

# PeopleSoft User Group

February 8, 2017



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# User Group Agenda

- Council Security Review
- Chartfield's & Combo Edits
- nVision Reporting with Scope
- nVision Temp Restricted Report
- Audit Prep and Adjustment
- Month-end and JTE transmittal



# PeopleSoft User Council Security Review Audit Period 1

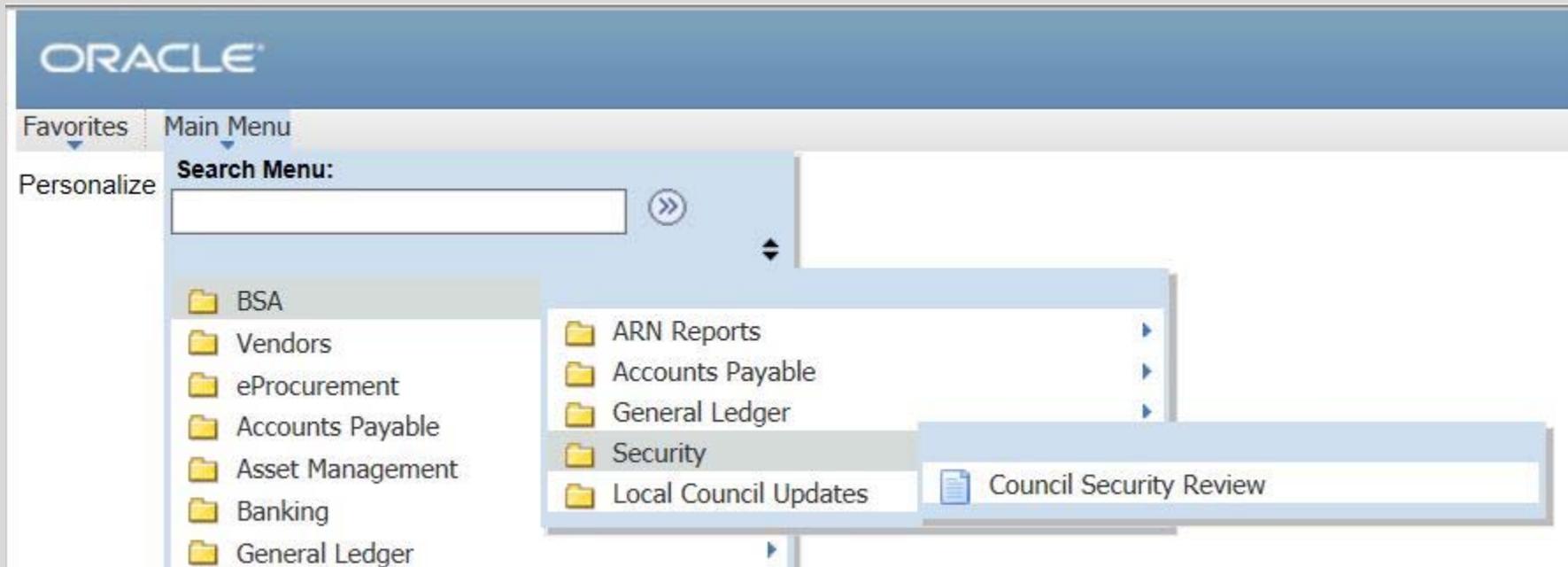
## The Scout Executive's Role



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# PeopleSoft User Security



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# PeopleSoft User Security

[Favorites](#) | [Main Menu](#) > [BSA](#) > [Security](#) > [Council Security Review](#)

**Security Review**

**Business Unit:** L023 [Mount Diablo Silverado](#) [Create Report](#)

**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:** 2017    **Audit Period:** 1    **Review Dates:** 01/01/2017 thru: 06/30/2017  
**Review Deadline:** 06/30/2017    **Review Status:** Incomplete

