

PeopleSoft User Group

February 13, 2019



BOY SCOUTS OF AMERICA®

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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



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](#)

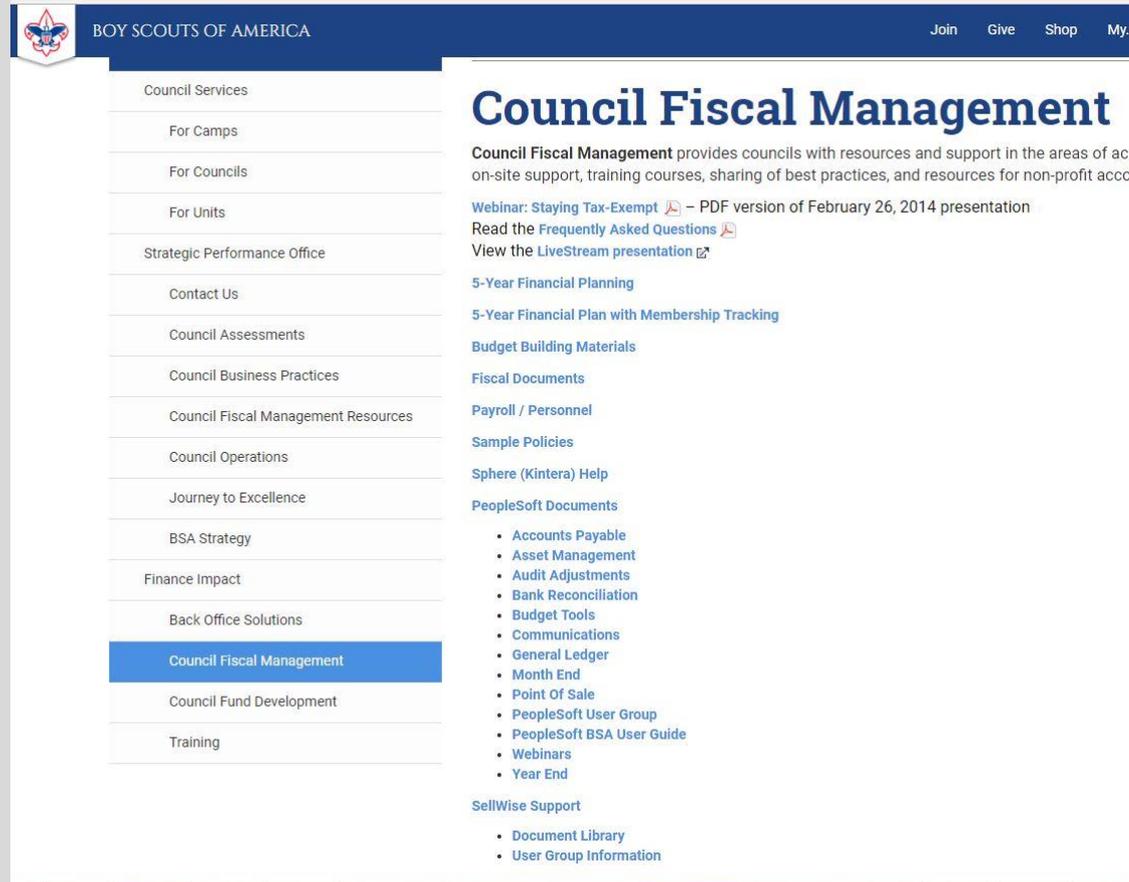


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Council Fiscal Management

<https://www.scouting.org/council-support/finance-impact/>



The screenshot shows the Boy Scouts of America website. The top navigation bar includes the BSA logo, the text "BOY SCOUTS OF AMERICA", and links for "Join", "Give", "Shop", and "MyS". A left sidebar menu lists various services, with "Council Fiscal Management" highlighted in blue. The main content area features the title "Council Fiscal Management" and a description: "Council Fiscal Management provides councils with resources and support in the areas of accounting, on-site support, training courses, sharing of best practices, and resources for non-profit accounting." Below this are several links: "Webinar: Staying Tax-Exempt" (with a PDF icon), "Read the Frequently Asked Questions" (with a PDF icon), and "View the LiveStream presentation" (with a LiveStream icon). A list of resources follows, including "5-Year Financial Planning", "5-Year Financial Plan with Membership Tracking", "Budget Building Materials", "Fiscal Documents", "Payroll / Personnel", "Sample Policies", "Sphere (Kintera) Help", and "PeopleSoft Documents". The "PeopleSoft Documents" list includes: Accounts Payable, Asset Management, Audit Adjustments, Bank Reconciliation, Budget Tools, Communications, General Ledger, Month End, Point Of Sale, PeopleSoft User Group, PeopleSoft BSA User Guide, Webinars, and Year End. At the bottom, "SellWise Support" includes "Document Library" and "User Group Information".

BOY SCOUTS OF AMERICA

Join Give Shop MyS

Council Services

- For Camps
- For Councils
- For Units

Strategic Performance Office

Contact Us

Council Assessments

Council Business Practices

Council Fiscal Management Resources

Council Operations

Journey to Excellence

BSA Strategy

Finance Impact

Back Office Solutions

Council Fiscal Management

Council Fund Development

Training

Council Fiscal Management

Council Fiscal Management provides councils with resources and support in the areas of accounting, on-site support, training courses, sharing of best practices, and resources for non-profit accounting.

