

PeopleSoft User Group

January 10, 2018



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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
- FASB Update



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>

COUNCIL FISCAL MANAGEMENT	Finance Impact > Council Fiscal Management >
5-Year Financial Planning	Fiscal Documents
5-Year Financial Plan w/ Membership Tracking	Fiscal Management Documents
Budget Building Materials	Accountable Plan Template
Fiscal Documents	Audit—Audit Committee Guidebook
Payroll / Personnel	Audit—Audit Committee Matrix—PowerPoint Presentation
Sample Policies	Audit—Audit Committee Matrix—Slides and teaching notes
Sphere (Kintera) Help	Audit—Audit Referral Program —updated January 4, 2018
PeopleSoft Documents	Audit—Local Council Guide to the 2017 Audit —posted on January 4, 2018
Accounts Payable	Audit—Local Council Audit Toolkit 2017 - coming soon
Asset Management	Audit—Local Council Guide to the 2016 Audit
Audit Adjustments	Audit—Local Council Audit Toolkit 2016
Bank Reconciliation	Audit—2012 Sample Notes to Financial Statements —Microsoft Word Format
Budget Tools	Council Office Procedures
Communications	Council Stewardship Policies

2016 BSA Audit Tool Kit

Includes:
Local Council Audit Self-Review Form

Local Council Guide to the 2017 Audit

Special Issue

Now with Appendix C—ASU 2016-14 (FASB Updates)



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Year End Close Process



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Year End Close Process

- Close December (Period 12)
- Run Year End Close Process
 - User Guide Section 7.3, page 7-4
 - Submit JTE Data



Ledger Close Request

Run Control ID: Request_Ledger_Close

[Report Manager](#)

[Process Monitor](#)

Run 12

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency

Once
 Always 1
 Don't Run

Request Number: 1

*Close Request Type: **Close** 2

Business Unit for Prompting: **L114** 3 Check only, Do not process

Closing Group: **YEAR_END** 4 [Rules to Execute](#)

Fiscal Year: **2016** 7 Ledger Group: **ACTUALS** 5 Ledger: **ACTUALS** 6

Closing Date Option

BU Process Date 8 **As of Date** Specify: 9 **12/31/2016** 31

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

L114 10

Save 11 Notify Refresh Add Update/Display



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 2017 (Period 12)
2. Make adjusting journal entries using source code **CA**
3. Post journal entries – December 2017 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. Do Not Need to resubmit 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



Re Class Revenue

- After Year End Close Process
- Funds in 4001-XXX-91 closed out into 3005
- You will need to make an adjustment to reclassify to unrestricted back to 3605

	000	COUNCIL GENERAL	118,028	86,253	95,480	118,028	86,253	95,480	2,135,028
4001		Contributions-FOS	118,028	86,253	95,480	118,028	86,253	95,480	2,135,028
-		-	-	-	-	-	-	-	-
	000	COUNCIL GENERAL	514,972	514,972	562,522	514,972	514,972	562,522	514,972
3605		Reclass-Friends of Scouting	514,972	514,972	562,522	514,972	514,972	562,522	514,972
-		-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-
	000	COUNCIL GENERAL	(25,784)	(7,954)	(6,198)	(25,784)	(7,954)	(6,198)	(165,540)
4069		Provision for Uncollectable-FOS	(25,784)	(7,954)	(6,198)	(25,784)	(7,954)	(6,198)	(165,540)
Total Friends of Scouting			607,216	593,271	651,805	607,216	593,271	651,805	2,484,460



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Time Study Journal Entry



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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 01/01/2018, and post the journal entry
- Query LC_TIME_STUDY_JOURNAL_ENTRIES

LC_TIME_STUDY_JOURNAL_ENTRIES - Time Study Journal Entries

Business Unit: 

Fiscal Year:

[View Results](#)