**Council Users** [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-4 of 4 | [Last](#)

User	Name	Type	Last Reviewed	Change Needed
<a href="#">JESM1</a>	Jones, Jessica			<input type="checkbox"/>
<a href="#">JESM1</a>	Jones, Jessica			<input type="checkbox"/>
<a href="#">JESM1</a>	Jones, Jessica			<input type="checkbox"/>
<a href="#">JESM1</a>	Jones, Jessica			<input type="checkbox"/>

[Role Add/Change Form](#)

**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 L023 Mount Diablo Silverado Council (22001,2).



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# PeopleSoft User Security

Favorites | Main Menu > BSA > Security > Council Security Review

User Audit Detail

User ID: JESSHI

User Roles	
Valid	Role Name
<input checked="" type="checkbox"/>	BSA LC AM Manager
<input checked="" type="checkbox"/>	BSA LC AM Staff
<input checked="" type="checkbox"/>	BSA LC AP Manager
<input checked="" type="checkbox"/>	BSA LC AP Staff
<input checked="" type="checkbox"/>	BSA LC Banking 01
<input checked="" type="checkbox"/>	BSA LC GL Design CF projects
<input checked="" type="checkbox"/>	BSA LC GL Manager
<input checked="" type="checkbox"/>	BSA LC GL Staff
<input checked="" type="checkbox"/>	BSA LC Peoplesoft User
<input checked="" type="checkbox"/>	BSA LC TREE MANAGER
<input checked="" type="checkbox"/>	BSA LC Vendors Maintenance

OK



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# PeopleSoft User Security

Favorites | Main Menu > BSA > Security > Council Security Review

Security Review [Create Report](#)

**Business Unit:** L023 [Mount Diablo Silverado](#)

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**Council Users** Personalize | Find | View All | First | 1-4 of 4 | Last

User	Name	Type	Last Reviewed	Change Needed
<a href="#">[Link]</a>	Dyer, Deborah			<input type="checkbox"/>
<a href="#">[Link]</a>	W, Jessica			<input type="checkbox"/>
<a href="#">[Link]</a>	Fewegle, John			<input type="checkbox"/>
<a href="#">[Link]</a>	Decker, Melissa			<input type="checkbox"/>

[Role Add/Change Form](#)

**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 L023 Mount Diablo Silverado Council (22001,2).

[Submit as Reviewed](#)



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# Chartfield's & Combo Edits



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# Chartfield's & Combo Edits

**1-1001-000-00**

**Fund – Account – Project Code – Class**

Rules for the Chartfield or combination Errors

- 1800 accounts must use a 25 or a 99 class code
- Income accounts are all 90's class
- Unrestricted – Temporarily – Permanently Restricted



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# Chartfield's & Combo Edits

## Looking for Errors

[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.

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

Business Unit: =    
 Journal ID: begins with   
 Journal Date: =    
 Document Sequence Number: begins with   
 Line Business Unit: =    
 Journal Header Status: =    
 Budget Checking Header Status: =   
 Source: =    
 User ID: begins with    
 Attachment Exist: =

Case Sensitive

[Basic Search](#)

### Search Results

[View All](#)

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group
L1	0002626889	07/14/2015	0	(blank)	L1	Errors	Valid	ACTUALS
L1	AP02399474	05/28/2015	0	(blank)	L1	Errors	Valid	ACTUALS
L1	AP02652343	10/29/2015	0	(blank)	L1	Errors	Valid	ACTUALS



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# nVision Report Failures



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# nVision Report Failures

Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

Process List | Server List

View Process Request For

User ID:  Type: nVision-Report Last 12 Days Refresh

Server:  Name:  Instance:  to:

Run Status: Error Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5181325		nVision Report	NVSRUN	[REDACTED]	02/02/2017 6:07:18PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5179426		nVision Report	NVSRUN	[REDACTED]	02/02/2017 2:27:45PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5179368		nVision Report	NVSRUN	[REDACTED]	02/02/2017 2:22:59PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5178294		nVision Report	NVSRUN	[REDACTED]	02/02/2017 12:32:38PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5175231		nVision Report	NVSRUN	[REDACTED]	02/01/2017 7:05:20PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5173599		nVision Report	NVSRUN	[REDACTED]	02/01/2017 2:39:14PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5166687		nVision Report	NVSRUN	[REDACTED]	01/31/2017 1:22:03PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5166621		nVision Report	NVSRUN	[REDACTED]	01/31/2017 1:15:25PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5166099		nVision Report	NVSRUN	[REDACTED]	01/31/2017 12:24:46PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5166021		nVision Report	NVSRUN	[REDACTED]	01/31/2017 12:00:07PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5165991		nVision Report	NVSRUN	[REDACTED]	01/31/2017 11:56:32AM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5165925		nVision Report	NVSRUN	[REDACTED]	01/31/2017 11:52:05AM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5164168		nVision Report	NVSRUN	[REDACTED]	01/31/2017 8:27:43AM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5164104		nVision Report	NVSRUN	[REDACTED]	01/31/2017 8:13:55AM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5163491		nVision Report	NVSRUN	[REDACTED]	01/30/2017 7:29:23PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5163490		nVision Report	NVSRUN	[REDACTED]	01/30/2017 7:29:13PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5162248		nVision Report	NVSRUN	[REDACTED]	01/30/2017 3:35:39PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5161149		nVision Report	NVSRUN	[REDACTED]	01/30/2017 1:37:41PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	5160393		nVision Report	NVSRUN	[REDACTED]	01/30/2017 12:18:04PM CST	Error	Posted	<a href="#">Details</a>



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# nVision Report Failures

Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

### Process Detail

Process	
<b>Instance</b> 5181325	<b>Type</b> nVision Report
<b>Name</b> NVSRUN	<b>Description</b> nVision Report
<b>Run Status</b> Error	<b>Distribution Status</b> Posted

Run	Update Process
<b>Run Control ID</b>	<input type="radio"/> Hold Request
<b>Location</b> Server	<input type="radio"/> Queue Request
<b>Server</b> PSRPT1	<input type="radio"/> Cancel Request
<b>Recurrence</b>	<input type="radio"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
<b>Request Created On</b> 02/02/2017 6:07:20PM CST	<a href="#">Parameters</a> Transfer
<b>Run Anytime After</b> 02/02/2017 6:07:18PM CST	<a href="#">Message Log</a>
<b>Began Process At</b> 02/02/2017 6:07:34PM CST	Batch Timings
<b>Ended Process At</b> 02/02/2017 6:07:48PM CST	<a href="#">View Log/Trace</a>

OK Cancel



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# nVision Report Failures

Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

### Message Log

**Process**

**Instance:** 5181325      **Type:** nVision Report  
**Name:** NVSRUN      **Description:** nVision Report

Personalize | Find | View All | First 1-3 of 3 Last

Severity	Log Time	Message Text	Explain
	6:07:36PM	Scope-dependent variable SFD specified without scope.	<input type="button" value="Explain"/>
	6:07:36PM	Variable %RBU% %SFD% %SFV% %ASD% from Report Request D-BUD-AN is invalid for description templates.	<input type="button" value="Explain"/>
	6:07:50PM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>



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# nVision Reporting with Scope



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# nVision Reporting with Scope

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

nVision Report Request Advanced Options Query Prompts

Business Unit: L Report ID: D-BUD-AN [Copy to Another Business Unit / Clone](#)  
[Delete This Report Request](#)

Report Title: Detailed Budget Analysis-Scope [Transfer to Report Books](#)  
[Process Monitor](#)

\*Layout: LC DETAIL BUDGET ANALYSIS FUND 1 [Report Manager](#)  
[Share This Report Request](#)

Report Date Selection

\*As Of Reporting Date: Specify 12/31/2016

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

Output Options

\*Type: Email [Scope and Delivery Templates](#)

\*Format: Microsoft Excel Files (\*.xls)

Run Report

Save Return to Search Notify Add Update/Display

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



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# nVision Reporting with Scope

