐ Enable Multibook

☑ AutoGen Lines

General Options

Language: English

Message Options

○ Log Error Message only

● Log Successful and Error Message

☑ Display Messages Online

[OK] [Cancel] [Configure]

Document Sequencing

☐ Enable Document Sequencing

Default Document Type:

Online Import Control

Address: http://ntlwebpp16.netbsa.org:8140/xmllink/I

User ID:

After successful import

○ Change import status to Do Not Import

● Keep import status as Import

☐ Skip if Journal already exists

☐ Skip if Journal has error

Enter the proper Business Unit
Enter the default date
Enter the Ledger Group (ACTUALS or BUDGET)
Enter Source: GJ
**All other fileds should default. The address represents the environment. Users will be provided the Production address in the version provided during training.

Optional: Enter User ID (It can be loaded later)

Click **OK**

Budget Preparation

Budget Preparation

Budget Preparation

Step	Action
1	New Click **New**
2	New Journal Sheet New Journal Sheet Name: OK Cancel Jan 2013 Budget Enter the Journal Sheet Name i.e. **January 2013 Budget** Click **OK**
3	Spreadsheet Journal Import Journal Header Sys ID Unit Journal ID Date + Journal Lines Sys ID Journal ID Line # Unit Ledger Account Fund Cls + − +... −... Select fields to copy from a previous line Click on the first plus sign under Jounal Header +
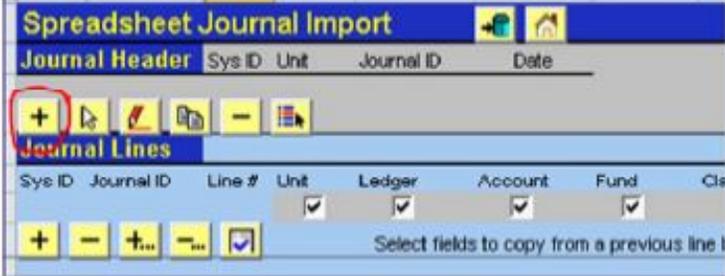
Budget Preparation

Step	Action
6	

Enter your data in the grey area and in this exact sequence: Business Unit, Ledger, Account, Fund, Class, Project, Currency (USD), Amount and Description, and start in the cell circled in red here. If you are pasting from another spreadsheet in the same format, please use the Paste Special = Paste Values method of pasting copied data. This example is a budget load.

Note 1: Amounts must be entered as a positive number for a Debit and a negative number for Credit when using the journal entry upload template.

Note 2: All the lines in template must be filled – No empty lines. If you have too many lines opened for your data, delete the empty lines.

Note 3: When uploading budget or journals from another spreadsheet, make sure the columns are in the correct order to match this template and

Budget Preparation

Step	Action
8	Use the "Home" button to get back to the main menu. **NOTE:** Once journals are loaded, the template archives them for reference. You can see and mange them using the Edit and Delete buttons. Edit Delete Copy

Budget Preparation

Step	Action
1	Log into PeopleSoft. Navigate to Create/Update Journal Entries. General Ledger> Journals > Journal Entry > Create/Update Journal Entries ORACLE 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
2	Search for the journal that was just created. Edit and Post journal. *For further instructions on editing and posting a journal. See the General Ledger section of the user guide or help function within PeopleSoft.

Year End Preparation

- Current with Monthly Reconciliations
- 1099 Preparation & Process
- Recording Fixed Asset Additions/Changes
- Updated Time Study for Functional Expense Rprt
- SellWise Year End Procedures
- Membership Year End Close Procedures
- Accounts Payables
- General Ledger
- Allocations

1099 Electronic Filing Prep

Resources

- General Instructions https://www.irs.gov/pub/irs-pdf/i1099msc.pdf

- Council Fiscal Management   -

  http://www.scouting.org/FinanceImpact/Council/Fiscal/Management/PeopleSoft/Year_End.aspx

- Member Care Contact Center

1099 Electronic Filing

- Transmitter Control Code (TCC) number required

- IRS Form 4419 (Application for Filing Information Returns Electronically (FIRE)

