

PeopleSoft User Group

June 20, 2018



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User Group Agenda

- IOI Pay Seasonal employees
- eBILL Pay Function for Accounts Payable
- FOS Provision for Uncollectable
- Function Expense Time Study
- SE Security Review
- FASB Update
- PII and PCI security issues
- Audit, IRS 990 Submission to National
- Journey to Excellence / Month End Close



IOI Seasonal employees

Two Job-codes are available in IOI

8001 – Exempt – salary

8002 – Non-exempt – hourly

Secondary status – Temporary (No authorization code required)



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IOI Seasonal employees

Two job-codes for seasonal / temporary staff
Exempt employee

Code: 8001 – Please use for exempt seasonal employees

Job Code Title: LC Seasonal – Exempt

Employee Class: S

FLSA Code – Exempt

Pay Type - Salary



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IOI Seasonal employees

Two job-codes for seasonal / temporary staff
Nonexempt employee

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



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IOI Seasonal employees

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

Contact BSA HR at:

officeof.humanresourcesadministration@scouting.org



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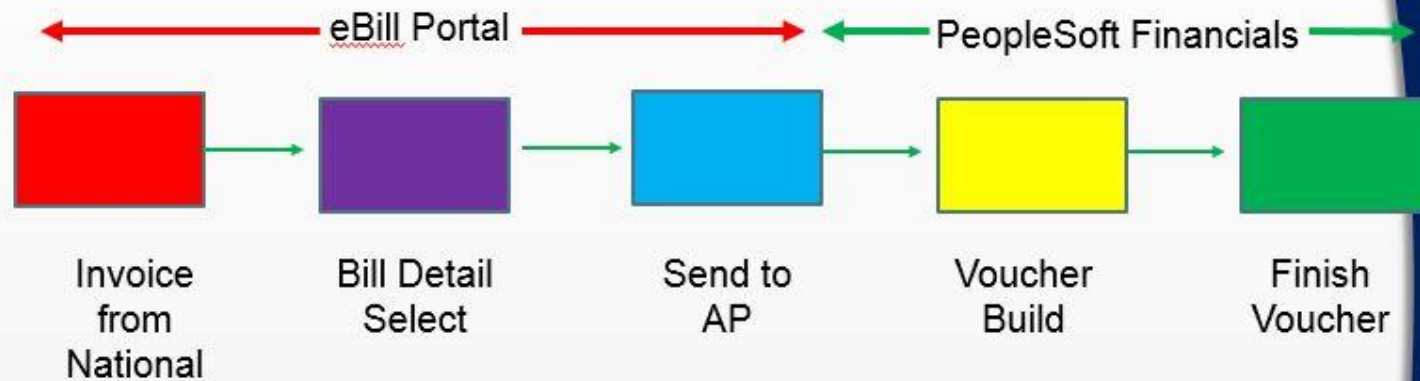
eBILL Pay Function for Accounts Payable



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eBILL to Voucher Workflow



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ORACLE

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Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.





Statements

Previous Page

Statements

[May-03-2018 07:03:00 PM](#)[May-03-2018 07:03:00 PM](#)[April-27-2018 09:35:00 AM](#)



BOY SCOUTS OF AMERICA STATEMENT

PO BOX 910505
DALLAS, TX 75391-0505

STATEMENT

1 of 1

Patrons' Path Council #158
1 Satellite Road
Cedar Knolls, NJ, 07927
USA

Statement Number: 428
Statement Date: 2018-04-25
Account Number: 32817801

Due Date	Item ID	Disputed	Sales Order #	Amount Due	Acctg Date	PO Reference
Account: 32817801						
2018-04-05	8DN00502			1,783.00	2018-04-05	
2018-04-05	8GA00502			83.94	2018-04-05	
2018-04-05	8LT00502			951.02	2018-04-05	
2018-04-05	8MM00502			19,291.02	2018-04-05	
2018-04-05	8PI00502			1,706.32	2018-04-05	
2018-04-05	8RT00502			11,352.64	2018-04-05	
2018-04-05	8SE00502			170.04	2018-04-05	
2018-04-05	358VI00502			404.04	2018-04-05	



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Balance Detail

Period: Feb 2018/2018

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.

