

# PeopleSoft User Group

April 11, 2018



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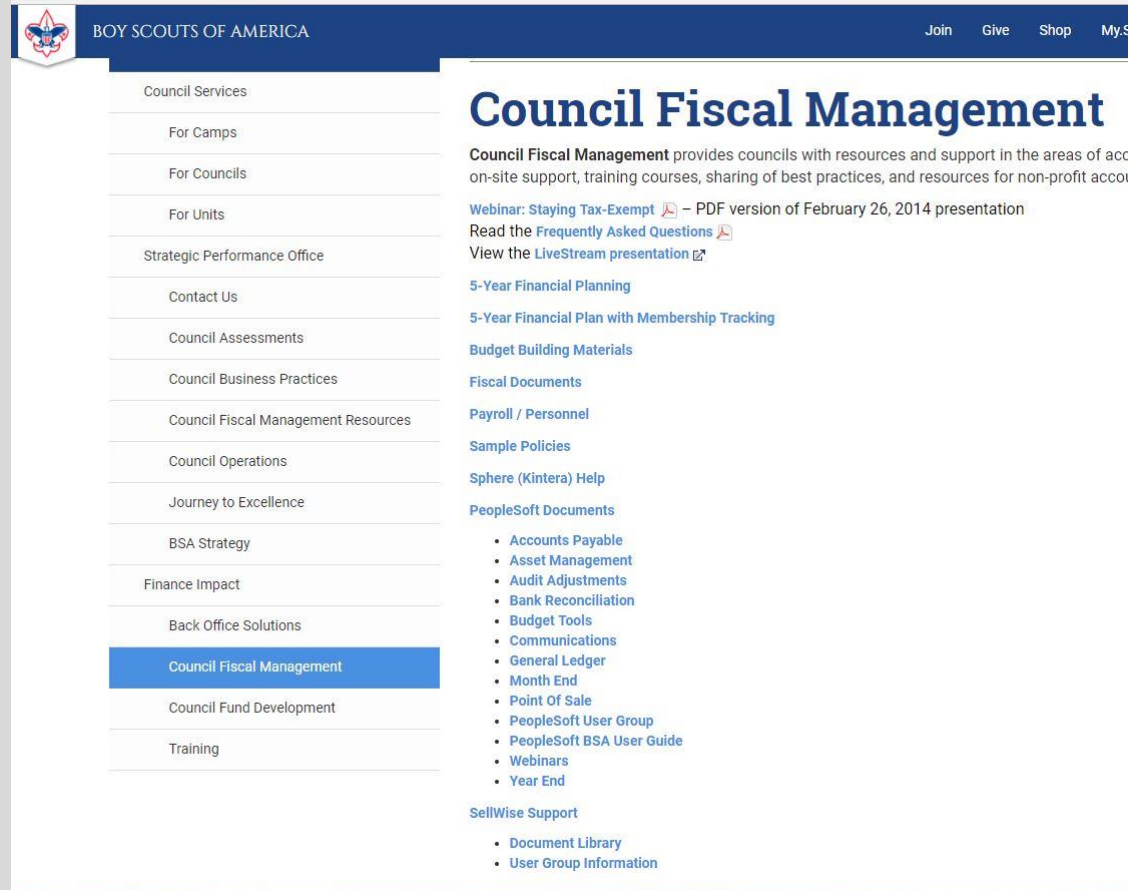
# User Group Agenda

- Revised Finance Impact Website
- Audit Tool Kit & Deadlines
- FASB Review – Reporting Investment Income
- Net Book Value Query
- SE Semi Annual User Review
- E-Bill Pay and Accounts Payable Interface



# Council Fiscal Management

<https://www.scouting.org/council-support/finance-impact/>



The screenshot shows the Boy Scouts of America website's Council Fiscal Management page. The header is dark blue with the BSA logo and navigation links: Join, Give, Shop, My.S. A left sidebar contains a list of links, with 'Council Fiscal Management' highlighted in blue. The main content area has a large title 'Council Fiscal Management' and a paragraph explaining that it provides resources and support for councils. Below this are several links: 'Webinar: Staying Tax-Exempt' (with a PDF icon), 'Read the Frequently Asked Questions' (with a PDF icon), 'View the LiveStream presentation' (with a LiveStream icon), '5-Year Financial Planning', '5-Year Financial Plan with Membership Tracking', 'Budget Building Materials', 'Fiscal Documents', 'Payroll / Personnel', 'Sample Policies', 'Sphere (Kintera) Help', and 'PeopleSoft Documents'. The 'PeopleSoft Documents' section includes a bulleted list: 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, and Year End. At the bottom of the main content area, there is a 'SellWise Support' section with a bulleted list: Document Library and User Group Information.

