User Group Agenda

• Audit Prep and Adjustments
• Trouble Shooting in the Process Monitor
• Month-end and JTE Transmittal
• Vendor Query Highlight
• Asset Management and Fixed Assets
• E-Bill and Accounts Payable Interface
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 funds its operations through dues and voluntary contributions.
Council Fiscal Management

https://www.scouting.org/council-support/finance-impact/
Council Fiscal Management
https://www.scouting.org/council-support/finance-impact/
Audit Guides posted

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}, including the counties of ________, ________, ________, ________, and ________. The Council has five camping facilities located within its service area. The Council also maintains control of a trust fund with a corporate trustee, which was established for the benefit of the Council. The Council is a not-for-profit organization devoted to promoting, within the territory covered by the charter from time to time granted it by the Boy Scouts of America and in accordance with the Congressional Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America, the Scouting program of promoting the ability of boys and young men and women to do things for themselves and others, training them in Scoutingcraft, and teaching them patriotism, courage, self-reliance, and kindred virtues, using the methods which are now in common use by the Boy Scouts of America. The Council delivered the Scouting program to ________ youth members in 2018.
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
Journey to Excellence Submission

• Submitting JTE

• This is not an automatic process

• Part of the month-end process
What Went Wrong?

Journal Upload runs to:
“No Success” (415 last month)

nVision Reports run to:
“Error” (260 last month)
What Went Wrong?

<table>
<thead>
<tr>
<th>Select</th>
<th>Instance</th>
<th>Seq.</th>
<th>Process Type</th>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
<th>Details</th>
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<tbody>
<tr>
<td></td>
<td>7586493</td>
<td></td>
<td>Application Engine</td>
<td>GL_JRNL_IMP</td>
<td>BACAMPEE</td>
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<td>No Success</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>7586490</td>
<td></td>
<td>Application Engine</td>
<td>GL_JRNL_IMP</td>
<td>BACAMPEE</td>
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<td>Posted</td>
<td>Details</td>
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<td></td>
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</tr>
<tr>
<td></td>
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<td></td>
<td>Application Engine</td>
<td>GL_JRNL_IMP</td>
<td>NPOUNGSO</td>
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<td></td>
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<td></td>
<td>Application Engine</td>
<td>GL_JRNL_IMP</td>
<td>NPOUNGSO</td>
<td>02/08/2019 4:10:20AM CST</td>
<td>No Success</td>
<td>Posted</td>
<td>Details</td>
</tr>
</tbody>
</table>

[BOY SCOUTS OF AMERICA][Prepared. For Life.™]
What Went Wrong?

<table>
<thead>
<tr>
<th>Select</th>
<th>Instance</th>
<th>Seq.</th>
<th>Process Type</th>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>nVision Report</td>
<td>NVSRUN</td>
<td>JEMOORE</td>
<td>02/08/2019 12:57:40PM CST</td>
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<td>NVSRUN</td>
<td>JEMOORE</td>
<td>02/08/2019 12:54:57PM CST</td>
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</tr>
<tr>
<td></td>
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<tr>
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<tr>
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<td>GLPPLPST0</td>
<td>RCOURTRI</td>
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<td>Error</td>
<td>Posted</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7589765</td>
<td>COBOL SCL</td>
<td>GLPPLPST0</td>
<td>RCOURTRI</td>
<td>02/08/2019 10:59:32AM CST</td>
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<td>Posted</td>
<td>Details</td>
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</tr>
<tr>
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<td>nVision Report</td>
<td>NVSRUN</td>
<td>ANAMLIN</td>
<td>02/08/2019 10:43:49AM CST</td>
<td>Error</td>
<td>Posted</td>
<td>Details</td>
<td></td>
</tr>
<tr>
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<td>02/08/2019 9:30:47AM CST</td>
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<td>Posted</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>75896858</td>
<td>nVision Report</td>
<td>NVSRUN</td>
<td>GWENISCH</td>
<td>02/08/2019 9:20:09AM CST</td>
<td>Error</td>
<td>Posted</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7589644</td>
<td>nVision Report</td>
<td>NVSRUN</td>
<td>LSARTHER</td>
<td>02/08/2019 8:39:11AM CST</td>
<td>Error</td>
<td>Posted</td>
<td>Details</td>
<td></td>
</tr>
</tbody>
</table>
What Went Wrong?

