PeopleSoft User Group

January 9, 2019

BOY SCOUTS OF AMERICA®

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User Group Agenda

- Year End Close
- 2018 Audit Guide
- CRM – PeopleSoft Reconciling
- New Fiscal Year – Journal Entries
  - Receivable Accounts
  - Time Study entries
- eBILL Pay
- Update Your Trees
- 1099 process for 2018
- Year-End Journey to Excellence Transmittal

Audit Preparations

Local Council Guide to the 2018 Audit

Special ASU 2016-14 Issue—Substantial Changes to Your 2018 Audited Financial Statements

Sample Notes to Financial Statements

Note: Most of the following sample disclosures will apply to all local councils. Some will not. Please ensure that the council's footnote disclosures are clearly representative of its unique financial situation.

LOCAL COUNCIL INC., BOY SCOUTS OF AMERICA
NOTES TO [CONSOLIDATED] FINANCIAL STATEMENTS

December 31, 2018 and 2017

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization
The Local Council, Boy Scouts of America ("the Council") operates in (your city), (your state the counties of _____, _____, _____, and _____. The Council ha

Audit—Audit Committee Matrix—Slides and teaching notes
Audit—Audit Referral Program—*updated January 4, 2018*
Audit—Local Council Guide to the 2018 Audit—*updated January 2, 2019*
Audit—2018 Audit Guide Excerpt – Sample Notes to 2018 Financial Statements
Audit—Local Council Audit Toolkit 2018
Audit—Local Council Guide to the 2017 Audit – call Member Care for previous version
Audit—Local Council FASB 2018 Audit and Tax Update Power Point

CRM – PeopleSoft Reconcile

Blackbaud CRM

- Appeal Progress Results
- Pledge Receivable Aging Report
- Query – LXXX All Donors for Specific Appeal
- Account Distribution Report

PeopleSoft

- Trial Balance
- Posted Detail Report

CRM – PeopleSoft Reconcile

PeopleSoft

- **Run the Trial Balance**
- **Run the Posted Detail for accounts:**
  - **1301**
  - **1304**
  - **4001**
  - **4201**
  - **etc.**

(if numbers don't match check for GJ, TP, CR)

CRM – PeopleSoft Reconcile

Things to check for if not balancing:

- Verify all transactions have posted to PS
- Check for reversals from Blackbaud
- Write-offs are recorded by journal entry not through Blackbaud entry
- Check wire transfers
- Check payroll deductions (2237)
- Check Gift in Kind (9430)
- Check for Trading Post Journals (TP)

CRM – PeopleSoft Reconcile

Journal entries from BB-CRM come over with batch numbers

- Journals labeled – LXXXXXXX are regular batches
- Journals labeled – AXXXXXXX are adjustment batches
- Journals labeled - XXXXXXXXx1 didn't commit on the fist time (Exceptions)

Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	U
Posted	Valid	ACTUALS	CJ	USD	4	4000	0	A0026181 Fundraising System T	L
Posted	Valid	ACTUALS	CJ	USD	4	3000	0	No Batch Fundraising System T	L
Posted	Valid	ACTUALS	CJ	USD	2	300	0	L0364609 Fundraising System T	L
Posted	Valid	ACTUALS	CJ	USD	2	3500	0	L0364659 Fundraising System T	L
Posted	Valid	ACTUALS	CJ	USD	2	2500	0	L0364660 Fundraising System T	L
Posted	Valid	ACTUALS	CJ	USD	4	125	0	A0026268 Fundraising System T	L
Posted	Valid	ACTUALS	CJ	USD	4	20000	0	A0026293 Fundraising System T	L

CRM – User Group

https://www.scouting.org/council-support/finance-impact/council-financial-management/crm-resources/

Monthly forums for Blackbaud CRM users specific to the councils needs

Wednesday January 16, 2019
10:00AM and 2:00PM

New Fiscal Year Journal Entries

Pledge Receivable Accounts

- After Year End Close Process
- Create Journal Entries (to move current, prior and future year balances to the appropriate receivable accounts)
- Update Allowance accounts (1391, 1381, 1371)

	Current	Future	Prior
FOS	1-1301-xxx-00	1-1331-xxx-00	1-1321-xxx-00
Project Sales	x-1302-xxx-00	X-1332-xxx-00	x-1322-xxx-00
Special Events	x-1304-xxx-00	x-1334-xxx-00	x-1324-xxx-00
United Way	x-1308-xxx-00	x-1338-xxx-00	x-1328-xxx-00

Re Class Revenue

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

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

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 – updated 12/18/2018

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

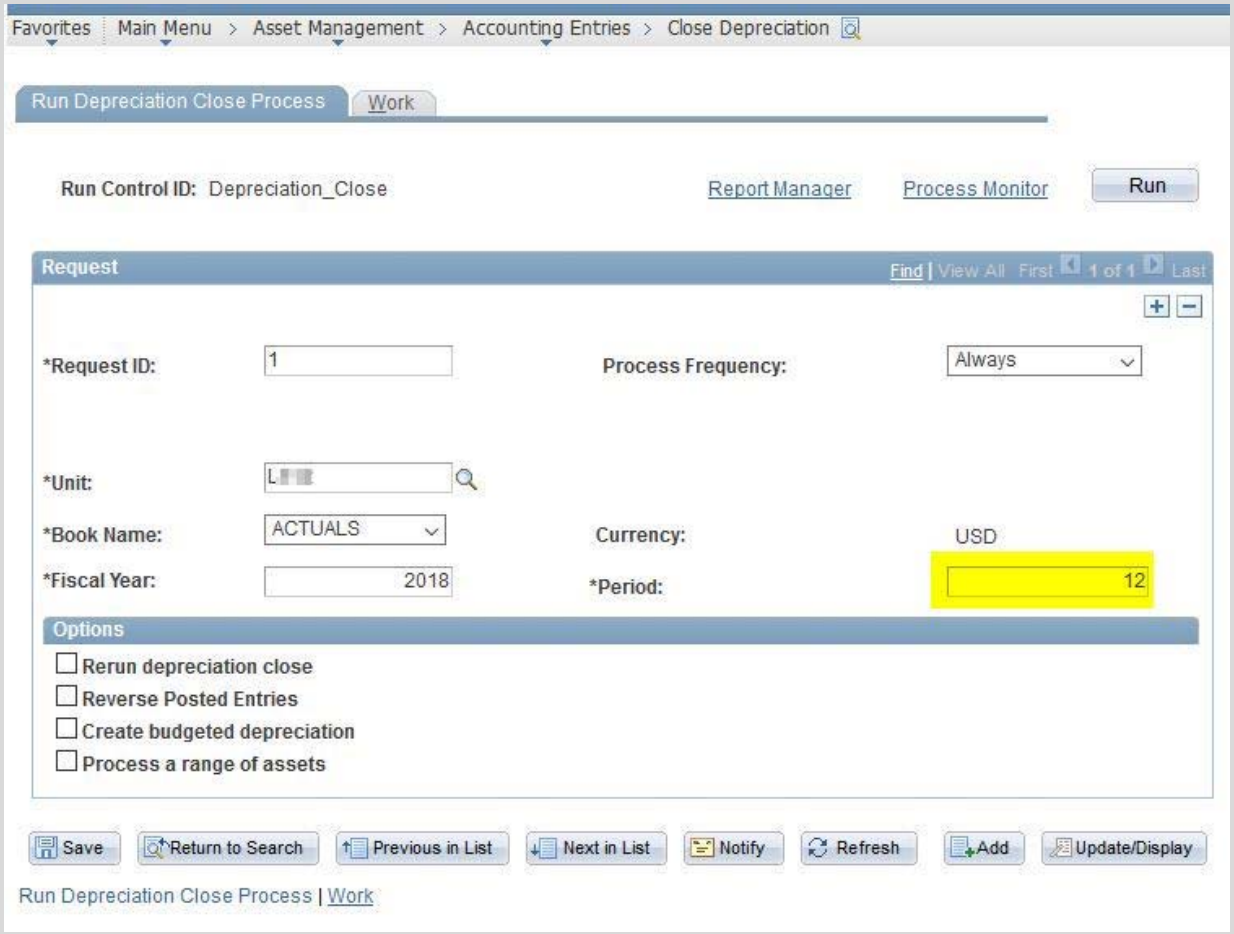
Accountable Plan Compliance-Expense Reimbursements and Allowances