[Webinar: Staying Tax-Exempt](#) – PDF version of February 26, 2014 presentation

[Read the Frequently Asked Questions](#)

[View the LiveStream presentation](#)

[5-Year Financial Planning](#)

[5-Year Financial Plan with Membership Tracking](#)

[Budget Building Materials](#)

[Fiscal Documents](#)

[Payroll / Personnel](#)

[Sample Policies](#)

[Sphere \(Kintera\) Help](#)

[PeopleSoft Documents](#)

- [Accounts Payable](#)
- [Asset Management](#)
- [Audit Adjustments](#)
- [Bank Reconciliation](#)
- [Budget Tools](#)
- [Communications](#)
- [General Ledger](#)
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- [PeopleSoft User Group](#)
- [PeopleSoft BSA User Guide](#)
- [Webinars](#)
- [Year End](#)

[SellWise Support](#)

- [Document Library](#)
- [User Group Information](#)



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Council Fiscal Management

<https://www.scouting.org/council-support/finance-impact/>

Home > Council Support > Financial Services > Council Financial Management > [Fiscal Documents](#)

Fiscal Documents

Fiscal Management Documents

- [Accountable Plan Template](#) 
- Audit—[Audit Committee Guidebook](#) 
- Audit—[Audit Committee Matrix—PowerPoint Presentation](#) 
- 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***
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Audit Guides posted

<http://www.scouting.org/Finance-Impact/Council-Fiscal-Management/Document-Library/>

Sample Notes to Financial Statements

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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 Scoutcraft, 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.



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Audit/Council Adjustments



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Ledger Close Request

Run Control ID: Ledger_CClose

[Report Manager](#)

[Process Monitor](#)

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: Undo

*Closing Type: Year End

Business Unit for Prompting: L

Closing Group: YEAR_END

[Rules to Execute](#)

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

L

Save

Notify

Refresh

+Add

Update/Display



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



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?

Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

Process List | **Server List**

View Process Request For

User ID Type Application Engine Last 12 Hours Refresh

Server Name GL_JRNL_IMP Instance to

Run Status No Success Distribution Status Save On Refresh

Process List Personalize | Find | View All | First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7586493		Application Engine	GL_JRNL_IMP	BACAMPBE	02/08/2019 8:01:23AM CST	No Success	Posted	Details
<input type="checkbox"/>	7586490		Application Engine	GL_JRNL_IMP	BACAMPBE	02/08/2019 7:59:18AM CST	No Success	Posted	Details
<input type="checkbox"/>	7586482		Application Engine	GL_JRNL_IMP	AALARCON	02/08/2019 7:55:53AM CST	No Success	Posted	Details
<input type="checkbox"/>	7586172		Application Engine	GL_JRNL_IMP	NPOUNGSO	02/08/2019 4:12:51AM CST	No Success	Posted	Details
<input type="checkbox"/>	7586167		Application Engine	GL_JRNL_IMP	NPOUNGSO	02/08/2019 4:10:20AM CST	No Success	Posted	Details

Select All Deselect All

Delete Request Cancel Request Hold Request Restart Request

Save Notify

Process List | [Server List](#)



What Went Wrong?

[Favorites](#) > [Main Menu](#) > [PeopleTools](#) > [Process Scheduler](#) > [Process Monitor](#)

[Process List](#) | [Server List](#)

View Process Request For

User ID Type Last 12 Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7588621		nVision Report	NVSRUN	JEMOORE	02/08/2019 12:57:40PM CST	Error	Posted	Details
<input type="checkbox"/>	7588595		nVision Report	NVSRUN	JEMOORE	02/08/2019 12:54:57PM CST	Error	Posted	Details
<input type="checkbox"/>	7588487		nVision Report	NVSRUN	NORDAVIS	02/08/2019 12:41:01PM CST	Error	Posted	Details
<input type="checkbox"/>	7588070		nVision Report	NVSRUN	DHAILEY	02/08/2019 11:31:24AM CST	Error	Posted	Details
<input type="checkbox"/>	7588046		nVision Report	NVSRUN	DHAILEY	02/08/2019 11:28:14AM CST	Error	Posted	Details
<input type="checkbox"/>	7587775		COBOL SQL	GLPPPST0	RCOURTRI	02/08/2019 11:00:24AM CST	Error	Posted	Details
<input type="checkbox"/>	7587765		COBOL SQL	GLPPPST0	RCOURTRI	02/08/2019 10:59:32AM CST	Error	Posted	Details
<input type="checkbox"/>	7587620		nVision Report	NVSRUN	ANAMUNIZ	02/08/2019 10:43:49AM CST	Error	Posted	Details
<input type="checkbox"/>	7586940		COBOL SQL	GLPCLOSE	CMEHILEN	02/08/2019 9:30:47AM CST	Error	Posted	Details
<input type="checkbox"/>	7586858		nVision Report	NVSRUN	GWENISCH	02/08/2019 9:20:09AM CST	Error	Posted	Details
<input type="checkbox"/>	7586644		nVision Report	NVSRUN	LSARTHER	02/08/2019 8:39:11AM CST	Error	Posted	Details



What Went Wrong?

[Favorites](#) | [Main Menu](#) > [PeopleTools](#) > [Process Scheduler](#) > [Process Monitor](#)

[Process List](#) | [Server List](#)

View Process Request For

User ID Type Last 12 Days

Server Name Instance to

Run Status Error Distribution Status Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7588621		nVision Report	NVSRUN	JEMOORE	02/08/2019 12:57:40PM CST	Error	Posted	Details
<input type="checkbox"/>	7588595		nVision Report	NVSRUN	JEMOORE	02/08/2019 12:54:57PM CST	Error	Posted	Details
<input type="checkbox"/>	7588487		nVision Report	NVSRUN	NORDAVIS	02/08/2019 12:41:01PM CST	Error	Posted	Details
<input type="checkbox"/>	7588070		nVision Report	NVSRUN	DHAILEY	02/08/2019 11:31:24AM CST	Error	Posted	Details
<input type="checkbox"/>	7588046		nVision Report	NVSRUN	DHAILEY	02/08/2019 11:28:14AM CST	Error	Posted	Details
<input type="checkbox"/>	7587775		COBOL SQL	GLPPPST0	RCOURTRI	02/08/2019 11:00:24AM CST	Error	Posted	Details
<input type="checkbox"/>	7587765		COBOL SQL	GLPPPST0	RCOURTRI	02/08/2019 10:59:32AM CST	Error	Posted	Details
<input type="checkbox"/>	7587620		nVision Report	NVSRUN	ANAMUNIZ	02/08/2019 10:43:49AM CST	Error	Posted	Details
<input type="checkbox"/>	7586940		COBOL SQL	GLPCLOSE	CMEHILEN	02/08/2019 9:30:47AM CST	Error	Posted	Details
<input type="checkbox"/>	7586858		nVision Report	NVSRUN	GWENISCH	02/08/2019 9:20:09AM CST	Error	Posted	Details
<input type="checkbox"/>	7586644		nVision Report	NVSRUN	LSARTHER	02/08/2019 8:39:11AM CST	Error	Posted	Details



