

PeopleSoft User Group

January 9, 2019



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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



restricted • expense • accrual • revenue • credit • depreciation • debit • unrestricted • net asset •
sales • temporarily restricted • capital campaign • debit • accounts payable • general ledger • direct
support • expense • accrual • asset • permanently restricted •
depreciation • unrestricted • net asset • credit • depreciation • unrestricted • indirect support • asset •
temporarily restricted • capital campaign • expense • special event • liability • accounts payable • general
ledger • permanently restricted • accrual • revenue • credit • depreciation • unrestricted • net asset • indirect support
asset • project sales • asset • capital campaign • special event • debit • accounts payable • general ledger • direct support •

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](#)



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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



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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)



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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)



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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 first 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**



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New Fiscal Year Journal Entries



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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



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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](#) 



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Close Depreciation

Favorites | Main Menu > Asset Management > Accounting Entries > Close Depreciation

Run Depreciation Close Process **Work**

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

Request Find | View All First 1 of 1 Last

*Request ID: 1 Process Frequency: Always

*Unit: LIFE

*Book Name: ACTUALS Currency: USD

*Fiscal Year: 2018 *Period: 12

Options

- Rerun depreciation close
- Reverse Posted Entries
- Create budgeted depreciation
- Process a range of assets

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

Run Depreciation Close Process | **Work**



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Asset Net Book Value Report

Favorites Main Menu > Asset Management > Financial Reports > Cost and Depreciation > Asset Net Book Value

Asset Net Book Value

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

Language: English

Report Print Options

Report Request Parameters

Unit: <input type="text" value="L100"/>	<input checked="" type="checkbox"/> Include Transfers	<input checked="" type="checkbox"/> Include Retirements
Book Name: <input type="text" value="ACTUALS"/>	Location: <input type="text"/>	<input type="text"/>
Fiscal Year/Period	Category: <input type="text"/>	<input type="text"/>
As Of Fiscal Year: <input type="text" value="2018"/> Period: <input type="text" value="12"/>	Fund Code: <input type="text"/>	<input type="text"/>
OR	Department: <input type="text"/>	<input type="text"/>
Date Range	Class Field: <input type="text"/>	<input type="text"/>
As of Date: <input type="text"/>	Product: <input type="text"/>	<input type="text"/>
Type of Report	PC Business Unit: <input type="text"/>	<input type="text"/>
<input checked="" type="radio"/> Detail <input type="radio"/> Summary	Project: <input type="text"/>	<input type="text"/>
Stopped depreciation options	Activity: <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Assets with negative NBV only		
<input type="checkbox"/> Assets with NBV < Salvage		



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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:

*Close Request Type:

1
Close

Business Unit for Prompting:

L

Check only, Do not process

Closing Group:

YEAR_END

[Rules to Execute](#)

Fiscal Year:

2
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
L

Save

Notify

Refresh

+Add

Update/Display



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Audit/Council Adjustments



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Ledger Close Request

Run Control ID: Ledger_CClose

[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: **1** Undo

*Closing Type: Year End

Business Unit for Prompting: L

Closing Group: YEAR_END

[Rules to Execute](#)

Fiscal Year: **2** 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

L

3

Save

Notify

Refresh

+Add

Update/Display



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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

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

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

Unit: L Journal ID: NEXT Date: 12/31/2018

Long Description: 2018 Time Study

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

Ledger: Fiscal Year: 2018

*Source: GJ Period: 12

Reference Number: ADB Date: 12/31/2018

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

Header | Lines | Totals | Errors | Approval



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Create a Time Study Journal Entry

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

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

Unit: L1111 Journal ID: NEXT Date: 12/31/2018

Template List | Change Values

Inter/IntraUnit *Process: Edit Journal Process

Lines

Select	Line▲	*Unit	Fund▼	Project	Class	*Ledger	Account▲	Debit Amount	Credit Amount	Reference
<input type="checkbox"/>	1	L1111				ACTUALS				

Lines to add: 1 + -

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status
L1111	1	0.00	0.00	N

Save | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval



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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.

