

# PeopleSoft User Group

December 12, 2018



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# User Group Agenda

- Year End Preparations
- New nVision Reports
- Audit Preparations
- eBILL Pay Function for AP
- Update Your Trees
- 1099 process for 2018
- Council User Security Review
- JTE Transmittal Review



# Year End Preparation

- **Reconciliations of Accounts**
  - **Custodial**
  - **Receivables**
  - **Cash – Bank Accounts**
  - **Endowment Funds**
- **Project Tree Maintenance**
- **Functional Time Study**
- **Update Fixed Assets**
- **1099 Vendors and Vouchers**



# 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](#) 

[Webinar Slides for Track 1099 Instructions](#) 

[Recording of Track 1099 Webinar](#)  – November 27, 2018

### Fundraising

[Fundraising Year-End Procedures](#) 

### General Ledger

[General Ledger Year-End Procedures](#) 

[PeopleSoft Closing the Year](#) 

### Membership

[Membership Year-End Close Procedures](#) 

### Payroll

[Accountable Plan Compliance-Expense Reimbursements and Allowances](#) 

[Fringe Benefits- Employer-Provided Vehicles and Group-Term Life Insurance](#) 

### SellWise

[SellWise Year-End Procedures](#) 



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# New nVision Report Layouts

## Detailed Budget Analysis – All Projects

<a href="#">L...</a>	<a href="#">CSOPS1</a>	<a href="#">Comp St of Opns F1 w Schedules</a>
<a href="#">L...</a>	<a href="#">D-BUD-AN</a>	<a href="#">Detailed Budget Analysis-Scope</a>
<a href="#">L...</a>	<a href="#">D-BUD-PR</a>	<a href="#">All Projects D-BUD-AN FD1</a>
<a href="#">L...</a>	<a href="#">D-PRMAN1</a>	<a href="#">Detail Proj Mgmt F1</a>

## Liquidity and Availability Summary

<a href="#">L...</a>	<a href="#">LIQRATIO</a>	<a href="#">Liquidity Ratios</a>
<a href="#">L...</a>	<a href="#">LIQSCH</a>	<a href="#">Audit Liquidity Summary</a>
<a href="#">L...</a>	<a href="#">PROMANAG</a>	<a href="#">Project Management Sum-Scope</a>

## Legacy Versions of Statements

<a href="#">L...</a>	<a href="#">LEGCSO</a>	<a href="#">Budget Analysis</a>
<a href="#">L...</a>	<a href="#">LEGCNA A</a>	<a href="#">LEG Statement of Activities-Au</a>
<a href="#">L...</a>	<a href="#">LEGCSOPU</a>	<a href="#">LEG Comp St of Operation UR F1</a>
<a href="#">L...</a>	<a href="#">LEGFNPA</a>	<a href="#">LEG St of Financial Position A</a>
<a href="#">L...</a>	<a href="#">LEGFNPO</a>	<a href="#">LEG Statement of Financial Pos</a>
<a href="#">L...</a>	<a href="#">LEGSO CF</a>	<a href="#">LEG Statement of Cash Flows</a>
<a href="#">L...</a>	<a href="#">LEGSSOPU</a>	<a href="#">LEG Standard St of Opns UR F1</a>



# 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

[New York State Financial Reporting Manual](#) 



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# 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.