What Went Wrong?

Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

Process Detail

Process

Instance	7586493	Type	Application Engine
Name	GL_JRNL_IMP	Description	Flat File Journal Import
Run Status	No Success	Distribution Status	Posted

Run | **Update Process**

Run Control ID	Upload_Sellwise	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSNT1	<input type="radio"/> Cancel Request
Recurrence		<input checked="" type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time | **Actions**

Request Created On	02/08/2019 8:01:25AM CST	Parameters	Transfer
Run Anytime After	02/08/2019 8:01:23AM CST	Message Log	View Locks
Began Process At	02/08/2019 8:01:40AM CST	Batch Timings	
Ended Process At	02/08/2019 8:01:55AM CST	View Log/Trace	

OK Cancel



What Went Wrong?

Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

Message Log

Process

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

Personalize | Find | View All | First 1-6 of 6 Last

Severity	Log Time	Message Text	Explain
10	7:03:27AM	Journal Import processing has started.	<input type="button" value="Explain"/>
	7:03:29AM	Process failed - all work rolled back. See log file for error details. (5825,102)	<input type="button" value="Explain"/>
	7:03:29AM	Process 7580291 ABENDED at Step GL_JRNL_IMP.PROCESS.LogError (PeopleCode) -- RC = 4	<input type="button" value="Explain"/>
50	7:03:29AM	7580291 GL_JRNL_IMP PROCESS LogError PeopleCode 4	<input type="button" value="Explain"/>
	7:03:43AM	Published message with ID cbcc8d57-2ad8-11e9-82e1-cdc5ccb5af6d to create entry in folder GENERAL.	<input type="button" value="Explain"/>
	7:03:43AM	Successfully posted generated files to the report repository.	<input type="button" value="Explain"/>



