PeopleSoft User Group

January 11, 2017
User Group Agenda

• Year-End Close
• New Fiscal Year Journal Entries
  – Pledge Receivable Accounts
  – Time Study Journal Entries
• 1099 Electronic Filing Prep
• Year-End Journey To Excellence
Council Fiscal Management

(Screenshot of a webpage with a navigation menu and links to various resources under 'PeopleSoft Documents' and 'Year End'.)

Boy Scouts of America
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Audit and Tool Kit Guides posted

2016 BSA Audit Tool Kit
Includes:
Local Council Audit Self-Review Form

Local Council Guide to the 2016 Audit
Year End Close Process
Year End Close Process

• Close December (Period 12)
• Run Year End Close Process
  – User Guide Section 7.3, page 7-4
  – Submit JTE Data
Audit/Council Adjustments
Audit/Council Adjustments

1. Adjustments after Year End Close
2. Undo the Year End Close (User Guide Section 7.5.3.1) – Page 7-8
Council Adjustments (CA) after Year End Close

1. Re-Open December 2016 (Period 12)
2. Make adjusting journal entries using source code CA
Council Adjustments after Year End Close

4. Run December Allocations (if applicable)
5. Generate Year End Reports
6. Run Year End Close Process (User Guide Section 7.3 Page 7-4)
7. Submit JTE Data
Audit Adjustments (AA) after Year End Close

1. For Auditor Proposed and Accepted Journal Entries
2. Use same process except use source code AA for the journal entries.
3. Reclose all periods affected to correct all months
New Fiscal Year Journal Entries
Pledge Receivable Accounts

• After Year End Close Process
• Create Journal Entries (to move current, prior and future year balances to the appropriate receivable accounts)
• Update Allowance accounts (1391, 1381, 1371)

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Future</th>
<th>Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOS</td>
<td>1-1301-xxx-00</td>
<td>1-1331-xxx-00</td>
<td>1-1321-xxx-00</td>
</tr>
<tr>
<td>Project Sales</td>
<td>x-1302-xxx-00</td>
<td>X-1332-xxx-00</td>
<td>x-1322-xxx-00</td>
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<tr>
<td>Special Events</td>
<td>x-1304-xxx-00</td>
<td>x-1334-xxx-00</td>
<td>x-1324-xxx-00</td>
</tr>
<tr>
<td>United Way</td>
<td>x-1308-xxx-00</td>
<td>x-1338-xxx-00</td>
<td>x-1328-xxx-00</td>
</tr>
</tbody>
</table>
Time Study Journal Entry
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
Create a Time Study Journal Entry

<table>
<thead>
<tr>
<th>Unit: L114</th>
<th>Journal ID: 2016 Time Study</th>
<th>Date: 12/31/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Description:</td>
<td>NEXT</td>
<td></td>
</tr>
<tr>
<td>Ledger Group:</td>
<td>ACTUALS</td>
<td>Adjusting Entry:</td>
</tr>
<tr>
<td>Ledger:</td>
<td></td>
<td>Fiscal Year:</td>
</tr>
<tr>
<td>Source:</td>
<td>QJ</td>
<td>Period:</td>
</tr>
<tr>
<td>Reference Number:</td>
<td></td>
<td>ADB Date:</td>
</tr>
<tr>
<td>Journal Class:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transaction Code:</td>
<td>GENERAL</td>
<td></td>
</tr>
<tr>
<td>SJE Type:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency Defaults:</td>
<td>USD / CRRNT /</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Reversal:</td>
<td>Do Not Generate Reversal</td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td>Notify</td>
<td>Refresh</td>
</tr>
</tbody>
</table>

Header | Lines | Totals | Errors | Approval
Create a Time Study Journal Entry
Create a Time Study Journal Entry

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

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

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

A different looking “Lines” tab page will appear.
Create a Time Study Journal Entry
Time Study Journal Entry

1- Notice that gone are Fund, Account, Project, and Debit/Credit fields.

2- Add two lines and then select Account “PROG” and enter the “Stat Amt” from the Time Study for Program.

3- Select Account “MNGMT” and enter the “Stat Amt” from the Time Study for Management.

4- Select Account “FUNDR” and enter the “Stat Amt” from the Time Study for Fundraising. BE SURE THAT THE TOTAL OF THE THREE IS 100.00.