![Image of a process monitoring interface with error details for various processes, including user IDs, process types, run dates and times, and statuses such as 'Error' and 'Posted'.]
What Went Wrong?

Process Detail

- Instance: 758493
- Name: GL_JRNL_IMP
- Run Status: No Success

Update Process:
- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Actions:
- Parameters
- Transfer
- Message Log
- View Locks
- Batch Timings
- View Log/Trace

Date/Time:
- Request Created On: 02/08/2019 8:01:25AM CST
- Run Anytime After: 02/08/2019 8:01:23AM CST
- Began Process At: 02/08/2019 8:01:40AM CST
- Ended Process At: 02/08/2019 8:01:55AM CST
### What Went Wrong?

#### Message Log

**Process**

- **Instance:** 7580291
- **Name:** GL_JRNL_IMP
- **Type:** Application Engine
- **Description:** Flat File Journal Import

<table>
<thead>
<tr>
<th>Severity</th>
<th>Log Time</th>
<th>Message Text</th>
<th>Explain</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>7:03:27AM</td>
<td>Journal Import processing has started.</td>
<td>Explain</td>
</tr>
<tr>
<td>7:03:29AM</td>
<td></td>
<td>Process failed - all work rolled back. See log file for error details. (5825,102)</td>
<td>Explain</td>
</tr>
<tr>
<td>7:03:29AM</td>
<td></td>
<td>Process 7580291 ABENDED at Step GL_JRNL_IMP.PROCESS.LogError (PeopleCode) -- RC = 4</td>
<td>Explain</td>
</tr>
<tr>
<td>50</td>
<td>7:03:29AM</td>
<td>7580291 GL_JRNL_IMP PROCESS LogError PeopleCode 4</td>
<td>Explain</td>
</tr>
<tr>
<td>7:03:43AM</td>
<td></td>
<td>Published message with ID cbcc8d57-2ad8-11e9-82e1-cdc5cc5af6d to create entry in folder GENERAL.</td>
<td>Explain</td>
</tr>
<tr>
<td>7:03:43AM</td>
<td></td>
<td>Successfully posted generated files to the report repository</td>
<td>Explain</td>
</tr>
</tbody>
</table>

[Return]
What Went Wrong?

Flat File Journal Import (GL_JRNL_IMP)

2019-02-07

--------------------------------------
07.03.27 Processing file GL190206.617 ...
07.03.27 Validating imported data.
Journal Line errors (Journal ID, Date, Journal Line) :
   (0004730964, 2019-02-06, 16) - Invalid Project value 888 for business unit W4?.
07.03.28 Process failed - all work rolled back. See log file for error details.
What Went Wrong?

![Image of a software interface for creating or updating journal entries.]

### Create/Update Journal Entries

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

#### Search Criteria

- **Business Unit:**
  - `=`
  - `=` (for blank)

- **Journal ID:**
  - `begins with`
  - `between` (02/05/2019) and (02/08/2019)

- **Journal Date:**
  - `between`
  - `02/05/2019`
  - `02/08/2019`

- **Document Sequence Number:**
  - `begins with`

- **Line Business Unit:**
  - `=`

- **Journal Header Status:**
  - `=`
  - `Journal Has Errors`

- **Budget Checking Header Status:**
  - `=`

- **Source:**
  - `=`

- **User ID:**
  - `begins with`

- **Attachment Exist:**
  - `=`

- **Case Sensitive**

#### Search Results

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>Unpost Sequence</th>
<th>Document Sequence Number</th>
<th>Line Business Unit</th>
<th>Journal Header Status</th>
<th>Budget Check Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0004720170</td>
<td>02/05/2019</td>
<td>0</td>
<td>(blank)</td>
<td></td>
<td>Errors</td>
<td>Valid</td>
</tr>
</tbody>
</table>

Prepared. For Life™
What Went Wrong?
What Went Wrong?