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 M617.
```

```
07.03.28 Process failed - all work rolled back. See log file for error details.
```



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What Went Wrong?

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

Create/Update Journal Entries

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = [] []

Journal ID: begins with []

Journal Date: between 02/05/2019 and 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 | Clear | Basic Search | Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Ch Status
[]	0004726176	02/05/2019	0	(blank)	[]	Errors	Valid



What Went Wrong?

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

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

Unit: [Redacted] Journal ID: 0004726176 Date: 02/05/2019 Errors Only
Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process: Edit Journal Process Line: 100

Select	Line	Error	*Unit	Fund	Project	Class	*Ledger	Account	Debit Amount	Credit Amount	Referen
<input type="checkbox"/>	86		L [Redacted]	1	000	00	ACTUALS	2341	49.22		029
<input type="checkbox"/>	87		L [Redacted]	1	000	00	ACTUALS	2341	20.97		029
<input type="checkbox"/>	88		L [Redacted]	1	000	00	ACTUALS	2341	52.50		029
<input type="checkbox"/>	89		L [Redacted]	1	051	00	ACTUALS	2371		25.00	029
<input type="checkbox"/>	90		L [Redacted]	1	051	00	ACTUALS	2371		25.00	029
<input type="checkbox"/>	91	X	L [Redacted]	1	064	00	ACTUALS	4501		33.00	029
<input type="checkbox"/>	92		L [Redacted]	1	017	90	ACTUALS	6301		2,928.42	000
<input type="checkbox"/>	93		L [Redacted]	1	017	90	ACTUALS	6301		55.98	000
<input type="checkbox"/>	94		L [Redacted]	1	950	20	ACTUALS	6801		40.00	029
<input type="checkbox"/>	95		L [Redacted]	1	801	70	ACTUALS	8106	17.59		029
<input type="checkbox"/>	96		L [Redacted]	1	950	99	ACTUALS	8301	49.18		029



What Went Wrong?

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

Header Lines Totals Errors Approval

Unit: [redacted] Journal ID: 0004726176 Date: 02/05/2019

Header Errors

Personalize | Find | [grid icon] | First 1 of 1 Last

Unit	Field Name	Field Long Name	Set	Msg	Message Text
[redacted]	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

Line Errors

Personalize | Find | [grid icon] | First 1 of 1 Last

Line #	Field Name	Field Long Name	Set	Msg	Message Text
91	ACCOUNT	Account	9600	31	Combo error for fields Account/Class in group ACCTCLASS2.



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What Went Wrong?

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

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

Unit: [redacted] Journal ID: 0004149470 Date: 03/06/2018 Errors Only