Balance Detail											Personalize	Find	View All	First
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"/>	100502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	1,706.32	USD	
<input type="checkbox"/>	100502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	404.04	USD	
<input type="checkbox"/>	3E00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	170.04	USD	
<input type="checkbox"/>	3A00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	83.94	USD	
<input type="checkbox"/>	0N00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	1,783.00	USD	
<input type="checkbox"/>	MM00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	19,291.02	USD	
<input type="checkbox"/>	T00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	951.02	USD	
<input type="checkbox"/>	FD-0000332		Vouchered	32817801	03/15/2018	Debit Memo	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/14/2018	1,787.63	USD	
<input type="checkbox"/>	IN064200002990616			32817801	03/28/2018	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/27/2018	550.00	USD	
<input type="checkbox"/>	NS-0048654			32817801	04/01/2018	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/01/2018	7,468.10	USD	
<input type="checkbox"/>	LF-0004582			32817801	04/01/2018	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/01/2018	531.25	USD	
<input type="checkbox"/>	CI-0115417			32817801	04/01/2018	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/01/2018	950.00	USD	
<input type="checkbox"/>	CB-0026562			32817801	04/01/2018	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/01/2018	659.05	USD	
<input type="checkbox"/>	GL-0038686			32817801	04/01/2018	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/01/2018	17,545.31	USD	
<input type="checkbox"/>	QA-0009721			32817801	04/02/2018	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/02/2018	3,400.00	USD	

Select All

Deselect All

Add to Payment Cart

Add to Schedule Payment Cart



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ORACLE

Favorites Main Menu > eBill Payment > Bills

Bills

Bill Summary

Invoice Number: OA-0009721

Bill Summary

Invoice Date	Due Date	Current Balance
04/02/2018	05/02/2018	3,400.00 USD

Subtotal: 3,400.00

Total Discounts: 0.00

Total Surcharges: 0.00

Net Extended Amount: 3,400.00

Total VAT Amount: 0.00

Total Sales/Use Tax: 0.00

Total Invoice Amount: 3,400.00

Have a question about this bill? Call 972-580-7846

Bill Details [Personalize](#)

Line	Description	Quantity	UOM	Unit Price	Disc / Surch	Tax Amount	Total Amount
1	NOAC Fees	17.00	EA	200.00	0.00	0.00	3,400.00

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

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



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Voucher Build | Process Messages | Build Errors

Run Control ID: VOUCHER_BUILD

[Report Manager](#)

[Process Monitor](#)

Run

Process Instance: 6646580

Run Control Options

*Request ID:
Description:
From Date: ☒ Assign Invoice ID
To Date: ☒ Assign Invoice Date
*Process Option:
*Voucher Sources:

Selection Parameters

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

Business Unit		
<input type="text" value="L"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Interfaces

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

*Voucher Build Interfaces	*Contract Voucher Action	Publish Voucher Messages		
All Interfaces	Build Voucher	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save | Notify | Refresh

Add | Update/Display

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



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[Favorites](#) | [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

[Summary](#) | [Related Documents](#) | **[Invoice Information](#)** | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit:	L	Invoice Date:	04/02/2018
Voucher ID:	00018217	Invoice No:	OA-0009721
Voucher Style:	Regular	Invoice Total:	3,400.00 USD
Contract ID:			
Vendor Name:	Boy Scouts of America 1325 W. Walnut Hill Lane Dallas, TX 75391-0505	Pay Terms:	Net 30
		Voucher Source:	Billing Vouchers
Entry Status:	Recycle	Origin:	ONL
Match Status:	No Match	Created:	05/06/2018
Approval Status:	Approved	Created By:	EBULL_LO0008
Post Status:	Unposted	Modified:	05/06/2018
		Modified By:	EBULL_LO0008
		ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

[Audit Logs](#)

***View Related** [Go](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



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FOS Provision for Uncollectable Pledges



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FOS Provision for Uncollectable Pledges

