

PeopleSoft User Group

December 13, 2017



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User Group Agenda

- FASB changes in 2018
- 2017 Audit Guide – January 2018 release
- 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



Blackbaud Reconciliation

Blackbaud Job-Aid

Special User Group Session

Reports

- ▶ Appeal Organization Structure Report
- ▶ Appeal Progress by Category Report
- ▶ Appeal Progress by Solicitor Report
- ▶ Appeal Revenue Data List
- ▶ Constituent Reports
- ▶ Entering a Goal to a Group
- ▶ IRS 990 Schedule B
- ▶ Pledge Receivable Aging Report
- ▶ Appeal Profile
- ▶ Account Distribution
- ▶ Reconcile PeopleSoft to Blackbaud
- ▶ Solicitor Performance Report

Thursday

January 4, 2018

10:00AM – 2:00PM



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2018 FASB Update

- Effective 12/15/2017 (For 2018 audits)
- Consolidate investment income, gains, and losses into one-line item, “investment return – net”.
- Present summary information on reclassifications of net assets on the statement of activities showing three major categories (program, time, and appropriation)
- Collapse net asset classes (and the changes therein) to “net assets without donor restrictions” and “net assets with donor restrictions”.
- Correct capitalization of line descriptions on layouts in line with industry standards/FASB examples.



2018 FASB Update

	<u>DSSOP-F1</u>	<u>Detail Standard St of Op F1</u>
	<u>DSSOP-F2</u>	<u>Detail Standard St of Op F2</u>
	<u>FASB1</u>	<u>Statement of Activities-Audit</u>
	<u>FASB2</u>	<u>St of Financial Postion-Audit</u>
	<u>FASB3</u>	<u>Standard St of Opns UR Fund 1</u>
	<u>FASB4</u>	<u>Comp St of Operation UR Fund 1</u>
	<u>FCBDTLF1</u>	<u>Forecast with Budget - Detail</u>
	<u>FCBDTLS1</u>	<u>Forecast Detail F1 Scope</u>
	<u>FCBSUMF1</u>	<u>Forecast with Budget - Summary</u>
	<u>FCBSUMF2</u>	<u>Forecast with Budget - Summary</u>



2018 FASB Update

Statement of Fina Pos

Current

Other Non Current Liabilities	104,000	80,000					104,000	80,000
Total Non-Current Liabilities	104,000	80,000	1,774,800	2,029,881			1,878,800	2,109,881
TOTAL LIABILITIES	532,088	486,434	1,942,022	2,188,328	500	500	2,474,611	2,675,262
Net Assets								
Unrestricted Net Assets	567,695	241,079	5,570,216	5,896,587	125,250	237,937	6,263,160	6,375,603
Temporarily Restricted Net Assets	265,575	114,840	168,090	36,090			433,665	150,930
Permanently Restricted Net Assets					2,278,425	2,260,888	2,278,425	2,260,888
Total Net Assets	833,270	355,919	5,738,305	5,932,677	2,403,675	2,498,825	8,975,251	8,787,421
TOTAL LIABILITIES AND NET ASSETS	1,365,358	842,354	7,680,328	8,121,005	2,404,175	2,499,325	11,449,861	11,462,683

New FASB

Other noncurrent liabilities	104,000	80,000					104,000	80,000
Total noncurrent liabilities	104,000	80,000	1,774,800	2,029,881			1,878,800	2,109,881
Total liabilities	532,088	486,434	1,942,022	2,188,328	500	500	2,474,611	2,675,262
Net assets:								
Without donor restrictions	567,695	241,079	5,570,216	5,896,587	125,250	237,937	6,263,160	6,375,603
With donor restrictions	265,575	114,840	168,090	36,090	2,278,425	2,260,888	2,712,090	2,411,818
Total net assets	833,270	355,919	5,738,305	5,932,677	2,403,675	2,498,825	8,975,251	8,787,421
Total liabilities and net assets	1,365,358	842,354	7,680,328	8,121,005	2,404,175	2,499,325	11,449,861	11,462,683



