PeopleSoft User Group

November 14, 2018

User Group Agenda

- FASB Audit Prep Updates
- New nVision Reports
- eBILL Pay Function for AP
- 1099 process for 2018
- Council User Security Review
- 2019 Budget Building
- Year End Preparations

FASB
Audit Preparations

FASB Audit Preparations

LOCAL COUNCIL AUDIT AND TAX UPDATE 2018

Financial Statements of Not-for-Profit Entities and

the Tax Cuts and Jobs Act

Presenter: Ken Moran, CPA, CGMA

Life Insurance Imputed Calculation

Local Council Accounting Manual

Local Council FASB 2018 Audit and Tax Update Power-Point

Local Council FASB 2018 Audit and Tax Update Recorded Presentation

Local Council Guide to the 2017 IRS Form 990 – *Revised April 2018*

FASB Audit Preparations

ASU 2016-14 Presentation of Financial Statements of Not-for-Profit Entities —BSA Executive Summary

- Reduce three categories of net assets (unrestricted, temporarily restricted, and permanently restricted) to two—net assets with donor restrictions and net assets without donor restrictions.
- Provide enhanced disclosures about liquidity **, availability of resources, cost allocation, and underwater endowment funds.
- Provide enhanced disclosures about amounts and purposes of governing board designations, appropriations, and similar actions that result in self-imposed limits on the use of resources *without* donor-imposed restrictions as of the end of the period.
- Report investment returns net of investment expenses.
- The aggregate amount by which funds are underwater (deficiencies), which are to be classified as part of net assets **with donor restrictions**.
- Provide enhanced disclosures about method(s) used to allocate costs among program and support functions.

FASB Audit Preparations
Two categories of Assets

Net assets:								
Without donor restrictions	4,271,284	4,064,622	40,673,751	32,136,836	18,645,511	16,619,055	63,590,546	52,820,513
With donor restrictions	1,079,030	1,957,559	25,118,865	28,479,691	61,157,478	59,673,808	87,355,373	90,111,058
Total net assets	5,350,314	6,022,181	65,792,615	60,616,527	79,802,989	76,292,863	150,945,919	142,931,571
Total liabilities and net assets	**8,223,819**	**8,746,386**	**65,987,233**	**62,339,570**	**79,802,989**	**76,292,863**	**154,014,041**	**147,378,818**

FASB Audit Preparations – Liquidity footnote

Sample Council #999			Boy Scouts of America
Liquidity and Availability Schedule			
Period Ending: December 31, 2017			
	2017	2016	
Cash - Operating Fund	7,035,430	7,005,851	
Short-term investments - Operating Fund	0	0	
Accounts receivable - Operating Fund	384,238	288,580	
Contributions receivable - Operating Fund	590,705	1,100,561	
Total financial assets as of end of year	8,010,373	8,394,992	
Appropriation from the general endowment for general expenditures in subsequent year	132,000	132,000	
Appropriation from quasi-endowment for general expenditures in subsequent year	231,000	231,000	
Bank Line of Credit	100,000	100,000	
Financial assets available to meet cash needs for general expenditures within one year	$ 8,341,373	$ 8,725,992	
Explanation Notes: We have $100,000 on the line of credit if needed.			

FASB Audit Preparations – Board designations

	2018			
	General Operating Fund	Capital Fund	Endowment Fund	Total
Subject to expenditure for specific purpose:				
Scouting activities	$ X,XXX	$ -	$ -	$ X,XXX
Learning for Life program	X,XXX	-	-	X,XXX
All Markets program	X,XXX	-	-	X,XXX
Marketing salary reimbursement	X,XXX	-	-	X,XXX
Designated donation from United Way	X,XXX	-	-	X,XXX
Building, equipment and maintenance				
Pavillion at ABC Lodge		X,XXX		X,XXX
Smith Scout Ranch		X,XXX		X,XXX
Council service center		X,XXX		X,XXX
Capital campaign projects				
Camp Jones		X,XXX		X,XXX
Smith Scout Ranch		X,XXX		X,XXX
Sawgrass Scout Camp		X,XXX		X,XXX
Total purpose restrictions	X,XXX	X,XXX		X,XXX
Perpetual in nature				
Capital improvement		X,XXX		X,XXX
Land use restrictions		X,XXX		X,XXX
Total perpetual in nature	-	X,XXX	-	X,XXX
Subject to the passage of time:				
Community campaign donations	X,XXX	-	-	X,XXX
Endowment:				
Subject to endowment spending policy and appropriation:				
General use	-	-	X,XXX	X,XXX
Program activities	-	-	X,XXX	X,XXX
Total subject to endowment spending policy and appropriation	-	-	X,XXX	X,XXX
Subject to appropriation and expenditure when a specific event occurs:				
Capital improvement projects	-	-	X,XXX	X,XXX
Program activities	-	-	X,XXX	X,XXX
Total subject to appropriation and expenditure when a specific event occurs	-	-	X,XXX	X,XXX
Total net assets with donor restrictions	$ X,XXX	$ X,XXX	$ X,XXX	$ X,XXX

FASB Audit Preparations – Net of Investments

Revenue:								
Sale of supplies - gross	4,246	4,299	0	0	0	0	4,246	4,299
Less cost of goods sold	(2,104)	(2,155)	0	0	0	0	(2,104)	(2,155)
Net sale of supplies	2,142	2,144	0	0	0	0	2,142	2,144
Product sales - gross	4,082,613	3,925,837	0	0	0	0	4,082,613	3,925,837
Less cost of goods sold	(1,046,773)	(1,066,473)	0	0	0	0	(1,046,773)	(1,066,473)
Less commissions paid to units	(1,313,226)	(1,356,567)	0	0	0	0	(1,313,226)	(1,356,567)
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	361,208	0	0	0	0	1,040,533	361,208
Activities	1,333,125	930,320	0	0	0	0	1,333,125	930,320
Other revenue	584,644	632,667	1,663,354	671,488	0	0	2,247,998	1,304,155
Total revenue	**6,326,046**	**6,148,052**	**3,458,073**	**1,800,112**	**1,922,761**	**(395,499)**	**11,706,880**	**7,552,665**

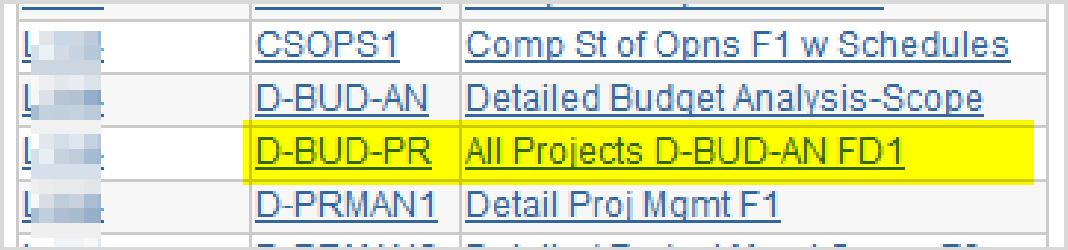
FASB Audit Preparations – Underwater Investments

Underwater Endowments

- "Underwater" = FMV of underlying assets < original gift amount (or amount to be maintained by donor or law).
- ASU 2016-14 requires disclosures of (1) an NFP's policy, and any actions taken during the period, concerning appropriation from underwater endowment funds, (2) the aggregate fair value of such funds, (3) the aggregate of the original gift amounts (or level required by donor or law) to be maintained, and (4) the aggregate amount by which funds are underwater (deficiencies), which are to be classified as part of net assets *with* donor restrictions.

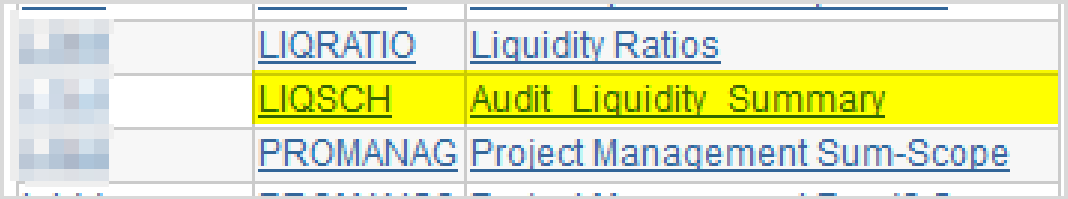
New nVision Report Layouts

Detailed Budget Analysis – All Projects



	CSOPS1	Comp St of Opns F1 w Schedules
	D-BUD-AN	Detailed Budget Analysis-Scope
	D-BUD-PR	All Projects D-BUD-AN FD1
	D-PRMAN1	Detail Proj Mgmt F1

Liquidity and Availability Summary



	LIQRATIO	Liquidity Ratios
	LIQSCH	Audit_Liquidity_Summary
	PROMANAG	Project Management Sum-Scope

FASB Audit Preparations – Functional Expense

Expense Class Codes

20, 21, 25 - Program

50 - Management

70 – Fund-Raising

99 - Unallocated

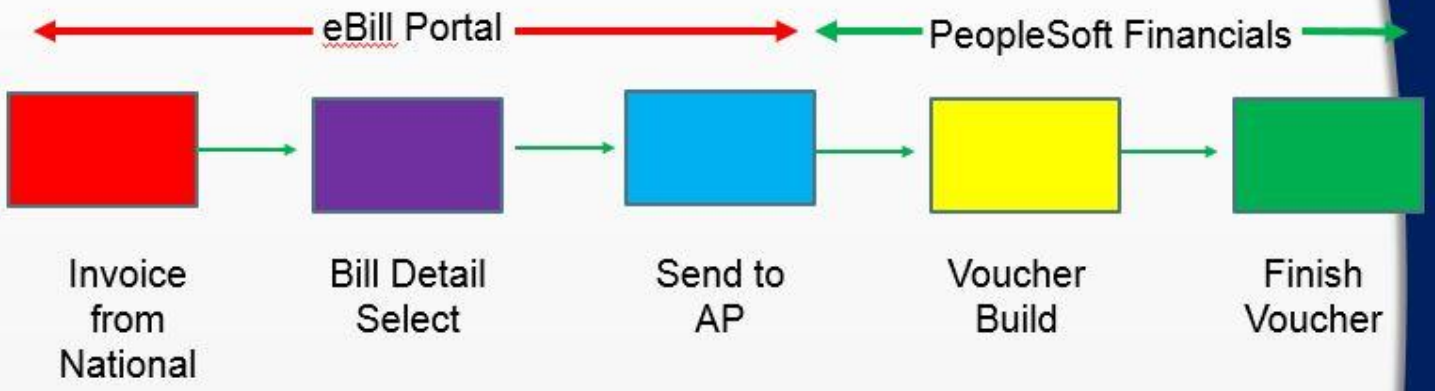
Time Study within Three years

Square foot of Office Building usage study

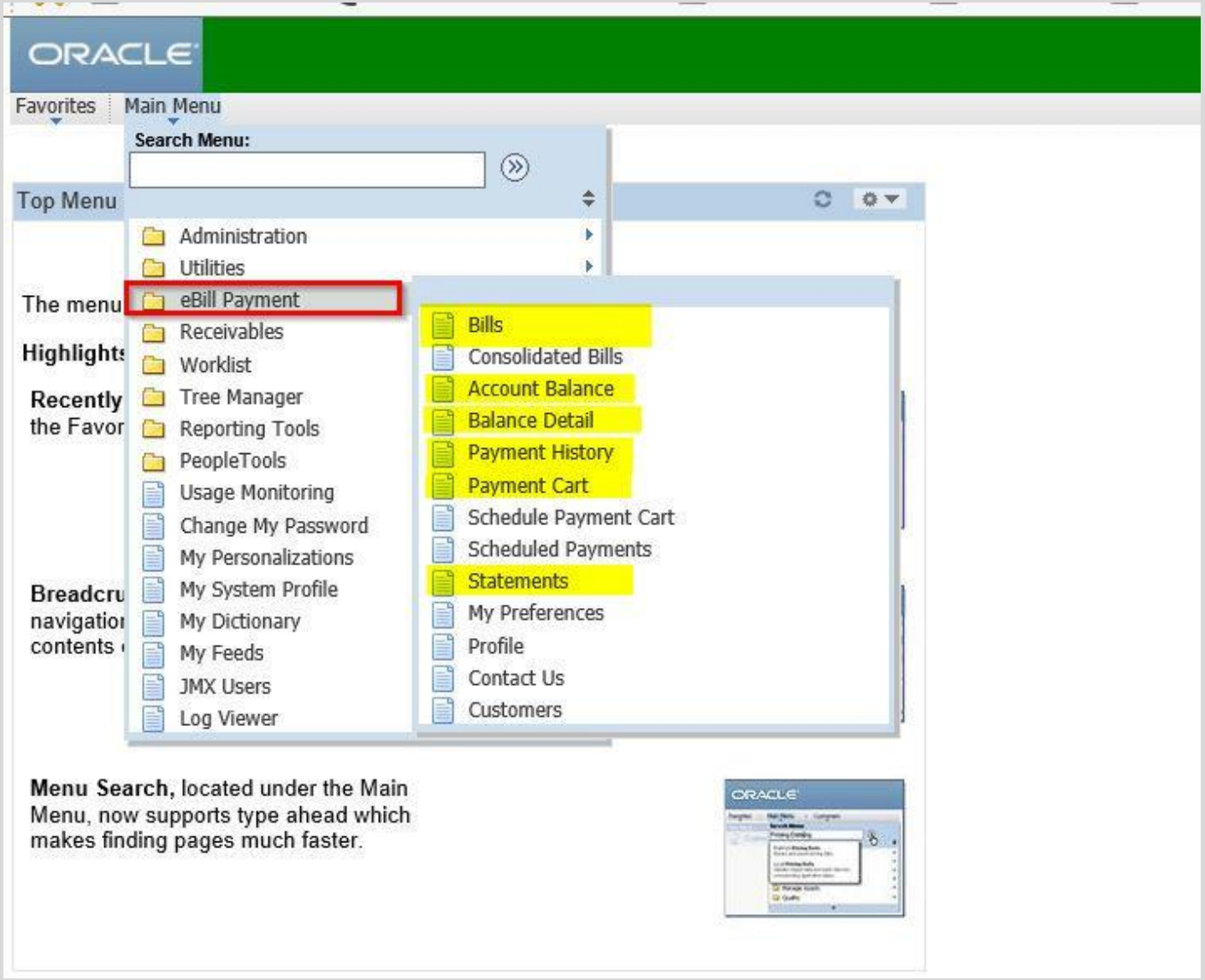
Might be required for occupancy and depreciation expenses