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

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

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



FOS Provision for Uncollectable Pledges

Detailed Comparative Statement of Budgeted Operations						Boy Scouts of America			
Period Ending: May 31, 2018									
Operating Fund - Unrestricted			Current Period			Year to Date			Current Year
Account	Project	Project Name / Account Name	Budget	Actual	Last Year	Budget	Actual	Last Year	Budget
	038	Six County Fund	-	-	-	-	-	295	-
	988	Friends of Scouting	19,625	21,722	21,418	64,925	126,018	117,596	219,300
4001		Contributions-FOS	19,625	21,722	21,418	64,925	126,018	117,891	219,300
	038	Six County Fund	-	-	-	-	-	2,498	-
	988	Friends of Scouting	-	-	-	22,000	29,506	42,519	22,000
3605		Reclass-Friends of Scouting	-	-	-	22,000	29,506	45,017	22,000
	038	Six County Fund	-	-	-	-	-	(30)	-
	988	Friends of Scouting	(1,000)	(957)	(977)	(17,000)	(4,421)	(10,565)	(19,200)
4069		Provision for Uncollectable-FOS	(1,000)	(957)	(977)	(17,000)	(4,421)	(10,594)	(19,200)
Total Friends of Scouting			18,625	20,765	20,441	69,925	151,103	152,314	222,100
	025	Staff Planning Conference	-	-	-	-	-	2,196	-



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Functional Expense Time Study



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Functional Expense Time Study

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Class Codes used for Functional Expense Reporting

- **20 - Program**
- **21 - Program**
- **25 - Program**
- **50 - Management**
- **70 - Fundraising**
- **99 - Unallocated**



Functional Expense Time Study

Page 5-8 5-11

Total support and revenue	2,326,670	2,135,001	131,578	172,026	454,609	95,582	2,912,857	2,402,609
Expenses:								
Program services	2,104,917	1,931,034	116,722	102,662	24,538	21,613	2,246,178	2,055,309
Support services:								
Fundraising	101,227	89,966	3,406	1,532	44,194	43,904	148,827	135,403
Management and general	92,165	83,516	2,555	1,149	1,712	1,508	96,431	86,173
Total support services	193,392	173,482	5,961	2,682	45,906	45,412	245,258	221,576
Total expenses	2,298,309	2,104,517	122,683	105,343	70,444	67,025	2,491,436	2,276,885
Charter and national service fee	26,498	27,327	0	0	0	0	26,498	27,327
Total expenses	2,324,807	2,131,843	122,683	105,343	70,444	67,025	2,517,935	2,304,211



Functional Expense Time Study

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

Header | Lines | Totals | Errors | Approval

Unit: LFF Journal ID: NEXT Date: 01/01/2018

Long Description: Enter 2018 Time Study

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

Ledger: Fiscal Year: 2018

*Source: GJ Period: 1

Reference Number: ADB Date: 01/01/2018

Journal Class:

Transaction Code: GENERAL

SJE Type:

☐ Auto Generate Lines

☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Buttons: Save | Notify | Refresh | Add | Update/Display

Footer: Header | Lines | Totals | Errors | Approval



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Functional Expense Time Study

[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

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

Unit: LMI **Journal ID:** NEXT **Date:** 01/01/2018
[Template List](#) [Change Values](#)

[Inter/IntraUnit](#) ***Process:** Edit Journal [Process](#)

▼ Lines

Select	Line▲	*Unit	Fund▼	Project	Class	*Ledger	Account▲	Debit Amount
<input type="checkbox"/>	1	LMI				ACTUALS		

Lines to add: [+](#) [-](#) [Grid](#)

▼ Totals [Personalize](#)

Unit	Total Lines	Total Debits
LMI	1	0.00

[Save](#) [Notify](#) [Refresh](#)

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



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Functional Expense Time Study

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[Main Menu](#)
[General Ledger](#)
[Journals](#)
[Journal Entry](#)
[Create/Update Journal Entries](#)

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns

[Chartfield](#)
[Amount](#)
[Miscellaneous](#)

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

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

[Chartfield](#)
[Amount](#)
[Miscellaneous](#)

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



Functional Expense Time Study


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

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




Unit: L312 Journal ID: NEXT Date: 01/01/2018

[Template List](#) [Change Values](#)