2018 FASB Update

Statement of Activities

Current

Other Revenue	173,036	103,000	4,000	1,811	0	0	177,036	103,400
Total Revenue	2,149,991	1,933,750	4,000	1,811	-65,036	-41,325	2,088,955	1,894,236
Net Assets Released-All								
Net Assets Released FOS	75,261	110,554	-	-	-	-	75,261	110,554
Net Assets Release Spec Events	2,500	-	-	-	-	-	2,500	-
Net Assets Released United Way	30,570	31,000	-	-	-	-	30,570	31,000
Total Net Assets Released from Restriction	108,331	141,554	-	-	-	-	108,331	141,554
Total Support and Revenue	4,151,539	3,782,949	155,675	428,258	-65,036	-41,325	4,242,178	4,169,882

New FASB

Other revenue	173,036	103,000	4,000	1,811	0	0	177,036	103,400
Total revenue	2,149,991	1,933,750	4,000	1,811	(65,036)	(41,325)	2,088,955	1,894,236
Net assets released from restrictions:								
Satisfaction of program restrictions	2,500	0	0	0	0	0	2,500	0
Expiration of time restrictions	105,831	141,554	0	0	0	0	105,831	141,554
Satisfaction of equipment acquisition restrictions								
Appropriation from donor endowment and subsequent satisfaction of any related donor restrictions	0	0	0	0	0	0	0	0
Total net assets released from restriction	108,331	141,554	0	0	0	0	108,331	141,554
Total support and revenue	4,151,539	3,782,949	155,675	428,258	-65,036	-41,325	4,242,178	4,169,882



Audit Prep and Guide

COUNCIL FISCAL
MANAGEMENT

5-Year Financial
Planning

5-
Year_Financial_Plan_w-
Membership_Tracking

Budget Building
Materials

Fiscal Documents

Payroll / Personnel

Sample Policies

Sphere (Kintera) Help

PeopleSoft Documents

Accounts Payable

Asset Management

Audit Adjustments

Bank Reconciliation

Budget Tools

Finance Impact > Council Fiscal Management >

Fiscal Documents

Fiscal Management Documents

Accountable Plan Template  - **NEW**

Audit–Audit Committee Guidebook 

Audit–Audit Committee Matrix–PowerPoint Presentation 

Audit–Audit Committee Matrix–Slides and teaching notes 

Audit–Audit Referral Program  - **NEW**

Audit–**Local Council Guide to the 2016 Audit**  - *new on January 3, 2017*

Audit–Local Council Audit Toolkit 2016 

Audit–Local Council Guide to the 2015 Audit  - *updated May 2016 for audit submittal date*

Audit–Local Council Audit Toolkit 2015  - *updated February 2016 for audit submittal date*

Audit–2012 Sample Notes to Financial Statements  - Microsoft Word Format

Council Office Procedures 



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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_SPREADSHEET_FIS_YR – the starting point for budget
 - Report
 - Detail Budget Analysis – Scope
 - Run on 12-31-17
 - Provides current plus 2 years of history and budget



Budget Preparation



The screenshot shows the Boy Scouts of America website interface. At the top left is the logo and the text "BOY SCOUTS OF AMERICA". To the right is a search bar with a "SEARCH" button. Below this is a navigation bar with five tabs: "Council Fiscal Management", "Council Fund Development", "Training", "FID e-Letter", and "Back Office Solutions". The "Council Fiscal Management" tab is selected. On the left side, there is a sidebar menu with the following items: "COUNCIL FISCAL MANAGEMENT", "5-Year Financial Planning", "5-Year_Financial_Plan_w-Membership_Tracking", "Budget Building Materials", "Fiscal Documents", "Payroll / Personnel", "Sample Policies", "Sphere (Kintera) Help", "PeopleSoft Documents", "Accounts Payable", "Asset Management", "Audit Adjustments", "Bank Reconciliation", "Budget Tools", and "Communications". The main content area shows a breadcrumb trail: "Finance Impact > Council Fiscal Management > PeopleSoft Documents > Budget Tools". Below the breadcrumb is the heading "Budget Tools". The content includes a sub-heading "Tools to make the budget process more simple in PeopleSoft" and a list of links: "PeopleSoft Budget Upload Spreadsheets" (with a spreadsheet icon), "Budget Upload Tool Zip ^{ZIP} updated October 25, 2016 - file with macros - unzip these all to one file folder on your desktop", "Budget in PeopleSoft" (with a PDF icon), "Budget & Actual Queries Introduced" (with a PDF icon), and "Budget Upload Flat-File Instructions" (with a PDF icon) - shown at February 2016 PeopleSoft User group.