Fringe Benefits- Employer-Provided Vehicles and Group-Term Life Insurance

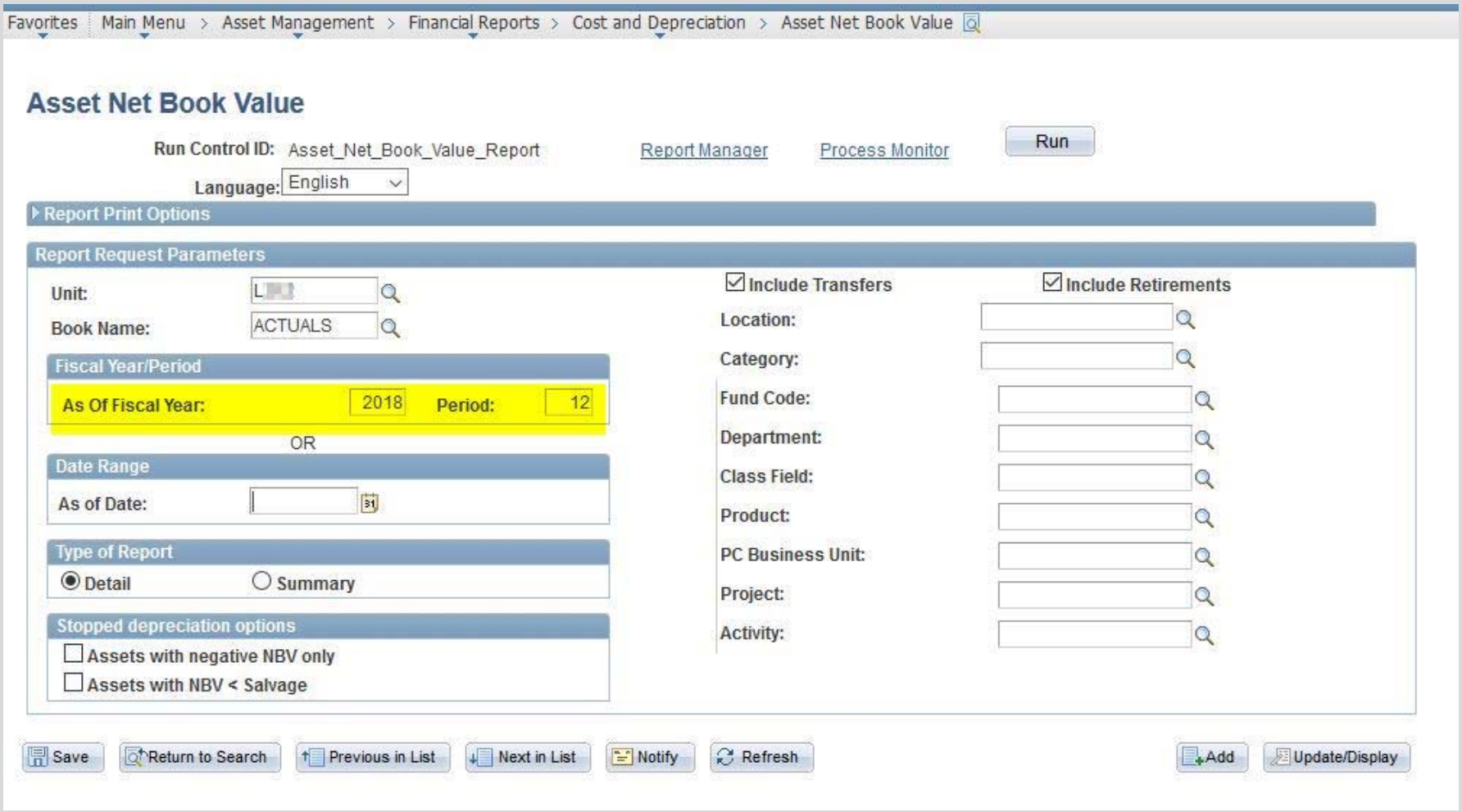
SellWise

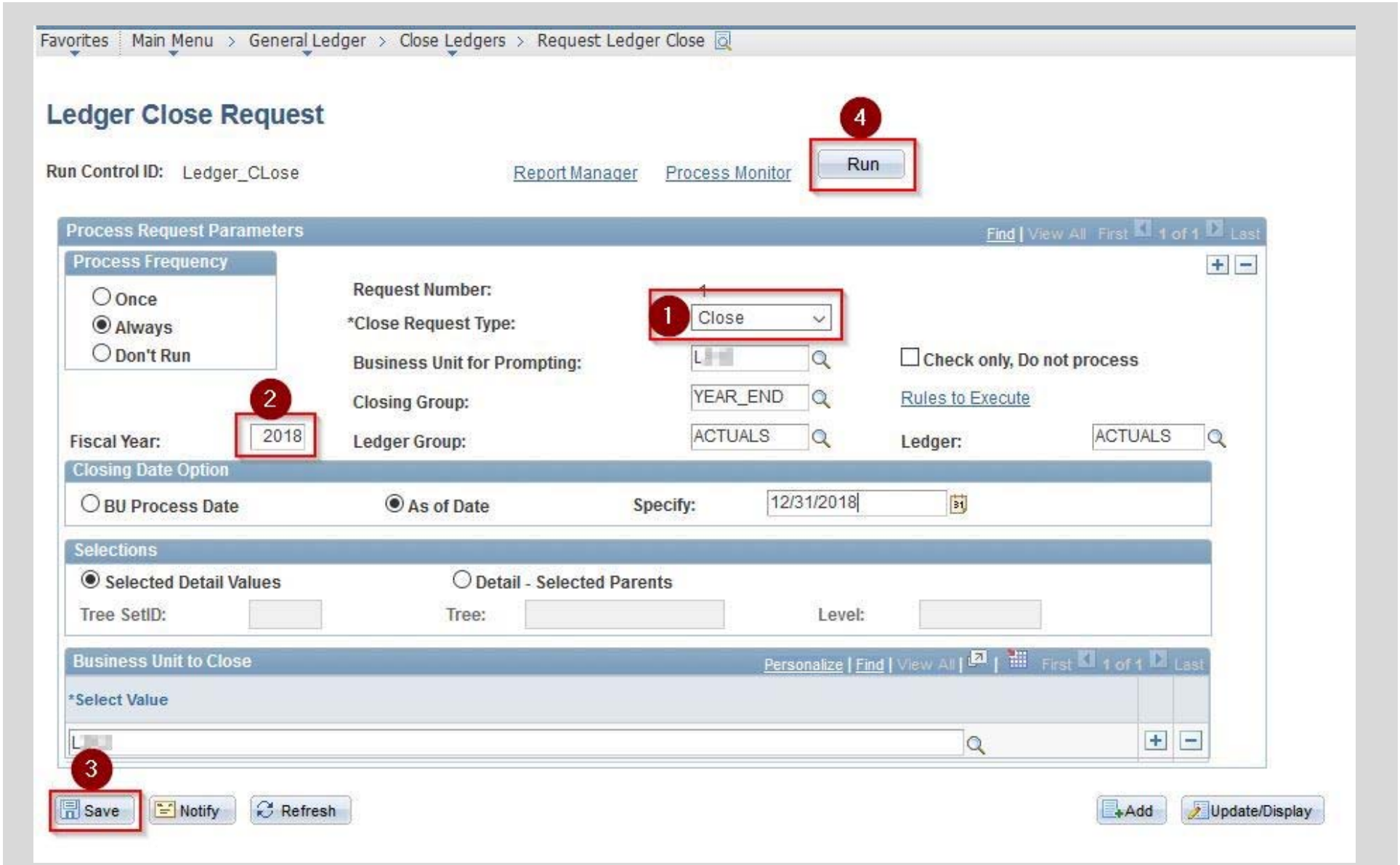
SellWise Year-End Procedures

Close Depreciation

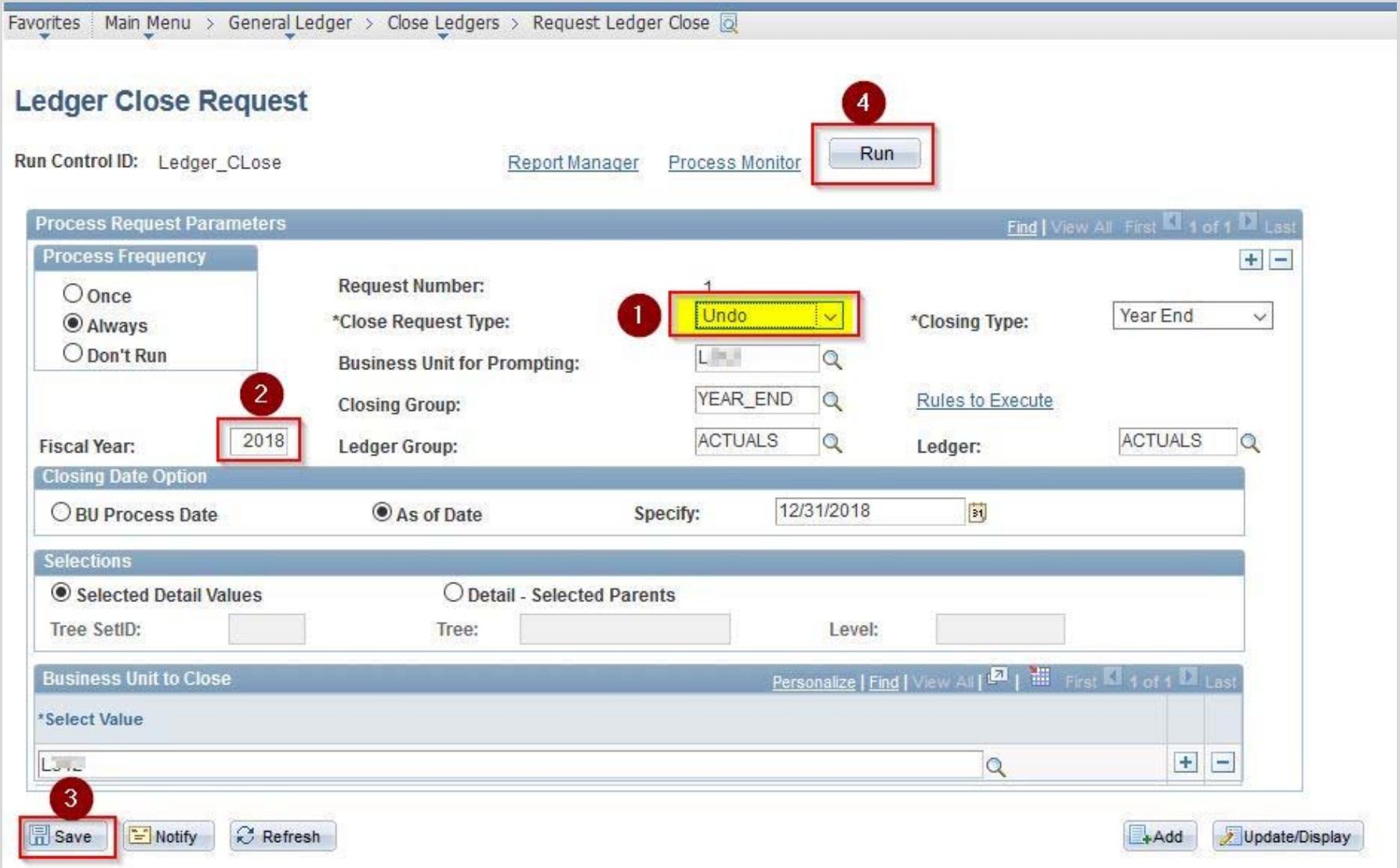


Asset Net Book Value Report




Favorites
Main Menu > General Ledger > Close Ledgers > Request Ledger Close
Ledger Close Request
Run Control ID: Ledger_CLose
Report Manager
Process Monitor
4
Run
Process Request Parameters
Find | View All First 1 of 1 Last
Process Frequency
Once
Always
Don't Run
Request Number:
1
*Close Request Type:
Close
Business Unit for Prompting:
Check only, Do not process
Closing Group:
YEAR_END
Rules to Execute
2
Fiscal Year:
2018
Ledger Group:
ACTUALS
Ledger:
ACTUALS
Closing Date Option
BU Process Date
As of Date
Specify:
12/31/2018
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
3
Save
Notify
Refresh
Add
Update/Display