[Template List](#) [Search Criteria](#) [Change Values](#) [View Audit Logs](#)

Inter/IntraUnit *Process: Edit Journal Process Line: 10

Select	Line▲	*Unit	Fund▼	Project	Class	*Ledger	Account▲	Debit Amount	Credit Amount	Reference
<input type="checkbox"/>	1	[redacted]	1	103	00	ACTUALS	2306	345.00		
<input type="checkbox"/>	2	[redacted]	1	907	20	ACTUALS	6801			

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status
[redacted]	2	345.00	0.00	E

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

Header | Lines | Totals | Errors | Approval



Journey to Excellence Submission

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

GL Period Balances

Run Control ID: JTE [Report Manager](#) [Process Monitor](#) **4** Run

Language: English

Report Request Parameters

Business Unit:

Fiscal Year **1** Period **2**

3



Vendor Query Revision

LC_VENDOR_SUMMARY_W_ADDRESS



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Vendor Query Revision

LC_VENDOR_SUMMARY_W_ADDRESS

A list of vendors
In a given calendar period
The total paid
With address



Vendor Query Revision

LC_VENDOR_SUMMARY_W_ADDRESS

LC_VENDOR_SUMMARY_W_ADDRESS - Vendor Check Counts and Totals

Business Unit:

From Payment Date:

To Payment Date:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1134 kb)

[View All](#) First 1-100 of 1991 Last

	Council	Total Paid	Vendor Name	Address 1	Address 2	City	St	Postal	Vendor ID	Check Count
1	L 100	730.000	SPRINGFIELD BROS	305 MADISON STREET		SPRINGFIELD BORO	IL	62859	0000001834	1
2	L 100	16421.320	THE MORGAN COMPANY	c/o Morgan Mashea	1405 N. Green Mt. Rd	CHICAGO	IL	62269	100833	1
3	L 100	90.000	THE MORGAN COMPANY	ATTN: LIBRARY BOSCHEN	3600 AVE DE PARIS	SPRINGFIELD	MO	63034	100591	1
4	L 100	399.330	SPRINGFIELD	101 MADISON STREET	PO BOX 320	CHICAGO	WI	54901	0000002229	1
5	L 100	9876.020	SPRINGFIELD BROS	P.O. Box 100		SPRINGFIELD	PA	15330-0365	001711	3
6	L 100	130.000	SPRINGFIELD BROS	583 MADISON TON		SPRINGFIELD	MO	63109	0000000498	2
7	L 100	2057.380	SPRINGFIELD	PO Box 100	22 A-B EMBLEM DRIVE	WYOMINGVILLE	NC	28787	0000001690	5

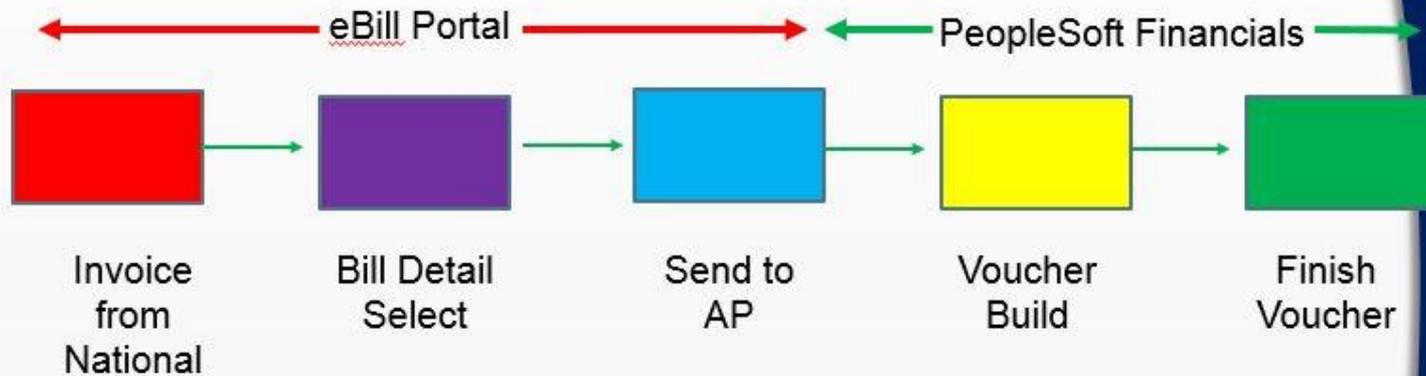
eBILL Pay Function for Accounts Payable



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eBILL to Voucher Workflow



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ORACLE

Favorites Main Menu

Search Menu:

Top Menu

- Administration
- Utilities
- eBill Payment**
- Order Management
- Receivables
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Usage Monitoring
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- My Feeds
- JMX Users
- Log Viewer

The menu get started

Highlights

Recently under the the top le

