PeopleSoft User Group

June 14, 2017
User Group Agenda

• IOI Pay Seasonal employees
• FOS Provision for Uncollectable
• SE Security Review
• nVision report review
• PII and PCI security issues
• Audit, IRS 990 Submission to National
• Journey to Excellence / Month End Close
IOI Seasonal employees

Two Job-codes are available in IOI

8001 – Exempt – salary
8002 – Non-exempt – hourly
Secondary status – Temporary (No authorization code required)
IOI Seasonal employees

Two job-codes for seasonal / temporary staff
Exempt employee

Code: 8001 – Please use for exempt seasonal employees
Job Code Title: LC Seasonal – Exempt
Employee Class: S
FLSA Code – Exempt
Pay Type - Salary
IOI Seasonal employees

Two job-codes for seasonal / temporary staff
Nonexempt employee

Code: 8002 – Please use for nonexempt seasonal employees
Job Code Title: LC Seasonal – nonexempt
Employee Class: S
FLSA Code – Non-exempt
Pay Type - Hourly
IOI Seasonal employees

Contact IOI Pay at: (888) 697-0021 for data entering questions

Contact BSA HR at: officeof.humanresourcesadministration@scouting.org
FOS Provision for Uncollectable Pledges
FOS Provision for Uncollectable Pledges

In ScoutNet the FR software would calculate and give you projected amount for uncollectable based on information placed into the campaign setup.

In Blackbaud this process does not exist. You have to manually calculate and post this each month.

The actual percent of the pledges and donations raised to hold in provision is a management decision and will vary for each council. History is the best indicator to make that determination.
### FOS Provision for Uncollectable Pledges

#### Detailed Comparative Statement of Budgeted Operations

**Period Ending: May 31, 2017**

<table>
<thead>
<tr>
<th>Operating Fund - Unrestricted</th>
<th>Current Period</th>
<th>Year to Date</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Actual</td>
<td>Last Year</td>
</tr>
<tr>
<td><strong>Operating Fund - Unrestricted</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td><strong>Project</strong></td>
<td><strong>Project Name / Account Name</strong></td>
<td><strong>Budget</strong></td>
</tr>
<tr>
<td>801</td>
<td>4001 Contributions-FOS</td>
<td>48,560</td>
<td>74,658</td>
</tr>
<tr>
<td>801</td>
<td>FRIENDS OF SCOUTING</td>
<td>48,560</td>
<td>74,658</td>
</tr>
<tr>
<td>801</td>
<td>FRIENDS OF SCOUTING</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4002</td>
<td>Contributions-FOS-Prior Years</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3605</td>
<td>Reclass-Friends of Scouting</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>801</td>
<td>FRIENDS OF SCOUTING</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4069 Provision for Uncollectable-FOS</td>
<td>(6,833)</td>
<td>(4,779)</td>
<td>(7,712)</td>
</tr>
<tr>
<td>Total Friends of Scouting</td>
<td>41,727</td>
<td>69,879</td>
<td>103,007</td>
</tr>
</tbody>
</table>

---

**BOY SCOUTS OF AMERICA®**

**Prepared. For Life.™**
PeopleSoft User Council Security Review Audit Period 1

The Scout Executive’s Role
PeopleSoft User Security
PeopleSoft User Security

Security Review

Business Unit:

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

<table>
<thead>
<tr>
<th>User</th>
<th>Name</th>
<th>Type</th>
<th>Last Reviewed</th>
<th>Change Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>User1</td>
<td>User Name</td>
<td>Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User2</td>
<td>User Name</td>
<td>Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User3</td>
<td>User Name</td>
<td>Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User4</td>
<td>User Name</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 L023 Mount Diablo Silverado Council (22001, 2).