Inter/IntraUnit *Process: Edit Journal **5** Process

Lines [Personalize](#) | [Find](#) | 






Select	Line	*Unit	*Ledger	Account	Stat Amt	Journal Line Description
<input type="checkbox"/>	1	L312	ACTUALS 1	PROG	90.00	Program Time Study Percentage
<input type="checkbox"/>	2	L312	ACTUALS 2	MNGMT	5.00	Management Time Study Percent
<input type="checkbox"/>	3	L312	ACTUALS 3	FUNDR	5.00	Fundraising Time Study Percent

Lines to add: 1   

Must equal 100%

Totals [Personalize](#) | [Find](#) | [View All](#) |  First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
L312	3	0.00	0.00	N

4  Save  Notify  Refresh  Add  Update/Display

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



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Employee Time Study

Use this worksheet to allocate a council employee's time to the categories listed. See the guidelines on the next page. Also see the *Local Council Accounting Manual* for more information on time analysis.

Employee _____

Instructions

- This **time study** covers the two-week period indicated below.
- Use the definitions on the next page as guidelines.
- Exclude absences due to illness, holidays, vacations, etc.
- Report time in each category to the nearest half-hour.
- Total the hours across by day and down by column heading.

Day	Date	Program	Management	Fundraising	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Totals					



PeopleSoft User Council Security Review Audit Period 1

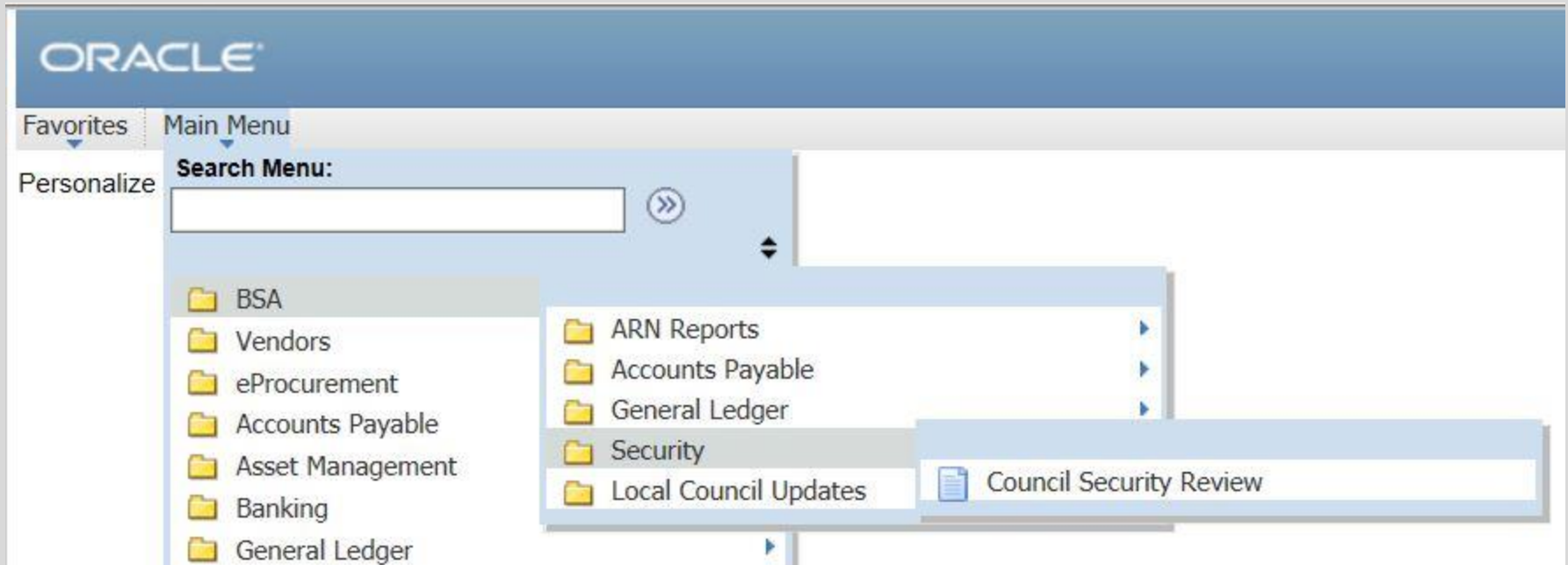
The Scout Executive's Role



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PeopleSoft User Security



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PeopleSoft User Security

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

Security Review

Business Unit: L... [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](#) | [First](#) | [1-2 of 2](#) | [Last](#)

User	Name	Type	Last Reviewed	Change Needed
Kirk, David	Kirk, David			<input type="checkbox"/>
McClintock, David	McClintock, David			<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 L... Council (22001,2).