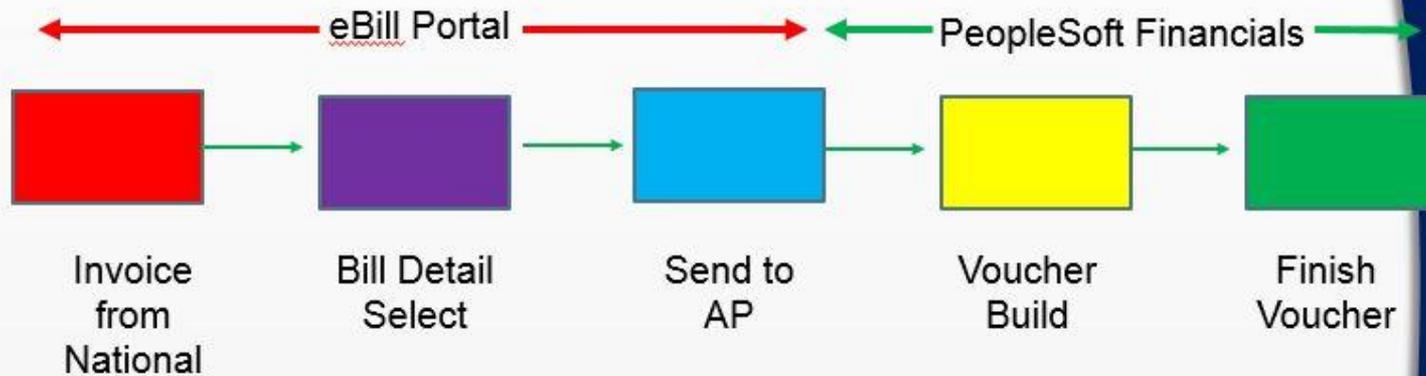
# eBILL Pay Function for Accounts Payable



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# eBILL to Voucher Workflow



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**ORACLE**

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

The menu

Highlights

Recently the Favor

Breadcru navigation contents

- Bills
- Consolidated Bills
- Account Balance
- Balance Detail
- Payment History
- Payment Cart
- Schedule Payment Cart
- Scheduled Payments
- Statements
- My Preferences
- Profile
- Contact Us
- Customers

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



Statements

Previous Page: [blurred]

Statements
May-03-2018 07:03:00 PM
May-03-2018 07:03:00 PM
<b>April-27-2018 09:35:00 AM</b>



## Balance Detail

Personal Path Description

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="#">/I00502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	1,706.32	USD
<input type="checkbox"/>	<a href="#">/I00502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	404.04	USD
<input type="checkbox"/>	<a href="#">/E00502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	170.04	USD
<input type="checkbox"/>	<a href="#">/A00502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	83.94	USD
<input type="checkbox"/>	<a href="#">/N00502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	1,783.00	USD
<input type="checkbox"/>	<a href="#">/M00502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	19,291.02	USD
<input type="checkbox"/>	<a href="#">/T00502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	951.02	USD
<input type="checkbox"/>	<a href="#">FD-0000332</a>		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"/>	<a href="#">IN064200002990616</a>			32817801	03/28/2018	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/27/2018	550.00	USD
<input type="checkbox"/>	<a href="#">NS-0048654</a>			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"/>	<a href="#">LF-0004582</a>			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"/>	<a href="#">CI-0115417</a>			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"/>	<a href="#">CB-0026562</a>			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"/>	<a href="#">GL-0038686</a>			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"/>	<a href="#">OA-0009721</a>			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



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
<b>Subtotal:</b>		3,400.00
<b>Total Discounts:</b>		0.00
<b>Total Surcharges:</b>		0.00
<b>Net Extended Amount:</b>		3,400.00
<b>Total VAT Amount:</b>		0.00
<b>Total Sales/Use Tax:</b>		0.00
<b>Total Invoice Amount:</b>		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	<a href="#">NOAC Fees</a>	17.00	EA	200.00	0.00	0.00	3,400.00

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



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: Business Unit  
\*Voucher Sources: All (Unrestricted)

Selection Parameters

Personalize | Find | First 1 of 1 Last

Business Unit		
<input type="text"/>	<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](#)



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

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

Business Unit: L Invoice No: OA-0009721  
 Voucher ID: 00018217 Invoice Date: 04/02/2018  
 Voucher Style: Regular Voucher Accounting Date: 04/02/2018

---

Vendor ID: 000007 Boy Scouts of America  
 ShortName: BSA\*MAIN-001 1325 W. Walnut Hill Lane  
 Location: 01 P.O. Box 910505  
 \*Address: 1 Dallas, TX. 75391-0505