eBILL Pay Function for Accounts Payable

eBILL to Voucher Workflow



Prepared. For Life.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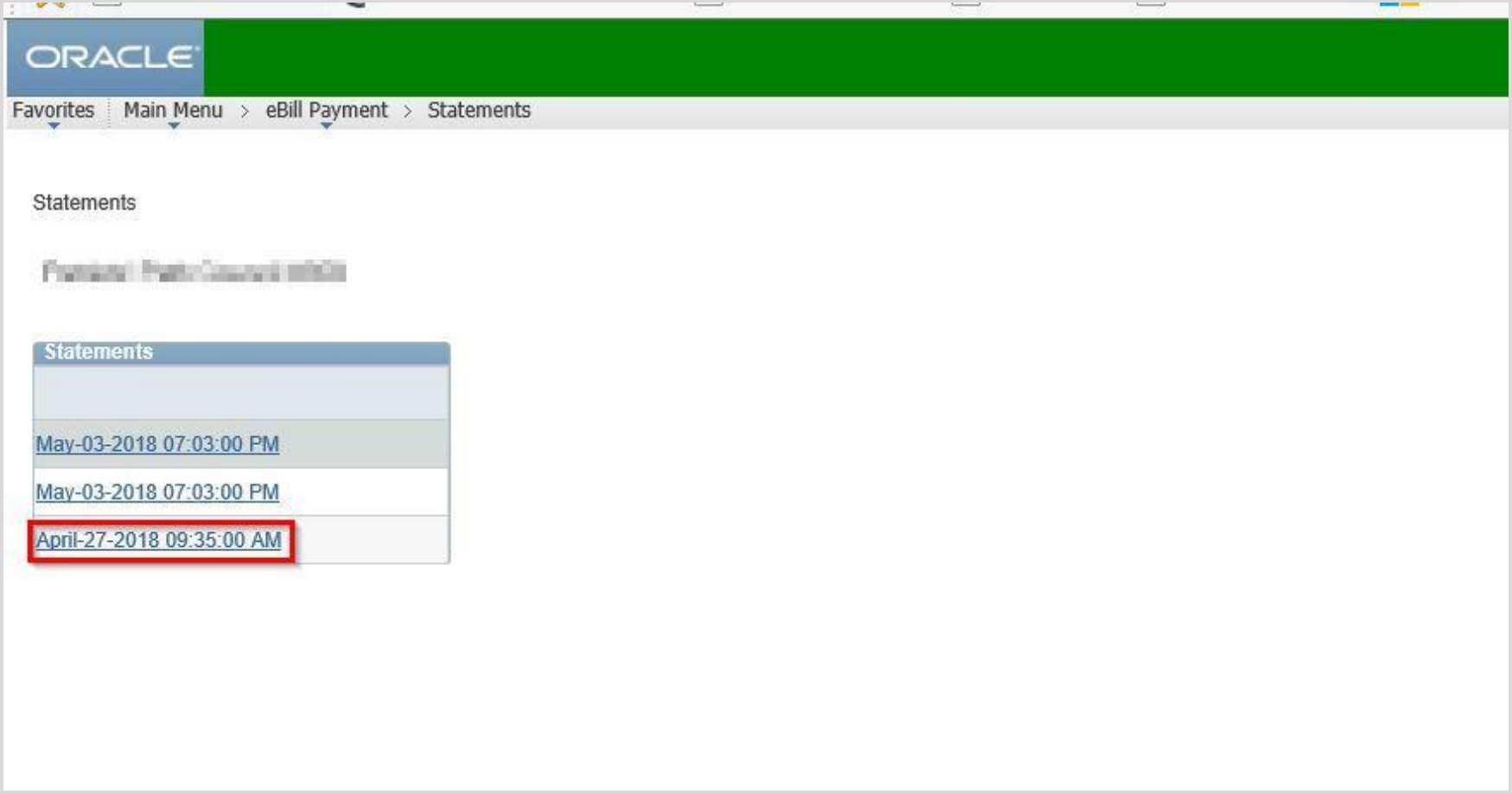
Favorites
Main Menu
Search Menu:
Top Menu
Administration
Utilities
eBill Payment
Receivables
Worklist
Tree Manager
Reporting Tools
PeopleTools
Usage Monitoring
Change My Password
My Personalizations
My System Profile
My Dictionary
My Feeds
JMX Users
Log Viewer
Bills
Consolidated Bills
Account Balance
Balance Detail
Payment History
Payment Cart
Schedule Payment Cart
Scheduled Payments
Statements
My Preferences
Profile
Contact Us
Customers
The menu
Highlights
Recently
the Favor
Breadcru
navigatio
contents
Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.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Favorites
Main Menu > eBill Payment > Statements
Statements
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