Breadcru navigation to the cor

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

Menu Search located under the



Balance Detail

Personal Path Description

If the item you are looking for does not appear in the list below, use [Item Search](#).

Click on Item ID to see item detail information.

Select	Item ID	Line	Voucher Status	Customer ID	Invoice Date	Type	Status	Deduction Flag	In Dispute	In Collection	Due Date	Item Balance	Currency
<input type="checkbox"/>	/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



Bills

Bill Summary

Invoice Number: IN735800003275508

Bill Summary

Invoice Date	Due Date	Current Balance
01/15/2019	02/15/2019	<u>3,111.33</u> USD
Subtotal:		3,111.33
Total Discounts:		0.00
Total Surcharges:		0.00
Net Extended Amount:		3,111.33
Total VAT Amount:		0.00
Total Sales/Use Tax:		0.00
Total Invoice Amount:		3,111.33

Have a question about this bill? Call

Bill Details

Personalize |  

Line	Description	Quantity	UOM	Unit Price	Disc / Surch	Tax Amount	Total Amount
1	CAP LION NAVY SM/MD	24.00	EA	6.69	<u>0.00</u>	<u>0.00</u>	160.56
2	CAP LION NAVY MD/LG	24.00	EA	6.69	<u>0.00</u>	<u>0.00</u>	160.56
3	Emb Asst Scoutmaster	48.00	EA	1.59	<u>0.00</u>	<u>0.00</u>	76.32
4	Emb Merit Astronomy	12.00	EA	2.19	<u>0.00</u>	<u>0.00</u>	26.28
5	Emb Merit Climbing	12.00	EA	2.19	<u>0.00</u>	<u>0.00</u>	26.28
6	Emb Merit Space Exploration	12.00	EA	2.19	<u>0.00</u>	<u>0.00</u>	26.28
7	Trousers BS Clssc Cnvs 38	18.00	EA	24.69	<u>0.00</u>	<u>0.00</u>	444.42
8	Trousers BS Clssc Cnvs 40	3.00	EA	25.99	<u>0.00</u>	<u>0.00</u>	77.97
9	Emb Merit Dodge Scoop	24.00	EA	2.24	<u>0.00</u>	<u>0.00</u>	53.76



Search Menu:

- BSA
- Vendors
- eProcurement
- Accounts Payable
- Asset Management
- Banking
- General Ledger
- Allocations
- Set Up Financials/Supply C
- Enterprise Components
- Tree Manager
- Reporting Tools
- PeopleTools
- Tax Center
- My Personalizations
- My System Profile
- My Dictionary

- Vouchers
- Control Groups
- Payments
- Batch Processes
- Review Accounts Payable
- Reports
- Accounts Payable Center

- Vouchers
- Payment
- Extracts and Loads

- Voucher Build
- Voucher Posting
- AP CFO Portal Job
- Voucher On-Demand Process



Voucher Build | Process Messages | Build Errors

Run Control ID: VOUCHER_BUILD

[Report Manager](#)

[Process Monitor](#)

Run

Process Instance:6646580

Run Control Options

*Request ID:
Description:
From Date: Assign Invoice ID
To Date: Assign Invoice Date
*Process Option: Business Unit
*Voucher Sources: All (Unrestricted)

Selection Parameters

Personalize | Find | First 1 of 1 Last

Business Unit		
<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Interfaces

Personalize | Find | First 1 of 1 Last