[Submit as Reviewed](#)



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PeopleSoft User Security

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

[Security Review](#)

Business Unit: [LTCU](#) [Northwest Florida](#) [Create Report](#)

Information/Instructions

Please review the list of security roles for the users listed below by clicking on each name. To remove a security role, uncheck the box next to the role. An email will automatically be sent to the Member Care Contact Center for processing. Once you have completed the user role security review, please check the "Certify" box then click on the "submit as reviewed" button below. You will receive an email notification confirming the completion of the audit review. If any other changes are required, please complete a new Local Council PeopleSoft Security Request form and submit it to the Member Care Contact Center. (22001,1).

Audit Details

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

Council Users [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-32 of 32 | [Last](#)

User	Name	Type	Last Reviewed	Change Needed
ADMINISTRATOR	Admin Administrator			<input type="checkbox"/>
ADMINISTRATOR	Individual Admin	Jitasa Emp		<input type="checkbox"/>
ADMINISTRATOR	Admin Administrator	Jitasa Emp		<input type="checkbox"/>
ADMINISTRATOR	Admin Administrator	Jitasa Emp		<input type="checkbox"/>
ADMINISTRATOR	Admin Administrator	Jitasa Emp		<input type="checkbox"/>
ADMINISTRATOR	Admin Administrator	Jitasa Emp		<input type="checkbox"/>
ADMINISTRATOR	Admin Administrator	Jitasa Emp		<input type="checkbox"/>
ADMINISTRATOR	Admin Administrator	Jitasa Emp		<input type="checkbox"/>



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PeopleSoft User Security

Favorites Main Menu > BSA > Security > Council Security Review

User Audit Detail

User ID: JESSHI

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

OK



PeopleSoft User Security

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

Security Review

Business Unit: L... [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](#) | [First](#) | 1-2 of 2 | [Last](#)

User	Name	Type	Last Reviewed	Change Needed
Kirk, David	Kirk, David			<input type="checkbox"/>
McCullough, David	McCullough, David			<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 L... Council (22001,2).

Submit as Reviewed



PeopleSoft User Security

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

Security Review

Business Unit: L144 Abraham Lincoln 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: 2017 Audit Period: 1 Review Dates: 01/01/2017 thru: 06/30/2017
Review Deadline: 06/30/2017 **Review Status: Complete**

Council Users Personalize | Find | View All | First | 1-2 of 2 | Last

User	Name	Type	Last Reviewed	Change Needed
COUNCIL	COUNCIL, Council		04/20/17 8:15AM	<input type="checkbox"/>
COUNCIL	COUNCIL, Council		04/20/17 8:15AM	<input type="checkbox"/>






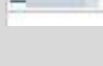
[Role Add/Change Form](#)

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 L144 Abraham Lincoln Council (22001,2).



FASB Update and Reports

	<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>FASB6</u>	<u>Statement of Cash Flows</u>