- Create an online FIRE system account

  - https://fire.irs.gov/firev1r/default.aspx

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Processing IRS Form 1099

- Step 1 – Identify vendors designated as 1099
- Step 2 – Identify vouchers that are 1099 applicable
- Step 3 – Select vouchers flagged as "N" in the query
- Step 4 – Update 1099 Withholding information
- Step 5 – Print the list of vendors with associated 1099 Vouchers
- Step 6 – Generate the 1099 MISC. forms and the "Test" for the IRS
- Step 7 – Generate the 1099 Misc. forms and the electric file for the IRS

Identify 1099 Withholding Vendors
Query LC_1099_VENDORS

LC_1099_VENDORS

SetID: L▮▮▮ 🔍

[View Results]

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

View All

	SetID	Vendor ID	Vendor Name
1	L▮▮▮	011228	ALVAREZ-BIVER, VANESSA
2	L▮▮▮	012067	BUSH REFRIGERATION
3	L▮▮▮	002330	CLIFTONLARSONALLEN, LLP
4	L▮▮▮	0000000098	DEALRAISER, LLC
5	L▮▮▮	012168	GREEN, DONALD
6	L▮▮▮	0000000152	GUAY, STEFANIE
7	L▮▮▮	011556	JOHN'S HAULING
8	L▮▮▮	012520	KELLY COBB
9	L▮▮▮	001607	KERBER,ECK,&BRAECKEL LLP
10	L▮▮▮	011640	MAILFINANCE
11	L▮▮▮	0000000377	Puck's Mechanical
12	L▮▮▮	012539	SCHULT QUALITY TREE SERV.
13	L▮▮▮	012290	VAREL TENT RENTALS

Identify 1099 Withholding Vendors
Query LC_1099_WITHHOLDING_INFORMATION

Identify Vouchers
Query LC_VENDORS_VOUCHERS

LC_1099_VENDORS_VOUCHERS

SetID: L▮▮▮ 🔍
From Acctg Date: 01/01/2015
To Acctg Date: 12/31/2015
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (21 kb)

View All

	SetID	Voucher ID	Voucher Line Number	Vendor ID	Vendor Name	Amount	Vendor 1099 Flag	
1	L▮▮	00005756	1	012067	BUSH REFRIGERATION	206.750	Y	Y
2	L▮▮	00006554	1	012067	BUSH REFRIGERATION	651.590	Y	Y
3	L▮	00004741	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
4	L▮	00005100	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
5	L▮▮	00005301	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
6	L▮▮	00005514	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
7	L▮▮	00005814	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
8	L▮	00005974	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
9	L▮▮	00006204	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
10	L▮	00006510	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
11	L▮▮	00006717	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y
12	L▮▮	00006922	1	002330	CLIFTONLARSONALLEN, LLP	4500.000	Y	Y

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Journey to Excellence Submission

Journey to Excellence Submission

- Submitting JTE

- Populate the Finance Facts database

- This is not an automatic process

- Part of the month-end process

- After making Audit Adjustments

Journey to Excellence Submission

Journey to Excellence Submission

Journey to Excellence Submission

- Using the "Refresh" button, wait until status is complete with "Success" in the Run Status

  column and "Posted" in the Distribution

  Status

- If this process completes with an "Error" in the Run Status, contact the Member Care Contact Center to report this condition.

Journey to Excellence Submission

- Close Each Month
- Close again if you make prior period adjusted
- Close again if when you make Audit adjustments (you would re-close each month)
- If you are doing multiple monthly closes in the same day you'll need to wait four hours between submissions

PeopleSoft User Security

The Scout Executive's Role

PeopleSoft User Security

PeopleSoft User Security

PeopleSoft User Security

PeopleSoft User Security

Future Scheduled Webinar

December 14, 2016

10:00AM & 2:00PM

Central

2017 Training Opportunities
www.scouting.org/FinanceImpact/Training

- **First Time Accounting Specialist Training**
  - $700.00 four courses in 2017 at ScoutingU Westlake, TX
- **Fiscal Management I**
  - $200.00 five courses in 2017 at various Council offices around the country
- **Fiscal Management II**
  - $275.00 Two courses in 2017 – April 4- 5 & September 12 -13

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