*Voucher Build Interfaces	*Contract Voucher Action	Publish Voucher Messages		
All Interfaces	Build Voucher	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save | Notify | Refresh

Add | Update/Display

Voucher Build | [Process Messages](#) | [Build Errors](#)



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

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

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

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

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

Difference: 0.00
 Calculate

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

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

Calculate
 Distribution Lines Personalize | Find | View All | First | 1 of 1 | Last
 GL Chart

Copy Down	Line	Merchandise Amt	Fund	Account	Project	Class
	1	3,400.00	1	1401	000	00

Save Return to Search Notify Refresh Add Update/Display

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



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Questions?

ebillpayment@scouting.org

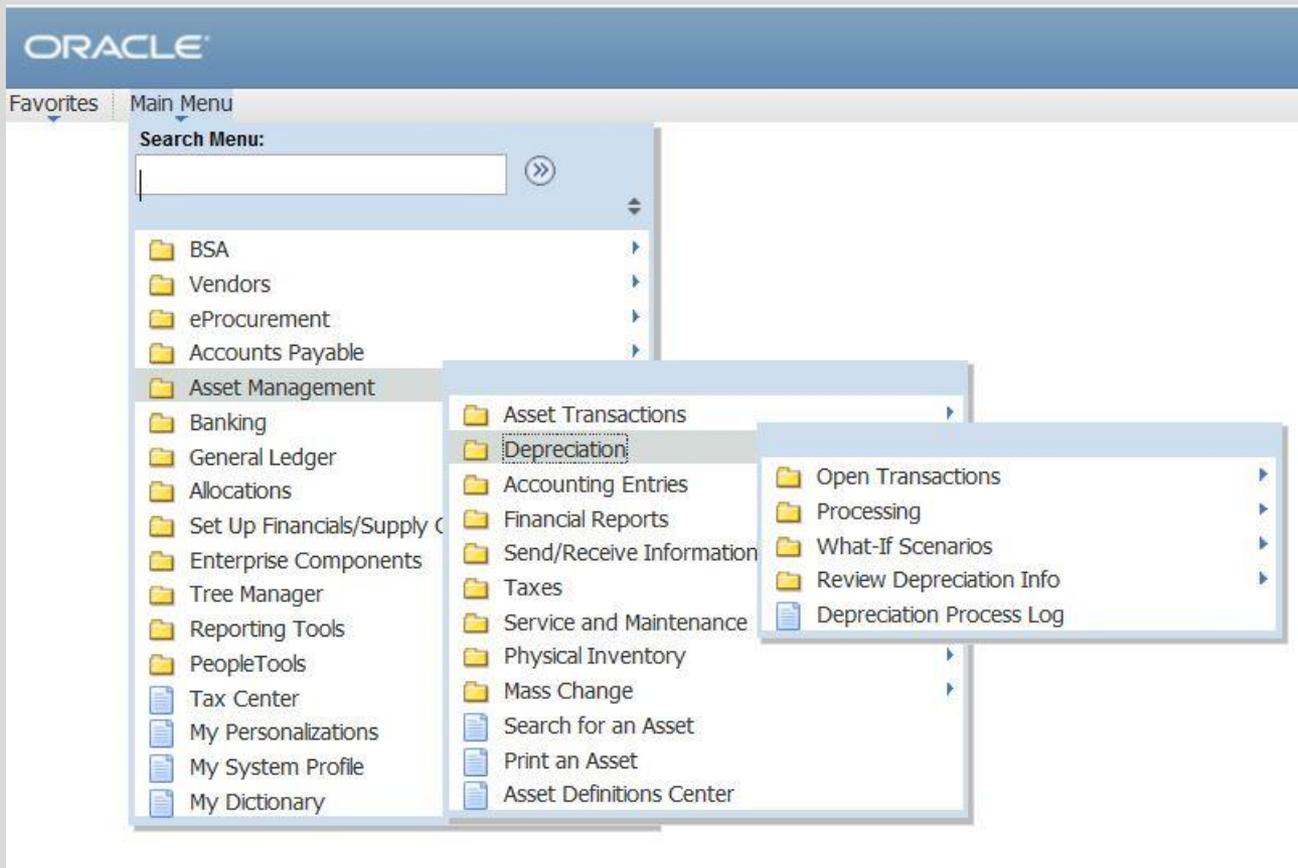


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Fixed Asset Module

Are you using this tool in PeopleSoft?



Fixed Asset Module

Are you using this tool in PeopleSoft?

Report ID: AMDP2100 NET BOOK VALUE DETAIL
Bus. Unit: ██████████ Area
Book: ACTUALS -- Asset Book
Acct : 1807 -- Land Impr-Camp
As of Year 2017 Period 12

Pund	Project	Clas	Categ	Asset Id	Description	Type	Cost Balance	Current Depr	YTD Depr
2	410	25	LNDIC	200044	ROAD PAVING		11,122.15	46.30	556.15
2	410	25	LNDIC	200046	WATER TRMT PUMPS/FILTR		58,610.00	122.06	1,465.27
2	410	25	LNDIC	200047	PUMP BOXES		1,826.76	0.00	0.00
2	410	25	LNDIC	200049	SHUTOFF VALVES		1,600.00	0.00	26.68
2	410	25	LNDIC	200050	SEPTIC TANK		5,250.00	21.91	262.48
2	410	25	LNDIC	200051	PARKING LOT EXPANSION		8,310.00	34.66	415.48
2	410	25	LNDIC						



Fixed Asset Module

Are you using this tool in PeopleSoft?

Unit: Asset ID: 200046 WATER TRMT PUMPS/FLTRS Status:

Book

Book Name: ACTUALS Asset Book

Get Period Depreciation

Expense Accum

Period Depreciation

Year	Period	Trans Type	Depreciation Amount	Fund	Dept	Class	P
2018	1	DPR	122.11	2		25	
2018	2	DPR	122.11	2		25	
2018	3	DPR	122.11	2		25	
2018	4	DPR	122.11	2		25	
2018	5	DPR	122.11	2		25	
2018	6	DPR	122.11	2		25	
2018	7	DPR	122.11	2		25	
2018	8	DPR	122.11	2		25	

Michael.Creagh@scouting.org



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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

April 10, 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



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