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Join Give Shop My.S

Council Services

- For Camps
- For Councils
- For Units
- Strategic Performance Office
- Contact Us
- Council Assessments
- Council Business Practices
- Council Fiscal Management Resources
- Council Operations
- Journey to Excellence
- BSA Strategy
- Finance Impact
- Back Office Solutions
- Council Fiscal Management**
- Council Fund Development
- Training

## Council Fiscal Management

Council Fiscal Management provides councils with resources and support in the areas of accounting, on-site support, training courses, sharing of best practices, and resources for non-profit accounting.

[Webinar: Staying Tax-Exempt](#) – PDF version of February 26, 2014 presentation

[Read the Frequently Asked Questions](#)

[View the LiveStream presentation](#)

[5-Year Financial Planning](#)

[5-Year Financial Plan with 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](#)
- [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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# Council Fiscal Management

<https://www.scouting.org/council-support/finance-impact/>

**Council Support**

[Council Services](#)

For Camps

For Councils

For Units

Strategic Performance Office

Contact the Strategic Performance Office

Council Assessments

Council Business Practices

Council Fiscal Management Resources

Journey to Excellence

Home > Council Support > Finance Impact > Council Fiscal Management > **Fiscal Documents**

**Fiscal Documents**

**Fiscal Management Documents**

[Accountable Plan Template](#)

Audit—[Audit Committee Guidebook](#)

Audit—[Audit Committee Matrix—PowerPoint Presentation](#)

Audit—[Audit Committee Matrix—Slides and teaching notes](#)

Audit—[Audit Referral Program](#) —updated January 4, 2018

Audit—[Local Council Guide to the 2017 Audit](#) —updated March 26, 2018

Audit—[Local Council Audit Toolkit 2017](#) — updated April 3, 2018

Audit—[Local Council Guide to the 2016 Audit](#)

Audit—[Local Council Audit Toolkit 2016](#)

Audit—[2012 Sample Notes to Financial Statements](#) —Microsoft Word Format

[Council Office Procedures](#)

[Council Stewardship Policies](#)

[Executive Board Self-Assessment](#) —Revised March 2014 (This does not qualify for JTE. Care)

[FASB Accounting Changes and the BSA](#) — new for 2018



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# Audit and Tool Kit Guides posted

<http://www.scouting.org/Finance-Impact/Council-Fiscal-Management/Document-Library/>



This special issue of the Guide includes new Appendix C that explores the FASB's new financial reporting standard, *Financial Statements of Not-for-Profit Entities* (ASU 2016-14), which is effective for audits of local council 2018 financial statements (audits occurring in 2019). For councils that want to early adopt the provisions of the new standard or just get a head start on understanding the new rules, we have put together illustrative financial statements, sample footnote disclosures, and plain-English explanations to introduce you to and guide you through the new requirements.

## **PeopleSoft® Financials v. 9.1**

- All local councils are using PeopleSoft Financials software for GL and AP. The software is capable of producing a complete set of GAAP-compliant financial statements. Most local councils are also using PeopleSoft's Asset Management System to manage their fixed assets. See page 20 for a discussion of the general ledger chart of accounts and account structure.

## **Still Relevant (and Required)**

### **Negative Cash Balances—Updated for 2017**

- If, at year-end, the council has a negative cash balance in any fund (but a positive overall



# Audit and Tool Kit Guides posted

<http://www.scouting.org/Finance-Impact/Council-Fiscal-Management/Document-Library/>



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# SSAE16 Report for the Audit

Statement for Audit Now Available on MyBSA

The SSAE16 reports, which are commonly requested by your council auditor during your annual audit, are now available for download through MyBSA.

The “Statement on Standards for Attestation Engagements (SSAE) No. 16, Reporting on Controls at a Service Organization” reports for both Scoutnet (PAS) and PeopleSoft Financials (PSFN) can be downloaded as needed from the Scout Executive Only tab on MyBSA. They are listed in a gadget called “Audit Reports.”