Audit/Council Adjustments



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Council Adjustments (**CA**) after Year End Close

1. Re-Open December 2018 (Period 12)
2. Undo the year end close
3. Make adjusting journal entries using source code **CA**
3. Post journal entries – December 2018 accounting date.

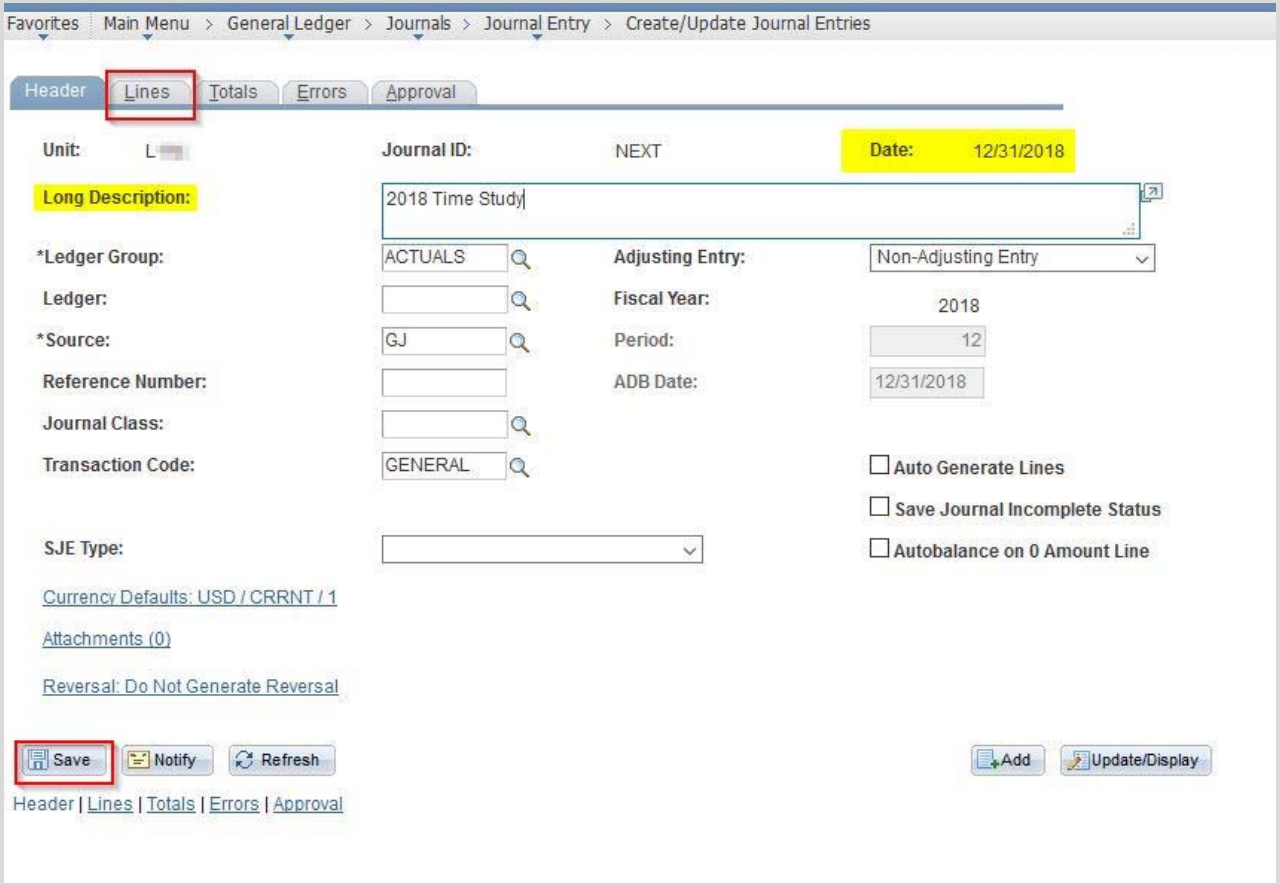
Council Adjustments after Year End Close

4. Run December Allocations (if applicable)
5. Generate Year End Reports
6. Run Year End Close Process (User Guide Section 7.3 Page 7-4)
7. Do Not Need to resubmit JTE Data

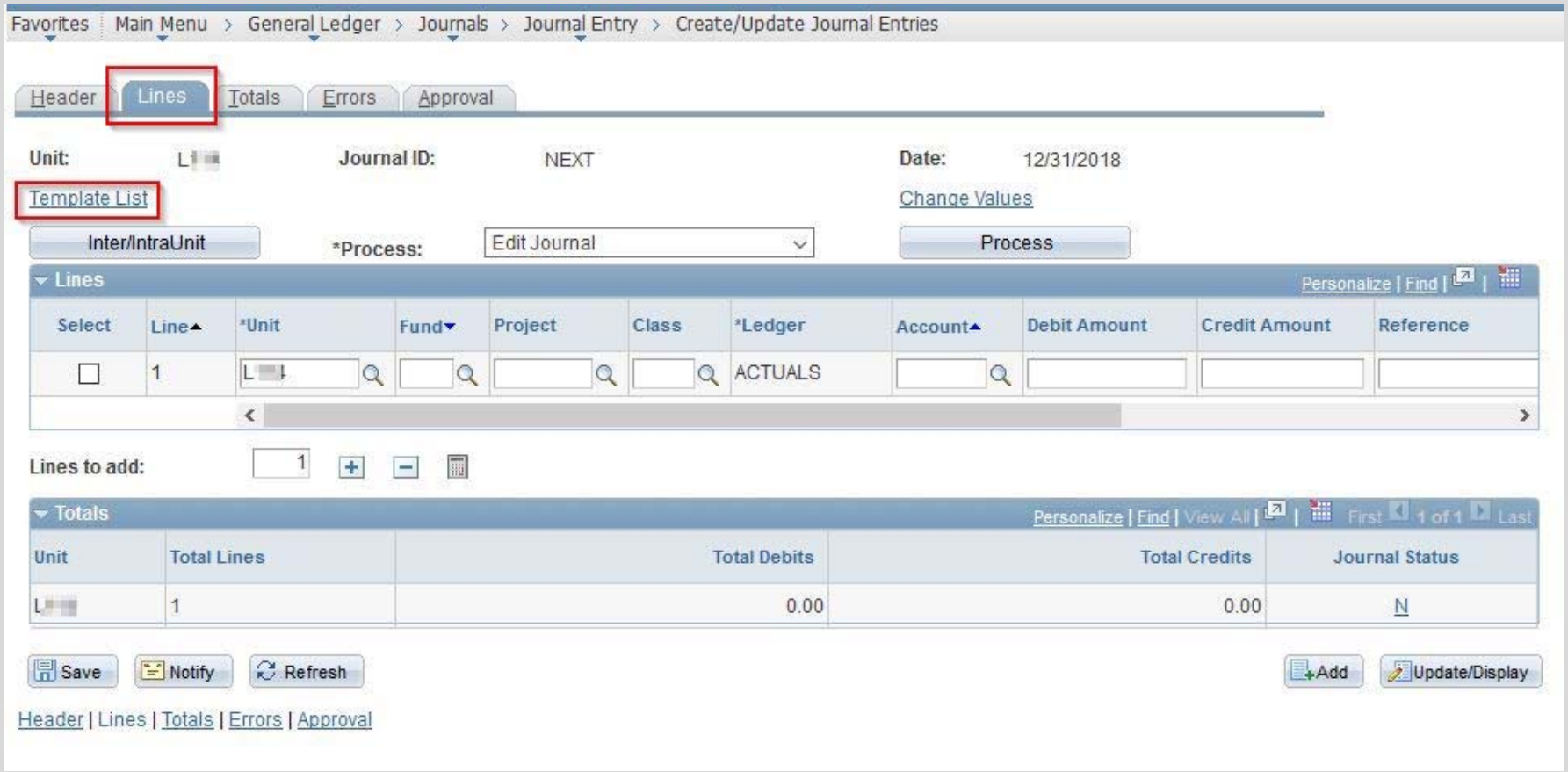
Audit Adjustments (**AA**) after Year End Close

1. For Auditor Proposed and Accepted Journal Entries
2. Use same process except use source code **AA** for the journal entries.
3. Reclose all periods affected to correct all months