FASB Update and Reports

New Houston Area Council - #528		Boy Scouts of America							
		Statement of Cash Flows							
		Period Ending: December 31, 2017							
		Operating Fund		Capital Fund		Endowment Fund		Total All Funds	
FASB18		2017	2016	2017	2016	2017	2016	2017	2016
Cash flows from operating activities									
Change in total net assets		(674,760)	764,333	5,333,251	896,978	3,355,857	1,239,214	8,014,348	2,900,526
Adjustments to reconcile change in net asset to net cash provided (used) by operating activities from January 1 through this period.									
Depreciation				970,172	1,052,109			970,172	1,052,109
Realized/unrealized (gains) losses on sale of fixed assets				1,631,500	-			1,631,500	-
Realized/unrealized (gains) losses on sale of investments		-	-	9,300	(1,486)	(3,781,969)	(1,678,157)	(3,772,670)	(1,679,643)
Adjustments for changes in assets and liabilities									
Accounts and notes receivable		(95,658)	(81,312)	8,000	1,600	(5,851)	(143,585)	(93,509)	(223,296)
Contributions receivable		509,856	295,653	(658,095)	(100,839)	(389,071)	275,234	(537,311)	470,048
Inventory		8,063	1,263	-	-	-	-	8,063	1,263
Deferred activity expense		117,316	(151,755)	-	-	-	-	117,316	(151,755)
Deferred camp expense		-	7,350	-	-	-	-	-	7,350
Deferred special event expense		(3,651)	4,643	-	-	-	-	(3,651)	4,643
Prepaid expenses		15,126	71,895	18,108	(50,479)	-	-	33,234	21,416
Other assets		1,095	12,630	1,297,266	(6,292,733)	(26,125)	(13,513)	1,272,236	(6,293,616)
Accounts payable		(256,842)	(416,377)	(1,495,325)	1,456,225	-	-	(1,752,167)	1,039,848
Accrued expenses		514,887	43,418	-	(0)	-	-	514,887	43,418
Taxes and benefits withheld		-	(402)	-	-	-	-	-	(402)
Other liabilities		2,162	(319)	(33,100)	33,100	-	-	(30,938)	32,781
Custodian accounts		194,221	7,345	-	-	-	-	194,221	7,345



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Personally Identifiable Information & Payment Card Industry Security



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PII and PCI Security

Thursday, June 8, 2017 welcome back, Michael! [Logout](#) Communities:

My BSA Resources

[Home](#) [Membership](#) [Program](#) [Funding](#) [ScoutNET](#) [Knowledge Base](#)

Finance Resources ? ↑ ↓ —

- [Council Fiscal Management](#)
- [Finance Training](#)
- [Foundation Center](#)
- [IWave](#)
- [Research Instructions](#)
- [Wealth Engine](#)

Human Resources / 972-580-2489 ? ↑ ↓ —

- [Authorization/Position Code Request Form](#)
- [PDS \(Performance and Development System\)](#)
- [BSA Benefits Center / 800-444-4416](#)
- [United Healthcare](#)
- [Fidelity Investments](#)
- [BSA Corporate PCI Policies](#)
- [HR Gateway](#)

Records & Information Management ? ↑ ↓ —

- [Filing Alphabetically](#)
- [Recommendation from BSA Legal Counsel](#)
- [Record Retention Policy for Local & National Councils](#)
- [Records Management Mission Statement](#)
- [Records Management Retention Sheet Instructions](#)
- [Records Management Retention Sheet Template](#)
- [What is a Record?](#)

BSA Resources

- [2011-2015 National Council Strategic Plan](#)
- [Boy Scout Program](#)
- [BSA Brand Identity Guide](#)
- [BSA Info](#)
- [BSA Legal Web Site](#)
- [BSA Magazines](#)
- [BSA Report Repository](#)
- [BSA Stock Photos & Logos](#)
- [Contract Approval and Signing Authority Policy](#)
- [Council Letterhead, Logos, and QR Codes](#)
- [Council Locator by ZIP Code](#)
- [Council Market Analysis Reports](#)
- [Council Planning Data](#)
- [Cub Scout Program](#)
- [Directory of Natl Council Web Sites](#)
- [Employee Information Center](#)
- [Guide to Safe Scouting](#)
- [Health and Safety Team](#)
- [Internet Rechartering Signup](#)
- [Learning for Life](#)
- [Local Council Index](#)
- [Membership Resources](#)
- [Mosaic Segment Highlights](#)
- [National Council Travel and Business Expense Policies and Procedures](#)
- [National Council Vendor Compliance Guide](#)
- [National Court of Honor](#)
- [National Purchasing Contracts](#)
- [National Safety Council Defensive Driving Course](#)
- [Order Supply Catalog Items](#)
- [Philmont Training Center](#)
- [Risk Management](#)
- [Risk Management Notebook](#)
- [Scouting Forms](#)
- [Scouting University](#)



