PeopleSoft User Group

January 9, 2019
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

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] and [your county]. The Council has...
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)
Journal entries from BB-CRM come over with batch numbers

- Journals labeled – LXXXXXXX are regular batches
- Journals labeled – AXXXXXXXX are adjustment batches
- Journals labeled - XXXXXXXXXXx1 didn’t commit on the fist time (Exceptions)
CRM – User Group


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)

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Future</th>
<th>Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOS</td>
<td>1-1301-xxx-00</td>
<td>1-1331-xxx-00</td>
<td>1-1321-xxx-00</td>
</tr>
<tr>
<td>Project Sales</td>
<td>x-1302-xxx-00</td>
<td>X-1332-xxx-00</td>
<td>x-1322-xxx-00</td>
</tr>
<tr>
<td>Special Events</td>
<td>x-1304-xxx-00</td>
<td>x-1334-xxx-00</td>
<td>x-1324-xxx-00</td>
</tr>
<tr>
<td>United Way</td>
<td>x-1308-xxx-00</td>
<td>x-1338-xxx-00</td>
<td>x-1328-xxx-00</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th>000 COUNCIL GENERAL</th>
<th>4001 Contributions-FOS</th>
<th>3605 Reclass-Friends of Scouting</th>
<th>4069 Provision for Uncollectable-FOS</th>
<th>Total Friends of Scouting</th>
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</thead>
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<tr>
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<td>118,028</td>
<td>86,253</td>
<td>95,480</td>
<td>118,028</td>
<td>607,216</td>
</tr>
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<td>86,253</td>
<td>95,480</td>
<td>118,028</td>
<td>607,216</td>
</tr>
<tr>
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<td>86,253</td>
<td>95,480</td>
<td>118,028</td>
<td>607,216</td>
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<tr>
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<td>514,972</td>
<td>562,522</td>
<td>514,972</td>
<td>514,972</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>514,972</td>
<td>514,972</td>
<td>562,522</td>
<td>514,972</td>
<td>514,972</td>
</tr>
<tr>
<td>3605</td>
<td>Reclass-Friends of Scouting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(25,784)</td>
<td>(7,954)</td>
<td>(6,198)</td>
<td>(25,784)</td>
<td>(165,540)</td>
</tr>
<tr>
<td>000</td>
<td>COUNCIL GENERAL</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td>(7,954)</td>
<td>(6,198)</td>
<td>(25,784)</td>
<td>(165,540)</td>
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<td>Provision for Uncollectable-FOS</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(25,784)</td>
<td>(7,954)</td>
<td>(6,198)</td>
<td>(25,784)</td>
<td>(165,540)</td>
</tr>
<tr>
<td></td>
<td>Total Friends of Scouting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>607,216</td>
<td>593,271</td>
<td>651,805</td>
<td>607,216</td>
<td>2,484,460</td>
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</tbody>
</table>
Year End Resources

Year End

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

## Report Print Options

### Report Request Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>LIBP</td>
</tr>
<tr>
<td>Book Name</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>Fiscal Year/Period</td>
<td>2016</td>
</tr>
<tr>
<td>Date Range As Of Date</td>
<td>30</td>
</tr>
<tr>
<td>Type of Report</td>
<td>Detail</td>
</tr>
<tr>
<td>Stopped depreciation options</td>
<td></td>
</tr>
<tr>
<td>Include Transfers</td>
<td></td>
</tr>
<tr>
<td>Include Retirements</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td></td>
</tr>
<tr>
<td>Fund Code</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Class Field</td>
<td></td>
</tr>
<tr>
<td>Product</td>
<td></td>
</tr>
<tr>
<td>PC Business Unit</td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td></td>
</tr>
</tbody>
</table>

## Additional Features

- Save
- Return to Search
- Previous in List
- Next in List
- Notify
- Refresh
- Add
- Update/Display

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BOY SCOUTS OF AMERICA®

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Audit/Council Adjustments
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
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

<table>
<thead>
<tr>
<th>Select</th>
<th>Line</th>
<th>*Unit</th>
<th>*Ledger</th>
<th>Account</th>
<th>Stat Amt</th>
<th>Journal Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>1</td>
<td>L</td>
<td>ACTUALS</td>
<td>PROG</td>
<td>85.00</td>
<td>Program Time Study Percent</td>
</tr>
<tr>
<td>☐</td>
<td>2</td>
<td>L</td>
<td>ACTUALS</td>
<td>FUNDR</td>
<td>8.00</td>
<td>Fundraising Time Study Percent</td>
</tr>
<tr>
<td>☐</td>
<td>3</td>
<td>L</td>
<td>ACTUALS</td>
<td>MGMT</td>
<td>7.00</td>
<td>Management Time Study Percent</td>
</tr>
</tbody>
</table>

**Lines to add:**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Total Lines</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Journal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>L114</td>
<td>3</td>
<td>0.00</td>
<td>0.00</td>
<td>N</td>
</tr>
</tbody>
</table>

**Save**
eBILL Pay Function for Accounts Payable
eBILL to Voucher Workflow

- Invoice from National
- Bill Detail Select
- Send to AP
- Voucher Build
- Finish Voucher