<table>
<thead>
<tr>
<th>Header Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>JRNL_HDR_STATUS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Line #</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>31</td>
</tr>
</tbody>
</table>
What Went Wrong?

![Image of a computer screen with a financial software interface showing journal entries with errors highlighted. The journal has been edited with line numbers 103 and 907, and the process is set to 'Edit Journal' with an option to 'Process'. The total debits for the journal are displayed as 345.00.]
Journey to Excellence Submission
Vendor Query Revision

LC_VENDOR_SUMMARY_W_ADDRESS
Vendor Query Revision

LC_VENDOR_SUMMARY_W_ADDRESS

A list of vendors
In a given calendar period
The total paid
With address
<table>
<thead>
<tr>
<th>Council</th>
<th>Total Paid</th>
<th>Vendor Name</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>St</th>
<th>Postal</th>
<th>Vendor ID</th>
<th>Check Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>730,000</td>
<td></td>
<td>305 MAIN ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>164,213.20</td>
<td></td>
<td>c/o Lasheas</td>
<td>1405 N. Green Mt Rd</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>90,000</td>
<td></td>
<td>ATT. DAVE BOSCHEN</td>
<td>3600 AVE DE PARIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>999,330</td>
<td></td>
<td>101 RCE STREET</td>
<td>PO BOX 320</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>987,020</td>
<td></td>
<td>P.O.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>180,000</td>
<td></td>
<td>583</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>205,738.60</td>
<td></td>
<td>PO</td>
<td>22 A-B EMBLEMT DRIVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
eBILL Pay Function for Accounts Payable
eBILL to Voucher Workflow

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

- eBill Portal
- PeopleSoft Financials
### Balance Detail

**Balance Detail**

If the item you are looking for does not appear in the list below, use **Item Search**. Click on item ID to see item detail information.

<table>
<thead>
<tr>
<th>Select</th>
<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>Debit Memo</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></td>
<td>-001002</td>
<td>2</td>
<td>Voucher/Nonpay</td>
<td>32817801</td>
<td>03/16/2018</td>
<td>Invoice</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td>04/16/2018</td>
<td>170.82 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-001002</td>
<td>2</td>
<td>Voucher/Nonpay</td>
<td>32817801</td>
<td>03/20/2018</td>
<td>Invoice</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td>04/27/2018</td>
<td>255.00 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>001002</td>
<td>2</td>
<td>Voucher/Nonpay</td>
<td>32817801</td>
<td>04/01/2018</td>
<td>Invoice</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td>05/01/2018</td>
<td>7,468.10 USD</td>
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</tr>
<tr>
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<td>001002</td>
<td>2</td>
<td>Voucher/Nonpay</td>
<td>32817801</td>
<td>04/01/2018</td>
<td>Invoice</td>
<td>Open</td>
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<td></td>
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<td>531.25 USD</td>
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<tr>
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<td>32817801</td>
<td>04/01/2018</td>
<td>Invoice</td>
<td>Open</td>
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<td></td>
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<td>32817801</td>
<td>04/01/2018</td>
<td>Invoice</td>
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<tr>
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<td>001002</td>
<td>2</td>
<td>Voucher/Nonpay</td>
<td>32817801</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>
<td></td>
</tr>
</tbody>
</table>