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# 2017 Audit Due Date

**July 31, 2018 – But you can send earlier**

- o One copy of the audited financial statements
- o One copy of the *Communicating Internal Control Related Matters Identified in an Audit* (AU-C Section 265 previously termed an SAS 115/management letter)
- o One copy of IRS Form 990



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# 2017 Audit Due Date

**July 31, 2018 – But you can send earlier**

## **Page 15 of the guide**

**Prior to the acceptance of the audited financial statements by the executive board, make sure the council has entered any audit adjustments, generated the internal financial statements, and compared them to the audited financial statements to ensure they match.**

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, 2018:

- 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)

**To reduce costs and help support the BSA Sustainability Project, all the above documents can be submitted to the National Council at: [audits.990@scouting.org](mailto:audits.990@scouting.org)**



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# Audit Adjustments



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# Audit 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:

\*Close Request Type:

1

Undo

\*Closing Type:

Year End

Business Unit for Prompting:

L114

Closing Group:

YEAR\_END

[Rules to Execute](#)

Fiscal Year:

2017

Ledger Group:

ACTUALS

Ledger:

ACTUALS

#### Closing Date Option

☒ BU Process Date

☐ As of Date

Specify:

12/31/2017

#### 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

2



Save



Notify



Refresh



Add



Update/Display



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# 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



# Journey to Excellence Submission

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



# Journey to Excellence Submission

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

GL Period Balances

Run Control ID: JTE      [Report Manager](#)      [Process Monitor](#)      **4** Run

Language: English ▼

**Report Request Parameters**

Business Unit:  🔍

Fiscal Year **1**  🔍      Period **2**  🔍

**3** Save    🔍 Return to Search    📧 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  24  Hours

Server  Name BSA\_LC\_GL007 Instance  to

Run Status  Distribution Status  ☒ Save On Refresh

Process List									
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	<a href="#">Details</a>
<input type="checkbox"/>	6182674		Application Engine	BSA_LC_GL007	G...	12/08/2017 10:57:20AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6182637		Application Engine	BSA_LC_GL007	M...	12/08/2017 10:51:28AM CST	No Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6182487		Application Engine	BSA_LC_GL007	M...	12/08/2017 10:30:51AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6182440		Application Engine	BSA_LC_GL007	J...	12/08/2017 10:25:53AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6182436		Application Engine	BSA_LC_GL007	S...	12/08/2017 10:25:09AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	6181688		Application Engine	BSA_LC_GL007	V...	12/08/2017 8:58:25AM CST	Success	Posted	<a href="#">Details</a>