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

## nVision Web Output

**Business Unit:** L590      **Report ID:** D-BUD-AN

---

**Report Scope:**  
  Enter your report scope.      [Scope Definition](#)

**Folder Name:**

**Retention Days:**



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# nVision Reporting with Scope

Detailed Budget Analysis for: <b>CAMPS-ALL</b>						
Period Ending: December 31, 2016						
Project: CAMPS - Camps			Actuals		Actuals	Budget
Operating Fund - Unrestricted			2014	2015	2016	2016
Account	Project	Project Name / Account Name				
	710	Handley Scout Ranch	-	2,663	-	-
	724	Tracy Training Center	-	358	863	-
<b>4071</b>		<b>Contributions-Project Sales</b>	-	<b>3,021</b>	<b>863</b>	-
<b>Total Project Sales</b>			-	<b>3,021</b>	<b>863</b>	-
	793	General Camping Operations	10,920	4,679	-	-
<b>4401</b>		<b>Contribution-Found &amp; Trusts</b>	<b>10,920</b>	<b>4,679</b>	-	-
<b>Total Foundations &amp; Trusts</b>			<b>10,920</b>	<b>4,679</b>	-	-
	701	Camp Steiner	-	-	640	-
<b>6701</b>		<b>Camp-Fees</b>	<b>2,588,233</b>	<b>2,703,150</b>	<b>3,069,292</b>	<b>2,897,982</b>
	701	Camp Steiner	104	325	250	-
	703	Teton High Adventure Base	8,979	8,495	11,055	7,160
	710	Handley Scout Ranch	16,327	19,235	12,465	19,000
	720	Mt Hood Scout Center	16,534	11,680	11,228	18,000
	724	Tracy Training Center	4,292	18,358	11,113	2,000
	793	General Camping Operations	70	-	-	-
	859	Mt Hood Lodge	-	-	-	-
<b>6702</b>		<b>Camp-Rental Revenues</b>	<b>46,306</b>	<b>58,094</b>	<b>46,110</b>	<b>46,160</b>
	703	Teton High Adventure Base	-	-	-	7,700
	710	Handley Scout Ranch	-	-	-	19,000
<b>6703</b>		<b>Camp-Sale of Meals</b>	-	-	-	<b>26,700</b>
	701	Camp Steiner	28,028	42,407	44,128	41,500



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# Vendor Query Revision

LC\_VENDOR\_SUMMARY\_W\_ADDRESS



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# Vendor Query Revision

## LC\_VENDOR\_SUMMARY\_W\_ADDRESS

A list of vendors  
In a given calendar period  
The total paid  
With address



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

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

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

Report Date Selection

\*As Of Reporting Date: Specify

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

Output Options

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

Process Instance: 5183846

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



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# Temporarily Restricted Funds

Council - #440															Boy Scouts of America				
Temporarily Restricted Funds Report - All Funds																			
Period Ending: December 31, 2016																			
Project ID / 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 Administration	207,422.70	85,906.89	-182,422.88		110,906.71	455,375.00	3,500.00			458,875.00									
013 Direct Mail Campaign	475.00	300.00			775.00														
015 Donor Designated U Way	19,740.00		-19,740.00																
168 One-Time Scholarship	55,578.00		-29,818.00		25,760.00														
310 Capital Campaign							854,429.40			854,429.40									
<b>Total</b> #N/A	283,215.70	86,206.89	-231,980.88		137,441.71	455,375.00	857,929.40			1,313,304.40									

----- End of Statement -----



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# Temporarily Restricted Funds

Temporarily Restricted Funds Report - All Funds										
Period Ending: December 31, 2016										
Project ID / Description	Operating Fund					Capital 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
000 Council Administration	207,422.70	85,906.89	-182,422.88		110,906.71	455,375.00	3,500.00			458,875.00
013 Direct Mail Campaign	475.00	300.00			775.00					
015 Donor Designated U Way	19,740.00		-19,740.00							
168 <del>Member</del> Scholarship	55,578.00		-29,818.00		25,760.00					
310 Capital Campaign							854,429.40			854,429.40
<b>Total</b> #N/A	283,215.70	86,206.89	-231,980.88		137,441.71	455,375.00	857,929.40			1,313,304.40
----- End of Statement -----										