Create a Time Study Journal Entry



Create a Time Study Journal Entry



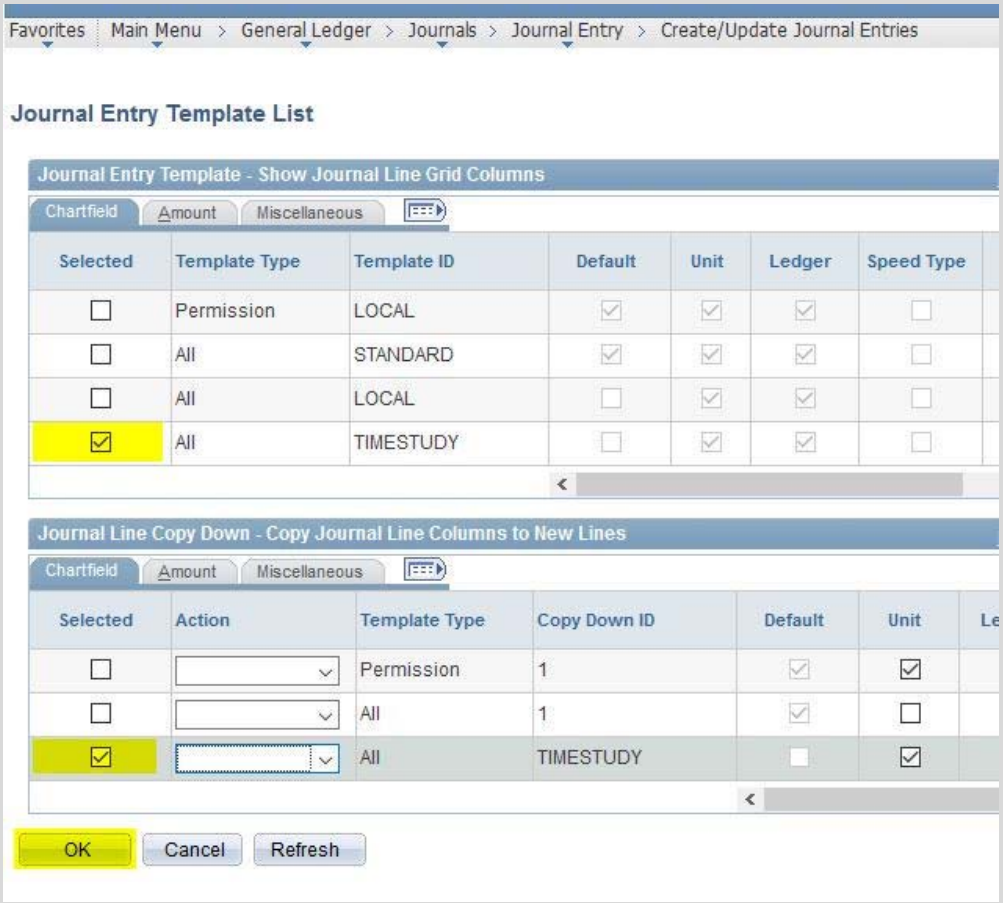
Create a Time Study Journal Entry

1- Un-Check both the default “LOCAL” & “Permission” boxes.

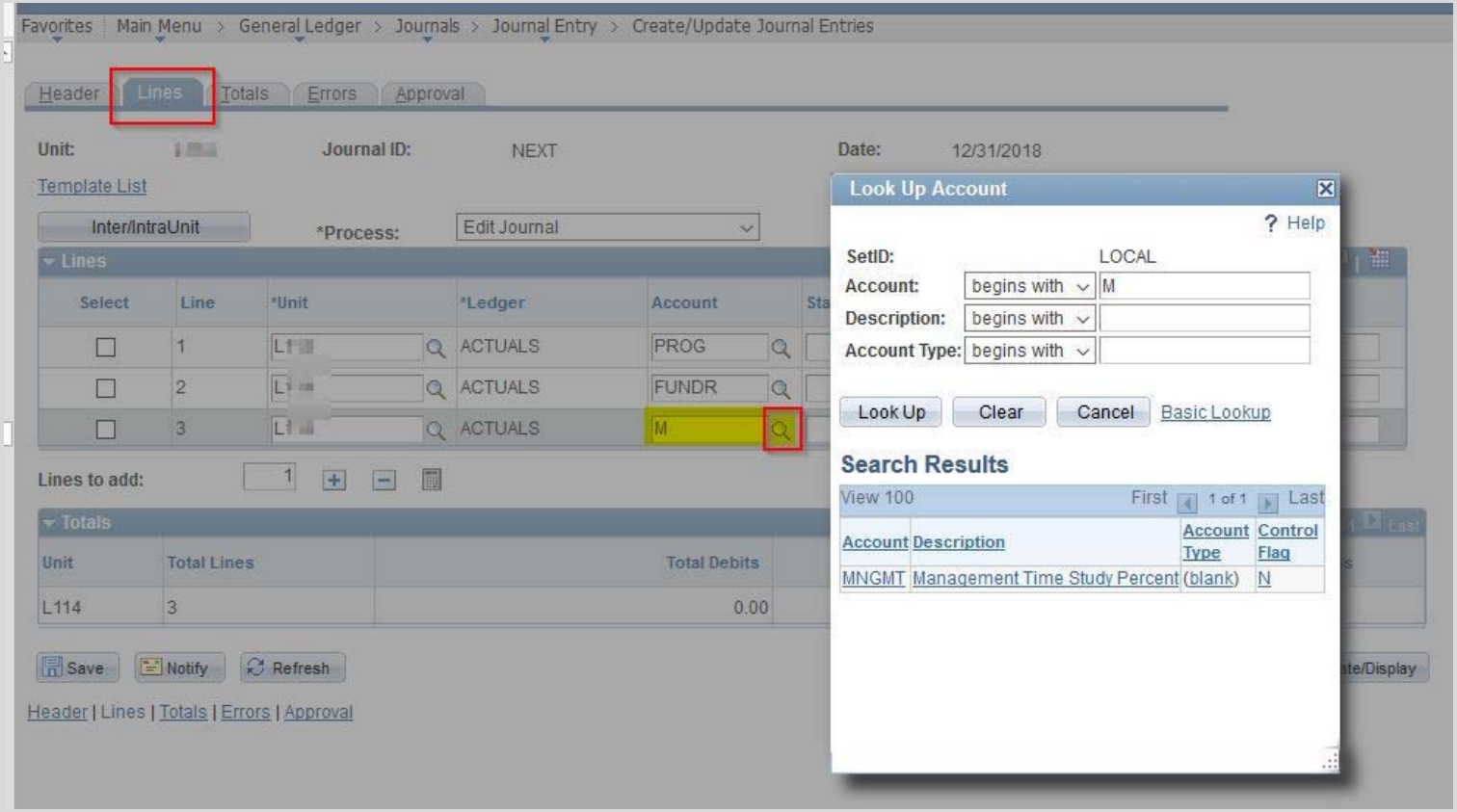
2- Check both of the “Time Study” boxes as shown.

3- Click “OK” to Save. NOTE: The default will return when you are through with this journal.

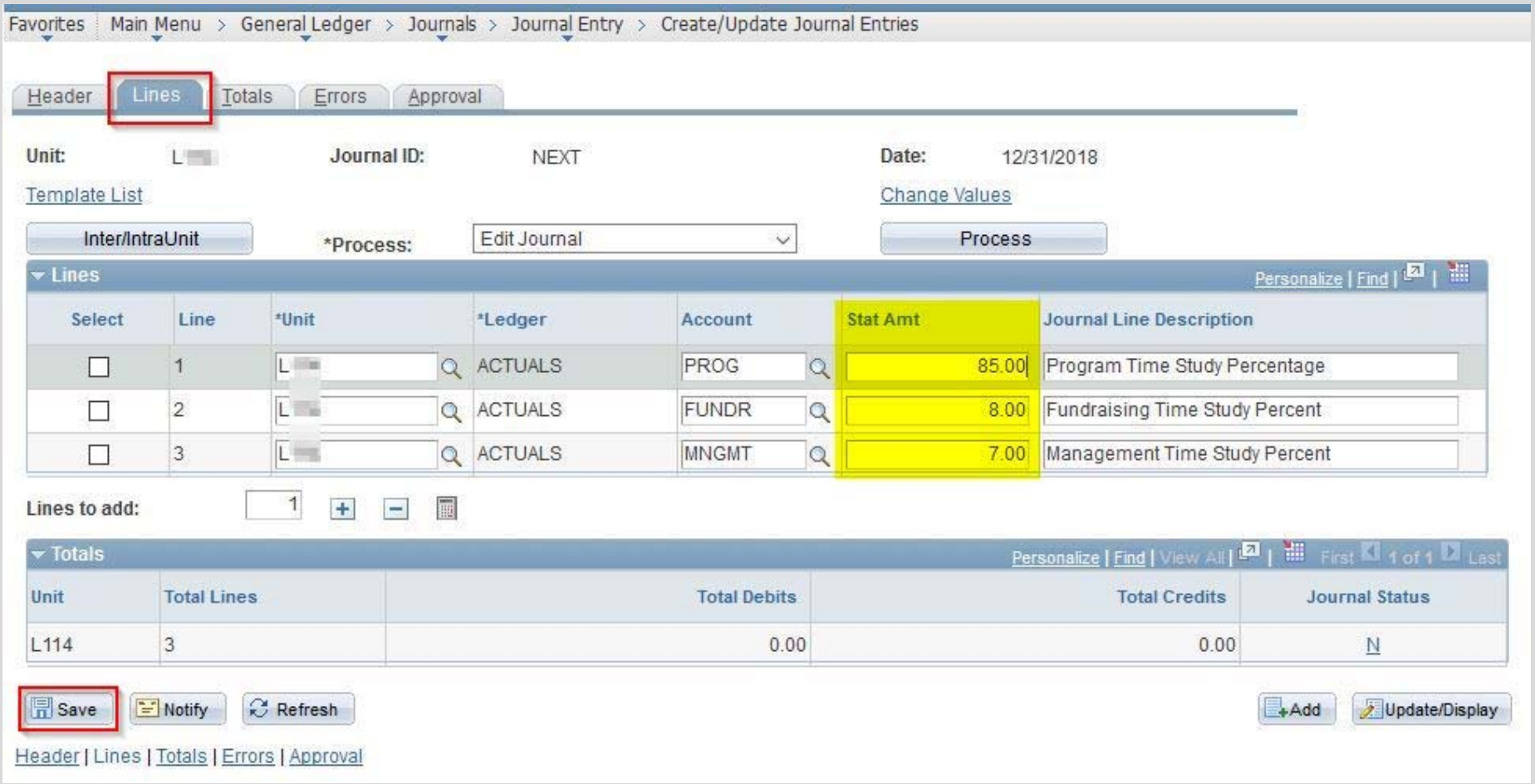
A different looking “Lines” tab page will appear.