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# Query Highlight

LC\_ASSET\_NET\_BOOK\_VALUE



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# Asset Reconciliation Info

LC\_ASSET\_NET\_BOOK\_VALUE

A list of all assets in the Module  
Details

In Service Date

Asset ID

Profile

Depreciation

Net Book Value

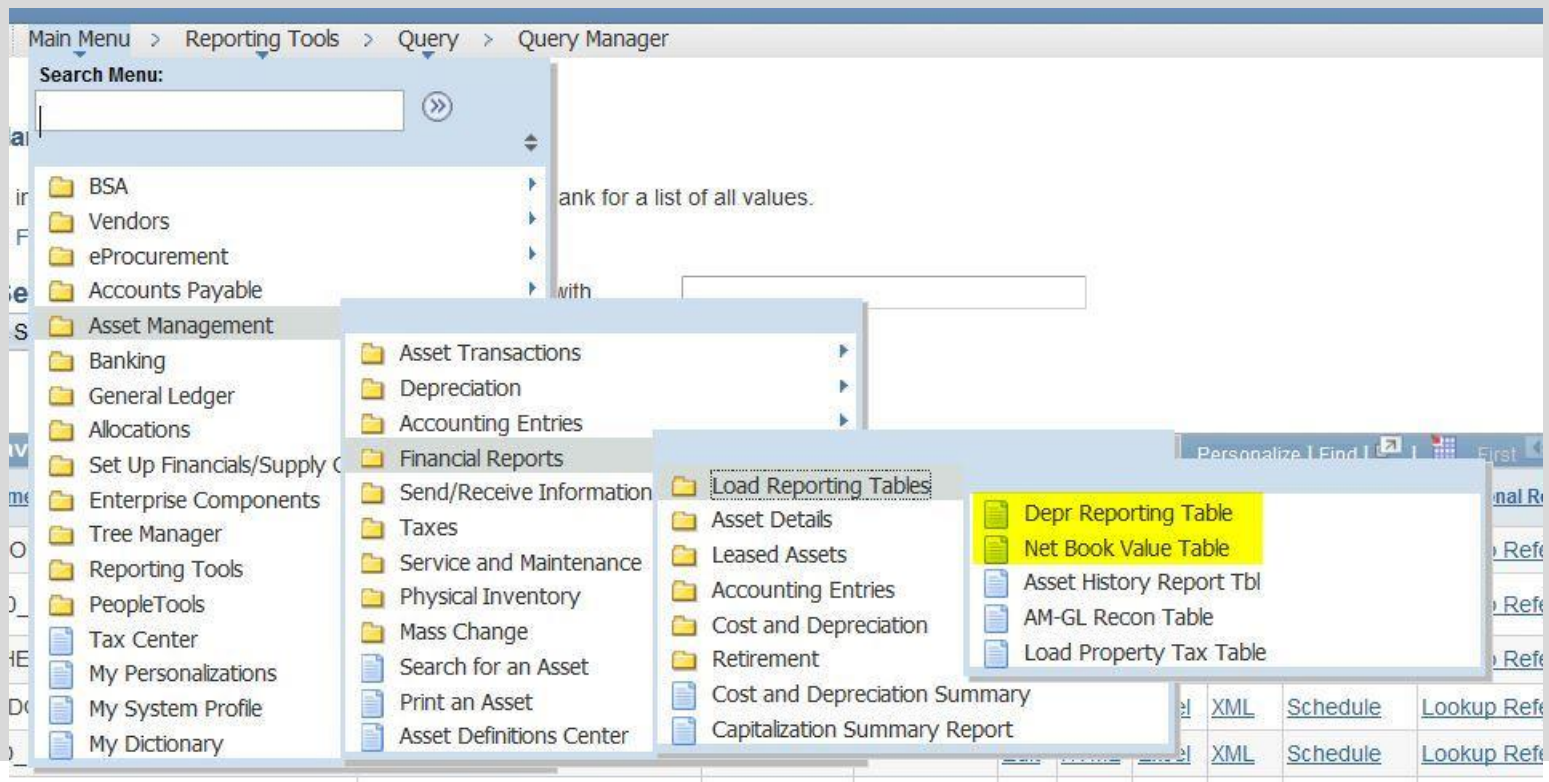


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# Asset Reconciliation Info

## LC\_ASSET\_NET\_BOOK\_VALUE



# Asset Reconciliation Info

## LC\_ASSET\_NET\_BOOK\_VALUE

### LC\_ASSET\_NET\_BOOK\_VALUE - Asset Reconciliation Info

Business Unit:

User:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (57 kb)

[View All](#)

First

	Business Unit	User	As of Date	Book Name	Asset ID	Profile ID	In Service Date	Description	Location Code	Life in Years	Life in Months	Fund	Account	Project	Class	Cost	Current Period Depreciation	YTD Depreciation	Accumulated Depreciation	Salvage Value	Net Book Value
1	<input type="text" value="LC"/>	MCREAGH	01/31/2016	ACTUALS	0000000000001	LAND CAMP	01/01/1950	Land		0.0	240	2	1802	701	25	2168.370	0.000	0.000	0.000	0.000	2168.3
2	<input type="text" value="LC"/>	MCREAGH	01/31/2016	ACTUALS	0000000000002	BLDG CAMP2	01/01/1950	Land - Improve Office		0.0	180	2	1812	701	25	506.510	506.510	506.510	506.510	0.000	0.000
3	<input type="text" value="LC"/>	MCREAGH	01/31/2016	ACTUALS	0000000000003	LAND IMP C	01/01/1950	Land - Improvements at Camp		0.0	180	2	1807	701	25	75000.000	75000.000	75000.000	75000.000	0.000	0.000
4	<input type="text" value="LC"/>	MCREAGH	01/31/2016	ACTUALS	0000000000004	LAND IMP C	01/01/1950	Land - Improvements at Camp		0.0	180	2	1807	701	25	22144.430	22144.430	22144.430	22144.430	0.000	0.000