Control Group: 0000000001 \*Pay Terms: 30 Net 30  
 Invoice Lines: 3400.00 Basis Date Type: Inv Date  
 \*Currency: USD  
 Miscellaneous:  
 Freight:  
 Total: 3,400.00

Difference: 0.00  
 Calculate

Copy From Source Document  
 PO Unit:  
 PO Number:  
 Copy From: None

Invoice Lines Find | View All | First | 1 of 1 | Last  
 Line: 1 Item: UOM: EA  
 \*Distribute by: Amount Unit Price: 3,400.00000 Quantity: 1.0000  
 Ship To: Line Amount: 3,400.00  
 SpeedChart: Description: NOAC Fees

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



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# Questions?

[ebillpayment@scouting.org](mailto:ebillpayment@scouting.org)



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# Refreshing your Trees and Nodes

When was the last time you reviewed the tree and nodes you have set up?

- Review deferral status – has any events moved months
- Add new projects
- Use trees for reporting groups
- Chapter 6.5 in the User guide



# Trees & Nodes

The screenshot displays the Oracle BSA Tree Manager interface. At the top, the Oracle logo is visible. Below it, a breadcrumb trail shows the navigation path: Favorites > Main Menu > BSA > Local Council Updates > BSA Tree Manager. The main heading is "Tree Manager".

Key information displayed includes:

- SetID:** L[redacted]
- Last Audit:** Valid Tree
- Effective Date:** 01/01/1900
- Status:** Active
- Tree Name:** L[redacted]\_PROJECTS
- Projects:** L[redacted] 2 Projects

Navigation options include: Save As, Close, Tree Definition, Display Options, and Print Format.

The current view is for "ALL > 2014 SPEC EVENTS". Below this, there are controls for "Collapse All", "Expand All", and "Find". A pagination bar shows "First Page", "21 of 2514", and "Last Page".

The tree structure is as follows:

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



# 1099 process for 2018

Special 1099 processing Webinar

**Tuesday January 15, 2019**

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



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# 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](http://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



**Track1099™** [Sign Up](#) [Pricing](#) [How It Works](#) [Contact Us](#)

## ONLINE 1099-MISC E-FILE

IRS approved, W-9, W-2, 1095-C, & More  
Trusted by 100,000 businesses  
Yes, you can still e-file!

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



# 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



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# LC\_TRACK1099\_EXPORT

Favorites Main Menu > Reporting Tools > Query > Query Viewer

## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with   
 [Advanced Search](#)

## Search Results

\*Folder View

Query									
Query Name	Description	Owner	Folder	<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Run to XML</a>	<a href="#">Schedule</a>	<a href="#">Definitional References</a>	<a href="#">Add to Favorites</a>
LC_TRACK1099_EXPORT	track1099 export template	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>



# 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	JCM...	2	059-18-18281		158 BIRCHWOOD DRIVE	BIRCHWOOD	VA	24416				0	0	0	0	0	0	3295	0		0
3	M...	2	135-18-18281		17...	WASHINGTON	DC	20002				0	0	0	0	0	0	17340	0		0
4	D...	1	20-1-18281		P.O. BOX 200	FARMVILLE	VA	24090				0	0	0	0	0	0	3039.24	0		0
5	G...	2	223-18-18281		14...	WASHINGTON	VA	22193				0	0	0	0	0	0	5759.42	0		0
6	S...	2	225-18-18281		34...	CHARLOTTE	VA	24430				0	0	0	0	0	0	3000	0		0
7	R...	2	311-18-18281		25...	CAROLINA	CA	92626				0	0	0	0	0	0	18500	0		0
8	L...	2	311-18-18281		25...	CAROLINA	CA	92626				0	0	0	0	0	0	3700	0		0
9	C...	1	45-5-18281		20...	WASHINGTON	DC	20036				0	0	0	0	0	0	2150	0		0
10	L...	1	52-1-18281		76...	BALTIMORE	MD	20814				0	0	0	0	0	0	2935.5	0		0
11	J...	1	52-1-18281		P.O. BOX 200	CHARLOTTE	NC	28260				0	0	0	0	0	0	63111.91	0		0
12	R...	1	54-6-18281		52...	SHERWOOD	VA	22151-2111				129627.95	0	0	0	0	0	0	0		0
13	C...	1	57-1-18281		5...	COLUMBIA	SC	29202				0	0	0	0	0	0	6180	0		0
14	C...	2	839-18-18281		98...	MONTGOMERY	MD	20886				0	0	0	0	0	0	1840	0		0