Refreshing your Trees and Nodes



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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
- Chapter 6.5 in the User guide



Trees & Nodes

ORACLE

Favorites Main Menu > BSA > Local Council Updates > BSA Tree Manager

Tree Manager

SetID: L... Last Audit: Valid Tree
Effective Date: 01/01/1900 Status: Active
Tree Name: L..._PROJECTS L...2 Projects

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

[ALL](#) > 2014 SPEC EVENTS

[Collapse All](#) | [Expand All](#) [Find](#) First Page 21 of 2514 Last Page

- ALL -
 - COUNCIL - Council
 - ORDER OF THE ARROW - Order of the Arrow
 - DEFERRED - Deferred Projects
 - 12 DEC-DEFERRED - December Deferred Projects
 - 11-NOV-DEFERRED - November Deferred Projects



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



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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>



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

LC_1099_VENDORS

SetID:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

	SetID	Vendor ID	Vendor Name	
1	L114	010000	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y
2	L114	010001	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y
3	L114	000000	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y
4	L114	000000	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y
5	L114	010000	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y
6	L114	000000	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y
7	L114	010000	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y
8	L114	010000	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y
9	L114	000000	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y
10	L114	010000	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y
11	L114	000000	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y
12	L114	010000	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y
13	L114	010000	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	Y



Identify 1099 Withholding Vendors

Query LC_1099_WITHHOLDING_INFORMATION

LC_1099_WITHHOLD_INFORMATION

Unit:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (92 kb)

[View All](#)

First 101-13

	Instance	Unit	Entity	Type	Jurisdiction	Class	Rule	Vndr SetID	Vendor	Location	Address	SetID	Bank	Account	Method	Payment	BU Tax ID	Tax ID	Currency	Rate Type	Date	Posted	Declarat Date	Basis Amt	Descrip
101	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004095			JSD	CRRNT	07/22/2015	01/06/2016	07/22/2015	61.200		
102	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004255			JSD	CRRNT	08/31/2015	01/06/2016	08/21/2015	61.200		
103	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004373			JSD	CRRNT	09/30/2015	01/06/2016	09/21/2015	61.200		
104	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004480			JSD	CRRNT	10/21/2015	01/06/2016	10/21/2015	61.200		
105	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004624			JSD	CRRNT	11/20/2015	01/06/2016	11/20/2015	61.200		
106	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004864			JSD	CRRNT	12/17/2015	01/06/2016	12/17/2015	61.200		
107	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000003706			JSD	CRRNT	05/11/2015	01/06/2016	05/11/2015	206.750		
108	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004213			JSD	CRRNT	08/21/2015	01/06/2016	08/21/2015	651.590		
109	3817570	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004107			JSD	CRRNT	07/22/2015	01/06/2016	07/22/2015	2600.000		
110	3868818	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000004982			JSD	CRRNT	01/15/2016	01/15/2016	01/15/2016	4500.000		
111	3918522	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005028			JSD	CRRNT	01/27/2016	01/28/2016	01/20/2016	61.200		
112	4027992	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005120			JSD	CRRNT	02/19/2016	02/24/2016	02/09/2016	4500.000		
113	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005247			JSD	CRRNT	03/18/2016	12/12/2016	03/04/2016	4500.000		
114	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005353			JSD	CRRNT	04/20/2016	12/12/2016	04/13/2016	4500.000		
115	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005451			JSD	CRRNT	05/13/2016	12/12/2016	05/13/2016	4500.000		
116	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005633			JSD	CRRNT	06/22/2016	12/12/2016	06/15/2016	4500.000		
117	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005715			JSD	CRRNT	07/15/2016	12/12/2016	07/15/2016	4500.000		
118	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005839			JSD	CRRNT	08/10/2016	12/12/2016	08/10/2016	4500.000		
119	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005980			JSD	CRRNT	09/27/2016	12/12/2016	09/27/2016	4500.000		
120	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000006101			JSD	CRRNT	10/24/2016	12/12/2016	10/17/2016	4500.000		
121	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000006302			JSD	CRRNT	11/16/2016	12/12/2016	11/16/2016	4500.000		
122	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005150			JSD	CRRNT	02/25/2016	12/12/2016	02/25/2016	315.000		
123	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005151			JSD	CRRNT	02/25/2016	12/12/2016	02/17/2016	61.200		
124	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005281			JSD	CRRNT	03/31/2016	12/12/2016	03/31/2016	61.200		
125	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005422			JSD	CRRNT	05/04/2016	12/12/2016	04/27/2016	61.200		
126	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005525			JSD	CRRNT	05/31/2016	12/12/2016	05/18/2016	61.200		
127	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005646			JSD	CRRNT	06/22/2016	12/12/2016	06/15/2016	61.200		
128	4947034	L114	IRS	1099	FED	07	RULE0	L114	01	01	1 L114	BK001	CHK1	CHK	0000005700			JSD	CRRNT	07/20/2016	12/12/2016	07/20/2016	61.200		