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# 2018 FASB Update

FASB5 – Statement of Financial Position w/Summary

	<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>FASB5</u>	<u>Statement of Fina Pos Summ</u>
	<u>FCBDTLF1</u>	<u>Forecast with Budget Select</u>



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# 2018 FASB Update

- **Consolidated Investment Income**
- Beginning in 2018 the new FASB reporting requirement a minor change has been made on the statement of activities and changes in net assets where we report investment income. The report now reflects only the net revenue (or release) and does not show the gross reporting



# 2018 FASB Update

## Consolidated Investment Income

### Current (pre2018) View

Net Product Sales	1,722,614	1,502,797	0	0	0	0	1,722,614	1,502,797
Investment Income	1,642,988	2,118,916	1,804,018	1,127,139	-2,223,815	-2,073,656	1,223,191	1,172,399
Realized Gain/Loss on Investing	0	0	1,986	0	1,497,018	680,370	1,499,004	680,370
Unrealized Gain/Loss on Investing	0	0	-11,286	1,486	2,649,558	997,787	2,638,272	999,273
Camping	1,040,533	961,208	0	0	0	0	1,040,533	961,208

### New FASB View

Net product sales	1,722,614	1,502,797	0	0	0	0	1,722,614	1,502,797
Investment return - net	1,642,988	2,118,916	1,794,719	1,128,625	1,922,761	(395,499)	5,360,468	2,852,042
Camping	1,040,533	961,208	0	0	0	0	1,040,533	961,208



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# Council Security Review

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

---

**Security Review**

Business Unit:  [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: 2018    Audit Period: 1    Review Dates: 01/01/2018 thru: 06/30/2018  
Review Deadline: 06/30/2018    Review Status: **Incomplete**

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

User	Name	Type	Last Reviewed	Change Needed
BRENNAN	Angela Brennan			<input type="checkbox"/>
CRISTINA	Laura Crista			<input type="checkbox"/>
R. W.	M. W.			<input type="checkbox"/>
SHARON	Kim, Sharon			<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  Council (22001,2).