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

View All

First  1-6 of 6  Last

	Unit	Journal ID	Year	Stat Amt	Line Descr	Line Date
1	L114	2016_TIME%	2016	89.50	Program Time Study Percentage	01/01/2016
2	L114	2016_TIME%	2016	1.70	Management Time Study Percent	01/01/2016
3	L114	2016_TIME%	2016	8.80	Fundraising Time Study Percent	01/01/2016



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Create a Time Study Journal Entry

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: L114 Journal ID: NEXT Date: 12/31/2016

Long Description: 2016 Time Study |

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2016

*Source: GJ Period: 12

Reference Number: ADB Date: 12/31/2016

Journal Class: Auto Generate Lines

Transaction Code: GENERAL Save Journal Incomplete Status

SJE Type: Autobalance on 0 Amount Line

[Currency Defaults: USD / CRRNT / 1](#)

[Attachments \(0\)](#)

[Reversal: Do Not Generate Reversal](#)

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)



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Create a Time Study Journal Entry

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit: L114 Journal ID: NEXT Date: 12/31/2016
[Template List](#) [Change Values](#)

Inter/IntraUnit *Process: Edit Journal Process

▼ Lines Personalize | Find | [Print]

Select	Line	*Unit	Fund	Project	Class	*Ledger	Account	Debit Amount	Credit Amount	Reference
<input type="checkbox"/>	1	L114				ACTUALS				

Lines to add: + - [Print]

▼ Totals Personalize | Find | View All | [Print] | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
L114	1	0.00	0.00	N

Save Notify Refresh Add Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)



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.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns

Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Ev
<input type="checkbox"/> 1	Permission	LOCAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	All	LOCAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> 2	All	TIMESTUDY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Journal Line Copy Down - Copy Journal Line Columns to New Lines

Selected	Action	Template Type	Copy Down ID	Default	Unit	Ledg
<input type="checkbox"/> 3		Permission	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		All	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 4		All	TIMESTUDY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5

OK Cancel Refresh



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Create a Time Study Journal Entry

The screenshot shows a software interface for creating a journal entry. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The 'Lines' tab is selected and highlighted with a red box. The interface shows the following details:

- Unit: L114
- Journal ID: NEXT
- Date: 12/31/2016
- Template List: Inter/IntraUnit
- *Process: Edit Journal

The 'Lines' table has the following data:

Select	Line	*Unit	*Ledger	Account	Stat Ar
<input type="checkbox"/>	1	L114	ACTUALS		
<input type="checkbox"/>	2	L114	ACTUALS		
<input type="checkbox"/>	3	L114	ACTUALS		

The 'Look Up Account' dialog box is open, showing search results for 'PROGRAM Time Study Percentage'. The 'PROG' account is highlighted in the results.

Look Up Account

SetID: LOCAL

Account: begins with ▾ PROG

Description: begins with ▾

Account Type: begins with ▾

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 First 1 of 1 Last

Account	Description	Account Type	Control Flag
PROG	Program Time Study Percentage	(blank)	N



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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.

Unit: L114 Journal ID: NEXT Date: 12/31/2016

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	Account	Stat Amt	Journal Line Description
<input type="checkbox"/>	1	L114	ACTUALS	PROG	85.00	Program Time Study Percentage
<input type="checkbox"/>	2	L114	ACTUALS	MNGMT	8.00	Management Time Study Percent
<input type="checkbox"/>	3	L114	ACTUALS	FUNDR	7.00	Fundraising Time Study Percent

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status
L114	3	0.00	0.00	N

Save Notify Refresh Add Update/Display



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1099 Electronic Filing Prep



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1099 Electronic Filing Resources

Council Fiscal Management

Council Fund Development

Training

FID e-Letter

Back Office Solutions

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](#)

🏠 | 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](#) 📄 - *updated January 2017*

Fundraising

[Fundraising Year-End Procedures 2016](#) 📄

General Ledger

[General Ledger Year-End Procedures 2016](#) 📄

[PeopleSoft Closing the Year](#) 📄



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1099 Electronic Filing 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