Generate 1099 MISC forms and text file

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

1099 Report Post/Report/Copy B

1099 Report Post / Report / Copy B

Run Control ID: Withhold_1099_Report_Job [Report Manager](#) [Process Monitor](#) **Run**

Language: English

1099 Report Post

*Request ID: 1099 Description: 1099 Processing

Process Frequency: Always Process

Report ID: US_REPORT

Report Date: 12/12/2016 Include Manual Overrides

*Control SetID: *Control ID: 1 Lewis & Clark Council, Inc BSA

*Calendar SetID: SHARE *Calendar ID: 06 2016 1099 Calendar

*Fiscal Year: 2016 Use Report Date For Vendor

*Period: 1 Period 1 - 2016-01-01

1099 Report

Type of File/Return: Test 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

Withhold Type: All Vendor Select Option: Select All Vendors

Mask TIN AP 1099 sort order: Vendor Id Sort

Vendor Payees

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

Vendor ID
1

Save Return to Search Previous in List Next in List Notify Add Update/Display



Generate 1099 MISC forms and text file

1099 Report Post / Report / Copy B

Run Control ID: Withhold_1099_Report_Job Report Manager Process Monitor Run

Language: English

1099 Report Post

*Request ID: 1099 Description: 1099 Processing

Process Frequency: Always Process

Report ID: US_REPORT

Report Date: 12/12/2016 Include Manual Overrides

*Control SetID: [Search] *Control ID: 1

*Calendar SetID: SHARE *Calendar ID: 06 2016 1099 Calendar

*Fiscal Year: 2016 Use Report Date For Vendor

*Period: 1 Period 1 - 2016-01-01

Look Up Period

Cancel ? Help

Search Results

View 100 First 1 of 1 Last

Calendar SetID	Calendar ID	Fiscal Year	Period	Period Name
SHARE	06	2016	1	Period 1 - 2016-01-01

1099 Report

Type of File/Return: Test 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

Withhold Type: All Vendor Select Option: Select All Vendors



Generate 1099 MISC forms and text file

Favorites Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

Process Scheduler Request

User ID MCREAGH Run Control ID withhold_1099_report_job

Server Name PSNT1 Run Date 12/08/2017
Recurrence Recurrence Run Time 1:27:16PM
Time Zone Time Zone

Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	1099 Report Post	1099_RPT_PST	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	XMLP:Withhold 1099 Report	APX1099	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	XMLP: Withhold 1099G Report	APX1099G	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	XMLP:Withhold 1099I Report	APX1099I	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	1099-MISC Copy B	APY1099-	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	1099-G Copy B	APY1099G	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	1099-INT Copy B	APY1099I	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	1099 Job	AP_1099	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	1099 Report	AP_APY1099	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	1099 Copy B Sort	AP_COPYB_RPT	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	1099 Post, Report, & CopyB Sor	RPT_1099	PSJob	(None)	(None)	Distribution