**Submit as Reviewed**





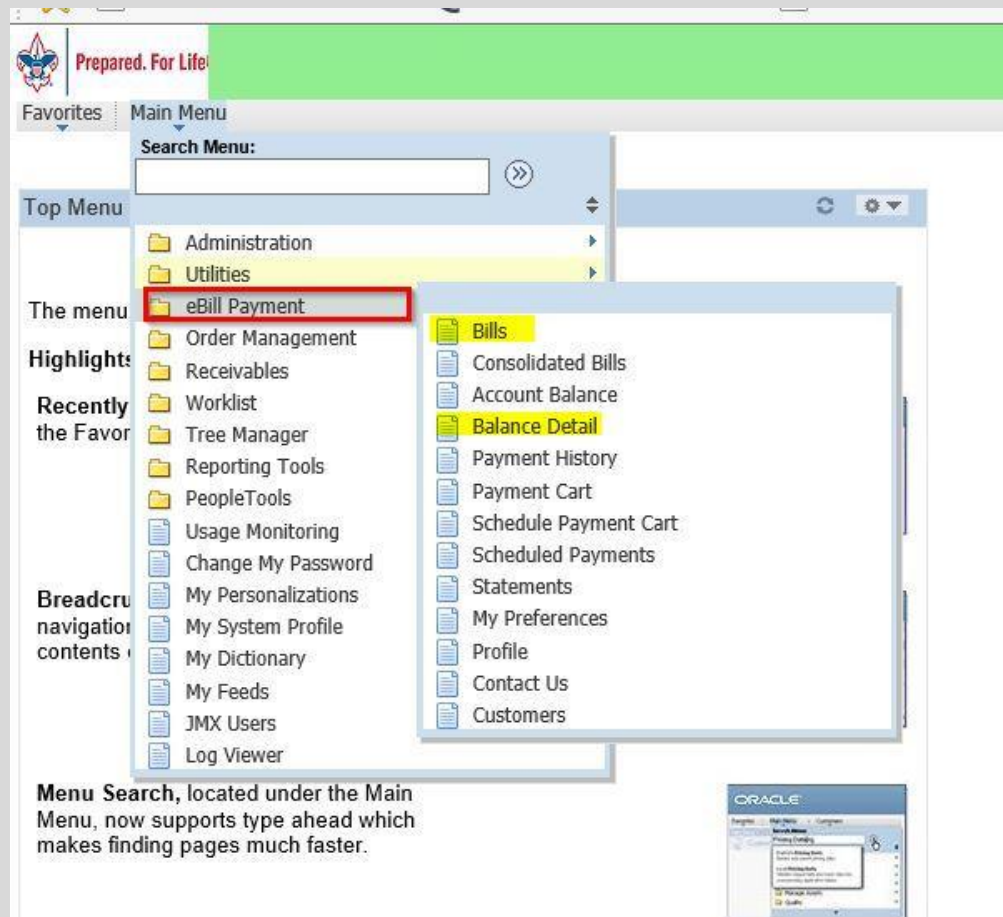
# PeopleSoft ebill Payment

## Demos at the National Meeting in May

- Just around the corner (June – August 2018)
- You will use a unique PeopleSoft page
- You will see all invoices from National (except benefits)
- You select the invoices to book
- ebill will interface with AP
- A new voucher will be created for you to code and process in AP
- You cut checks just as always



# PeopleSoft ebill Payment



# PeopleSoft ebill Payment

Favorites

Main Menu

eBill Payment

Bills

Bills

Circle View/Download #571

Select the bill you wish to view.

If the bill you are looking for does not appear in the list below, use [Bill Search](#)

Bill List

Personalize

Find

121

Invoice Number	Invoice Date	Due Date	Pay Method	Invoice Amount	Current Balance	Currency	Order Number	Contract	Purchase Order	Proj
<a href="#">571VI00851</a>	02/01/2018	02/01/2018	Check	954.08	954.08	USD				
<a href="#">571ST00851</a>	02/01/2018	02/01/2018	Check	1,054.62	1,054.62	USD				
<a href="#">571SE00851</a>	02/01/2018	02/01/2018	Check	725.05	725.05	USD				
<a href="#">571RT00851</a>	02/01/2018	02/01/2018	Check	32,338.03	32,338.03	USD				
<a href="#">571PI00851</a>	02/01/2018	02/01/2018	Check	4,478.91	4,478.91	USD				
<a href="#">571MM00851</a>	02/01/2018	02/01/2018	Check	57,860.00	57,860.00	USD				
<a href="#">571LT00851</a>	02/01/2018	02/01/2018	Check	2,154.67	2,154.67	USD				
<a href="#">571GA00851</a>	02/01/2018	02/01/2018	Check	212.47	212.47	USD				
<a href="#">571DN00851</a>	02/01/2018	02/01/2018	Check	4,387.00	4,387.00	USD				
<a href="#">IN055700002737262</a>	07/27/2017	10/25/2017	Check	5.07	5.07	USD			557000021967	
<a href="#">SU-0004198</a>	07/26/2017	08/25/2017	Check	2,400.00	2,400.00	USD				
<a href="#">IN061150002736468</a>	07/26/2017	10/24/2017	Check	351.07	351.07	USD			611500015532	
<a href="#">IN055700002736442</a>	07/26/2017	10/24/2017	Check	23.99	23.99	USD			557000021942	
<a href="#">IN055700002735757</a>	07/25/2017	10/23/2017	Check	3.38	3.38	USD			557000021918	
<a href="#">IN055700002735756</a>	07/25/2017	10/23/2017	Check	10.37	10.37	USD			557000021914	



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# PeopleSoft ebill Payment

Favorites Main Menu > eBill Payment > Bills

**Bills**

**Bill Summary**

Invoice Number: SU-0004198

**Bill Summary**

Invoice Date	Due Date	Current Balance
07/26/2017	08/25/2017	2,400.00 USD

Subtotal: 2,400.00

Total Discounts: 0.00

Total Surcharges: 0.00

Net Extended Amount: 2,400.00

Total VAT Amount: 0.00

Total Sales/Use Tax: 0.00

Total Invoice Amount: 2,400.00

Have a question about this bill? Call 972-580-2337

**Bill Details**

Line	Description	Quantity	UOM	Unit Price	Disc / Surch	Tax Amount	Total Amount
1	LEADERSHIP DEVELOP SERIES INC	4.00	EA	600.00	0.00	0.00	2,400.00

[Add to Payment Cart](#) [Add to Schedule Payment Cart](#)

[Return to Bill List](#) [Email Me an Invoice Copy](#)



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# PeopleSoft ebill Payment

[Favorites](#) | [Main Menu](#) > [eBill Payment](#) > [Balance Detail](#)

## Balance Detail

Circle View/Details #071

If the item you are looking for does not appear in the list below, use [Item Search](#).