*Prepared. For Life.*
Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.
<table>
<thead>
<tr>
<th>Item ID</th>
<th>Line</th>
<th>Voucher Status</th>
<th>Customer ID</th>
<th>Invoice Date</th>
<th>Type</th>
<th>Status</th>
<th>Deduction Flag</th>
<th>In Dispute</th>
<th>In Collection</th>
<th>Due Date</th>
<th>Item Balance</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>44652002</td>
<td></td>
<td>Voucher/Nonpay</td>
<td>32187001</td>
<td>03/15/2018</td>
<td>Invoice</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td>04/02/2018</td>
<td>1,797.63 USD</td>
<td></td>
</tr>
<tr>
<td>44652002</td>
<td></td>
<td>Voucher/Nonpay</td>
<td>32187001</td>
<td>03/28/2018</td>
<td>Invoice</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td>04/27/2018</td>
<td>550.00 USD</td>
<td></td>
</tr>
<tr>
<td>44652002</td>
<td></td>
<td>Voucher/Nonpay</td>
<td>32187001</td>
<td>04/01/2018</td>
<td>Invoice</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td>05/01/2018</td>
<td>7,498.10 USD</td>
<td></td>
</tr>
<tr>
<td>44652002</td>
<td></td>
<td>Voucher/Nonpay</td>
<td>32187001</td>
<td>04/01/2018</td>
<td>Invoice</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td>05/01/2018</td>
<td>533.25 USD</td>
<td></td>
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<tr>
<td>44652002</td>
<td></td>
<td>Voucher/Nonpay</td>
<td>32187001</td>
<td>04/01/2018</td>
<td>Invoice</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td>05/01/2018</td>
<td>950.00 USD</td>
<td></td>
</tr>
<tr>
<td>44652002</td>
<td></td>
<td>Voucher/Nonpay</td>
<td>32187001</td>
<td>04/01/2018</td>
<td>Invoice</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td>05/01/2018</td>
<td>659.95 USD</td>
<td></td>
</tr>
<tr>
<td>44652002</td>
<td></td>
<td>Voucher/Nonpay</td>
<td>32187001</td>
<td>04/01/2018</td>
<td>Invoice</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td>05/01/2018</td>
<td>17,545.31 USD</td>
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<tr>
<td>44652002</td>
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<td>Voucher/Nonpay</td>
<td>32187001</td>
<td>04/01/2018</td>
<td>Invoice</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td>05/01/2018</td>
<td>3,400.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

Select All   Deselct All

Add to Payment Cart  Add to Schedule Payment Cart
**Bill Summary**

**Invoice Number:** OA-0009721

<table>
<thead>
<tr>
<th>Bill Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Invoice Date</strong></td>
<td><strong>Due Date</strong></td>
</tr>
<tr>
<td>04/02/2018</td>
<td>05/02/2018</td>
</tr>
</tbody>
</table>

- **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**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Disc / Surch</th>
<th>Tax Amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NOAC Fees</td>
<td>17.00 EA</td>
<td></td>
<td>200.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,400.00</td>
</tr>
</tbody>
</table>

[Add to Payment Cart] [Add to Schedule Payment Cart]

[Return to Bill List] [Email Me an Invoice Copy]
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
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 “TRACK1099SA” 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**

Query Viewer

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

**Search By**  
Query Name: LC_TRACK1099_EXPORT

Search Results

**Folder View**: All Folders

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
<th>Definitional References</th>
<th>Add to Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC_TRACK1099_EXPORT</td>
<td>track1099 export template</td>
<td>Public</td>
<td></td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
</tr>
</tbody>
</table>

```
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U |
| 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 |
| JCM | 2 | 059-11 | 154 Bethlehem Blvd | PA | PA | 19107 | | | | | | | | | | | | | | | |
| MCM | 2 | 135-11 | 176 Philadelphia Ave | PA | PA | 19106 | | | | | | | | | | | | | | | |
| DCM | 2 | 20-11 | 123 Pittsburgh Rd | PA | PA | 19105 | | | | | | | | | | | | | | | |
| GMC | 2 | 223-11 | 456 Cincinnati Ave | OH | OH | 45201 | | | | | | | | | | | | | | | |
| SSM | 2 | 225-11 | 789 St Louis Blvd | MO | MO | 63110 | | | | | | | | | | | | | | | |
| RSM | 2 | 311-11 | 101 Richmond Rd | VA | VA | 23060 | | | | | | | | | | | | | | | |
| LSM | 2 | 311-11 | 523 Louisville Ave | KY | KY | 40209 | | | | | | | | | | | | | | | |
| CCM | 1.45-5 | 208-11 | 897 Cincinnati Ave | OH | OH | 45201 | | | | | | | | | | | | | | | |
| LCM | 1.52-11 | 282-11 | 678 Lexington Ave | KY | KY | 40209 | | | | | | | | | | | | | | | |
| JCM | 1.52-11 | 52-11 | 456 Jefferson St | PA | PA | 19107 | | | | | | | | | | | | | | | |
| KCM | 1.54-6-1 | 52-11 | 321 Kansas Ave | KS | KS | 66201 | | | | | | | | | | | | | | | |
| LCM | 1.57-11 | 52-11 | 281 Lexington Ave | KY | KY | 40209 | | | | | | | | | | | | | | | |
| CCM | 2 | 839 | | | | | | | | | | | | | | | | | | | |

**LC_TRACK1099_EXPORT**
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

<table>
<thead>
<tr>
<th>GL Period Balances</th>
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</thead>
<tbody>
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</tr>
<tr>
<td>Language: English</td>
</tr>
</tbody>
</table>

**Report Request Parameters**

- **Business Unit:** [Dropdown]
- **Fiscal Year:** 2018
- **Period:** [Dropdown] 12

**Options:**
- Save
- Notify

**Processes:**
- Report Manager
- Process Monitor

**Buttons:**
- Run
- Add
- Update/Display

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**BOY SCOUTS OF AMERICA**

**Prepared. For Life.™**
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