5- Save your Journal. It is now ready for Edit and Post process on your schedule.
1099 Electronic Filing Prep
1099 Electronic Filing
Resources

Year End

Accounts Payable
Accounts Payable Year-End 2016
Accounts Payable Year-End Presentation
Instructions to Adjust 1099 Information in PeopleSoft
Instructions to process IRS Forms 1099 in PeopleSoft - updated January 2017

Fundraising
Fundraising Year-End Procedures 2016

General Ledger
General Ledger Year-End Procedures 2016
PeopleSoft Closing the Year
1099 Electronic Filing
Resources


• 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
Processing IRS Form 1099

- Step 1 – Review vouchers & vendors designated as 1099 with various queries
- Step 2 – Post Withholdings (Withholding Transaction Post)
- Step 3 – Check the Withholding Control Report
- Step 4 – Test run the “1099 Job” and check text file
- Step 5 – Test run the “1099-MISC Copy B” and check file
- Step 5 – Generate the 1099 MISC. forms and text file for the IRS selecting “Original/Correction” file type
# Identify 1099 Withholding Vendors

Query LC_1099_VENDORS

## LC_1099_VENDORS

<table>
<thead>
<tr>
<th>SetID</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>L114</td>
<td>01005</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>L114</td>
<td>01006</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>L114</td>
<td>01007</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>L114</td>
<td>01008</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>L114</td>
<td>01009</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>L114</td>
<td>01010</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>L114</td>
<td>01011</td>
<td></td>
<td>Y</td>
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<tr>
<td>L114</td>
<td>01012</td>
<td></td>
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<td>Y</td>
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<tr>
<td>L114</td>
<td>01014</td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>

Download results in: Excel Spreadsheet, CSV Text File, XML File (1 kb)
### Identify 1099 Withholding Vouchers

**Query LC_VENDORS_VOUCHERS**

<table>
<thead>
<tr>
<th>SetID</th>
<th>Voucher ID</th>
<th>Voucher Line Number</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Amount</th>
<th>Vendor 1099 Flag</th>
<th>Voucher Withholding Flag</th>
<th>Accty Date</th>
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</thead>
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<tr>
<td>1</td>
<td>00006843</td>
<td>1</td>
<td>007662</td>
<td>AARON'S QUALITY SIGNS</td>
<td>839 120</td>
<td>Y</td>
<td>Y</td>
<td>03/23/2016</td>
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<td>2</td>
<td>00006865</td>
<td>1</td>
<td>008138</td>
<td>AE ENTERPRISES</td>
<td>12807 540</td>
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<td>Y</td>
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<tr>
<td>3</td>
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<td>1</td>
<td>008168</td>
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<td>Y</td>
<td>N</td>
<td>05/20/2016</td>
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<tr>
<td>4</td>
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<td>1</td>
<td>008168</td>
<td>AEI ENTERPRISES</td>
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<td>Y</td>
<td>06/03/2015</td>
</tr>
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<td>Y</td>
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<td>Y</td>
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<td>008196</td>
<td>ALIVE ENTERPRISES</td>
<td>404 460</td>
<td>Y</td>
<td>N</td>
<td>06/30/2016</td>
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<tr>
<td>11</td>
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<td>008196</td>
<td>ALIVE ENTERPRISES</td>
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<td>Y</td>
<td>N</td>
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<tr>
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<td>008155</td>
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<td>Y</td>
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<td>008126</td>
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<td>Y</td>
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<td>008153</td>
<td>BA ENTERPRISES</td>
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<td>15</td>
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<td>BA ENTERPRISES</td>
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<td>Y</td>
<td>N</td>
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<td>1</td>
<td>007510</td>
<td>BIG ENTERPRISES</td>
<td>32 500</td>
<td>Y</td>
<td>Y</td>
<td>04/21/2016</td>
</tr>
<tr>
<td>17</td>
<td>00071722</td>
<td>1</td>
<td>007510</td>
<td>BIG ENTERPRISES</td>
<td>75 000</td>
<td>Y</td>
<td>Y</td>
<td>05/19/2016</td>
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<td>007510</td>
<td>BIG ENTERPRISES</td>
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<td>Y</td>
<td>Y</td>
<td>07/22/2016</td>
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<td>007510</td>
<td>BIG ENTERPRISES</td>
<td>40 000</td>
<td>Y</td>
<td>Y</td>
<td>08/04/2016</td>
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<td>20</td>
<td>00066200</td>
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<td>009387</td>
<td>BIC ENTERPRISES</td>
<td>288 000</td>
<td>Y</td>
<td>Y</td>
<td>02/11/2016</td>
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<tr>
<td>21</td>
<td>00067069</td>
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<td>009387</td>
<td>BIC ENTERPRISES</td>
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<td>Y</td>
<td>Y</td>
<td>03/03/2016</td>
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<tr>
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<td>1</td>
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<td>BIC ENTERPRISES</td>
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<td>Y</td>
<td>Y</td>
<td>03/18/2016</td>
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<tr>
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<td>Y</td>
<td>03/23/2016</td>
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<td>009387</td>
<td>BIC ENTERPRISES</td>
<td>288 000</td>
<td>Y</td>
<td>Y</td>
<td>04/01/2016</td>
</tr>
</tbody>
</table>
Update Withholdings
(This process does run each night)
Post Withholding Transactions

Withhold Transaction Post

Run Control ID: Post-Withholdings

*Request ID: [Blank]  Description: post withholdings

*Process Frequency: Always Process

*Post Option: Post by Business Unit

*Through Date: 12/31/2016

Business Units

<table>
<thead>
<tr>
<th>Include</th>
<th>*Business Unit</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>checked</td>
<td>[Blank]</td>
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</tr>
</tbody>
</table>