Submit as Reviewed

BOY SCOUTS OF AMERICA
Prepared. For Life.™
PeopleSoft User Security

![Security Review](image)

**Business Unit:** [Insert Business Unit Name]

**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 to 06/30/2017
- **Review Deadline:** 06/30/2017
- **Review Status:** Incomplete

**Council Users**

<table>
<thead>
<tr>
<th>User</th>
<th>Name</th>
<th>Type</th>
<th>Last Reviewed</th>
<th>Change Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>[User1]</td>
<td>[Name1]</td>
<td>Jitsa Emp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[User2]</td>
<td>[Name2]</td>
<td>Jitsa Emp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[User3]</td>
<td>[Name3]</td>
<td>Jitsa Emp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[User4]</td>
<td>[Name4]</td>
<td>Jitsa Emp</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Images and logos from Boy Scouts of America are used with permission.*

Prepared. For Life.™
### PeopleSoft User Security

#### User Audit Detail

**User ID:** JESSHI

<table>
<thead>
<tr>
<th>Valid</th>
<th>Role Name</th>
</tr>
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<tbody>
<tr>
<td>✓</td>
<td>BSA LC AM Manager</td>
</tr>
<tr>
<td>✓</td>
<td>BSA LC AM Staff</td>
</tr>
<tr>
<td>✓</td>
<td>BSA LC AP Manager</td>
</tr>
<tr>
<td>✓</td>
<td>BSA LC AP Staff</td>
</tr>
<tr>
<td>✓</td>
<td>BSA LC Banking 01</td>
</tr>
<tr>
<td>✓</td>
<td>BSA LC GL Design CF projects</td>
</tr>
<tr>
<td>✓</td>
<td>BSA LC GL Manager</td>
</tr>
<tr>
<td>✓</td>
<td>BSA LC GL Staff</td>
</tr>
<tr>
<td>✓</td>
<td>BSA LC Peoplesoft User</td>
</tr>
<tr>
<td>✓</td>
<td>BSA LC TREE MANAGER</td>
</tr>
<tr>
<td>✓</td>
<td>BSA LC Vendors Maintenance</td>
</tr>
</tbody>
</table>
PeopleSoft User Security

Security Review

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).

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Review Deadline: 06/30/2017  Review Status: incomplete

Council Users

<table>
<thead>
<tr>
<th>User</th>
<th>Name</th>
<th>Type</th>
<th>Last Reviewed</th>
<th>Change Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></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 L023 Mount Diablo Silverado Council (22001.2).

Submit as Reviewed
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.

Audit Details

Audit Year: 2017
Audit Period: 01/01/2017 thru: 06/30/2017
Review Deadline: 06/30/2017

Review Status: Complete

Council Users

User | Name | Type | Last Renewed | Change Needed
--- | --- | --- | --- | ---
[Redacted] | [Redacted] | Official | 04/20/17 8:15AM | [Redacted]
[Redacted] | [Redacted] | Official | 04/20/17 8:15AM | [Redacted]

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 L144 Abraham Lincoln Council (22001,2).

Submit as Reviewed
nVision Report Highlight

Comparative Statement of Operations With Schedules
nVision Report Highlight
nVision Report Highlight

<table>
<thead>
<tr>
<th>Table Title</th>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Last Year</th>
<th>Budget</th>
<th>Actual</th>
<th>Last Year</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>Current Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Direct Mail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friends of Scouting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOS Contributions</td>
<td></td>
<td>306,500</td>
<td>289,703</td>
<td>306,039</td>
<td>1,452,028</td>
<td>1,401,913</td>
<td>1,326,090</td>
<td>2,135,028</td>
</tr>
<tr>
<td>Net Assets Released FOS</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>514,972</td>
<td>514,972</td>
<td>562,522</td>
<td>514,972</td>
</tr>
<tr>
<td>Provision Uncoll FOS</td>
<td></td>
<td>(19,071)</td>
<td>(30,390)</td>
<td>(26,646)</td>
<td>(109,924)</td>
<td>(136,200)</td>
<td>(127,452)</td>
<td>(165,540)</td>
</tr>
<tr>
<td>Net Friends of Scouting</td>
<td></td>
<td>287,429</td>
<td>259,313</td>
<td>279,393</td>
<td>1,857,076</td>
<td>1,786,685</td>
<td>1,761,160</td>
<td>2,484,460</td>
</tr>
<tr>
<td>Net Project Sales</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support and Revenue</td>
<td>Direct Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Direct Mail</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>Friends of Scouting</td>
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<tr>
<td>FOS Contributions</td>
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<tr>
<td>Net Assets Released FOS</td>
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<td></td>
</tr>
<tr>
<td>Provision Uncoll FOS</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Friends of Scouting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Project Sales</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Events</td>
<td>Special Event Contributions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Assets Release Spec Events</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Boy Scouts of America