Click on Item ID to see item detail information.

Select	Item ID	Line	Voucher Status	Customer ID	Invoice Date	Type	Status	Deduction Flag	In Dispute	In Collection	Due Date	Item Balance	Currency
<input type="checkbox"/>	<a href="#">IN055700002730652</a>			34108501	07/13/2017	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/11/2017	32.99 USD	
<input type="checkbox"/>	<a href="#">IN055700002729588</a>			34108501	07/12/2017	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/10/2017	169.86 USD	
<input type="checkbox"/>	<a href="#">IN055700002729589</a>			34108501	07/12/2017	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/10/2017	78.14 USD	
<input type="checkbox"/>	<a href="#">IN055700002730657</a>		Vouchered	34108501	07/13/2017	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/11/2017	367.50 USD	
<input type="checkbox"/>	<a href="#">IN055700002730658</a>		Vouchered	34108501	07/13/2017	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/11/2017	23.99 USD	
<input type="checkbox"/>	<a href="#">IN055700002730654</a>			34108501	07/13/2017	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/11/2017	134.19 USD	
<input type="checkbox"/>	<a href="#">IN055700002730656</a>		Vouchered	34108501	07/13/2017	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/11/2017	118.94 USD	
<input type="checkbox"/>	<a href="#">NS-0046304</a>			34108501	07/03/2017	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/02/2017	1,206.89 USD	
<input type="checkbox"/>	<a href="#">NS-0046581</a>			34108501	07/01/2017	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/31/2017	9,040.82 USD	
<input type="checkbox"/>	<a href="#">IN064200002728321</a>		Vouchered	34108501	07/11/2017	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/09/2017	90.09 USD	
<input type="checkbox"/>	<a href="#">MM-0004588</a>		Vouchered	34108501	07/14/2017	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/13/2017	110.00 USD	
<input type="checkbox"/>	<a href="#">SU-0004171</a>			34108501	07/14/2017	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/13/2017	75.00 USD	
<input type="checkbox"/>	<a href="#">SU-0004198</a>		Vouchered	34108501	07/26/2017	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/25/2017	2,400.00 USD	
<input type="checkbox"/>	<a href="#">PD-0017562</a>			34108501	07/14/2017	CreditMemo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/13/2017	-42.80 USD	
<input type="checkbox"/>	<a href="#">PD-0017604</a>			34108501	07/14/2017	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/13/2017	3,400.00 USD	

[Select All](#) | [Deselect All](#)



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# PeopleSoft ebill Payment

Navigation: [Favorites](#) | [Main Menu](#) > [eBill Payment](#) > [Balance Detail](#)

---

Balance Detail

## Payment Cart

The items shown below are currently in your Payment Cart. Please note that your changes may not be saved until you click on the Update Cart button. When you select Make Payment, the selected items will be paid.

\*Payment Method [Credit Card](#)

Items in the Cart									
Pay	Item ID	Line	Due Date	Item Balance	Currency	Error Status	Payment Amount	Reason	
<input type="checkbox"/>	571LT00851		02/01/2018	2,154.67	USD		2,154.67	<input type="text"/>	
<input type="checkbox"/>	571MM00851		02/01/2018	57,860.00	USD		57,860.00	<input type="text"/>	
<input type="checkbox"/>	571PI00851		02/01/2018	4,478.91	USD		4,478.91	<input type="text"/>	
<input checked="" type="checkbox"/>	NS-0046304		08/02/2017	1,206.89	USD		1,206.89	<input type="text"/>	
<input checked="" type="checkbox"/>	NS-0046581		07/31/2017	9,040.82	USD		9,040.82	<input type="text"/>	
<input checked="" type="checkbox"/>	SU-0004171		08/13/2017	75.00	USD		75.00	<input type="text"/>	