Favorites | 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
<input type="checkbox"/>	Permission	LOCAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>	All	LOCAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>

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

Chartfield | Amount | Miscellaneous | [...]

Selected	Action	Template Type	Copy Down ID	Default	Unit	Le
<input type="checkbox"/>	[v]	Permission	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	[v]	All	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	[v]	All	TIMESTUDY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

OK Cancel Refresh



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Create a Time Study Journal Entry

The screenshot shows a software interface for creating a journal entry. The main window has tabs for Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active. The interface includes fields for Unit, Journal ID (NEXT), and Date (12/31/2018). A 'Template List' dropdown is set to 'Inter/IntraUnit'. The 'Process' is 'Edit Journal'. Below this is a table with columns: Select, Line, *Unit, *Ledger, Account, and Status. Three lines are listed, with the third line's account field containing 'M' and a search icon. A 'Look Up Account' dialog box is open, showing search criteria: SetID: LOCAL, Account: begins with M, Description: begins with, and Account Type: begins with. The dialog has buttons for Look Up, Clear, Cancel, and Basic Lookup. Below the dialog is a 'Search Results' table with columns: Account, Description, Account Type, and Control Flag. The results table shows one entry: MNGMT, Management Time Study Percent, (blank), N.

Account	Description	Account Type	Control Flag
MNGMT	Management Time Study Percent	(blank)	N



Time Study Journal Entry

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

Header **Lines** Totals Errors Approval

Unit: L Journal ID: NEXT Date: 12/31/2018

Template List [Change Values](#)

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	Account	Stat Amt	Journal Line Description
<input type="checkbox"/>	1	L	ACTUALS	PROG	85.00	Program Time Study Percentage
<input type="checkbox"/>	2	L	ACTUALS	FUNDR	8.00	Fundraising Time Study Percent
<input type="checkbox"/>	3	L	ACTUALS	MNGMT	7.00	Management Time Study Percent

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status
L114	3	0.00	0.00	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval



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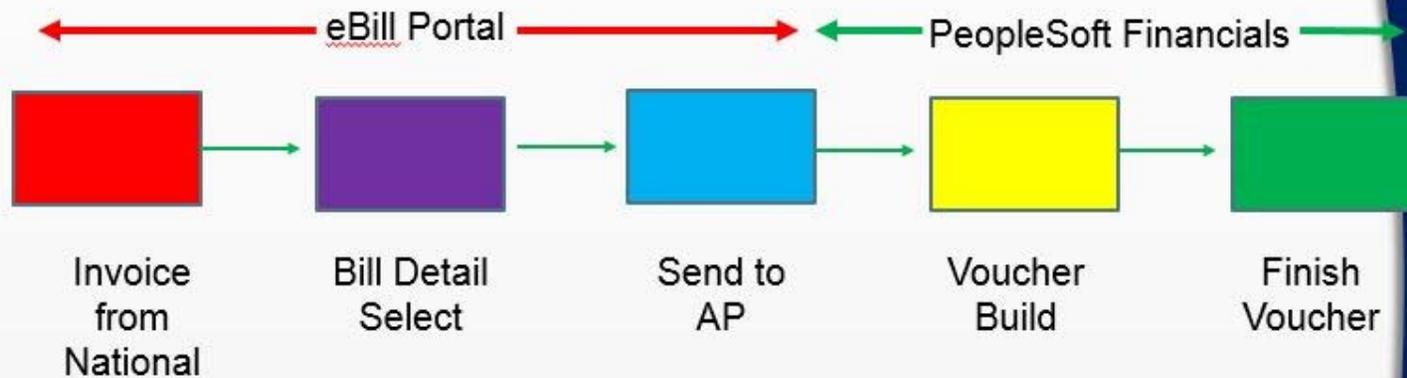
eBILL Pay Function for Accounts Payable