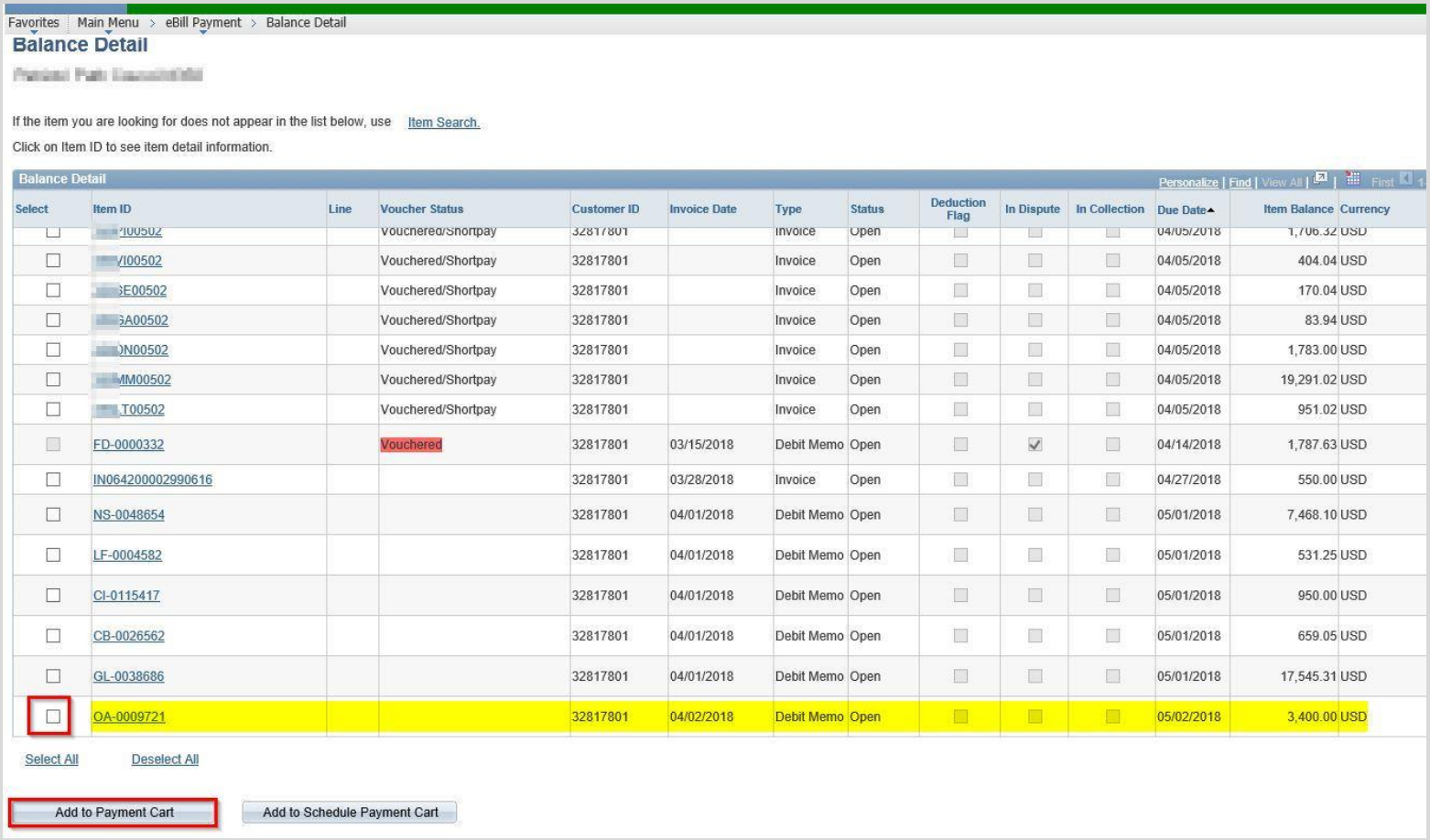
STATEMENT

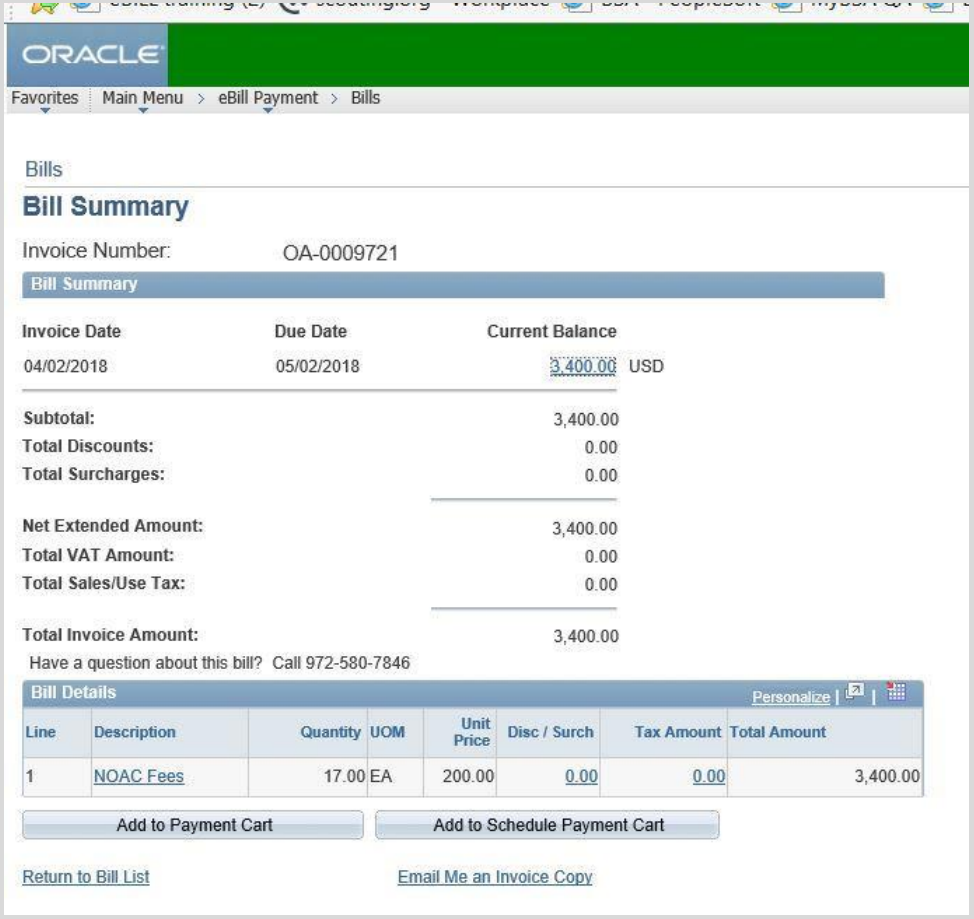
1 of 1

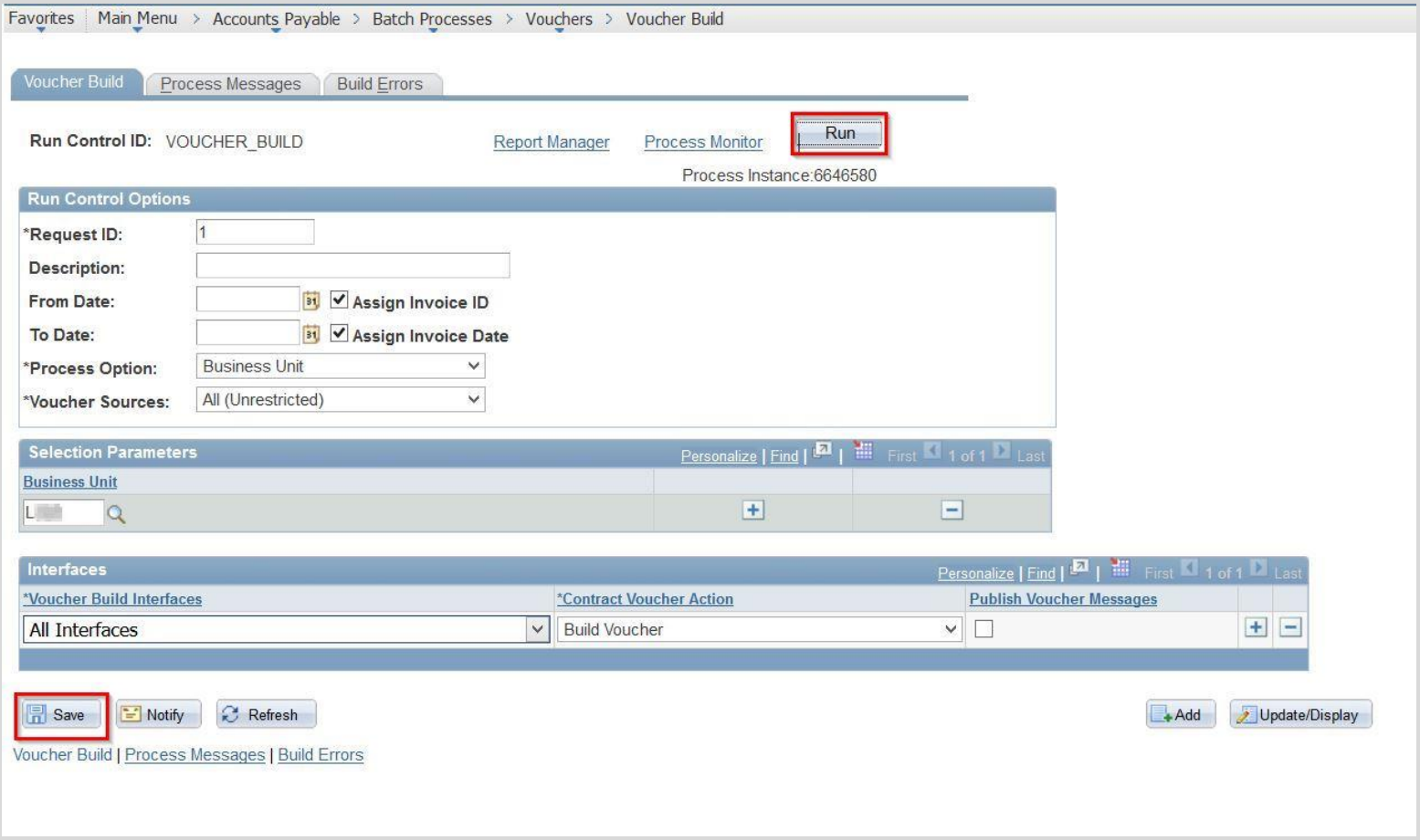
[redacted]

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	[redacted]8DN00502			1,783.00	2018-04-05	
2018-04-05	[redacted]8GA00502			83.94	2018-04-05	
2018-04-05	[redacted]8LT00502			951.02	2018-04-05	
2018-04-05	[redacted]8MM00502			19,291.02	2018-04-05	
2018-04-05	[redacted]8PI00502			1,706.32	2018-04-05	
2018-04-05	[redacted]8RT00502			11,352.64	2018-04-05	
2018-04-05	[redacted]8SE00502			170.04	2018-04-05	
2018-04-05	358VI00502			404.04	2018-04-05	


Favorites
Main Menu > eBill Payment > Balance Detail
Balance Detail
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
Vouchered/Shortpay 32817801 Invoice Open 04/05/2018 1,706.32 USD
I00502 Vouchered/Shortpay 32817801 Invoice Open 04/05/2018 404.04 USD
E00502 Vouchered/Shortpay 32817801 Invoice Open 04/05/2018 170.04 USD
A00502 Vouchered/Shortpay 32817801 Invoice Open 04/05/2018 83.94 USD
N00502 Vouchered/Shortpay 32817801 Invoice Open 04/05/2018 1,783.00 USD
M00502 Vouchered/Shortpay 32817801 Invoice Open 04/05/2018 19,291.02 USD
T00502 Vouchered/Shortpay 32817801 Invoice Open 04/05/2018 951.02 USD
FD-0000332 Vouchered 32817801 03/15/2018 Debit Memo Open 04/14/2018 1,787.63 USD
IN064200002990616 32817801 03/28/2018 Invoice Open 04/27/2018 550.00 USD
NS-0048654 32817801 04/01/2018 Debit Memo Open 05/01/2018 7,468.10 USD
LF-0004582 32817801 04/01/2018 Debit Memo Open 05/01/2018 531.25 USD
CI-0115417 32817801 04/01/2018 Debit Memo Open 05/01/2018 950.00 USD
CB-0026562 32817801 04/01/2018 Debit Memo Open 05/01/2018 659.05 USD
GL-0038686 32817801 04/01/2018 Debit Memo Open 05/01/2018 17,545.31 USD
OA-0009721 32817801 04/02/2018 Debit Memo Open 05/02/2018 3,400.00 USD
Select All
Deselect All
Add to Payment Cart
Add to Schedule Payment Cart


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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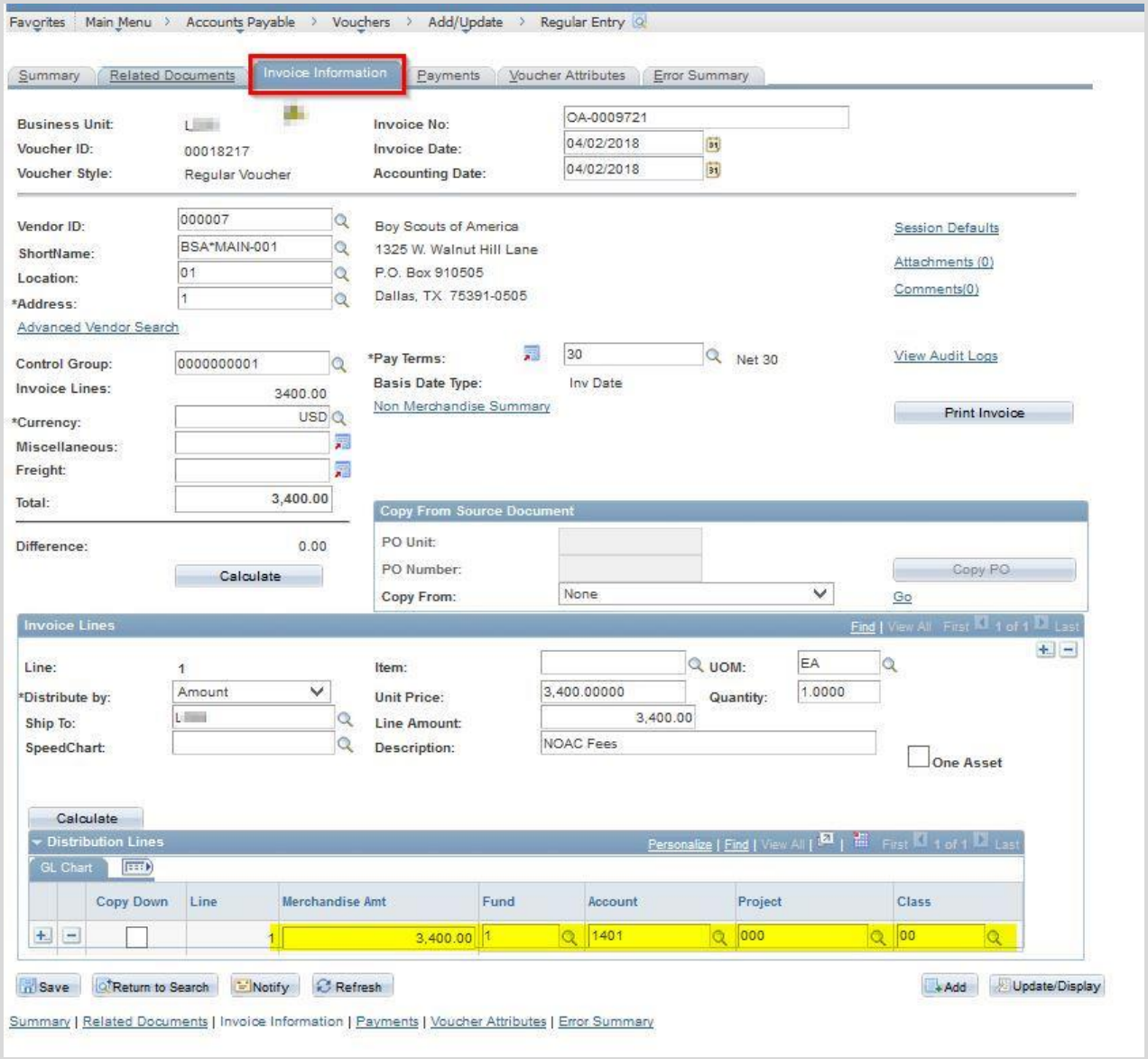
Process Messages
Build Errors
Run Control ID: VOUCHER_BUILD
Report Manager
Process Monitor
Run
Process Instance:6646580
Run Control Options
*Request ID: 1
Description:
From Date:
Assign Invoice ID
To Date:
Assign Invoice Date
*Process Option: Business Unit
*Voucher Sources: All (Unrestricted)
Selection Parameters
Personalize | Find | First 1 of 1 Last
Business Unit
Interfaces
Personalize | Find | First 1 of 1 Last
*Voucher Build Interfaces
*Contract Voucher Action
Publish Voucher Messages
All Interfaces
Build Voucher
Save
Notify
Refresh
Add
Update/Display
Voucher Build | Process Messages | Build Errors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Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Business Unit:
Voucher ID: 00018217
Voucher Style: Regular Voucher
Invoice No: OA-0009721
Invoice Date: 04/02/2018
Accounting Date: 04/02/2018
Vendor ID: 000007
ShortName: BSA*MAIN-001
Location: 01
*Address: 1
Boy Scouts of America
1325 W. Walnut Hill Lane
P.O. Box 910505
Dallas, TX 75391-0505
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Control Group: 0000000001
Invoice Lines: 3400.00
*Currency: USD
Miscellaneous:
Freight:
Total: 3,400.00
*Pay Terms: 30 Net 30
Basis Date Type: Inv Date
Non Merchandise Summary
View Audit Logs
Print Invoice
Difference: 0.00
Calculate
Copy From Source Document
PO Unit:
PO Number:
Copy From: None
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Line: 1
*Distribute by: Amount
Ship To:
SpeedChart:
Item:
Unit Price: 3,400.00000
Line Amount: 3,400.00
Description: NOAC Fees
UOM: EA
Quantity: 1.0000
One Asset
Calculate
Distribution Lines
Personalize | Find | View All | First 1 of 1 Last
GL Chart
Copy Down
Line
Merchandise Amt
Fund
Account
Project
Class
1
3,400.00
1
1401
000
00
Save
Return to Search
Notify
Refresh
Add
Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Questions?

ebillpayment@scouting.org

1099 process for 2018

Special 1099 processing Webinar

Tuesday November 27, 2018

10:00AM and 2:00PM (Central)

1099 process for 2018

finance-impact/council-fiscal-management/peoplesoft/year-end/

PeopleSoft to TRACK1099 User Guide

Processing your 1099's for 2018

For yearend 2018 we will be providing the TRACK1099 software for your council to use to create, email and e-File 1099's with the IRS. This third-party service has a great reputation and years of history working with not-for-profit organizations. You will still use the PeopleSoft Vendor records and Accounts Payable Vouchers to gather the correct amounts needed to be reported.