Create a Time Study Journal Entry

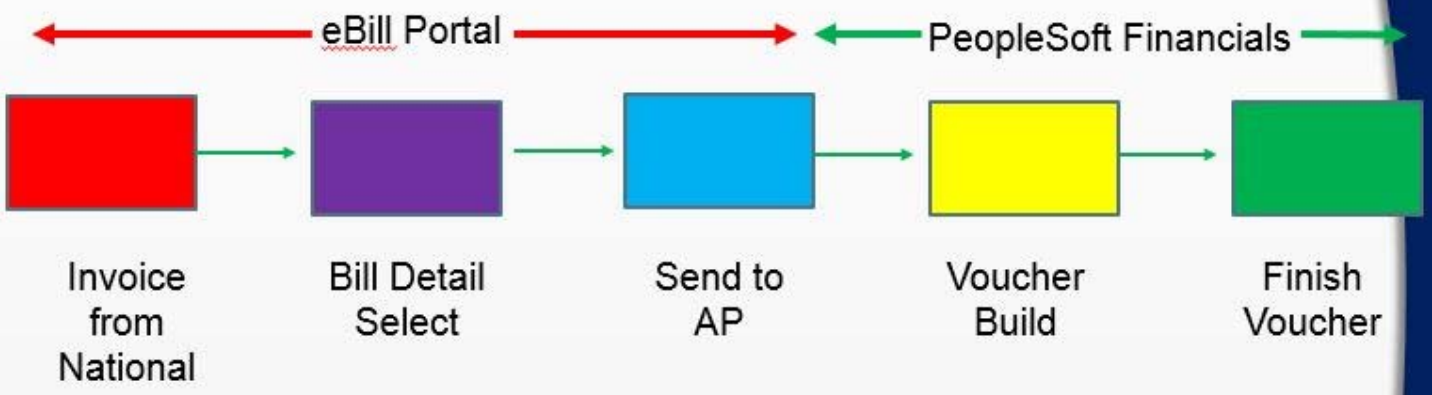


Time Study Journal Entry



eBILL Pay Function for Accounts Payable

eBILL to Voucher Workflow



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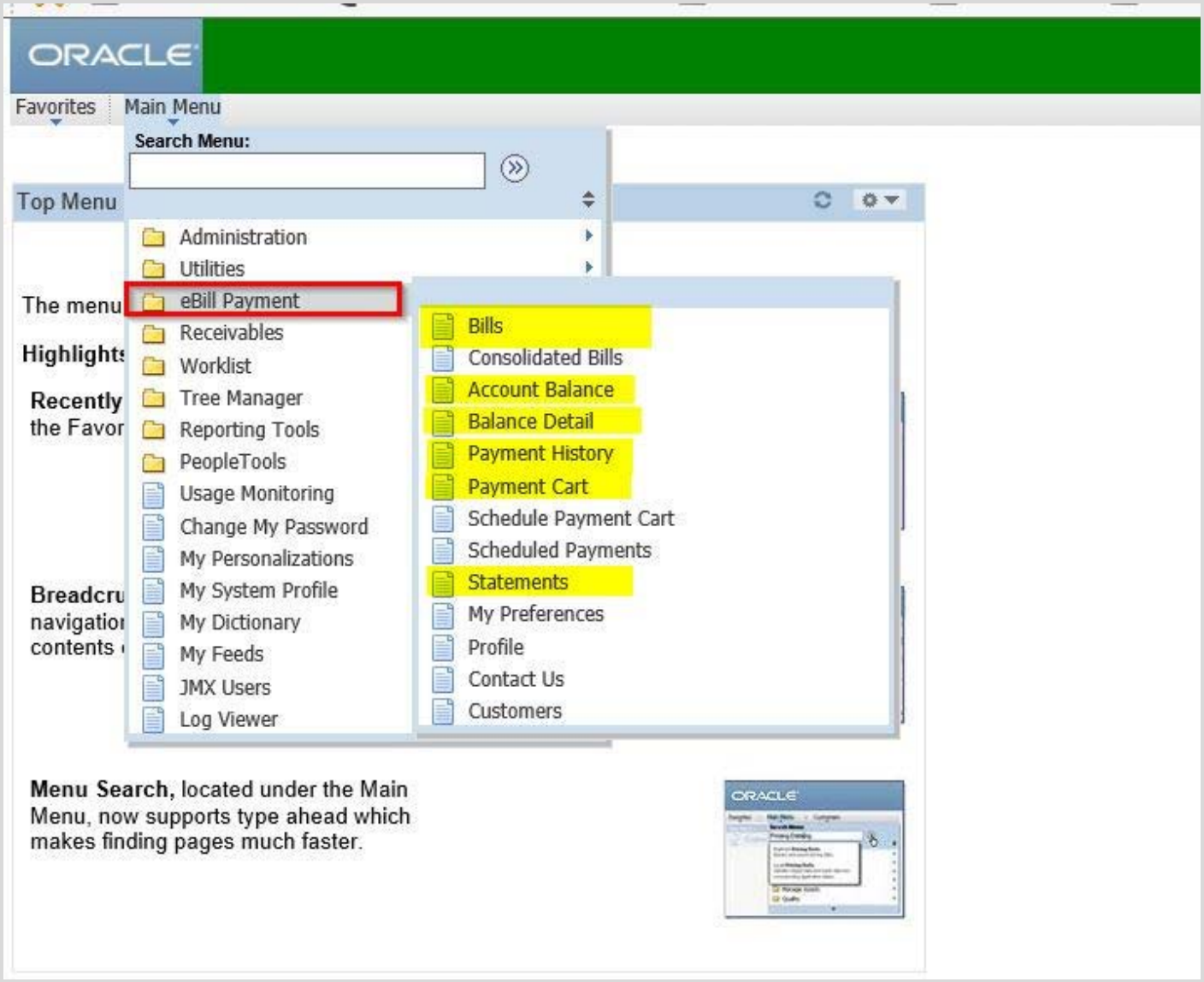
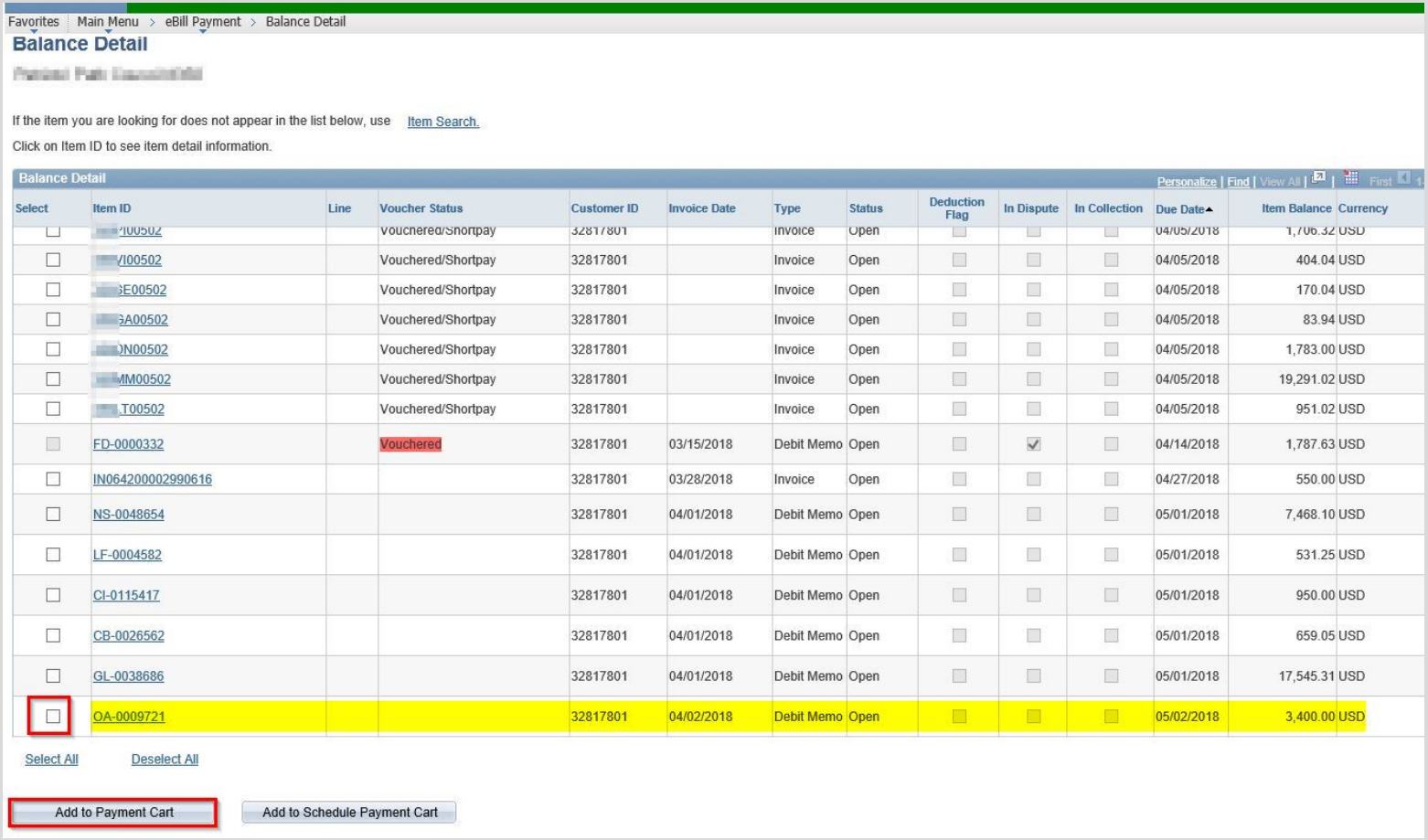