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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 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

SetID:

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

[View All](#)

	SetID	Vendor ID	Vendor Name	
1	L114	010000	AMERICAN SAVINGS BANK	Y
2	L114	010001	AMERICAN SAVINGS BANK	Y
3	L114	000000	AMERICAN SAVINGS BANK	Y
4	L114	000000	AMERICAN SAVINGS BANK	Y
5	L114	010000	AMERICAN SAVINGS BANK	Y
6	L114	000000	AMERICAN SAVINGS BANK	Y
7	L114	010000	AMERICAN SAVINGS BANK	Y
8	L114	010000	AMERICAN SAVINGS BANK	Y
9	L114	000000	AMERICAN SAVINGS BANK	Y
10	L114	010000	AMERICAN SAVINGS BANK	Y
11	L114	000000	AMERICAN SAVINGS BANK	Y
12	L114	010000	AMERICAN SAVINGS BANK	Y
13	L114	010000	AMERICAN SAVINGS BANK	Y



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Identify 1099 Withholding Vouchers

Query LC_VENDORS_VOUCHERS

LC_1099_VENDORS_VOUCHERS

SetID:

From Acctg Date:

To Acctg Date:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (98 kb)

[View All](#) First 1-100

	SetID	Voucher ID	Voucher Line Number	Vendor ID	Vendor Name	Amount	Vendor 1099 Flag	Voucher Withholding Flag	Acctg Date
1	L175	00006843		1 007662	AARON'S QUALITY SIGNS	839.120	Y	Y	03/23/2016
2	L175	00006865		1 008138	AE...	12879.540	Y	Y	03/24/2016
3	L175	00007220		1 008168	AE...	85.000	Y	N	05/26/2016
4	L175	00007248		1 008168	AE...	85.000	Y	Y	06/03/2016
5	L175	00007335		1 008168	AE...	60.000	Y	Y	06/09/2016
6	L175	00007378		1 008168	AE...	105.000	Y	Y	06/24/2016
7	L175	00007417		1 000160	AE...	130.000	Y	Y	06/30/2016
8	L175	00007524		1 008168	AE...	170.000	Y	Y	07/14/2016
9	L175	00007594		1 008168	AE...	85.000	Y	Y	07/28/2016
10	L175	00007409		1 008196	AL...	404.460	Y	N	06/30/2016
11	L175	00007586		1 008196	AL...	454.330	Y	N	07/28/2016
12	L175	00007412		1 007385	AP...	7478.390	Y	Y	06/30/2016
13	L175	00006766		1 008129	AT...	7600.000	Y	N	03/04/2016
14	L175	00006993		1 008153	BA...	125.000	Y	N	04/21/2016
15	L175	00007323		1 008153	BA...	125.000	Y	N	06/08/2016
16	L175	00006971		1 007510	BI...	32.500	Y	Y	04/21/2016
17	L175	00007172		1 007510	BI...	75.000	Y	Y	05/19/2016
18	L175	00007556		1 007510	BI...	220.000	Y	Y	07/21/2016
19	L175	00007622		1 007510	BI...	40.000	Y	Y	08/04/2016
20	L175	00006620		1 009367	BJ...	288.000	Y	Y	02/11/2016
21	L175	00006709		1 009367	BJ...	192.000	Y	Y	03/03/2016
22	L175	00006809		1 009367	BJ...	96.000	Y	Y	03/18/2016
23	L175	00006847		1 009367	BJ...	288.000	Y	Y	03/23/2016
24	L175	00006870		1 009367	BJ...	288.000	Y	Y	04/01/2016



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Update Withholdings

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Update Withholdings

Withhold Update Request

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

*Request ID: *Description:

*Process Frequency: Always Process ▼

*Process Option: Process All Updates ▼

Save [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)



Post Withholding Transactions

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Post Withholdings

Withhold Transaction Post

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

*Request ID: Description:

*Process Frequency:

*Post Option:

*Through Date:

Include	*Business Unit	Description
<input checked="" type="checkbox"/>	<input type="text" value="L 1099"/>	L 1099-1099

Save [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)



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Run the Withholding Control Report

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

Withholding Control Report

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

Report Request Parameters

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

Save [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)



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



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Generate 1099 Job and text file first

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 Run Date 12/29/2016

Recurrence Run Time 9:13:45AM

Time Zone

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



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Generate 1099 Job and text file

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

Process List | Server List

View Process Request For

User ID Type Hours

Server Name Instance to

Run Status Distribution Status Save On Refresh

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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4947772		PSJob	AP_1099	MCREAGH	01/11/2017 1:40:17PM CST	Success	Posted	Details

[Go back to Withhold 1099 Report Job](#)

Process List | [Server List](#)



Generate 1099 Job and text file

Favorites | Main Menu > Reporting Tools > Report Manager

List | Explorer | Administration | Archives

View Reports For
User ID: MCREAGH | Type: Last | 1 | Days | Refresh
Status: | Folder: | Instance: to

Report List
Personalize | Find | View All | First | 1-5 of 5 | Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7254921	4947671	1099 Copy B Sort	12/29/2016 1:07:38PM	Text Files (*.txt)	Posted	Details
<input checked="" type="checkbox"/>	7254920	4947670	1099 Report	12/29/2016 1:07:38PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	7254919	4947669	1099 Report Post	12/29/2016 1:07:38PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	7254918	4947668	1099 Post. Report & CopyB Sort	12/29/2016 1:07:38PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	7254914	4947662	Withholding Control Report	12/29/2016 12:50:34PM	Acrobat (*.pdf)	Posted	Details

Select All | Deselect All
Delete Click the delete button to delete the selected report(s)
Save

List | Explorer | Administration | Archives



Generate 1099 Job and text

Favorites | Main Menu > Reporting Tools > Report Manager

Report Detail

Report

Report ID 7254920 **Process Instance** 4947670 [Message Log](#)
Name AP_APY1099 **Process Type** Application Engine

Run Status Success

1099 Report

Distribution Details

Distribution Node ReportNode **Expiration Date** 01/05/2017

File List

Name	File Size (bytes)	Datetime Created
AE_AP_APY1099_4947670.stdout	303	12/29/2016 1:08:30.847000PM CST
IRS_001_1_4947670.TXT	11,280	12/29/2016 1:08:30.847000PM CST

Distribute To

Distribution ID Type

User ▾

OK Cancel

- Open Link in New Tab
- Open Link in New Window
- Open Link in New Private Window
- Bookmark This Link
- Save Link As...
- Save Link to Pocket
- Copy Link Location
- Search Yahoo for "IRS_001_1_49476..."
- This Frame
- Inspect Element (Q)



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Generate 1099-MISC COPY B

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: Run Date: 12/29/2016

Recurrence: Run Time: 9:13:45AM

Time Zone:

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



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PAYER'S name, street address, city, state, ZIP code, and telephone no. BOY SCOUTS OF AMERICA 1001 SPEEDWAY AVE DALLAS, TEXAS 75241 (214) 261-0000		CORRECTED (if checked) <input type="checkbox"/>		OMB No. 1545-0115 2017 Form 1099-MISC		Miscellaneous Income	
PAYER'S Federal identification number. 15-0000000		RECIPIENT'S identification number 12-34-5678		1 Rents \$ 0.00	4 Federal income tax withheld \$ 0.00	Copy B For Recipient	
RECIPIENT'S name RECIPIENT NAME		Street address (including apt. no.) 1234567890		2 Royalties \$ 0.00	6 Medical and health care payments \$ 0.00		
City, state, and ZIP code DALLAS, TEXAS 75241		Account number (see instructions) 12354		3 Other income \$ 0.00	7 Nonemployee compensation \$ 14,553.00	This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.	
15a Section 409A deferrals \$ 0.00		15b Section 409A income \$ 0.00		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	8 Substitute payments in lieu of dividends or interest \$ 0.00		
				10 Crop insurance proceeds \$ 0.00	11 Foreign tax paid \$ 0.00		
				12 Foreign country or U.S. possession	13 Excess golden parachute payments \$ 0.00		
				14 Gross proceeds paid to an attorney \$ 0.00	16 State tax withheld \$ 0.00	17 State/Payer's state no.	18 State income \$ 0.00