The TRACK1099 website is found at WWW.TRACK1099.com . We have a master account (called a team) set up with them called "TRACK1099BSA" and we will be emailing your council an invitation to join with a link for you to set up your council in the "team". The costs for processing, emailing and e-Filing will be covered by the National Service Center, any additional services you use will be up to you to pay.

Preparing to File 1099's

I. Vendor Record Setup
II. Voucher withholding flag and values
III. Query output for TRACK1099
IV. Setup you council in TRACK1099
V. Uploading into TRACK1099 and filing

I. Vendor Record Setup

If you are using historical vendors that you have filed 1099's within the past the records will not have changed. If you are using a new Vendor or a vendor you have not filed 1099's before you will want to make sure these two items are prepared:

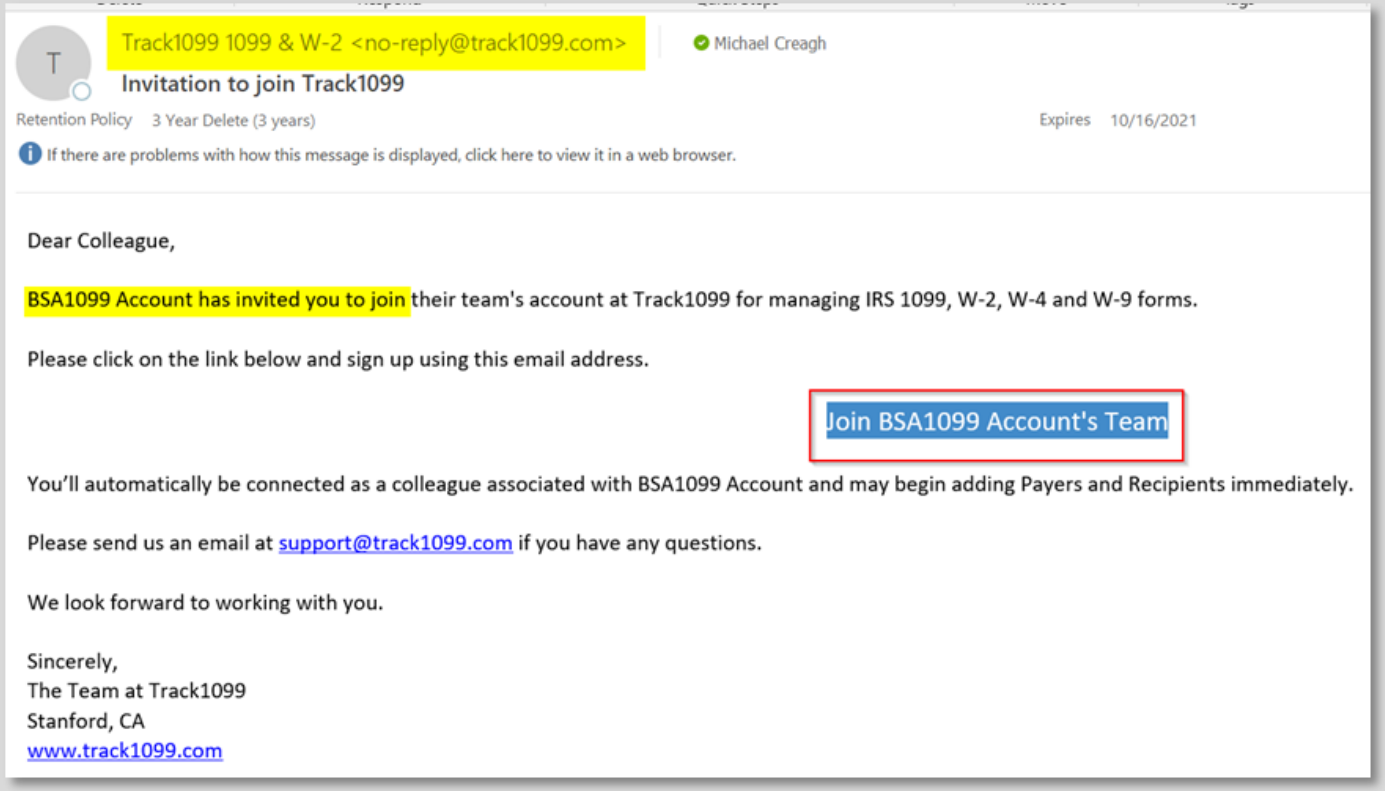
Is the 1099 Withholding Flag turned on?

1099 process for 2018

Preparation in PeopleSoft just like always

- All vendors need setup for 1099 with EIN or SSN
- Make sure all vouchers are flagged
- Use query to output files
- Load into Track1099
- E-file to the IRS
- Output to email address or print to mail

email address for invitation



Track1099 1099 & W-2 <no-reply@track1099.com>

Michael Creagh

Invitation to join Track1099

Retention Policy 3 Year Delete (3 years) Expires 10/16/2021

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

Dear Colleague,

BSA1099 Account has invited you to join their team's account at Track1099 for managing IRS 1099, W-2, W-4 and W-9 forms.

Please click on the link below and sign up using this email address.

Join BSA1099 Account's Team

You'll automatically be connected as a colleague associated with BSA1099 Account and may begin adding Payers and Recipients immediately.

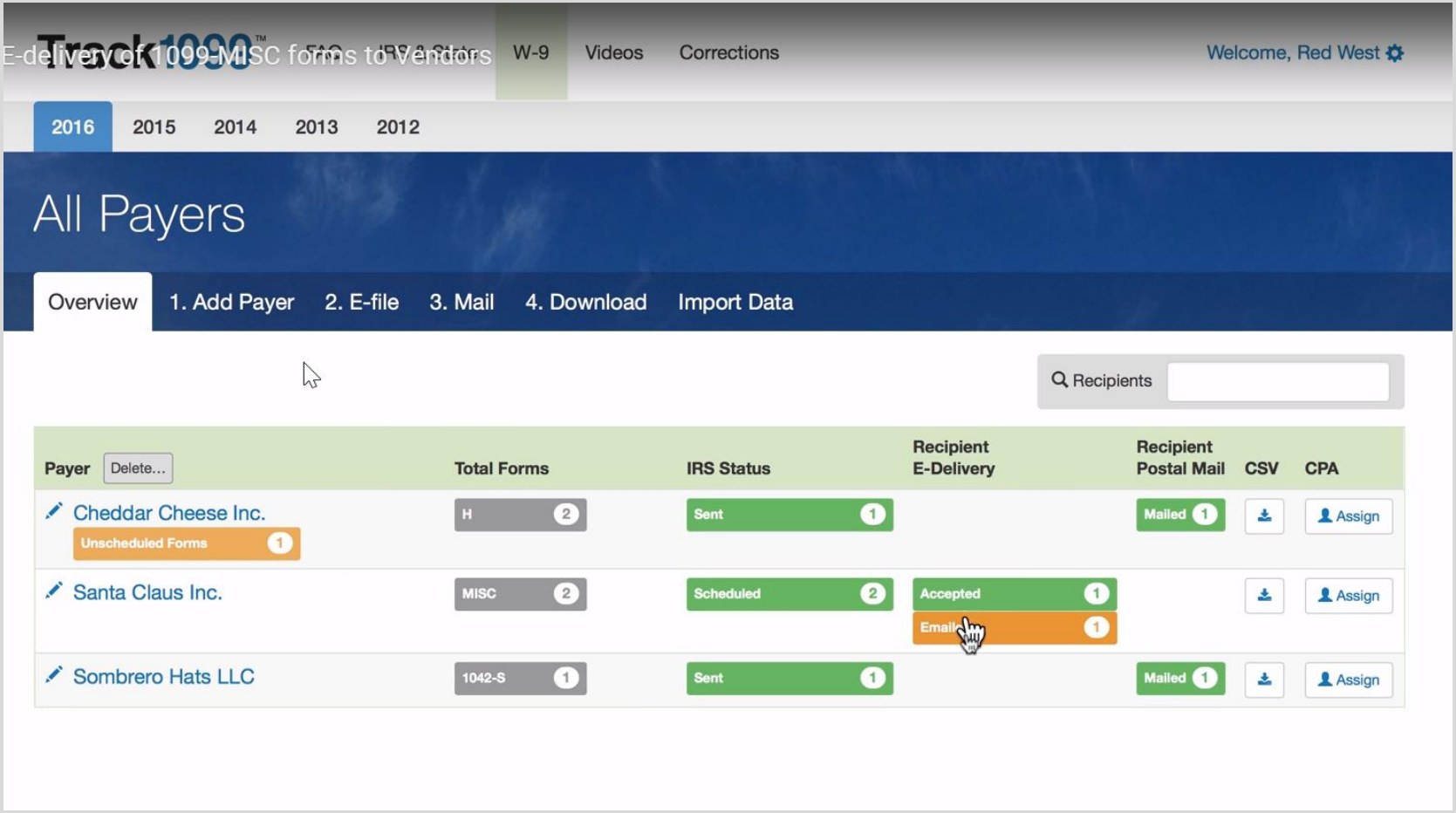
Please send us an email at support@track1099.com if you have any questions.

We look forward to working with you.

Sincerely,
The Team at Track1099
Stanford, CA
www.track1099.com

michael.creagh@scouting.org

1099 process for 2018



Track1099 process

Prepare 1099 vouchers and vendors in PeopleSoft

Run Query for exporting to Track1099

Login to Track1099

Enter Team code (all councils will be given a code to allow for billing)