ORACLE
Favorites
Main Menu
Search Menu:
Top Menu
Administration
Utilities
eBill Payment
Receivables
Worklist
Tree Manager
Reporting Tools
PeopleTools
Usage Monitoring
Change My Password
My Personalizations
My System Profile
My Dictionary
My Feeds
JMX Users
Log Viewer
Bills
Consolidated Bills
Account 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.



Favorites | Main Menu > eBill Payment > Balance Detail

Balance Detail

[redacted]

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.

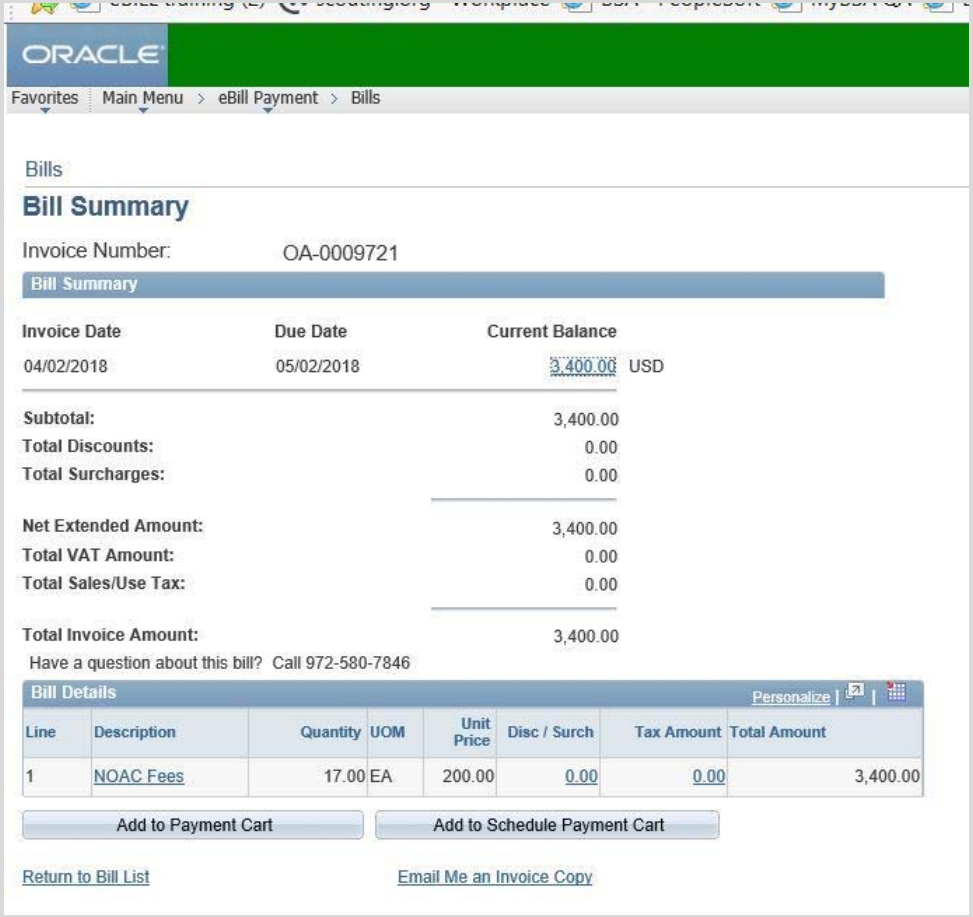
Balance Detail

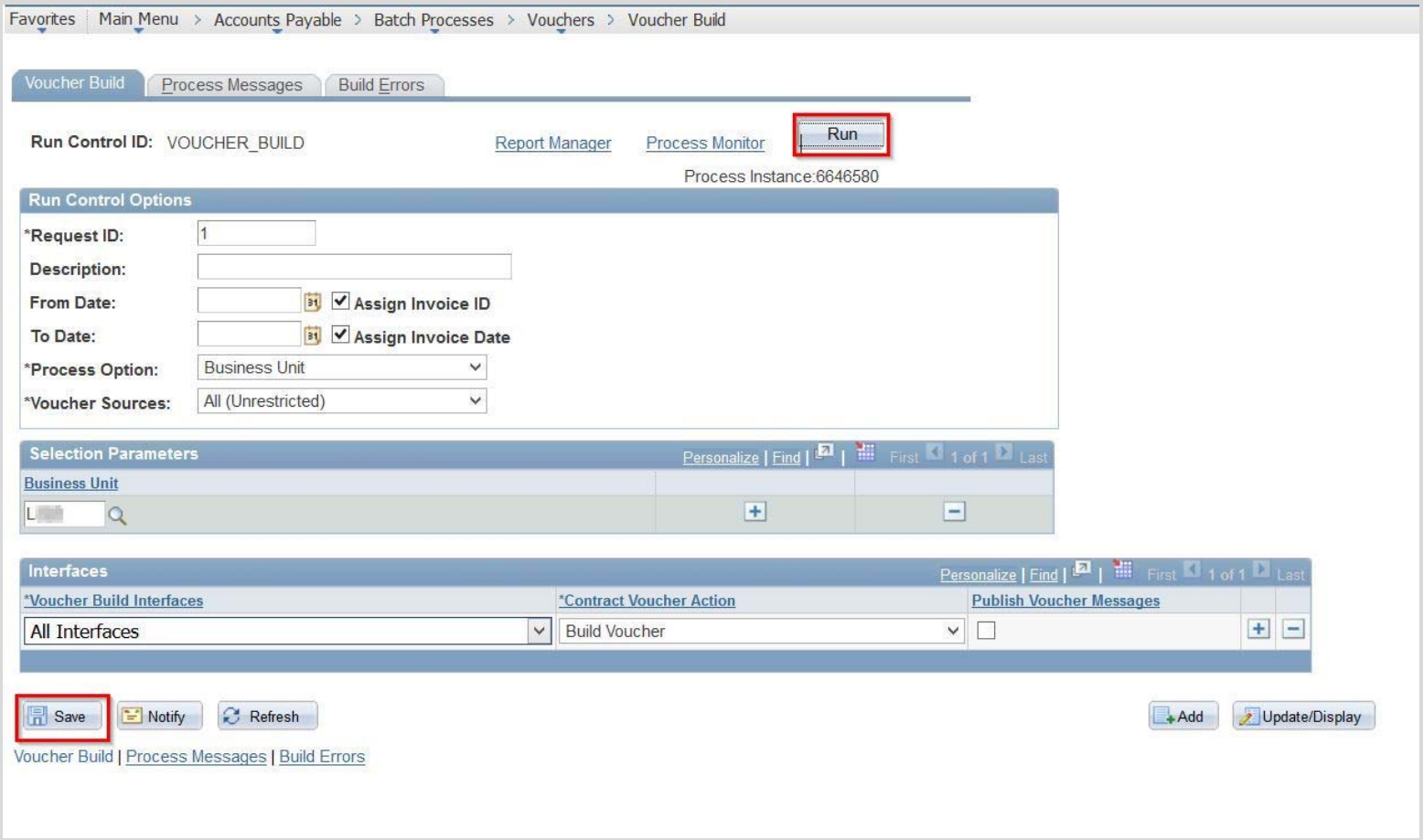
Personalize | Find | View All | First

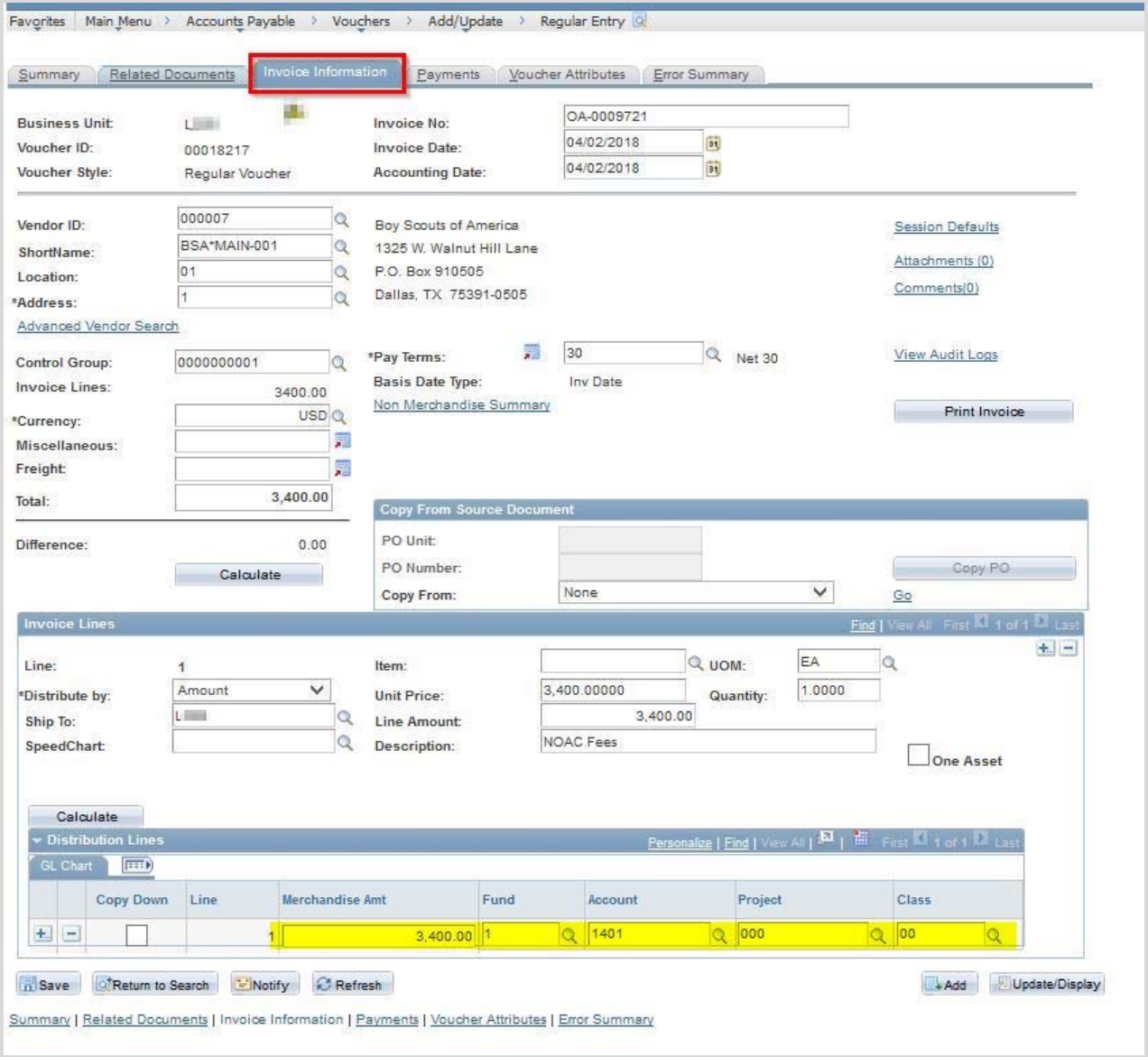
Select	Item ID	Line	Voucher Status	Customer ID	Invoice Date	Type	Status	Deduction Flag	In Dispute	In Collection	Due Date	Item Balance	Currency
☐	[redacted]I00502		Vouchered/Shortpay	32817801		Invoice	Open	☐	☐	☐	04/05/2018	1,706.32	USD
☐	[redacted]VI00502		Vouchered/Shortpay	32817801		Invoice	Open	☐	☐	☐	04/05/2018	404.04	USD
☐	[redacted]SE00502		Vouchered/Shortpay	32817801		Invoice	Open	☐	☐	☐	04/05/2018	170.04	USD
☐	[redacted]SA00502		Vouchered/Shortpay	32817801		Invoice	Open	☐	☐	☐	04/05/2018	83.94	USD