[Select All](#)   [Deselect All](#)

Total Counts and Amounts by Currency				
Currency	Total Count	Item Balance	Selected	Payment Amount
			0	0.000

Comments:

[Update Cart](#)   [Empty Cart](#)

[Make Payment](#)   [Send Invoices to Payables](#)

[Return to Balance Detail](#)



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# PeopleSoft ebill Payment

Favorites Main Menu > eBill Payment > Balance Detail

## Import Account Payables Invoices from Billing

Invoices in the Cart											
Personalize   Find   View All   First 1-3 of 3 Last											
Vendor ID	Vendor Name	Business Unit	Item ID	Line	Item Line Description	Due Date	Item Balance	Payment Amount	Reason	Comments	
000379	BOY SCOUTS OF AMERICA	BSANC	NS-0046304		National Service Fees	08/02/2017	1,206.89	1,206.89	▼		
000379	BOY SCOUTS OF AMERICA	BSANC	NS-0046581		National Service Fees	07/31/2017	9,040.82	9,040.82	▼		
000379	BOY SCOUTS OF AMERICA	BSANC	SU-0004171		Wood Badge CDC Fees	08/13/2017	75.00	75.00	▼		

Send Invoices to AP

Return



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# PeopleSoft ebill Payment

Navigation: Favorites | Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Build

Sub-tabs: Voucher Build | Process Messages | Build Errors

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

---

**Run Control Options**

\*Request ID:

Description:

From Date:  31 ☒ Assign Invoice ID

To Date:  31 ☒ Assign Invoice Date

\*Process Option: Business Unit ▼

\*Voucher Sources: All (Unrestricted) ▼

---

**Selection Parameters**      [Personalize](#) | [Find](#) | | First 1 of 1 Last

Business Unit		
L571		

---

**Interfaces**      [Personalize](#) | [Find](#) | | First 1 of 1 Last

*Voucher Build Interfaces	*Contract Voucher Action	Publish Voucher Messages		
All Interfaces ▼	Build Voucher ▼	<input type="checkbox"/>		

Buttons: Save    Return to Search    Notify    Refresh    Add    Update/Display

Footer: Voucher Build | [Process Messages](#) | [Build Errors](#)



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# PeopleSoft ebill Payment

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: L571 Invoice No: N055700002730657  
Voucher ID: 00025835 Invoice Date: 07/13/2017  
Voucher Style: Regular Voucher Accounting Date: 07/13/2017

Vendor ID: 000379 BOY SCOUTS OF AMERICA  
ShortName: BOY REG-001 REGISTRATION SERVICE  
Location: 01 1325 W.WALNUT HILL LANE  
\*Address: 1 IRVING, TX. 75015-2079  
[Advanced Vendor Search](#)

\*Pay Terms: 30 Net 30  
Basis Date Type: Inv Date  
[Non Merchandise Summary](#)

Invoice Lines: 367.50  
\*Currency: USD  
Miscellaneous:  
Freight:  
Total: 367.50

Difference: 0.00  
[Calculate](#)

[Print Invoice](#)

Copy From Source Document  
PO Unit:  
PO Number:  
Copy From: None [Go](#)

Invoice Lines  
Line: 1 Item: UOM: EA  
\*Distribute by: Amount Unit Price: 367.50000 Quantity: 1.0000  
Ship To: L571 Line Amount: 367.50  
SpeedChart: Description: ☐ One Asset

[Calculate](#)

▼ Distribution Lines  
GL Chart | Exchange Rate | Statistics | Assets | [Print](#)

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Class	Product	Project	Affiliat
+	-											
		1	367.50	1.0000	L571	1401	1		00		000	

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

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary



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# **Future Scheduled Webinar**

**June 13, 2018**

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

**Central**



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# Something that might help

## PurchaseControl

[www.purchasecontrol.com](http://www.purchasecontrol.com)



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Brian Hall

[www.scouting.org](http://www.scouting.org)

“ We wanted a product that would give us more real time ability to approve purchase orders. PurchaseControl is a great product, it allows better reporting, it saves money by not printing and time because purchase orders can be done more quickly. ”



You're in good company



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# 2018 Training Opportunities

[www.scouting.org/FinanceImpact/Training](http://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](mailto:michael.creagh@scouting.org)

