PeopleSoft User Group

December 14, 2016
User Group Agenda

• Budget process and uploads
• Refresh your Trees & Nodes
• Year End Preparation
• 1099 Electronic Filing Prep
• Updating the Journey To Excellence
• Semi Annual SE security review
Budget Preparation

- Chapter 14 of the user guide
- Recorded webinar on Finance Impact Site [www.scouting.org/financeimpact](http://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 Tools**

Tools to make the budget process more simple in PeopleSoft.

- **PeopleSoft Budget Upload Spreadsheets**
  - Budget Upload Tool Zip updated October 25, 2016 - file with macros - unzip these all to one file folder on your desktop

- **Budget in PeopleSoft**

- **Budget & Actual Queries Introduced**

- **Budget Upload Flat-File Instructions** - shown at February 2016 PeopleSoft User group
Refreshing your Trees and Nodes
Refreshing your Trees and Nodes

When was the last time you reviewed the tree and nodes you have set up?

• Review deferral status – has any events moved months
• Add new projects
• Use trees for reporting groups
Trees & Nodes

• Adding Nodes
Tree Manager

- Insert Child Node
Trees & Nodes

Tree Manager
SetID:  L144
Last Audit:  Valid Tree
Effective Date:  01/01/1900
Status:  Active
Tree Name:  L144_PROJECTS
          L144 Projects

Save As  Close  Tree Definition  Display Options  Print Format

ALL > DEFERRED
Collapse All | Expand All  Find

ALL - All Projects
 SAILING - Sailing
 PILGRIMAGE LINCOLN - Pilgrimage Lincoln
 BUDGET DETAIL - Budget Detail
 DEFERRED - Deferred Projects

01-JAN-DEFERRED - 01 January Deferred Projects
02-FEB-DEFERRED - 02 February Deferred Projects
03-MARCH-DEFERRED - 03 March Deferred Projects
04-APRIL-DEFERRED - 04 April Deferred Projects
Tree Manager

When you click on your Projects tree you will see:

Click on a “Node” that you wish to work with and you will see several icons:

- Expand Node
- Insert Sibling Node – Same level
- Insert Child Node – Level below
- Insert Detail – Load projects numbers here.
- Update Node Properties (not used)
  - Edit Data (Change the Description of the Node)
- Delete Node (deletes the node and all branches and leaves beneath)
- Cut Node (to attach somewhere else)
- Branch (NOT USED)

When you have selected a Node with “Cut”, and then click on another node for insertion you may see one or both of these icons:

- Insert as a Sibling to this Node
- Insert Child to this Node
6.5.2 Cut-Paste on the Project Tree

If you place a node or leaf in the wrong place, or need to move it for any other reason it is not necessary to delete and recreate the node or leaf. You may move it. Moving a node will also move all the nodes and leaves underneath that node along with it.

To move 115 under Special Events, click on 115 and then the “Cut” Icon. That will highlight the 115 line. Then click on the “Special Events” node, and a new icon will appear to allow pasting as a child under “Special Events”.

Click on that Icon and the 115 project will move.

This same procedure is used to move a node and all that is under it to another location on the tree. You may paste these nodes as either a child or a sibling to the one you want.
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


• Council Fiscal Management  -

  [http://www.scouting.org/FinanceImpact/Council/Fiscal/Management/PeopleSoft/Year_End.aspx](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
Processing IRS Form 1099

- Step 1 – Review vendors designated as 1099 (Query)
- Step 2 – Post Withholdings (Withholding Transaction Post)
- Step 3 – Update Withholdings (Withholding Update Request)
- Step 4 – Review Withholding information (Query)
- Step 5 – Generate the 1099 MISC. forms and text file selecting “Test” for the file type
- Step 6 – Generate the 1099 MISC. forms and text file for the IRS selecting “Original/Correction” file type
# Identify 1099 Withholding Vendors

Query LC_1099_VENDORS

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<tr>
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<th>Vendor Name</th>
<th>Y</th>
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Post Withholdings

Withhold Transaction Post

Run Control ID: Post_Withholdings
Request ID: 1
Description: post withholdings
Process Frequency: Always Process
Post Option: Post by Business Unit
Through Date: 12/31/2016

Business Units

Include Business Unit Description
☑️ LBYU

Save
Update Withholdings

Withhold Update Request

Run Control ID: update_withholding

*Request ID: 1
*Description: update 1099
*Process Frequency: Always Process
*Process Option: Process All Updates

Save
# Identify 1099 Withholding Vendors

Query LC_1099_WITHHOLDING_INFORMATION

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Generate 1099 MISC forms and text file
Generate 1099 MISC forms and text file
Generate 1099 MISC forms and text file
Generate 1099 MISC forms and text file
Generate 1099 MISC forms and text file

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**Distribution Details**

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**File List**

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**Distribute To**

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```
Generate 1099 MISC forms and text file
Generate 1099 MISC forms and text file
Generate 1099 MISC forms and text file
Journey to Excellence Submission
Journey to Excellence Submission

• Submitting JTE
• Populate the Journey to Excellence data tables
• This is not an automatic process
• Part of the month-end process
• After making Audit Adjustments
Journey to Excellence Submission

Verify both "Success" & "Posted"
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, your data has been transmitted, but please 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)
• NOTE: there is no longer need to re-transmit every prior month
PeopleSoft User Security

The Scout Executive’s Role
PeopleSoft User Security

PeopleSoft User Security

Security Review

Business Unit: [Redacted]

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: 06/30/2016
Review Deadline: 06/30/2016   Review Status: Complete

Council Users

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<th>Change Needed</th>
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<td>User 3</td>
<td>Role 3</td>
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</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 Local Council PeopleSoft Security Request (22001, 2).

Submit as Reviewed
PeopleSoft User Security

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. 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.

Security Review

Business Unit: LIP

- 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. 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.

- Audit Details

Audit Year: 2016
Audit Period: 1
Review Dates: 01/01/2016 thru: 03/30/2016
Review Deadline: 06/30/2016
Review Status: Incomplete

- Council Users

<table>
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<th>User</th>
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<tr>
<td>Test</td>
<td>User1</td>
<td>Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>User2</td>
<td>Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>User3</td>
<td>Type</td>
<td></td>
<td></td>
</tr>
</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 LM (Local Council Management) (2001.2).

Submit as Reviewed
Future Scheduled Webinar

January 11, 2017
10:00AM & 2:00PM
Central
2017 Training Opportunities
www.scouting.org/FinanceImpact/Training

• 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

- 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 (972) 580-2489
Feedback Time

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