OK Cancel



Generate 1099 MISC forms and text file

Favorites Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

Process Scheduler Request

User ID MCREAGH Run Control ID withhold_1099_report_job

Server Name PSNT1 Run Date 12/08/2017
Recurrence Recurrence Run Time 1:27:16PM
Time Zone Time Zone

Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	1099 Report Post	1099_RPT_PST	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	XMLP:Withhold 1099 Report	APX1099	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	XMLP: Withhold 1099G Report	APX1099G	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	XMLP:Withhold 1099I Report	APX1099I	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	1099-MISC Copy B	APY1099-	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	1099-G Copy B	APY1099G	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	1099-INT Copy B	APY1099I	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	1099 Job	AP_1099	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	1099 Report	AP_APY1099	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	1099 Copy B Sort	AP_COPYB_RPT	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	1099 Post, Report, & CopyB Sor	RPT_1099	PSJob	(None)	(None)	Distribution

OK Cancel



Generate 1099 MISC forms and text file

Favorites | Main Menu > Reporting Tools > Report Manager

List | Explorer | Administration | Archives

View Reports For

User ID: MCREAGH Type: [v] Last [v] 1 Hours [v] Refresh

Status [v] Folder [v] Instance [v] to [v]

Report List Personalize | Find | View All | [v] First [v] 1-12 of 12 [v] Last

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7254306	4947042	APX1099ICT - APX1099ICT.pdf	12/12/2016 9:09:20AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7254305	4947041	APX1099GCT - APX1099GCT.pdf	12/12/2016 9:09:04AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7254304	4947040	APX1099CT - APX1099CT.pdf	12/12/2016 9:08:49AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7254303	4947046	1099 Copy B Sort	12/12/2016 9:07:12AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	7254302	4947045	1099 Report	12/12/2016 9:07:12AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	7254301	4947044	1099 Report Post	12/12/2016 9:07:12AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	7254300	4947043	1099 Post, Report & CopyB Sort	12/12/2016 9:07:12AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	7254296	4947037	1099-MISC Copy B	12/12/2016 9:07:11AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7254295	4947036	Withholding Control Report	12/12/2016 8:58:53AM	Acrobat (*.pdf)	Posted	Details



Generate 1099 MISC forms and text file

Favorites | Main Menu > Reporting Tools > Report Manager

Report Detail

Report

Report ID 7254302 **Process Instance** 4947045 [Message Log](#)
Name AP_APY1099 **Process Type** Application Engine

Run Status Success

1099 Report

Distribution Details

Distribution Node ReportNode **Expiration Date** 12/19/2016

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
AE_AP_APY1099_4947045.stdout	303	12/12/2016 9:08:16.113000AM CST
IRS_001_1_4947045.TXT	6,016	12/12/2016 9:08:16.113000AM CST