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PII and PCI Security

Corporate Payment Card Industry (PCI) Policy



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PII and PCI Security

Corporate Payment Card Industry (PCI) Policy

September 22, 201

Unacceptable E-mail and Communications Activities

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

Emailing card Holder Data

(cross ref. PCI DSS 4.2)

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

Enforcement



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BSA Secure Email

"BSA-Secure-Email-Activate"



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 **Sample test secure email**

To  Michael Creagh

Retention Policy 3 Year Delete (3 years)

Expires 6/7/2020

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

 Message  message.html (133 KB)


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

To view your message

Save and open the attachment (message.html), and follow the instructions.

Sign in using the following email address: **Michael.Creagh@scouting.org**

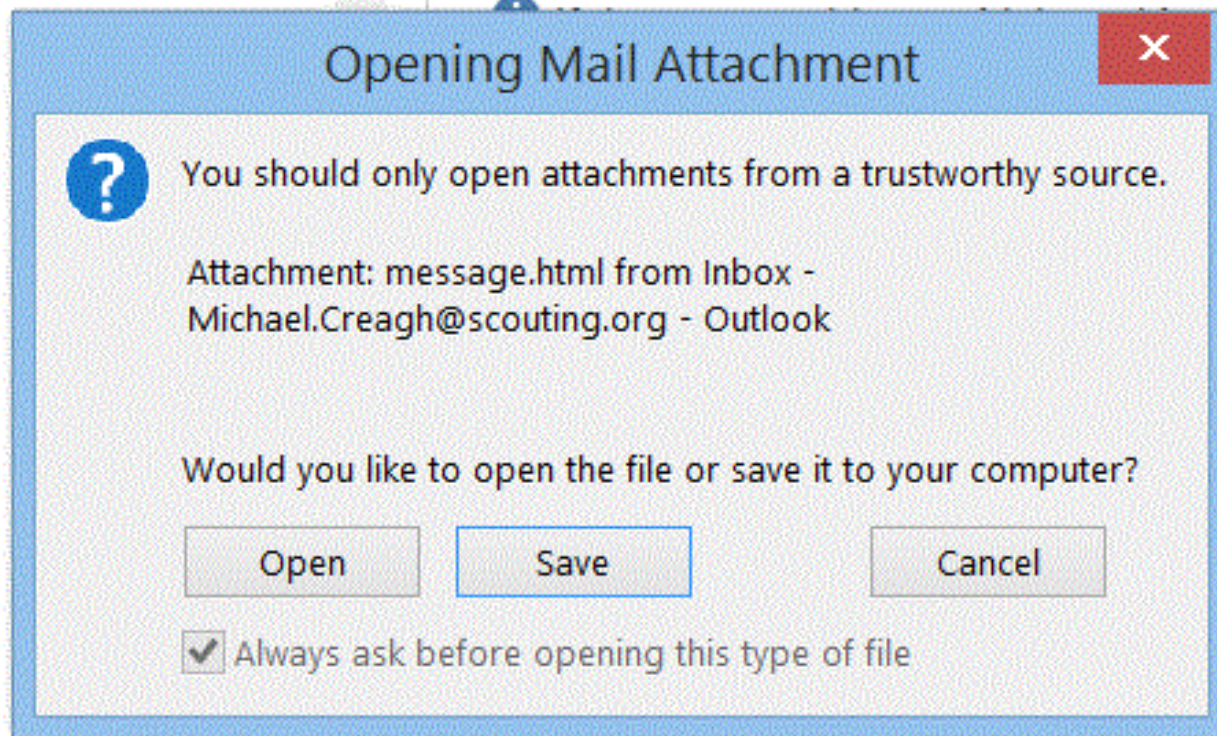
This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

 Message encryption by Microsoft Office 365



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This email message and its attachments are for your information. If you have received this email in



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Encrypted message

From

Michael.Creagh@scouting.org

To

Michael.Creagh@scouting.org

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



Sign in



Use a one-time passcode



Message encryption by Microsoft Office 365



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Which account would you like to sign in with to view your encrypted message?