Upload payers with a CSV file

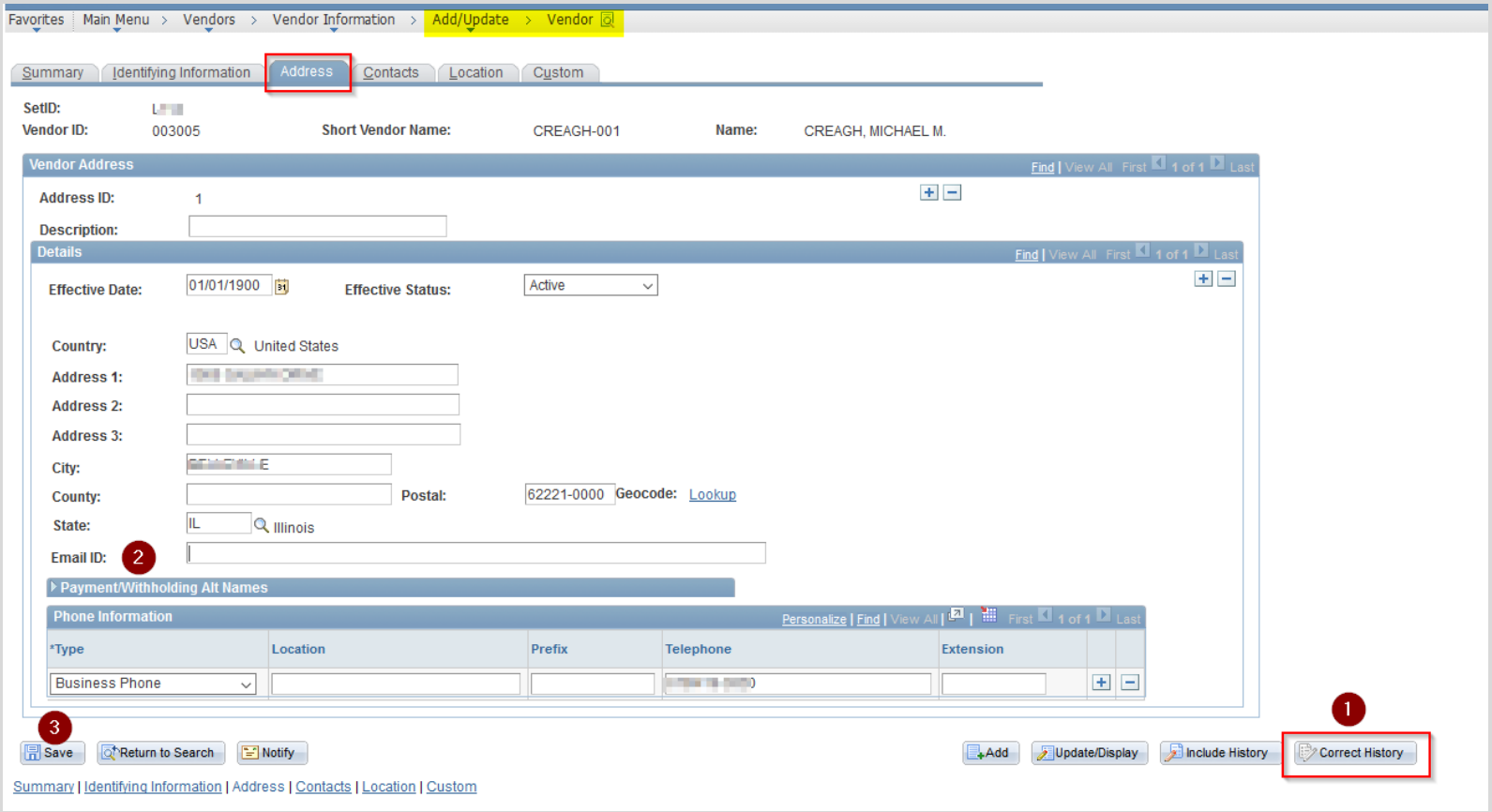
Email Files

Download files for mailing

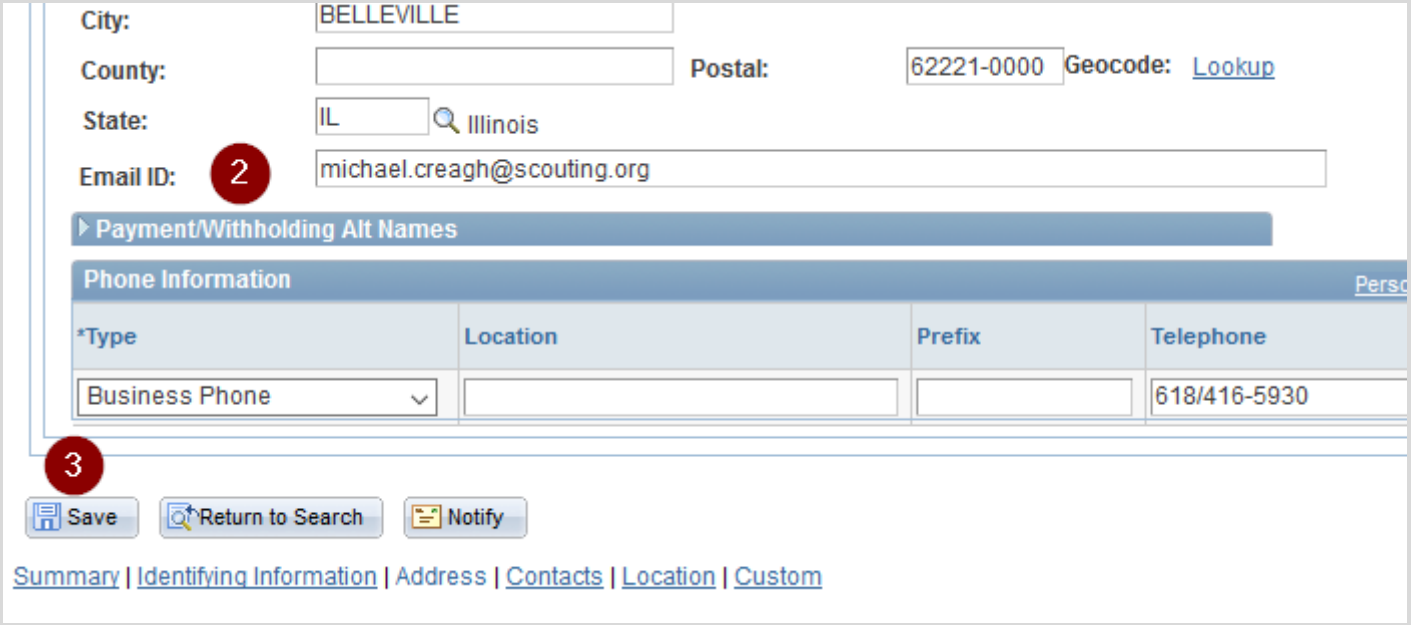
E-File with the IRS

Fees covered by the National Service Center

Adding email addresses to Vendors



Adding email addresses to Vendors



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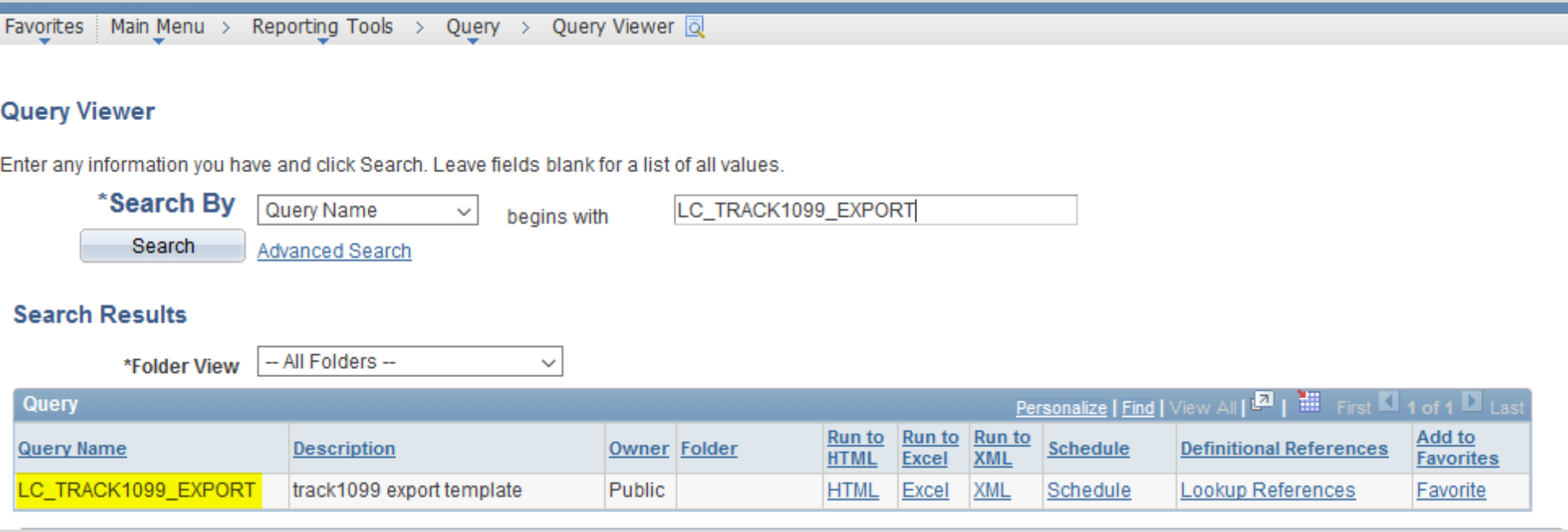
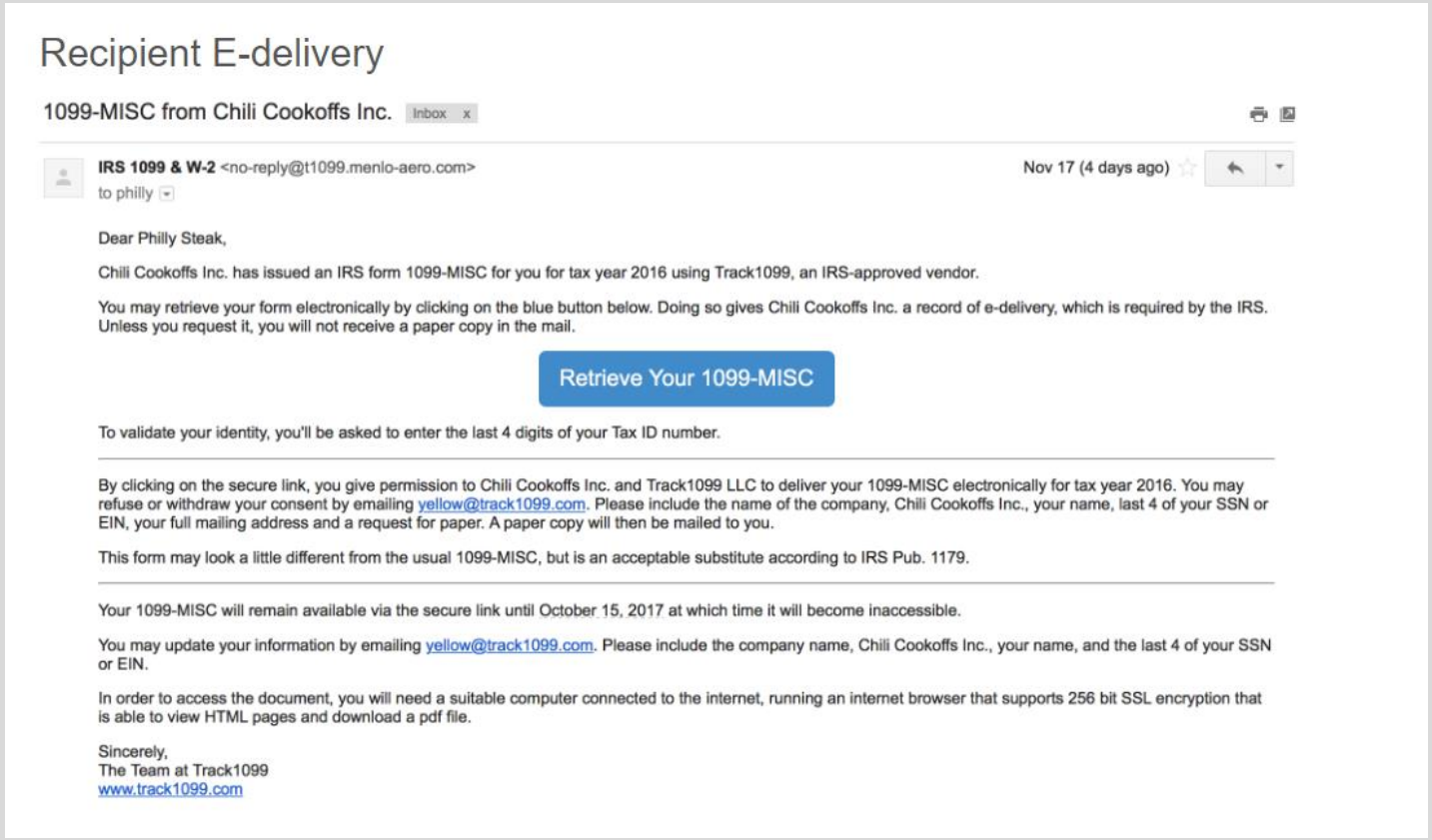


LC_TRACK1099_EXPORT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Payee Name	Type	Payee Tax ID	Payee Name	Payee Address 1	City	State	Zip Code	Email Address	Account	Office Code	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9	Box 10
2	J	2	059-		15	B	VA	24416				0	0	0	0	0	0	3295	0		0
3	M	2	135-		17	W	DC	20002				0	0	0	0	0	0	17340	0		0
4	D	1	20-1		P.	F	VA	24090				0	0	0	0	0	0	3039.24	0		0
5	G	2	223-		14	W	VA	22193				0	0	0	0	0	0	5759.42	0		0
6	S	2	225-		34	C	VA	24430				0	0	0	0	0	0	3000	0		0
7	R	2	311-		25	C	CA	92626				0	0	0	0	0	0	18500	0		0
8	L	2	311-		25	C	CA	92626				0	0	0	0	0	0	3700	0		0
9	C	1	45-5		20	W	DC	20036				0	0	0	0	0	0	2150	0		0
10	L	1	52-1		76	B	MD	20814				0	0	0	0	0	0	2935.5	0		0
11	J	1	52-1		P.	C	NC	28260				0	0	0	0	0	0	63111.91	0		0
12	R	1	54-6		52	S	VA	22151-2111				129627.95	0	0	0	0	0	0	0		0
13	C	1	57-1		SN	C	SC	29202				0	0	0	0	0	0	6180	0		0
14	C	2	839-		98	N	MD	20886				0	0	0	0	0	0	1840	0		0

Email your 1099's this year



Recipient E-delivery

1099-MISC from Chili Cookoffs Inc. Inbox x

IRS 1099 & W-2 <no-reply@t1099.menlo-aero.com> Nov 17 (4 days ago)
to philly

Dear Philly Steak,

Chili Cookoffs Inc. has issued an IRS form 1099-MISC for you for tax year 2016 using Track1099, an IRS-approved vendor.

You may retrieve your form electronically by clicking on the blue button below. Doing so gives Chili Cookoffs Inc. a record of e-delivery, which is required by the IRS. Unless you request it, you will not receive a paper copy in the mail.

Retrieve Your 1099-MISC

To validate your identity, you'll be asked to enter the last 4 digits of your Tax ID number.