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# Audit support



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# Council Fiscal Management

**Council Fiscal Management** | Council Fund Development | Training | FID e-Letter | Back Office Solutions

Finance Impact > Council Fiscal Management > PeopleSoft Documents > Year End

## 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
- Fundraising
  - Fundraising Year-End Procedures 2016
- General Ledger
  - General Ledger Year-End Procedures 2016
  - PeopleSoft Closing the Year
- Membership
  - Membership Year-End Close Procedures 2016
- Payroll
  - Accountable Plan Compliance-Expense Reimbursements and Allowances
  - Fringe Benefits- Employer-Provided Vehicles and Group-Term Life Insurance
- SellWise
  - SellWise Year-End Procedures 2016

**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**

**SellWise Support**

- Document Library
- User Group Information



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# Audit and Tool Kit Guides posted

<http://www.scouting.org/FinanceImpact/Council Fiscal Management/Document Library.aspx>



**2016 BSA Audit Tool Kit**

Includes:  
**Local Council Audit  
Self-Review Form**

**Local Council Guide to the 2016  
Audit**

• project sales • temporarily restricted • capital campaign • debt • accounts payable • general ledger • direct  
units payable • debt • general ledger • direct support • expense • accrual • asset • permanently restricted •  
• depreciation • unrestricted • net asset • credit • depreciation • unrestricted • indirect support • asset •  
temporarily restricted • rental management • expense • special event • liability • accounts payable • general

# Year End Close Process



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# Audit/Council Adjustments



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# 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



## Ledger Close Request

Run Control ID: Request

[Report Manager](#)

[Process Monitor](#)

**3**  
[Run](#)

### Process Request Parameters

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

#### Process Frequency

- Once
- Always
- Don't Run

Request Number:

1

**1**  
[Undo](#)

\*Close Request Type:

\*Closing Type:

Year End

Business Unit for Prompting:

L114

Closing Group:

YEAR\_END

[Rules to Execute](#)

Fiscal Year:

**2**  
2016

Ledger Group:

ACTUALS

Ledger:

ACTUALS

#### Closing Date Option

BU Process Date

As of Date

Specify:

12/31/2016

#### Selections

Selected Detail Values

Detail - Selected Parents

Tree SetID:

Tree:

Level:

#### Business Unit to Close

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

\*Select Value

**2**  
L114

**2**  
[Save](#)

[Notify](#)

[Refresh](#)

[Add](#)

[Update/Display](#)



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# Council Adjustments (**CA**) after Year End Close

1. Re-Open December 2016 (Period 12)
2. Make adjusting journal entries using source code **CA**
3. Post journal entries – December 2015 accounting date.



# 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



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# 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)

	Current	Future	Prior
FOS	1-1301-xxx-00	1-1331-xxx-00	1-1321-xxx-00
Project Sales	x-1302-xxx-00	X-1332-xxx-00	x-1322-xxx-00
Special Events	x-1304-xxx-00	x-1334-xxx-00	x-1324-xxx-00
United Way	x-1308-xxx-00	x-1338-xxx-00	x-1328-xxx-00



# Journey to Excellence Submission



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# 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

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

GL Period Balances

Run Control ID: J\_T\_E [Report Manager](#) [Process Monitor](#) **4** Run

Language: English

Report Request Parameters

Business Unit: L114

Fiscal Year: **1** 2016 Period: **2** 12

**3** Save Notify Add Update/Display



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# 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.



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# 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

**April 19, 2017**

**10:00AM & 2:00PM**

**Central**



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# 2017 Training Opportunities

[www.scouting.org/FinanceImpact/Training](http://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



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# 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



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# Feedback Time

- Questions
- Best practices
- Needs
- Requests for future user group topics email [michael.creagh@scouting.org](mailto:michael.creagh@scouting.org)