# 1099 process for 2018

delivery of 1099-MISC forms to Vendors Online  
**Santa Claus Inc.** 1099-MISC

Powered by  
**Track1099™**

Love e-delivery? Request it from your other clients.

Client emails:

Send

Download or Print

Sign Out

Payer's Name:  
Santa Claus Inc.  
4847 Snow Way  
Anchorage, AK 49998

Recipient's Name:  
PRANCER REINDEER  
3948 SNOW WAY  
FAIRBANKS, AK 49998

## 2016 Form 1099-MISC Miscellaneous Income

OMB No. 1545-0115

### Copy B For Recipient

This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

For questions about this form, contact Santa Claus Inc. at 4449988883

Payer's federal identification number:  
48-3394448

Recipient's identification number:  
487333372

### Box 7: Nonemployee compensation

\$58,478.00

### Instructions for Recipient - 1099-MISC

**Recipient's identification number.** For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). However, the issuer has reported your complete identification number to the IRS.

**Account number.** May show an account or other unique number the payer assigned to distinguish your account.

**FATCA filing requirement.** If the FATCA filing requirement box is checked, the payer is reporting on this Form 1099 to satisfy its chapter 4 account reporting requirement. You also may have a filing requirement. See the instructions to Form 9868.

**Amounts shown may be subject to self-employment (SE) tax.** If your net income from self-employment is \$400 or more, you must file a return and compute your SE tax on Schedule SE (Form 1040). See Pub. 334 for more information. If no income or social security and Medicare taxes were withheld and you are still receiving these payments, see Form 1040-ES (or Form 1040-ES(NR)). Individuals must report these amounts as explained in the box 7 instructions on this page. Corporations, fiduciaries, or partnerships must report the amounts on the proper line of their tax returns.

**Form 1099-MISC incorrect?** If this form is incorrect or has been issued in error, contact the payer. If you cannot get this form corrected, attach an explanation to your tax return and report your income correctly.

**Box 1.** Report rents from real estate on Schedule E (Form 1040). However, report rents on Schedule C (Form 1040) if you provided significant services to the tenant, sold real estate as a business, or rented personal property as a business.

**Box 2.** Report royalties from oil, gas, or mineral properties, copyrights, and patents on Schedule E (Form 1040). However, report payments for a working interest as explained in the box 7 instructions. For royalties on timber, coal, and iron ore, see Pub. 544.

**Box 3.** Generally, report this amount on the "Other income" line of Form 1040 (or Form 1040NR) and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, prizes, awards, taxable damages, Indian gaming profits, or other taxable income. See Pub. 525. If it is trade or business income, report this amount on Schedule C (Form 1040).

**Box 6.** For individuals, report on Schedule C (Form 1040).

**Box 7.** Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If the amount in this box is SE income, report it on Schedule C or F (Form 1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare tax. If you believe you are an employee and cannot get the payer to correct this form, report the amount from box 7 on Form 1040, line 7 (or Form 1040NR, line 8). You must also complete Form 8919 and attach it to your return. If you are not an employee but the amount in this box is not SE income (for example, it is income from a sporadic activity or a hobby), report it on Form 1040, line 21 (or Form 1040NR, line 21).

**Box 8.** Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the "Other income" line of Form 1040 (or Form 1040NR).

**Box 9.** If checked, \$5,000 or more of sales of consumer products was paid to you on a buy-sell, deposit-commission, or other basis. A dollar amount does not have to be shown. Generally, report any income from your sale of these products on Schedule C (Form 1040).