**Select All** | **Deselect All**

**Add to Payment Cart** | **Add to Schedule Payment Cart**
## Invoice Information

**Business Unit:**

**Voucher ID:**

**Voucher Style:**

**Invoice No.:**

**Invoice Date:** 04/02/2018

**Accounting Date:** 04/02/2018

**Vendor ID:**

**Short Name:**

**Address:**

**Control Group:**

**Invoice Lines:** 3,400.00

**Currency:** USD

**Miscellaneous:**

**Freight:**

**Total:** 3,400.00

**Difference:**

**Copy From Source Document:**

**PO Unit:**

**PO Number:**

**Copy From:** None

**Invoice Lines:**

**Line:**

**Distribute By:**

**Ship To:**

**Description:**

**Unit Price:**

**Quantity:** 1.0000

**Line Amount:**

**PO Chart:**

**Copy Down:**

**Merchandise Amt:** 3,400.00

**Fund:** 1481

**Account:**

**Project:**

**Class:**

**Save**

**Notify**

**Refresh**

**Print Invoice**

**Session Defaults**

**Attachments:**

**Comments:**

**View Audit Log**

**Print Invoice**

**Copy PO**

**PO Unit:**

**PO Number:**

**Copy From:** None

**Invoice Lines:**

**Line:**

**Distribute By:**

**Ship To:**

**Description:**

**Unit Price:**

**Quantity:** 1.0000

**Line Amount:**

**PO Chart:**

**Copy Down:**

**Merchandise Amt:** 3,400.00

**Fund:** 1481

**Account:**

**Project:**

**Class:**

**Save**

**Notify**

**Refresh**

**Print Invoice**

**Copy PO**

**PO Unit:**

**PO Number:**

**Copy From:** None

**Invoice Lines:**

**Line:**

**Distribute By:**

**Ship To:**

**Description:**

**Unit Price:**

**Quantity:** 1.0000

**Line Amount:**

**PO Chart:**

**Copy Down:**

**Merchandise Amt:** 3,400.00

**Fund:** 1481

**Account:**

**Project:**

**Class:**

**Save**

**Notify**

**Refresh**

**Print Invoice**

**Copy PO**

**PO Unit:**

**PO Number:**

**Copy From:** None

**Invoice Lines:**

**Line:**

**Distribute By:**

**Ship To:**

**Description:**

**Unit Price:**

**Quantity:** 1.0000

**Line Amount:**

**PO Chart:**

**Copy Down:**

**Merchandise Amt:** 3,400.00

**Fund:** 1481

**Account:**

**Project:**

**Class:**

**Save**

**Notify**

**Refresh**

**Print Invoice**

**Copy PO**

**PO Unit:**

**PO Number:**

**Copy From:** None

**Invoice Lines:**

**Line:**

**Distribute By:**

**Ship To:**

**Description:**

**Unit Price:**

**Quantity:** 1.0000

**Line Amount:**

**PO Chart:**

**Copy Down:**

**Merchandise Amt:** 3,400.00

**Fund:** 1481

**Account:**

**Project:**

**Class:**

**Save**

**Notify**

**Refresh**

**Print Invoice**

**Copy PO**

**PO Unit:**

**PONumber:**

**Copy From:** None

**Invoice Lines:**

**Line:**

**Distribute By:**

**Ship To:**

**Description:**

**Unit Price:**

**Quantity:** 1.0000

**Line Amount:**

**PO Chart:**

**Copy Down:**

**Merchandise Amt:** 3,400.00

**Fund:** 1481

**Account:**

**Project:**

**Class:**

**Save**

**Notify**

**Refresh**

**Print Invoice**

**Copy PO**

**PO Unit:**

**PO Number:**

**Copy From:** None

**Invoice Lines:**

**Line:**

**Distribute By:**

**Ship To:**

**Description:**

**Unit Price:**

**Quantity:** 1.0000

**Line Amount:**

**PO Chart:**

**Copy Down:**

**Merchandise Amt:** 3,400.00

**Fund:** 1481

**Account:**

**Project:**

**Class:**

**Save**

**Notify**

**Refresh**

**Print Invoice**

**Copy PO**

**PO Unit:**

**PO Number:**

**Copy From:** None

**Invoice Lines:**

**Line:**

**Distribute By:**

**Ship To:**

**Description:**

**Unit Price:**

**Quantity:** 1.0000

**Line Amount:**

**PO Chart:**

**Copy Down:**

**Merchandise Amt:** 3,400.00

**Fund:** 1481

**Account:**

**Project:**

**Class:**

**Save**

**Notify**

**Refresh**

**Print Invoice**

**Copy PO**

**PO Unit:**

**PO Number:**

**Copy From:** None
Questions?

ebillpayment@scouting.org
Fixed Asset Module
Are you using this tool in PeopleSoft?
Fixed Asset Module
Are you using this tool in PeopleSoft?
Fixed Asset Module

Are you using this tool in PeopleSoft?

Michael.Creagh@scouting.org
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

April 10, 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