☐	[redacted]DN00502		Vouchered/Shortpay	32817801		Invoice	Open	☐	☐	☐	04/05/2018	1,783.00	USD
☐	[redacted]MM00502		Vouchered/Shortpay	32817801		Invoice	Open	☐	☐	☐	04/05/2018	19,291.02	USD
☐	[redacted]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


Favorites
Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Build
Voucher Build
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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Questions?

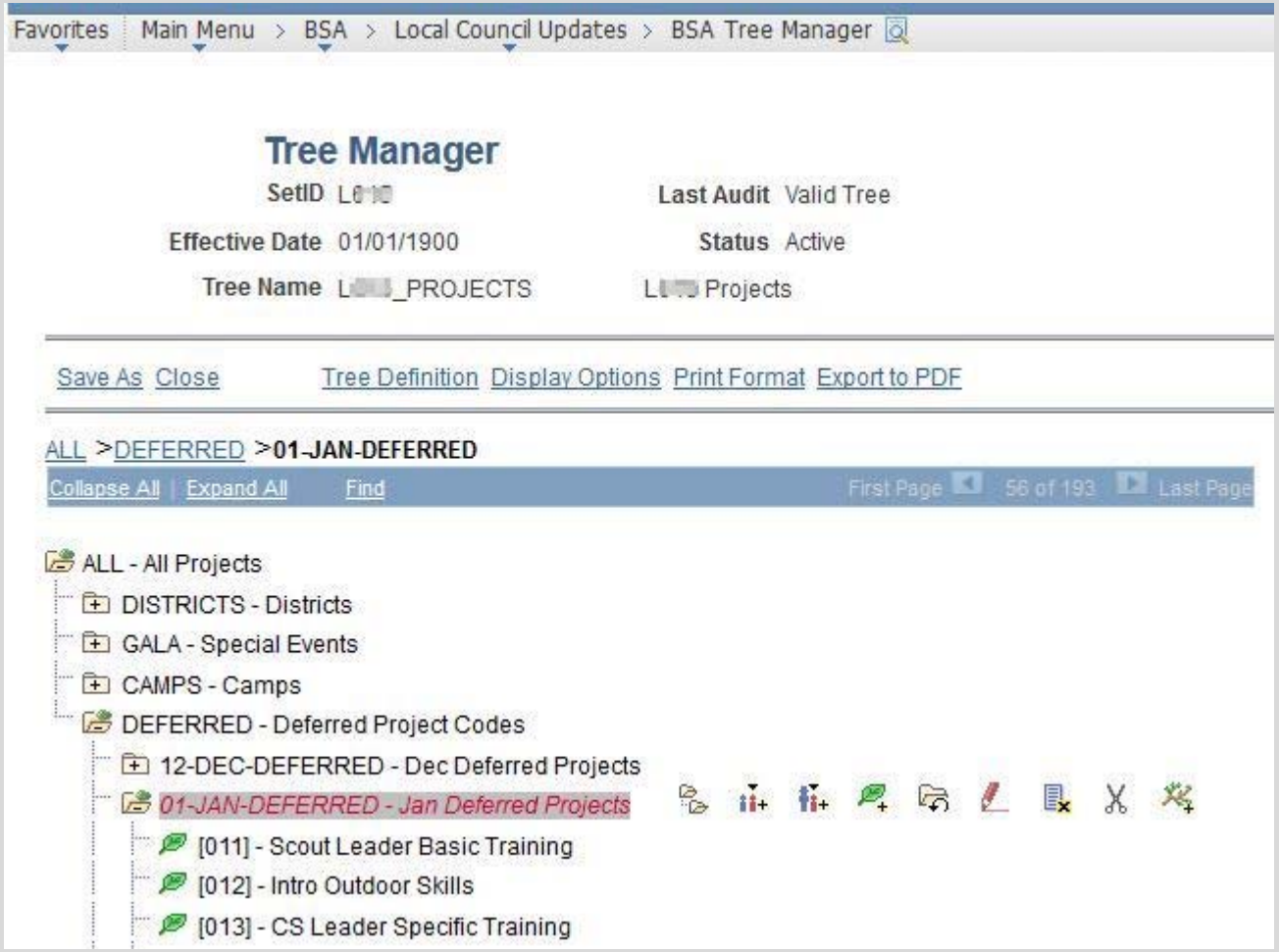
ebillpayment@scouting.org

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


Favorites
Main Menu > BSA > Local Council Updates > BSA Tree Manager
Tree Manager
SetID L
Last Audit Valid Tree
Effective Date 01/01/1900
Status Active
Tree Name L_PROJECTS
L Projects
Save As Close
Tree Definition Display Options Print Format Export to PDF
ALL >DEFERRED >01-JAN-DEFERRED
Collapse All | Expand All Find
First Page 56 of 193 Last Page
ALL - All Projects
DISTRICTS - Districts
GALA - Special Events
CAMPS - Camps
DEFERRED - Deferred Project Codes
12-DEC-DEFERRED - Dec Deferred Projects
01-JAN-DEFERRED - Jan Deferred Projects
[011] - Scout Leader Basic Training
[012] - Intro Outdoor Skills
[013] - CS Leader Specific Training