Distribute To

<u>Distribution ID Type</u>	<u>*Distribution ID</u>		
User ▼	MCREAC		



Generate 1099 MISC forms and text file

Page: 1 of 4 Automatic Zoom

BOY SCOUTS OF AMERICA, LLC
1800 WASHINGTON AVENUE
SUITE 1800
ST LOUIS, MO 63101-0000

Instructions for Recipient
 Recipient's identification number. For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), or adoption taxpayer identification number (ATIN). However, the issuer has reported your complete identification number to the IRS and, where applicable, to state and/or local governments.
 Account number. May show an account or other unique number the payer assigned to distinguish your account.
 Amounts shown may be subject to self-employment (SE) tax. If your net income from self-employment is \$400 or more, you must file a return and compute your SE tax on Schedule SE (Form 1040). See Pub. 534 for more information. If no income or social security and Medicare taxes were withheld and you are still receiving these payments, see Form 1040-ES. Individuals must report these amounts as explained in the box 7 instructions on this page. Corporations, fiduciaries, or partnerships must report the amounts on the proper line of their tax return.
 Form 1099-MISC incorrect? If this form is incorrect or has been issued in error, contact the payer. If you cannot get this form corrected, attach an explanation to your tax return and report your income correctly.
Box 1. Report rents from real estate on Schedule E (Form 1040). However, report rents on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business.
Box 2. Report royalties from oil, gas, or mineral properties, copyrights, and patents on Schedule E (Form 1040). However, report payments for a working interest as explained in the box 7 instructions. For royalties on timber, coal, and iron ore, see Pub. 544.
Box 3. Generally, report this amount on the "Other income" line of Form 1040 (or Form 1040NR) and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, prize, award, taxable damages, Indian gaming profits, or other taxable income. See Pub. 525. If it is trade or business income, report this amount on Schedule C or F (Form 1040).
Box 4. Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold if you did not furnish your taxpayer identification number. See Form W-9, and Pub. 302 for more information. Report this amount on your income tax return as tax withheld.
Box 5. An amount in this box means the fishing boat operator considers you self-employed. Report this amount on Schedule C (Form 1040). See Pub. 534.
Box 6. For individuals, report on Schedule C (Form 1040).
Box 7. Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If the amount in this box is SE income, report it on Schedule C or F (Form 1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare taxes. If you believe you are an employee and cannot get the payer to correct this form, report the amount from box 7 on Form 1040, line 7 (or Form 1040NR, line 8). You must also complete Form 9919 and attach it to your return. If you are not an employee but the amount in this box is not SE income (for example, it is income from a sporadic activity or a hobby), report it on Form 1040, line 21 (or Form 1040NR, line 21).
Box 8. Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the "Other income" line of Form 1040 (or Form 1040NR).
Box 9. If checked, \$5,000 or more of sales of consumer products was paid to you on a buy-sell, deposit-commission, or other basis. A dollar amount does not have to be shown. Generally, report any income from your sale of these products on Schedule C (Form 1040).
Box 10. Report this amount on Schedule F (Form 1040).
Box 11. Shows the foreign tax that you may be able to claim as a deduction or a credit on Form 1040. See the Form 1040 instructions.
Box 12. Shows the country or U.S. possession to which the foreign tax was paid.
Box 13. Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See the Form 1040 (or Form 1040NR) instructions for where to report.
Box 14. Shows gross proceeds paid to an attorney in connection with legal services. Report only the taxable part as income on your return.
Box 15a. May show current year deferrals as a nonemployee under a nonqualified deferred compensation (NQDC) plan that is subject to the requirements of section 409A, plus any earnings on current and prior year deferrals.
Box 15b. Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. This amount is also included in box 7 as nonemployee compensation. Any amount included in box 15a that is currently taxable is also included in this box. This income is also subject to a substantial additional tax to be reported on Form 1090 (or Form 1040NR). See "Total Tax" in the Form 1040 (or Form 1040NR) instructions.
Boxes 16-18. Shows state or local income tax withheld from the payment.
Partner development. For the latest information about developments related to Form 1099-MISC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/form1099misc.

CORRECTED (if checked)

PAYER'S name, street address, city, state, ZIP code, and telephone no. 1800 WASHINGTON AVENUE, SUITE 1800, ST LOUIS, MO 63101		1 Rents \$ 0.00	OMB No. 1545-0115	Miscellaneous Income
1800 WASHINGTON AVENUE SUITE 1800, ST LOUIS, MO 63101		2 Royalties \$ 0.00	2016 Form 1099-MISC	
1800 WASHINGTON AVENUE SUITE 1800, ST LOUIS, MO 63101		3 Other income \$ 0.00		
PAYER'S Federal identification number	RECIPIENT'S identification number	5 Fishing boat proceeds	6 Medical and health care payments	Copy B For Recipient



Generate 1099 MISC forms and text file

<https://www.irs.gov/fire>

English

Planned Outage: December 6, 2017 - January 8, 2018

FIRE Prod: This service will be unavailable from approximately 6 p.m. Eastern time on Wednesday, December 6, 2017, until approximately 8 a.m. Eastern time on Monday, January 8, 2018, due to planned maintenance. We apologize for any inconvenience.