By clicking on the secure link, you give permission to Chili Cookoffs Inc. and Track1099 LLC to deliver your 1099-MISC electronically for tax year 2016. You may refuse or withdraw your consent by emailing yellow@track1099.com. Please include the name of the company, Chili Cookoffs Inc., your name, last 4 of your SSN or EIN, your full mailing address and a request for paper. A paper copy will then be mailed to you.

This form may look a little different from the usual 1099-MISC, but is an acceptable substitute according to IRS Pub. 1179.

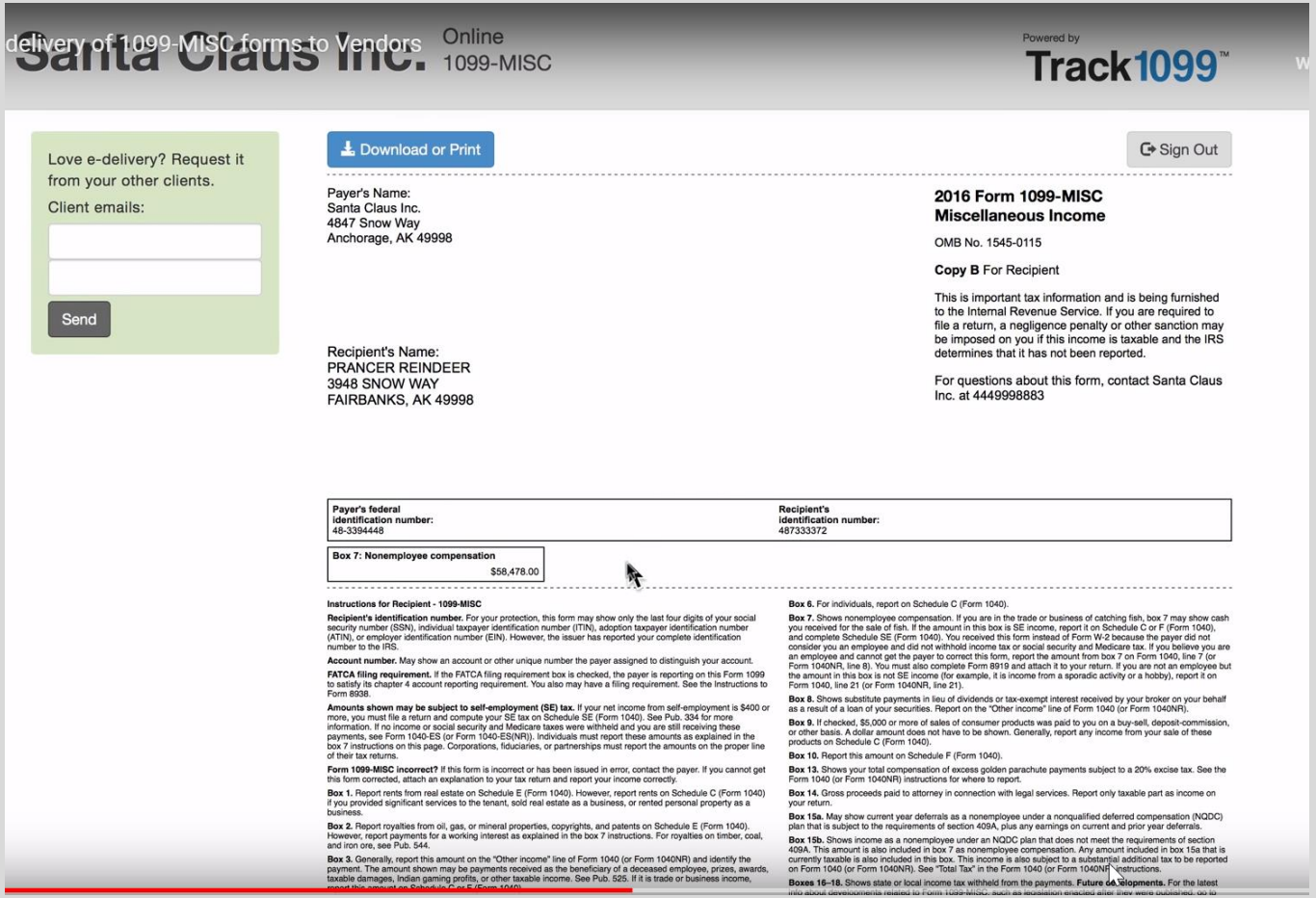
Your 1099-MISC will remain available via the secure link until October 15, 2017 at which time it will become inaccessible.

You may update your information by emailing yellow@track1099.com. Please include the company name, Chili Cookoffs Inc., your name, and the last 4 of your SSN or EIN.

In order to access the document, you will need a suitable computer connected to the internet, running an internet browser that supports 256 bit SSL encryption that is able to view HTML pages and download a pdf file.