1099 process for 2018

Special 1099 processing Webinar

Tuesday January 15, 2019

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

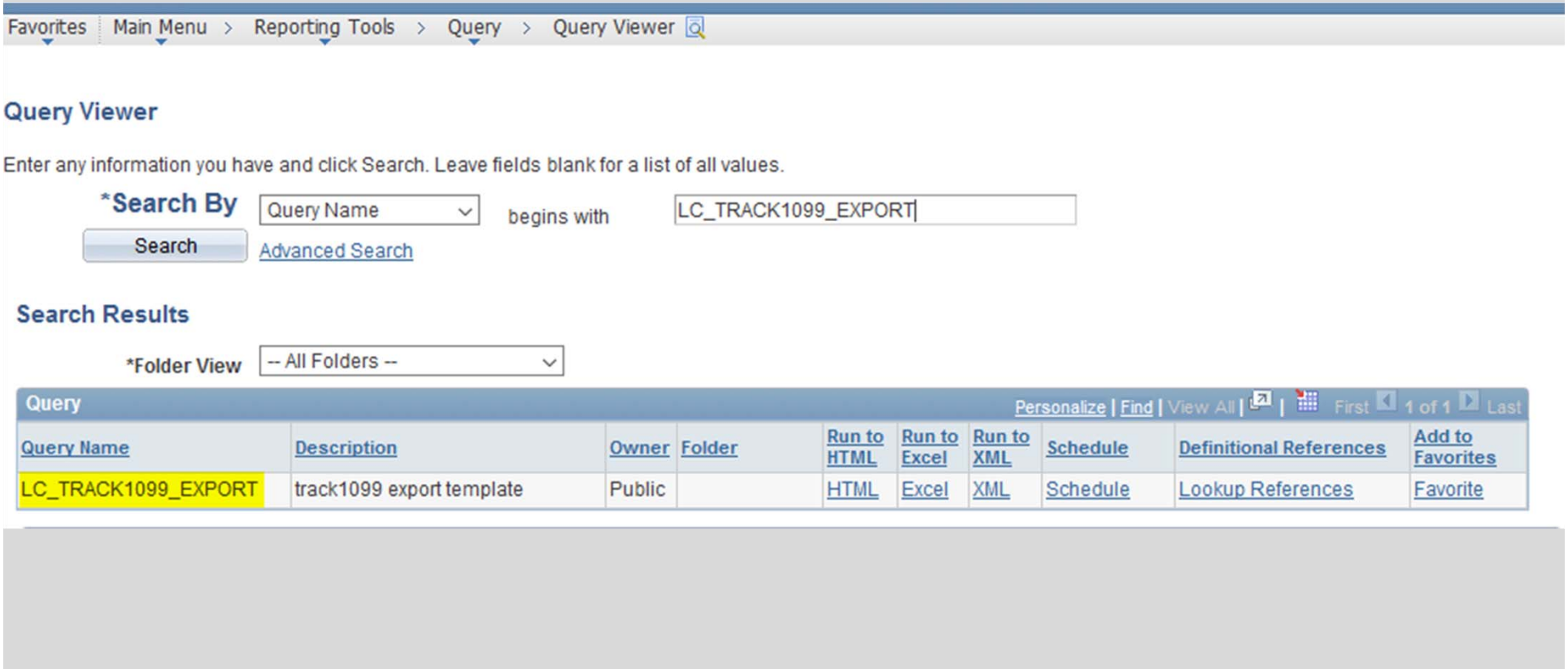
Preparation in PeopleSoft just like always

- 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

Track1099 process

- Prepare 1099 vouchers and vendors in PeopleSoft
- Run the Withholding 1099 Report Job – (loads tables)
- 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

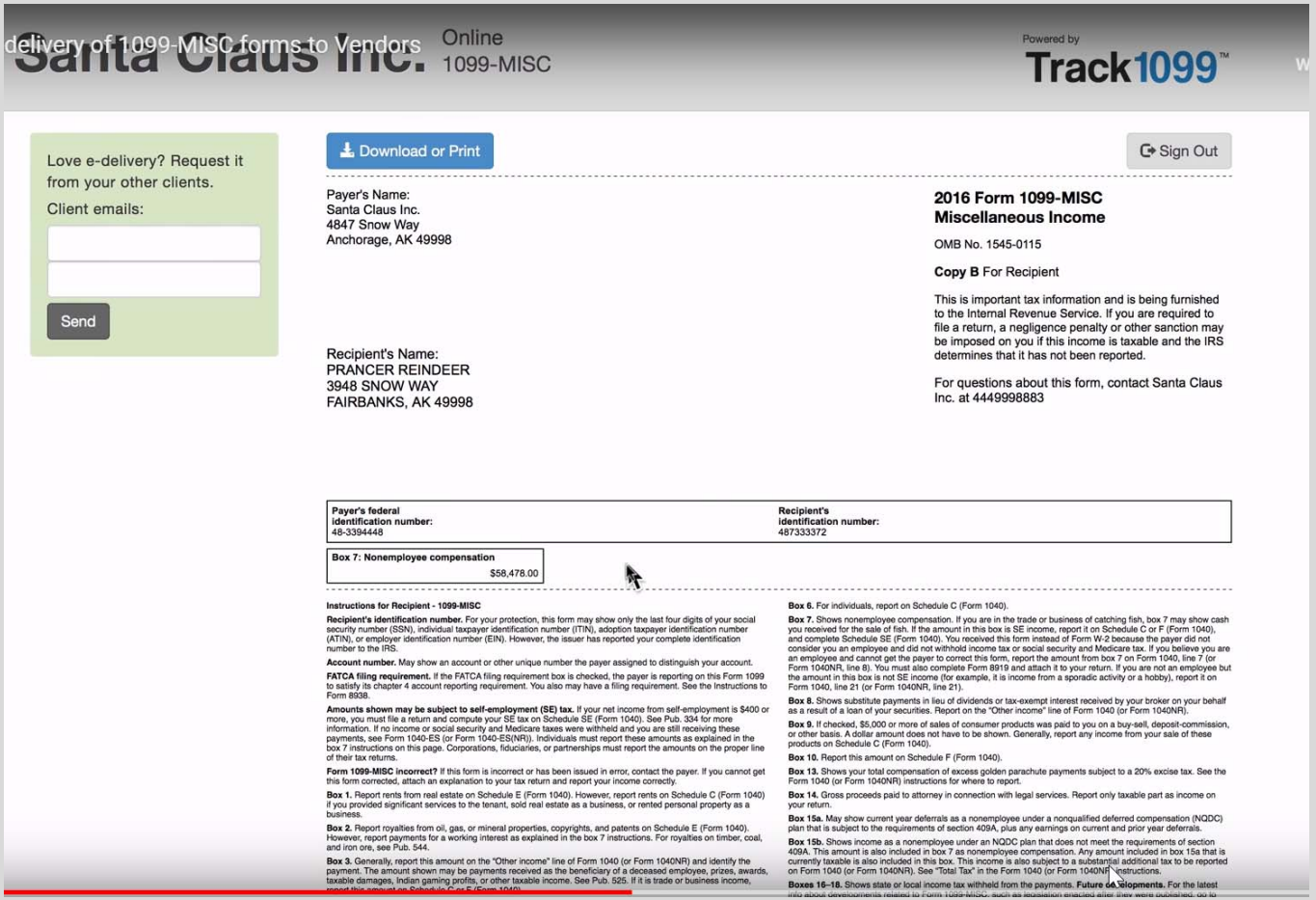
LC_TRACK1099_EXPORT



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	JC	2	059-		15	B	VA	24416				0	0	0	0	0	0	3295	0		0
3	M	2	135-		17	V	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	V	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	V	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

1099 process for 2018



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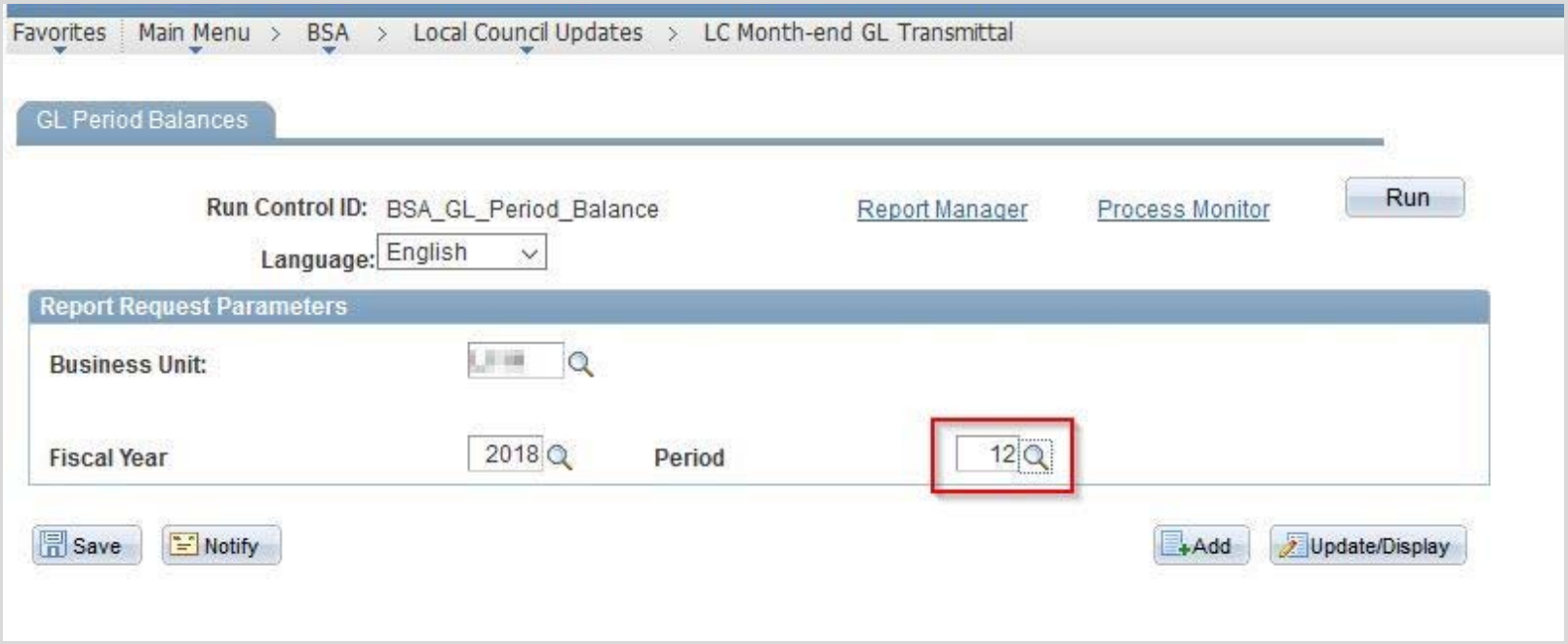
Journey to Excellence Submission

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

Journey to Excellence Submission



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 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

February 13, 2019

10:00AM & 2:00PM

Central

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

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