Save

Run
Run the Withholding Control Report

Withholding Control Report

Run Control ID: Withhold_Control_Report

Report Request Parameters

- Setid: L114
- Control ID: 1
- From Date: 01/01/2016
- Through Date: 12/31/2016

[Run]
Run the Withholding Control Report
(Reminder: This report will show all vouchers, even if the vendor does not have $600.00 total)
Generate 1099 MISC forms and text file
Generate 1099 Job and text file first
Generate 1099 Job and text file
Generate 1099 Job and text
Generate 1099 Job and text
Generate 1099-MISC COPY B

<table>
<thead>
<tr>
<th>Process List</th>
<th>Description</th>
<th>Process Name</th>
<th>Process Type</th>
<th>Type</th>
<th>Format</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1099 Report Post</td>
<td>1099_RPT_PST</td>
<td>Application Engine</td>
<td>Web</td>
<td>TXT</td>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>Print 1099 Copy B</td>
<td>APCOPYB</td>
<td>PSJob</td>
<td>(None)</td>
<td>(None)</td>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>XMLP: Withhold 1099 Report</td>
<td>APX1099</td>
<td>BI Publisher</td>
<td>Web</td>
<td>PDF</td>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>XMLP: Withhold 1099G Report</td>
<td>APX1099G</td>
<td>BI Publisher</td>
<td>Web</td>
<td>PDF</td>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>XMLP: Withhold 1099I Report</td>
<td>APX1099I</td>
<td>BI Publisher</td>
<td>Web</td>
<td>PDF</td>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td><strong>1099-MISC Copy B</strong></td>
<td>APY1099</td>
<td>Crystal</td>
<td>Web</td>
<td>PDF</td>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>1099-G Copy B</td>
<td>APY1099G</td>
<td>Crystal</td>
<td>Web</td>
<td>PDF</td>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>1099-INT Copy B</td>
<td>APY1099I</td>
<td>Crystal</td>
<td>Web</td>
<td>PDF</td>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>1099 Job</td>
<td>APY1099</td>
<td>PSJob</td>
<td>(None)</td>
<td>(None)</td>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>1099 Report</td>
<td>APY1099</td>
<td>Application Engine</td>
<td>Web</td>
<td>TXT</td>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>1099 Copy B Sort</td>
<td>APY1099</td>
<td>Application Engine</td>
<td>Web</td>
<td>TXT</td>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>1099 Post, Report, &amp; CopyB Sort</td>
<td>RPT_1099</td>
<td>PSJob</td>
<td>(None)</td>
<td>(None)</td>
<td>Distribution</td>
<td></td>
</tr>
</tbody>
</table>
Generate 1099-MISC COPY B

BOY SCOUTS OF AMERICA

Prepared. For Life.
Generate Original/Correction files

- Calendar SetID: [SHARE]  
  Calendar ID: 06  
  2016 1099 Calendar
- Fiscal Year: 2016
- Use Report Date For Vendor
- Period: Period 1 - 2016-01-01

1099 Report
Type of File/Return: Original/Correction
Replacement Character:

IRS Options
- Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent to the IRS?

IRS File Generate Option
- All
- Exclude Non Employee Compensation
- Include Non Employee Compensation

1099 Report Copy B Sort

[Brand Logos]
Generate 1099 MISC forms and text file

https://fire/irs/gov/fire1r/default
Generate 1099 MISC forms and text file

https://fire/irs/gov/fire1r/default

FILING INFORMATION RETURNS ELECTRONICALLY

WARNING! WARNING! WARNING!

This computer system is owned and operated by the Government of the UNITED STATES OF AMERICA. Unauthorized access of this system is a violation of Federal Statutes 18 USC 30. This system is for OFFICIAL USE ONLY and is subject to monitoring at all times. If you have reached this system in error, disconnect now! The activity of authorized users may also be monitored. If monitoring reveals evidence of criminal activity, systems personnel may provide the evidence to management and/or law enforcement officials.

Test submissions are not accepted at this site. If you are trying to submit test submissions, go to fire.test.irs.gov

FILL-IN FORMS
This system does not support fill-in forms, except for Form 8809, Application for Extension of Time to File Information Returns. If you are trying to complete a fill-in form, go to www.irs.gov and locate a software company on the Approved IRS file for Business Providers page.

FIRE Privacy Policy
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

• 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” A special notice will be sent to Member Care and the error will be fixed.
Journey to Excellence Submission

- Open and close each month as needed
- Close again if you make prior period adjusted
- Close again if when you make Audit adjustments (you would re-close each month)
Future Scheduled Webinar

February 8, 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 – next course March 7 – 9th

- **Fiscal Management I**
  - $200.00 five courses in 2017 at various Council offices around the country – next course March 21 – 23th

- **Fiscal Management II**
  - $275.00 Two courses in 2017 – April 4- 5 & September 12 -13
Member Care Contact Center

• 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
Feedback Time

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