Sincerely,
The Team at Track1099
www.track1099.com

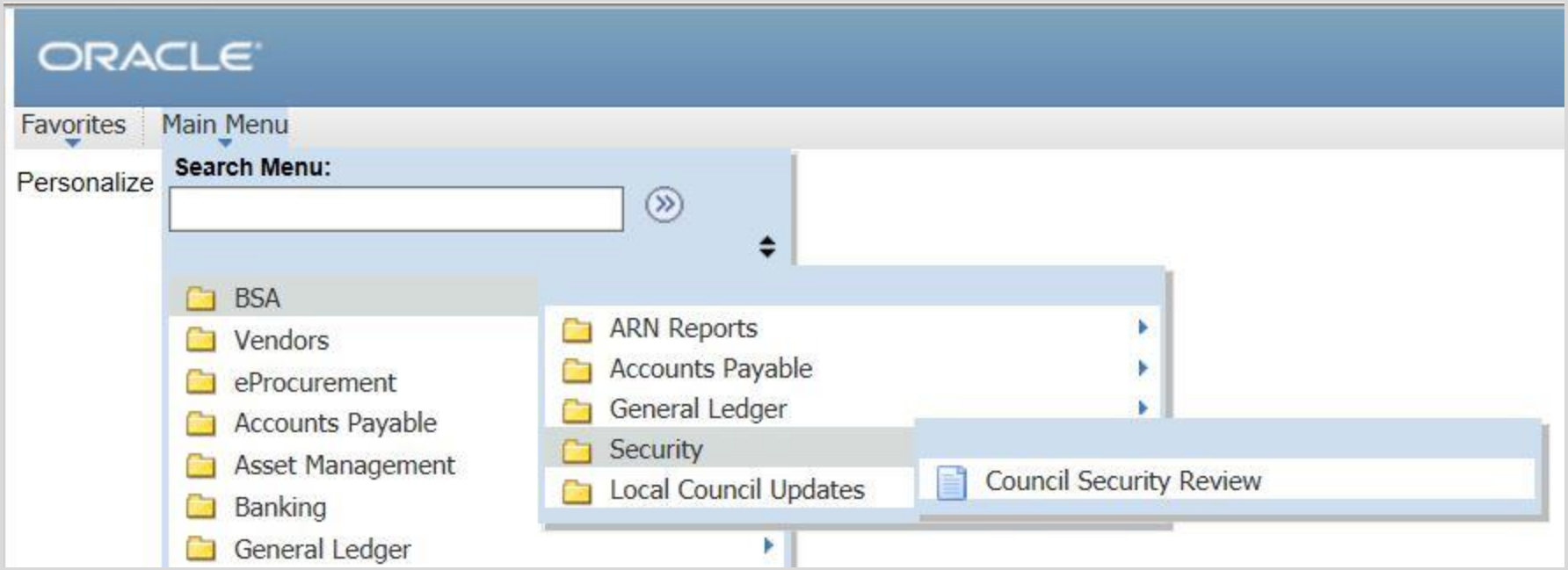
1099 process for 2018



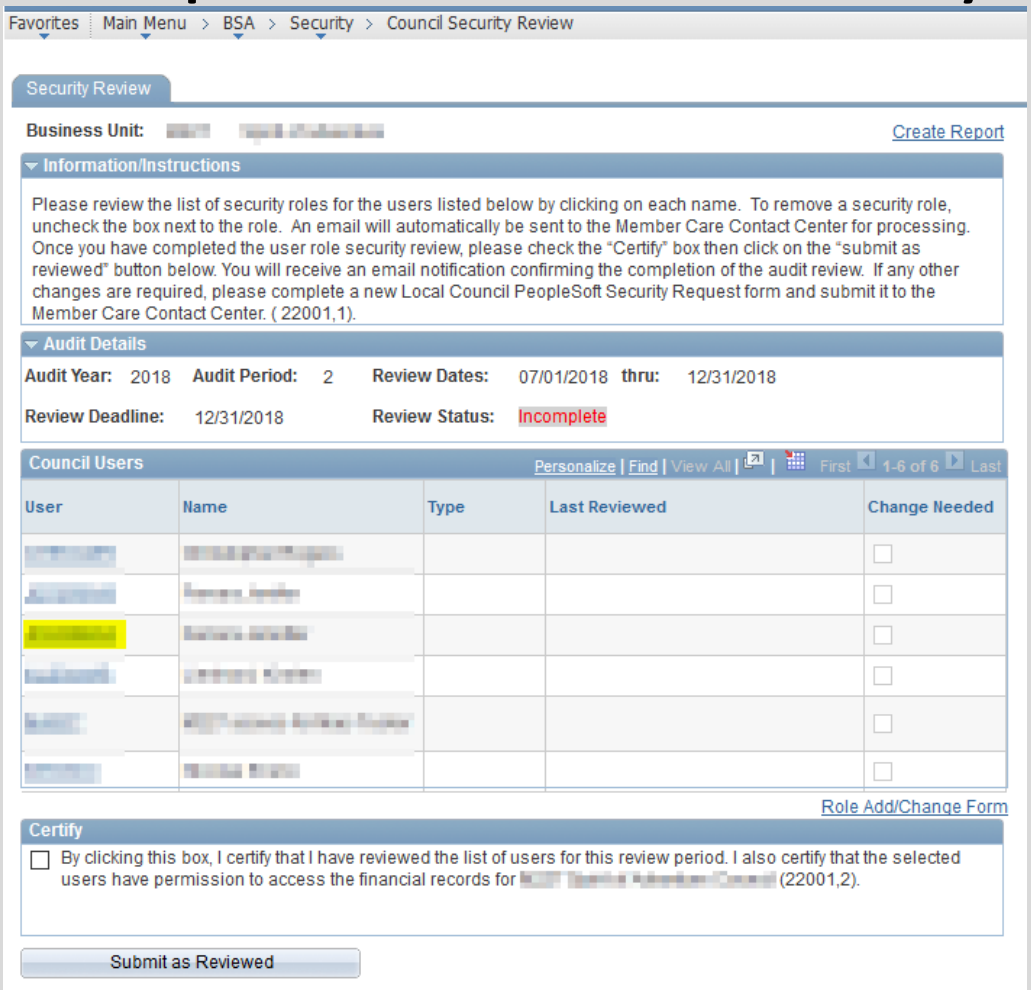
PeopleSoft User Security

The Scout Executive's Role

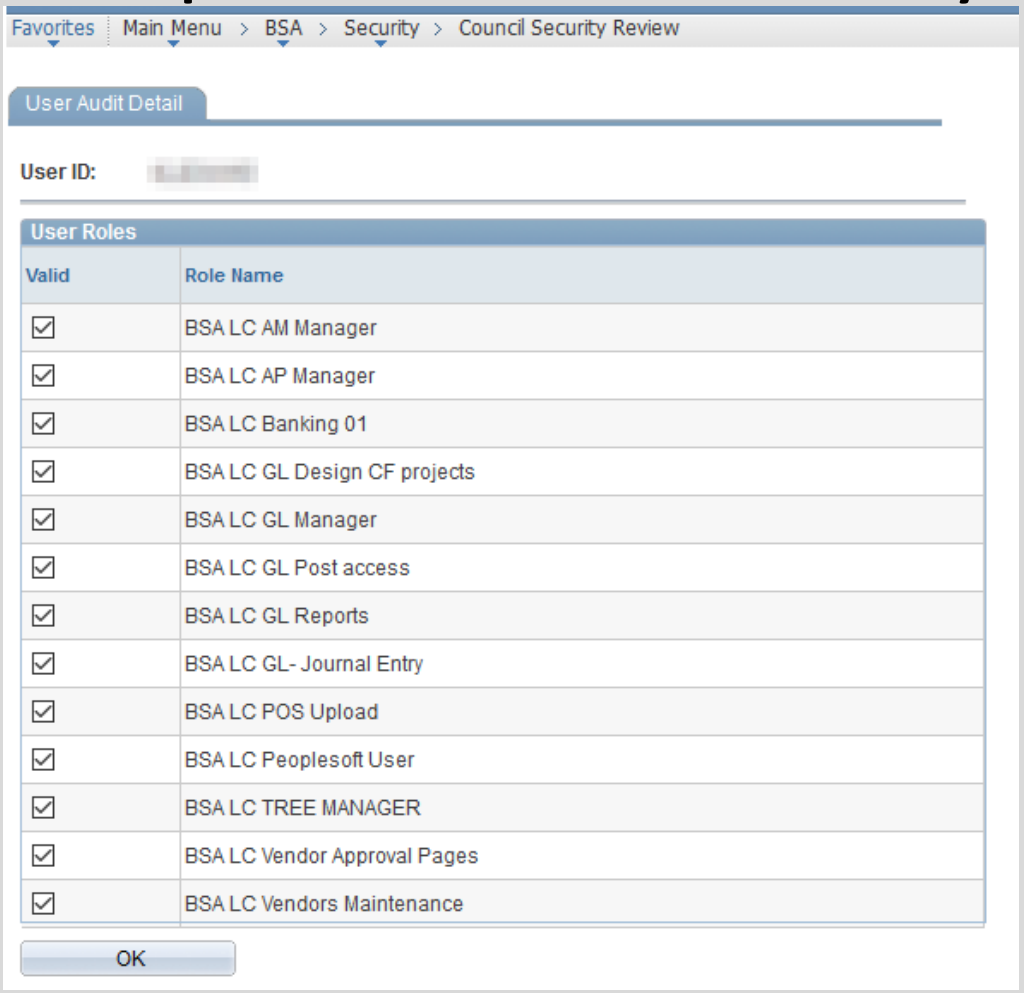
PeopleSoft User Security



PeopleSoft User Security



PeopleSoft User Security



2019 Budget Building

Budget Building

Council Services

Boy Scouts of America

2019 BUDGET-BUILDING BULLETIN—SEPTEMBER 2018

The purpose of the Budget-Building Bulletin is to provide BSA local councils with available resources to help develop their 2019 fiscal year budget. Several departments within the National Service Center contributed to this bulletin. For budgeted items outside the BSA scope of expertise, we have consulted The Kiplinger Letter.

For a complete guide to the budget-building process, consult Planned Budgeting (No. 80-236) at www.scouting.org/financeimpact. Click on "Council Fiscal Management" link and then on "Budget Building Materials" link.

Budget Prep Queries

Actual Spreadsheet

LC_ACTUAL_SPREADSHEET_FIS_YR - Actual Spreadsheet-Fis Year

Business_Unit: [redacted]

Year: 2017

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (408 kb)

View All

	Unit	Fund	Account	Project	Class	Account Descr	Project Descr	JAN	FEB	MAR	APR	MAY	JUN
201	[redacted]	1	8103	017	20	Supplies-Program	Merit Badge University	0.000	32.220	0.000	0.000	0.000	0.000
202	[redacted]	1	8103	031	20	Supplies-Program	Great Yukon Race	354.710	0.000	0.000	0.000	0.000	0.000
203	[redacted]	1	8103	040	20	Supplies-Program	Spring Camporee	0.000	0.000	0.000	0.000	288.790	0.000
204	[redacted]	1	8103	040	99	Supplies-Program	Spring Camporee	0.000	0.000	0.000	308.600	0.000	0.000
205	[redacted]	1	8103	042	20	Supplies-Program	National Jamboree	0.000	0.000	0.000	0.000	2316.270	-2316.270
206	[redacted]	1	8103	042	99	Supplies-Program	National Jamboree	0.000	0.000	0.000	0.000	0.000	0.000
207	[redacted]	1	8103	050	99	Supplies-Program	FOS	0.000	399.960	0.000	0.000	154.550	0.000
208	[redacted]	1	8103	070	20	Supplies-Program	Brick Campaign	0.000	0.000	0.000	0.000	0.000	120.000
209	[redacted]	1	8103	078	20	Supplies-Program	Spring Ox Roast	0.000	0.000	0.000	0.000	3790.000	0.000
210	[redacted]	1	8103	078	99	Supplies-Program	Spring Ox Roast	0.000	0.000	0.000	0.000	-3790.000	0.000
211	[redacted]	1	8103	122	20	Supplies-Program	Pierpont Scout-O-Rama	0.000	0.000	150.000	0.000	0.000	0.000

Starting Your Budget

LC_BUDGET_SPREADSHEET_FIS_YR - Budget Spreadsheet - Fis Year

Business_Unit: [redacted]

Year: 2017

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (152 kb)

View All

	Unit	Fund	Account	Project	Class	Account Description	Project Description	JAN	FEB	MAR	APR	MAY	JUN
1	L[redacted]	1	4001	000	90	Contributions-FOS	Council General	-5000.000	-8000.000	-19000.000	-32000.000	-54000.000	-10000.000
2	L[redacted]	1	4069	000	90	Prov for Unc-FOS	Council General	-250.000	-400.000	-950.000	-1600.000	-2700.000	-500.000
3	L[redacted]	1	4071	000	90	Contributions-Project Sales	Council General	0.000	0.000	0.000	0.000	0.000	-3000.000
4	L[redacted]	1	4201	000	90	Contributions-SE-Sponsorships	Council General	0.000	0.000	0.000	0.000	0.000	0.000
5	L[redacted]	1	4201	046	90	Contributions-SE-Sponsorships	60th anniversary celebration	-400.000	-400.000	-400.000	-700.000	-1142.000	-1500.000
6	L[redacted]	1	4201	401	90	Contributions-SE-Sponsorships	DCD	0.000	0.000	0.000	0.000	-12500.000	-12500.000
7	L[redacted]	1	4201	402	90	Contributions-SE-Sponsorships	Wine	0.000	0.000	0.000	0.000	0.000	0.000
8	L[redacted]	1	4202	078	90	Contributions-SE-Participants	Spring Ox Roast	0.000	0.000	0.000	0.000	-10000.000	0.000
9	L[redacted]	1	4202	079	90	Contributions-SE-Participants	Fall Ox Roast	0.000	0.000	0.000	0.000	0.000	0.000
10	L[redacted]	1	4202	084	90	Contributions-SE-Participants	SHOOTING CLAY EVENT	0.000	0.000	0.000	0.000	0.000	0.000
11	L[redacted]	1	4231	049	90	Contributions-SE-Other	Gala Luncheon	0.000	0.000	0.000	0.000	-10000.000	0.000