**Box 10.** Report this amount on Schedule F (Form 1040).

**Box 13.** Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See the Form 1040 (or Form 1040NR) instructions for where to report.

**Box 14.** Gross proceeds paid to attorney in connection with legal services. Report only taxable part as income on your return.

**Box 15a.** May show current year deferrals as a nonemployee under a nonqualified deferred compensation (NQDC) plan that is subject to the requirements of section 409A, plus any earnings on current and prior year deferrals.

**Box 15b.** Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. This amount is also included in box 7 as nonemployee compensation. Any amount included in box 15a that is currently taxable is also included in this box. This income is also subject to a substantial additional tax to be reported on Form 1040 (or Form 1040NR). See "Total Tax" in the Form 1040 (or Form 1040NR) instructions.

**Boxes 16-18.** Shows state or local income tax withheld from the payments. **Future payments.** For the latest info about developments related to Form 1099-MISC, such as regulations enacted after these were finalized, go to [www.irs.gov/1099](http://www.irs.gov/1099).



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# PeopleSoft User Security

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



# PeopleSoft User Security

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

**Security Review**

**Business Unit:**  [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:** 2 **Review Dates:** 07/01/2018 thru: 12/31/2018  
**Review Deadline:** 12/31/2018 **Review Status:** **Incomplete**

**Council Users** [Personalize](#) | [Find](#) | [View All](#) | | [First](#) | 1-6 of 6 | [Last](#)

User	Name	Type	Last Reviewed	Change Needed
<a href="#">[User]</a>	[Name]			<input type="checkbox"/>
<a href="#">[User]</a>	[Name]			<input type="checkbox"/>
<a href="#">[User]</a>	[Name]			<input type="checkbox"/>
<a href="#">[User]</a>	[Name]			<input type="checkbox"/>
<a href="#">[User]</a>	[Name]			<input type="checkbox"/>
<a href="#">[User]</a>	[Name]			<input type="checkbox"/>

[Role Add/Change Form](#)

**Certify**

By clicking this box, I certify that I have reviewed the list of users for this review period. I also certify that the selected users have permission to access the financial records for  (22001,2).



# PeopleSoft User Security

Favorites Main Menu > BSA > Security > Council Security Review

User Audit Detail

User ID: [REDACTED]

User Roles	
Valid	Role Name
<input checked="" type="checkbox"/>	BSA LC AM Manager
<input checked="" type="checkbox"/>	BSA LC AP Manager
<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 Post access
<input checked="" type="checkbox"/>	BSA LC GL Reports
<input checked="" type="checkbox"/>	BSA LC GL- Journal Entry
<input checked="" type="checkbox"/>	BSA LC POS Upload
<input checked="" type="checkbox"/>	BSA LC Peoplesoft User
<input checked="" type="checkbox"/>	BSA LC TREE MANAGER
<input checked="" type="checkbox"/>	BSA LC Vendor Approval Pages
<input checked="" type="checkbox"/>	BSA LC Vendors Maintenance

OK



# Journey to Excellence Submission

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



# Journey to Excellence Submission

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

GL Period Balances

Run Control ID: BSA\_GL\_Period\_Balance    Report Manager    Process Monitor    **5** Run

Language: English

Report Request Parameters

Business Unit: **1** L114

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

**4** Save    Notify    Add    Update/Display



# Journey to Excellence Submission

Process List | Server List

---

**View Process Request For**

User ID   Type Application Engine | Last |  Hours |

Server  Name BSA\_LC\_GL007  Instance  to

Run Status  Distribution Status   Save On Refresh

---

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

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>



# 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



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# Future Scheduled Webinar

We have switched to a new webinar system

<https://zoom.us/j/4195284414>

You can use the Audio feed from the computer link or use the same phone number, same access code

**January 9, 2019**

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

**Central**



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# Corrections to the User Guide

- What have you written into your copy?
- What needs to be added?
- What have you wished was in the guide?

E-mail [michael.creagh@scouting.org](mailto:michael.creagh@scouting.org)



# 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](mailto:michael.creagh@scouting.org)