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eBILL to Voucher Workflow



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The screenshot displays the Oracle eBill Payment interface. At the top, the Oracle logo is visible. Below it, there are navigation tabs for 'Favorites' and 'Main Menu'. A 'Search Menu' input field with a search icon is located under the 'Main Menu' tab. The 'Top Menu' section lists 'Administration', 'Utilities', and 'eBill Payment' (which is highlighted with a red box). The 'eBill Payment' sub-menu is expanded, showing a list of options: Bills, Consolidated Bills, Account Balance, Balance Detail, Payment History, Payment Cart, Schedule Payment Cart, Scheduled Payments, Statements, My Preferences, Profile, Contact Us, and Customers. The 'Bills' and 'Statements' items are highlighted in yellow. On the left side, there are sections for 'Highlights', 'Recently the Favor...', and 'Breadcru navigation contents'. Below the main screenshot, a text box explains the search feature, and a small inset image shows the search field in use.

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



Balance Detail

Personal Path Account ID

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"/>	/I00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	1,706.32	USD
<input type="checkbox"/>	/I00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	404.04	USD
<input type="checkbox"/>	/E00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	170.04	USD
<input type="checkbox"/>	/A00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	83.94	USD
<input type="checkbox"/>	/N00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	1,783.00	USD
<input type="checkbox"/>	/M00502		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"/>	OA-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](#)



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

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



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[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:

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="🔍"/>	+	-

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="-"/>

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
 Line: 1 Item: UOM: EA
 *Distribute by: Amount Unit Price: 3,400.00000 Quantity: 1.0000
 Ship To: L Line Amount: 3,400.00
 SpeedChart: Description: NOAC Fees

Calculate

Distribution Lines
 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



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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



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Trees & Nodes

Favorites Main Menu > BSA > Local Council Updates > BSA Tree Manager

Tree Manager

SetID L0100 Last Audit Valid Tree
Effective Date 01/01/1900 Status Active
Tree Name L0100_PROJECTS L0100 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)



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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 . 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?



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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



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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

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	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
LC_TRACK1099_EXPORT	track1099 export template	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite



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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	V	
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	Box 11
2	JCM...	2	059-...		150	VA	24416				0	0	0	0	0	0	3295	0	0	0	0
3	M...	2	135-...		17...	...	DC	20002				0	0	0	0	0	0	17340	0	0	0	0
4	D...	1	20-1...		P...	...	VA	24090				0	0	0	0	0	0	3039.24	0	0	0	0
5	G...	2	223-...		14...	...	VA	22193				0	0	0	0	0	0	5759.42	0	0	0	0
6	S...	2	225-...		34...	...	VA	24430				0	0	0	0	0	0	3000	0	0	0	0
7	R...	2	311-...		25...	...	CA	92626				0	0	0	0	0	0	18500	0	0	0	0
8	L...	2	311-...		25...	...	CA	92626				0	0	0	0	0	0	3700	0	0	0	0
9	C...	1	45-5...		20...	...	DC	20036				0	0	0	0	0	0	2150	0	0	0	0
10	L...	1	52-1...		76...	...	MD	20814				0	0	0	0	0	0	2935.5	0	0	0	0
11	J...	1	52-1...		P...	...	NC	28260				0	0	0	0	0	0	63111.91	0	0	0	0
12	R...	1	54-6...		52...	...	VA	22151-2111				129627.95	0	0	0	0	0	0	0	0	0	0
13	C...	1	57-1...		S...	...	SC	29202				0	0	0	0	0	0	6180	0	0	0	0
14	C...	2	839-...		98...	...	MD	20886				0	0	0	0	0	0	1840	0	0	0	0



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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 4449998883

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 8878.

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 LA payments.** For the latest info about developments related to Form 1099-MISC, such as recalculation enacted after they were enacted, go to



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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

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

GL Period Balances

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

Language: English

Report Request Parameters

Business Unit:

Fiscal Year: 2018 Period:

[Save](#) [Notify](#) [Add](#) [Update/Display](#)



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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

February 13, 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



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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



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Feedback Time

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



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