Budget Report

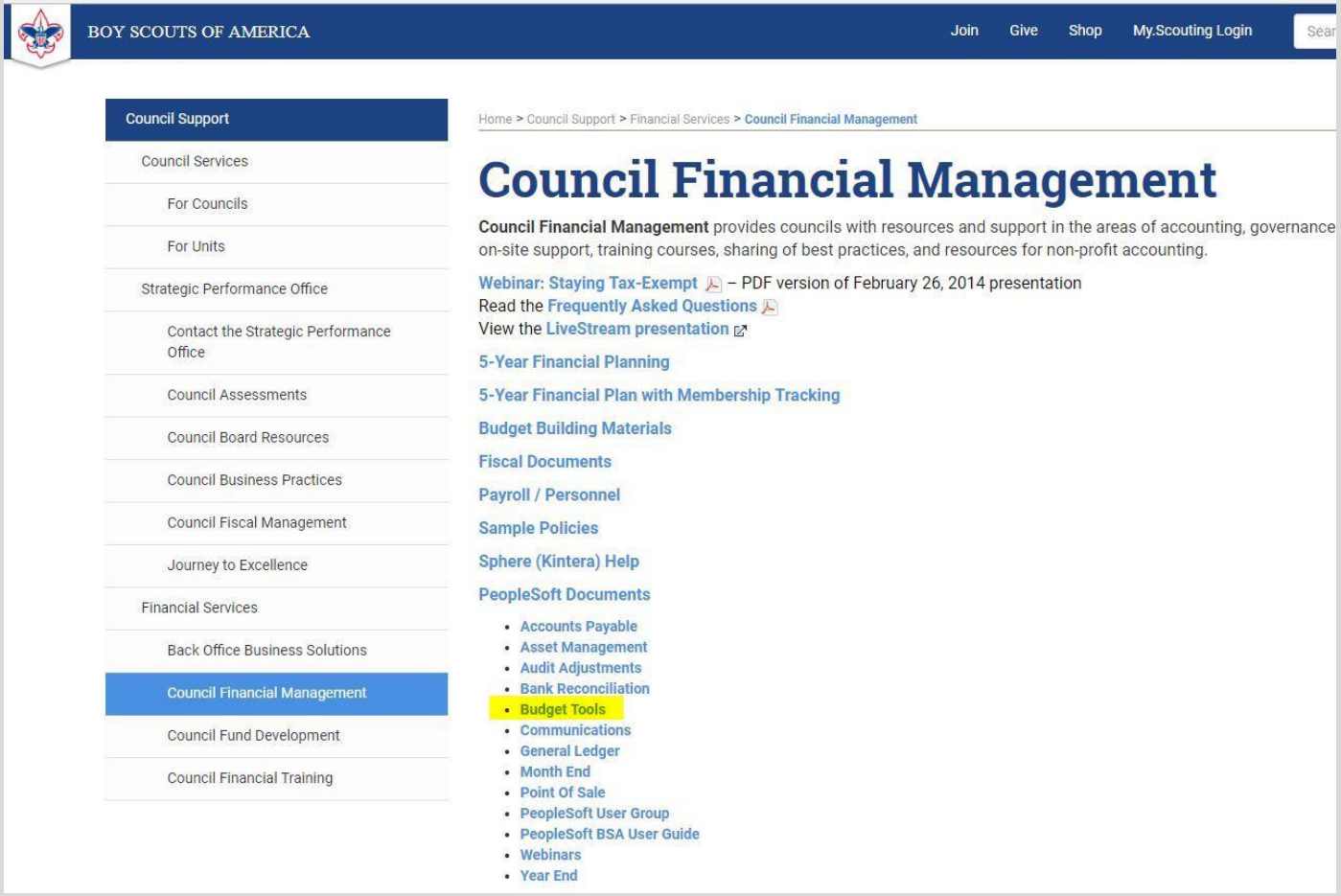
Boy Scouts of America

Detailed Budget Analysis - All Project Codes

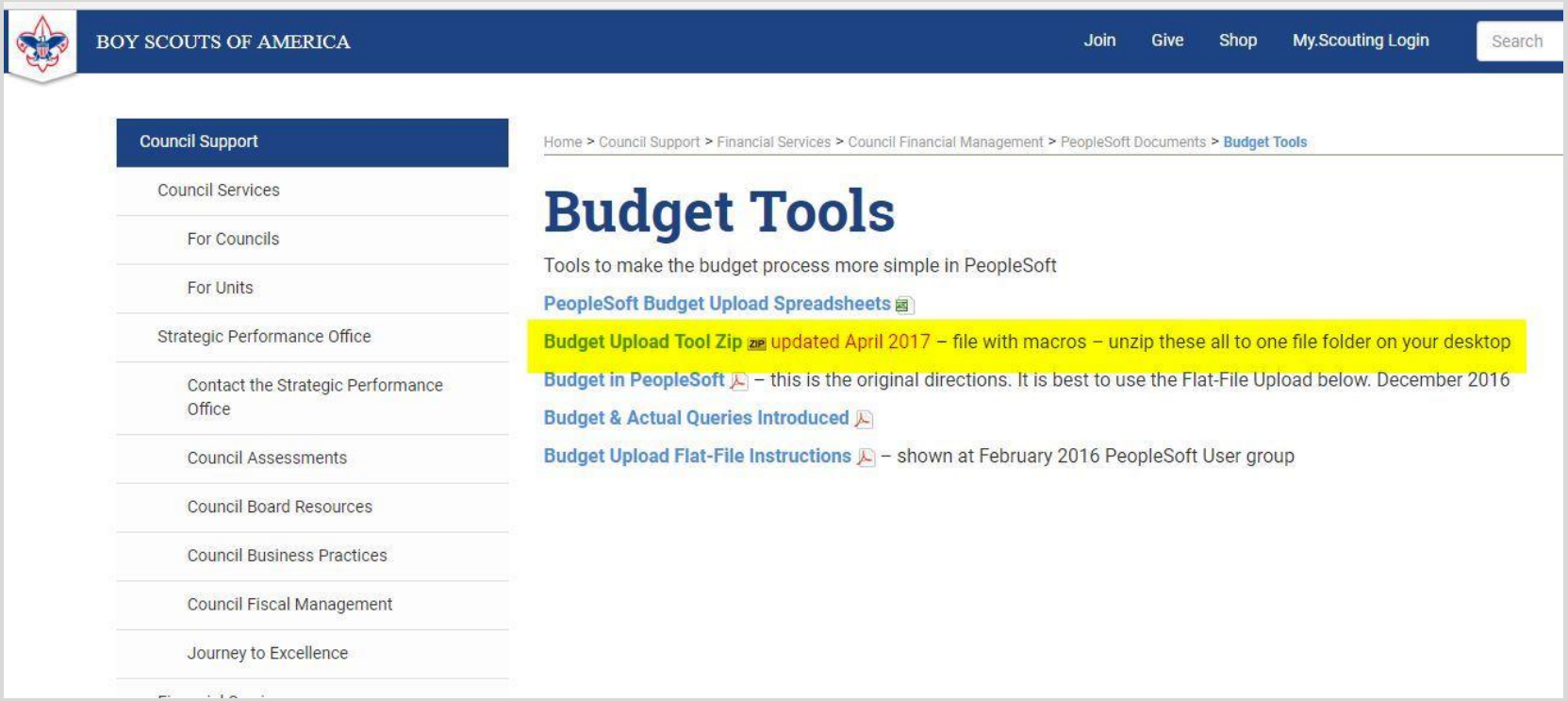
Period Ending: December 31, 2018

Operating Fund - Unrestricted			Actuals		Actuals	Budget	Future Budgets		
Account	Project	Project Name / Account Name	2016	2017	2018	2018	2019	2020	2021
	000	Council General	139,869	139,626	113,183	150,000	-	-	-
	018	Other	-	379	-	-	-	-	-
4001		**Contributions-FOS**	**139,869**	**140,005**	**113,183**	**150,000**	-	-	-
	000	Council General	19,380	20,859	21,575	21,575	-	-	-
3605		**Reclass-Friends of Scouting**	**19,380**	**20,859**	**21,575**	**21,575**	-	-	-
	000	Council General	(1,346)	(2,353)	(5,733)	(7,850)	-	-	-
4069		**Provision for Uncollectable-FOS**	**(1,346)**	**(2,353)**	**(5,733)**	**(7,850)**	-	-	-
Total Friends of Scouting			**157,903**	**158,511**	**129,025**	**163,725**	-	-	-
	824	Popcorn	23,032	23,986	-	22,500	-	-	-
4071		**Contributions-Project Sales**	23,032	23,986	-	22,500	-	-	-
Total Project Sales			**23,032**	**23,986**	-	**22,500**	-	-	-
	851	Pancake Sausage Brkfst	2,011	2,393	-	-	-	-	-
	854	Trailblazer	45,250	52,755	39,485	50,000	-	-	-
	940	Eagle Dinner	12,000	13,235	11,090	12,150	-	-	-
4201		**Contributions-SE-Sponsorships**	**59,261**	**68,383**	**50,575**	**62,150**	-	-	-
	851	Pancake Sausage Brkfst	6,248	5,141	-	-	-	-	-
	854	Trailblazer	6,500	-	-	-	-	-	-
4202		**Contributions-SE-Participants**	**12,748**	**5,141**	-	-	-	-	-
	854	Trailblazer	17,597	18,515	22,153	18,000	-	-	-
4209		**Contributions-SE-Resale Items**	**17,597**	**18,515**	**22,153**	**18,000**	-	-	-
	854	Trailblazer	12,180	16,749	17,800	16,000	-	-	-

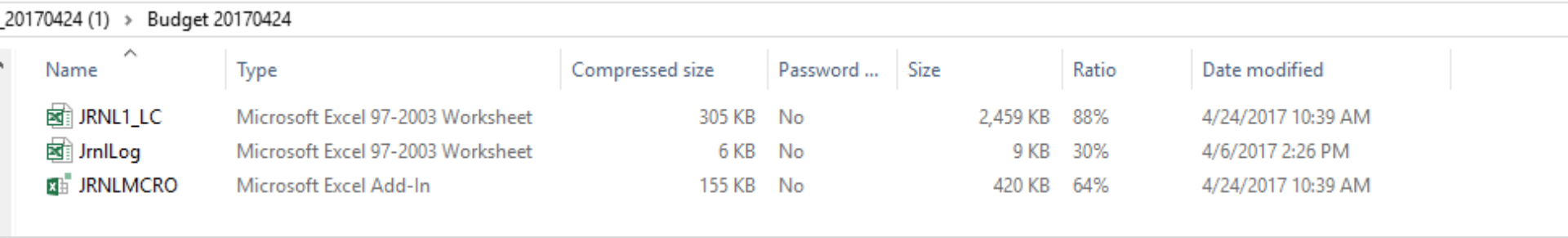
www.scouting.org/financeimpact



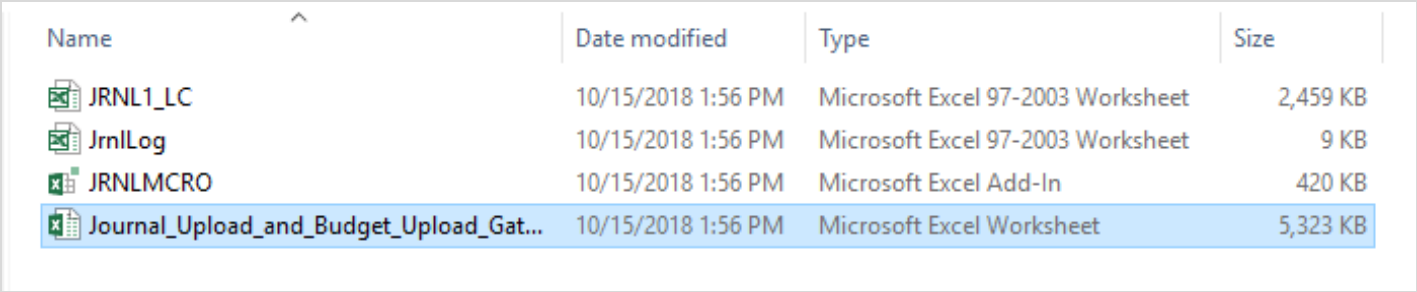
Always start with a fresh set of tools



Budget Upload Tools



Gathering Worksheet

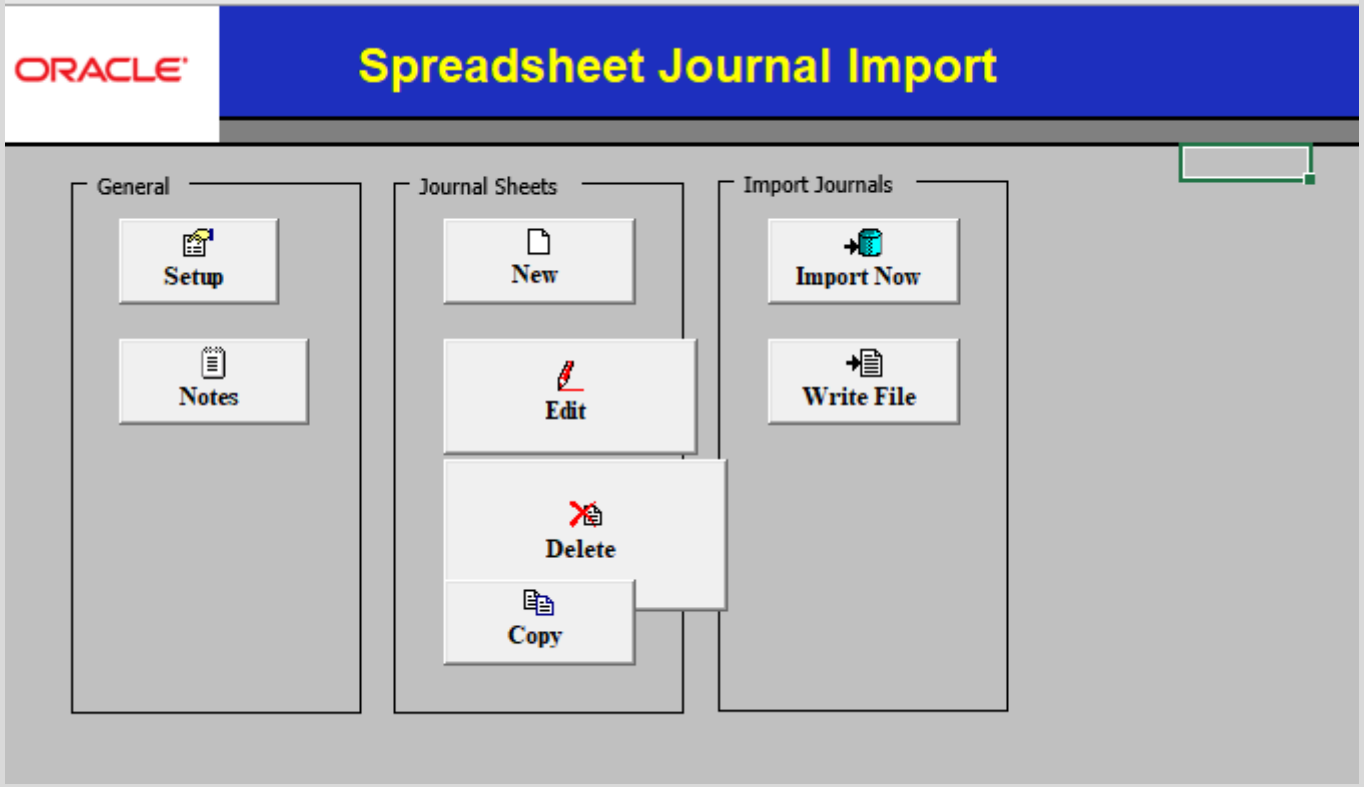


Name	Date modified	Type	Size
JRNL1_LC	10/15/2018 1:56 PM	Microsoft Excel 97-2003 Worksheet	2,459 KB
JrnlLog	10/15/2018 1:56 PM	Microsoft Excel 97-2003 Worksheet	9 KB
JRNLMCRO	10/15/2018 1:56 PM	Microsoft Excel Add-In	420 KB
Journal_Upload_and_Budget_Upload_Gat...	10/15/2018 1:56 PM	Microsoft Excel Worksheet	5,323 KB

Make Sure to Follow Directions

Fill in the two cells below		
L114	**PeopleSoft Business Unit (usually L999 - Council Number)**	
USD	**Currency (USD unless otherwise directed by user)**	
Data Preparation Steps:		
	Step 1	Gather your data for journal upload. This can be to either ACTUALS of BUDGET ledger as indicated by the tabs below.
	Step 2	Organize your data in the order of colums as in the selected "Master" tab below. The order is important. Arranged your data in that order.
	Step 3	Copy your data from your source and 'PAST SPECIAL - VALUES" only into the selected "MASTER" sheet for either Actuals or Budget.
	Step 1	After all the budget data you wish to load is placed into the Master Tab. Count the number of lines in your data below.
	Step 2	Open your import file JRNL1.LC.xls - Set up your Header for your Business Unit including the date that is in the period where you want to post this entry.
	Step 3	Add the number of rows in the JRNL1.LC.xls file that will match your data rows.
		This is done by clicking the button shown at the right here and entering the number of rows to add +...
	Step 4	Start with
		Then add Row numbers in the upload template so they match your data and there is a row number in the grey portion for each row of your data.

Spreadsheet Journal Import



Journal Upload Pitfalls

- **Formatting of cells from cut and paste**
- **Typo on the chartfield numbers**
  X-XXXX-XXX-XX
- **Journal Date – using the incorrect date for budget journals**
  Each month budget needs to be that correct month of the budget
- **Incorrect number of lines of data**

Year End Resources

Home > Council Support > Financial Services > Council Financial Management > PeopleSoft Documents > Year End

Year End

Accounts Payable
Accounts Payable Year-End
Accounts Payable Year-End Presentation
Track1099 User Guide for 2018 PeopleSoft 1099s's

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

Year End Preparation

- Reconciliations of accounts
    - Custodial
    - Receivables
    - Cash – Bank Accounts
- Time Study
- Update Fixed Assets
- 1099 Vendors and Vouchers

2019 Training Opportunities

https://www.scouting.org/council-support/strategic-performance/council-fiscal-management

- **Accounting Specialist Training**
  - $775.00 three courses in 2019 at ScoutingU, Westlake, TX
- **Fiscal Management I**
  - $300.00 five courses in 2019 at various Council offices around the country
- **Fiscal Management II**
  - $325.00 two courses in 2019

Future Scheduled Webinar

We're moving!

We are switching to a new webinar system

https://zoom.us/j/4195284414

Same phone number, Same access code

December 12, 2018

10:00AM & 2:00PM

Central

Member Care Contact Center

- Needs User Guide
- Best practices
- Accounting calls have a special queue
- Three care members rotate on calls
- Reviewing how calls will be handled next year

- For assistance, please contact the Member Care Contact Center through the online Support Center site in MyBSA or at (855) 707-2644

Feedback Time

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