Microsoft account

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



Work or school account

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

[Don't want to sign in? Use a one-time passcode to view the message.](#)



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Enter password

Enter the password for Michael.Creagh@scouting.org

☐ Keep me signed in

Sign in

[Forgot my password](#)

[Terms of Use](#) [Privacy & Cookies](#)

Microsoft



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Encrypted Message

Sample test secure email



Michael Creagh <Michael.Creagh@scouting.org>

Today, 1:27 PM

Michael Creagh <Michael.Creagh@scouting.org> ✉

"BSA-Secure-Email-Activate"

Michael M. Creagh, CFRE | Member Applications Specialist

BOY SCOUTS OF AMERICA
Information Technology Group

blackbaud **WOW!**

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Audit Support and Due Dates

**Prior to July 31, 2018
audits.990@scouting.org**



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Council Fiscal Management

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Join Give Shop My.Scouts

Council Support

- Council Services
 - For Camps
 - For Councils
 - For Units
- Strategic Performance Office
 - Contact the Strategic Performance Office
- Council Assessments
- Council Board Resources
- Council Business Practices
- Council Fiscal Management Resources
- Journey to Excellence
- Financial Services
 - Back Office Solutions
 - Council Fiscal Management**
 - Council Fund Development
- Training

Home > Council Support > Financial Services > 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. To find out more, see the JTE page.)
- [FASB Accounting Changes and the BSA](#) — new for 2018
- [Fiduciary Responsibilities of the Council Executive Board](#) —Revised March 2014
- [Fiscal Management Procedures for Stewardship](#)
- [Fiscal Policies and Procedures for BSA Units](#) —Revised March 2015
- [Interpreting Financial Statements](#)
- [IRR Calculator](#)—this Excel worksheet will help you calculate your council's *Intravest Rate of Return*
- [Life Insurance Imputed Calculation](#)
- [Local Council Accounting Manual](#)
- [Local Council Guide to the 2017 IRS Form 990](#) —Revised April 2018
- [New York Conflict of Interest Policy](#) —Updated March 2014
- [New York Conflict of Interest Policy](#) —March 2014



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Council Fiscal Management

Page Seven

The Local Council Audit Self-Review Form is a tool designed to help councils understand and evaluate the audit and BSA standards prior to the submission of the audit and required accompanying documents. Please submit prior to July 31, 2018 to audits.990@scouting.org

1. Make sure the audit adjustments proposed by the auditors and accepted by the audit committee have been recorded in PeopleSoft and posted to the general ledger.
2. Obtain a draft copy of the 2017 audited financial statements.
3. Generate the following financial reports for the period ending December 31, 2017:
 - Statement of Financial Position (FINPOS_S)
 - Statement of Activities and Changes in Net Assets (ACNA-MAN)
 - Statement of Functional Expenses—print both Excel sheets (FUNCTEXP)
 - Statement of Cash Flows (SOCF)
4. Compare the financial reports to the audited financial statements, ensuring that net assets match by fund, by restriction, and in total.
5. Using the BSA Audit Tool Kit as a resource document, complete the Local Council Audit Self-Review Form starting on page 8 of this document.
6. Check the boxes on the Local Council Audit Self-Review Form if the standards are met.
7. If the draft audited financial statements do not meet BSA audit standards, this is the time to go back to your auditors and work together to correct the deficiencies.
8. If corrections are made, obtain another draft copy of the audit financials and repeat steps 1 through 7.



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:

*Close Request Type:

Business Unit for Prompting:

Closing Group:

Ledger Group:

1

Undo

*Closing Type:

Year End

[Rules to Execute](#)

Fiscal Year:

2016

Closing Date Option

☒ BU Process Date

☐ As of Date

Specify:

12/31/2016

Selections

☒ Selected Detail Values

☐ Detail - Selected Parents

Tree SetID:

Tree:

Level:

Business Unit to Close

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

*Select Value

L114



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



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JTE Pull Dates

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



Journey to Excellence Submission

- Submitting JTE
- Populate the Finance Facts database
- This is not an automatic process
- Part of the month-end process



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 2018 🔍 Period: 2 5 🔍

3

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



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Future Scheduled Webinar

August 15, 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