Period Ending: May 31, 2017

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Budget</th>
<th>Actual</th>
<th>Last Year</th>
<th>Year to Date</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Period</td>
<td>Budget</td>
<td>Actual</td>
<td>Last Year</td>
<td>Budget</td>
<td>Actual</td>
</tr>
<tr>
<td>Current Year</td>
<td>Budget</td>
<td>Actual</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## nVision Report Highlight

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Activity Revenue</th>
<th>Direct Activity Expenses</th>
<th>Activity Surplus (Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>55,596</td>
<td>(53,922)</td>
<td>1,673</td>
</tr>
<tr>
<td></td>
<td>22,005</td>
<td>(51,002)</td>
<td>(28,997)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12,414</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(2,042)</td>
</tr>
</tbody>
</table>

## Schedules

### Schedule 1: United Way

- Allocations: 105,092
- Donor Designations: -
- United Way (Net): 105,092

### Schedule 2: Camping (Class Code 21)

- Camping Revenue: 19,552
- Direct Camping Expenses: (77,379)
- Camping Surplus (Deficit): (57,827)

### Schedule 3: Activities (Class Code 20)

- Activity Revenue: 55,596
- Direct Activity Expenses: (53,922)
- Activity Surplus (Deficit): 1,673

### Schedule 4: Other Revenue

- Advertising Revenue: -
- Income from Rents: 51,500
nVision Report Highlight

Support and Revenue
Period Ending: May 31, 2017

- Friends of Scouting: 36%
- Product Sales: 17%
- United Way: 11%
- Foundations: 11%
- Special Events: 8%
- United Way: 11%
- United Way: 11%
- Other: 10%
- Investments: 0%
- Camping: 3%
- Sale of Supplies: 0%
- Activities: 4%

Support and Revenue Chart
Expenses Chart | Chart Data | Sheet1
nVision Report Highlight
Personally Identifiable Information & Payment Card Industry Security
PII and PCI Security

Corporate Payment Card Industry (PCI) Policy

September 22, 2011

Unacceptable E-mail and Communications Activities

- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, forging, misrepresenting, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Use of unsolicited email originating from within the BSA's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the BSA or connected via the BSA's network.

Emailing card Holder Data
(cross ref. PCI DSS 4.2)

Never request or send unencrypted PANs (Primary Account Number) by end-user messaging technologies (for example, e-mail, instant messaging, chat, etc.). Ensure that strong cryptography is used whenever cardholder data is sent via end-user messaging technologies.

Enforcement
BSA Secure Email

"BSA-Secure-Email-Activate"
Sample test secure email

To: Michael Creagh

Retention Policy: 3 Year Delete (3 years)
Expires: 6/7/2020

If there are problems with how this message is displayed, click here to view it in a web browser.

Message

You've received an encrypted message from Michael.Creagh@scouting.org

To view your message
Save and open the attachment (message.html), and follow the instructions.
Sign in using the following email address: Michael.Creagh@scouting.org

This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

Message encryption by Microsoft Office 365
Opening Mail Attachment

You should only open attachments from a trustworthy source.

Attachment: message.html from Inbox - Michael.Creagh@scouting.org - Outlook

Would you like to open the file or save it to your computer?

[ ] Open  [ ] Save  [ ] Cancel

[ ] Always ask before opening this type of file

This email message and its attachments are for information. If you have received this email in error, please let us know.
Encrypted message

From
Michael.Creagh@scouting.org

To
Michael.Creagh@scouting.org

To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.