Form 1099-MISC (Keep for your records) Department of the Treasury - Internal Revenue Service



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Generate Original/Correction files

*Calendar SetID: *Calendar ID: 2016 1099 Calendar

*Fiscal Year: Use Report Date For Vendor

*Period: Period 1 - 2016-01-01

1099 Report

Type of File/Return: 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



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Generate 1099 MISC forms and text file

<https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire>



We're Sorry

The Filing Information Returns Electronically (FIRE) System is temporarily unavailable. Please try again later.

Return to [Filing Information Returns Electronically \(FIRE\)](#)

[IRS.gov Home Page](#)



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Generate 1099 MISC forms and text file

<https://www.irs.gov>



The screenshot shows the FIRE Production System interface. At the top, the Internal Revenue Service logo and name are displayed, along with the United States Department of the Treasury. The main content area is divided into a left sidebar and a main panel. The sidebar contains the text 'FIRE Production System' and 'User Options' with three links: 'Log On', 'Create New Account', and 'Learn The Basics'. The main panel has a heading 'FILING INFORMATION RETURNS ELECTRONICALLY' followed by a 'WARNING! WARNING! WARNING!' section. Below this is a paragraph of legal disclaimer text. Further down, there is a note about test submissions and a link to 'fire.test.irs.gov'. At the bottom of the main panel, there is a 'FILL-IN FORMS' section with text explaining that the system does not support fill-in forms except for Form 8809, and a link to 'www.irs.gov'. At the very bottom of the page, there is a link for 'FIRE Privacy Policy'.

Internal Revenue Service
United States Department of the Treasury

FIRE Production System

User Options

- [Log On](#)
- [Create New Account](#)
- [Learn The Basics](#)

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 e-file for Business Providers' page.

[FIRE Privacy Policy](#)



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Journey to Excellence Submission



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Journey to Excellence Submission

- Submitting JTE
- This is not an automatic process
- Part of the month-end process



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

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

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	TORRES	12/08/2017 11:22:44AM CST	Success	Posted	Details
<input type="checkbox"/>	6182674		Application Engine	BSA_LC_GL007	GARCIA	12/08/2017 10:57:20AM CST	Success	Posted	Details
<input type="checkbox"/>	6182637		Application Engine	BSA_LC_GL007	MORAN	12/08/2017 10:51:28AM CST	No Success	Posted	Details
<input type="checkbox"/>	6182487		Application Engine	BSA_LC_GL007	MORAN	12/08/2017 10:30:51AM CST	Success	Posted	Details
<input type="checkbox"/>	6182440		Application Engine	BSA_LC_GL007	JONES	12/08/2017 10:25:53AM CST	Success	Posted	Details
<input type="checkbox"/>	6182436		Application Engine	BSA_LC_GL007	SILVA	12/08/2017 10:25:09AM CST	Success	Posted	Details
<input type="checkbox"/>	6181688		Application Engine	BSA_LC_GL007	VILLAS	12/08/2017 8:58:25AM CST	Success	Posted	Details



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2018 FASB Update

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



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



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2018 FASB Update

Statement of Activities

Current

Other Revenue	173,098	103,008	4,000	1,811	0	0	177,098	103,408
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	173,098	103,008	4,000	1,811	0	0	177,098	103,408
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



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Future Scheduled Webinar

February 14, 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