Planned Outage: December 6, 2017 - January 2, 2018

Additional Information

- [Who Can Participate in FIRE](#)
- [FIRE Logon](#)
- [Helpful Information for FIRE](#)
- [FIRE Test System](#)
- [Form 8955 SSA Resources](#)

Record Specifications/File Layouts

- [0917 Publ 1220 \(PDF\)](#)
- [1117 Publ 1220 \(PDF\)](#)



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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

BSA > Local Council Updates > LC Month-end GL Transmittal

GL Period Balances

Run Control ID: BSA_GL_Period_Balance Report Manager Process Monitor **5** Run

Language: English

Report Request Parameters

Business Unit: **1** L114

Fiscal Year: **2** 2016 Period: **3** 10

4 Save Notify Add Update/Display



Journey to Excellence Submission

Process List | **Server List**

View Process Request For

User ID Type Application Engine Last Hours

Server Name BSA_LC_GL007 Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View 100 | | First 1-50 of 110

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6182844		Application Engine	BSA_LC_GL007	T...	12/08/2017 11:22:44AM CST	Success	Posted	Details
<input type="checkbox"/>	6182674		Application Engine	BSA_LC_GL007	G...	12/08/2017 10:57:20AM CST	Success	Posted	Details
<input type="checkbox"/>	6182637		Application Engine	BSA_LC_GL007	M...	12/08/2017 10:51:28AM CST	No Success	Posted	Details
<input type="checkbox"/>	6182487		Application Engine	BSA_LC_GL007	M...	12/08/2017 10:30:51AM CST	Success	Posted	Details
<input type="checkbox"/>	6182440		Application Engine	BSA_LC_GL007	J...	12/08/2017 10:25:53AM CST	Success	Posted	Details
<input type="checkbox"/>	6182436		Application Engine	BSA_LC_GL007	S...	12/08/2017 10:25:09AM CST	Success	Posted	Details
<input type="checkbox"/>	6181688		Application Engine	BSA_LC_GL007	V...	12/08/2017 8:58:25AM CST	Success	Posted	Details



PeopleSoft User Security

The Scout Executive's Role



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PeopleSoft User Security

The screenshot displays the Oracle PeopleSoft user interface. At the top left, the 'ORACLE' logo is visible. Below it, there are tabs for 'Favorites' and 'Main Menu'. A 'Personalize' button is located on the left side. The 'Main Menu' is expanded, showing a 'Search Menu' field with a search icon. Below the search field, a list of folders is displayed: BSA, Vendors, eProcurement, Accounts Payable, Asset Management, Banking, and General Ledger. The 'Security' folder is highlighted, and its sub-items are shown: ARN Reports, Accounts Payable, General Ledger, Security, and Local Council Updates. The 'Security' sub-item is further expanded, showing a document icon and the text 'Council Security Review'.



PeopleSoft User Security

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

Security Review

Business Unit: LFA Local Council Council [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: 2016 **Audit Period:** 1 **Review Dates:** 01/01/2016 thru: 06/30/2016
Review Deadline: 06/30/2016 **Review Status:** **Incomplete**

Council Users [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) | [First](#) | [1-3 of 3](#) | [Last](#)

User	Name	Type	Last Reviewed	Change Needed
View Profile	Operator			<input type="checkbox"/>
View Profile	Language			<input type="checkbox"/>
View Profile	Member			<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 LFA Local Council Council (22001,2).



PeopleSoft User Security

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

Security Review

Business Unit: [LIFE](#) [View All Data](#) [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

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Review Deadline: 06/30/2016 Review Status: **Incomplete**

Council Users [Customize](#) | [Find](#) | [View All](#) | | [First](#) | [1-3 of 3](#) | [Last](#)

User	Name	Type	Last Reviewed	Change Needed
[Link]	[Name]			<input type="checkbox"/>
[Link]	[Name]			<input type="checkbox"/>
[Link]	[Name]			<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 [LIFE](#) [View All Data](#) [View All Data](#) (22001,2).

[Submit as Reviewed](#)



Future Scheduled Webinar

January 10, 2018

10:00AM & 2:00PM

Central



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2018 Training Opportunities

www.scouting.org/FinanceImpact/Training

- **Accounting Specialist Training**
 - \$750.00 three courses in 2018 at ScoutingU Westlake, TX
- **Fiscal Management I**
 - \$250.00 four courses in 2018 at various Council offices around the country
- **Fiscal Management II**
 - \$300.00 Two courses in 2018 – May 8-9 & September 11 -12



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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



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Feedback Time

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