Sign in
Use a one-time passcode
Which account would you like to sign in with to view your encrypted message?

**Microsoft account**
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

**Work or school account**
Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't want to sign in? Use a one-time passcode to view the message.
Sample test secure email

Michael Creagh <Michael.Creagh@scouting.org>

Today, 12:27 PM
Michael Creagh <Michael.Creagh@scouting.org>

"RSA-Secure-Email-Activato"

Michael M. Creagh, CFRE | Member Applications Specialist

BOY SCOUTS OF AMERICA
Information Technology Group

blackbaud.com

1325 West Walnut Hill Lane | P.O. Box 152079
Irving, TX 75015-2079
michael.creagh@scouting.org

P: 972.580.2490 | C: 618.380.2864 | F: 972.580.2331

Prepared. For Life.
Audit Support and Due Dates
Audit and Tool Kit Guides posted
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
Ledger Close Request

Run Control ID: Request

Process Request Parameters

Process Frequency
- Once
- Always
- Don't Run

Request Number: 1

Close Request Type: Undo

Closing Type: Year End

Business Unit for Prompting: L114

Closing Group: YEAR_END

Ledger Group: ACTUALS

Fiscal Year: 2016

Closing Date Option
- BU Process Date
- As of Date
- Specify: 12/31/2016

Selections
- Selected Detail Values
- Detail - Selected Parents

Tree SetID: 

Level: 

Business Unit to Close

*Select Value

L114

Save

Run
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
2016 Audit Due Date

July 31, 2017 – But you can send earlier

- One copy of the audited financial statements
- One copy of the *Communicating Internal Control Related Matters Identified in an Audit* (AU-C Section 265 previously termed an SAS 115/management letter)
- One copy of IRS Form 990
Each local council’s audited financial statements must be sent to the National Council by July 31 of each year. In planning the engagement, please keep this deadline in mind. **Audited financial statements must be presented to the local council’s executive board and accepted before being sent to the National Council.**

There are several items that are due to the National Council by July 31, 2017:

- One copy of the audited financial statements
- One copy of the Communicating Internal Control Related Matters Identified in an Audit (AU-C Section 265 previously termed an SAS 115/management letter)
- One copy of IRS Form 990 (by July 31 or upon timely filing)

In an effort to reduce costs and help support the BSA Sustainability Project, all of the above documents can be submitted to the National Council at the [Audit Upload Site](#).
2016 Audit Due Date

July 31, 2017 – But you can send earlier

BOY SCOUTS OF AMERICA
FINANCIAL AUDITS & IRS 990

2016 Local Council Audit and 990 Submission Form

Each local council’s audited financial statements and IRS Form 990 must be submitted no later than July 31 of each year.

Audited financial statements must be presented to the local council’s executive board and accepted before submitting on the site.

ENTER SUBMISSION FORM

All forms except your IRS 990 must be submitted together.
To SUBMIT YOUR IRS 990 FORM, please enter the Scout executive’s last name and email address you used and click “continue” below.

Scout executive’s last name: __________________________
Scout executive’s email address: ______________________

NOTE: Your 2016 Financial Audit Submission is not valid until you have successfully completed the entire process and received a printable confirmation page and an email confirmation.

Continue

Email Submission Assistance
2016 Audit Due Date
July 31, 2017 – But you can send earlier
Journey to Excellence Submission
JTE Pull Dates

“If a user enters data into PeopleSoft and transmits it before 6:00 a.m. central time on 8th, 16th, and 28th of month, the data will be included in the dashboard update on those days.”
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

• This process is successful even if you get an “Error” in the process monitor. If this happens a notice is sent to Member Care and the error is fixed but your council is still registered as closed for the month.
Future Scheduled Webinar

September 13, 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 August 15 - 17

• Fiscal Management I
  – $200.00 five courses in 2017 at various Council offices around the country – next course August 20 - 22

• Fiscal Management II
  – $275.00 Two courses in 2017 – September 12 - 13
Member Care Contact Center

• 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