PeopleSoft User Group

June 12, 2019

User Group Agenda

- IOI Pay Seasonal employees
- eBILL Pay Function for Accounts Payable
- FOS Provision for Uncollectable
- Function Expense Time Study
- SE Security Review
- PII and PCI security issues
- Audit, IRS 990 Submission to National
- Journey to Excellence / Month End Close

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IOI Seasonal employees

Two Job-codes are available in IOI

8001 – Exempt – salary

8002 – Non-exempt – hourly

Secondary status – Temporary (No authorization code required)

IOI Seasonal employees

Two job-codes for seasonal / temporary staff
Exempt employee

Code: 8001 – Please use for exempt seasonal employees
Job Code Title: LC Seasonal – Exempt
Employee Class: S
FLSA Code – Exempt
Pay Type - Salary

IOI Seasonal employees

Two job-codes for seasonal / temporary staff
Nonexempt employee

Code: 8002 – Please use for nonexempt seasonal employees
Job Code Title: LC Seasonal – nonexempt
Employee Class: S
FLSA Code – Non-exempt
Pay Type - Hourly

IOI Seasonal employees

Contact IOI Pay at: (888) 697-0021 for data entering questions

Contact BSA HR at:
officeof.humanresourcesadministration@scouting.org

eBILL Pay Function
for Accounts Payable

BOY SCOUTS OF AMERICA
STATEMENT

PO BOX 910505
DALLAS, TX 75391-0505

STATEMENT

1 of 1

Patriots' Path Council 8158
1 Saddle Road
Cedar Knolls , NJ , 07927
USA

Statement Number: 428
Statement Date: 2018-04-25
Account Number: 32817801

Due Date	Item ID	Disputed	Sales Order #	Amount Due	Acctg Date	PO Reference
Account: 32817801						
2018-04-05	8DN00502			1,783.00	2018-04-05	
2018-04-05	8GA00502			83.94	2018-04-05	
2018-04-05	8LT00502			951.02	2018-04-05	
2018-04-05	8MM00502			19,291.02	2018-04-05	
2018-04-05	8PI00502			1,706.32	2018-04-05	
2018-04-05	8RT00502			11,352.64	2018-04-05	
2018-04-05	8SE00502			170.04	2018-04-05	
2018-04-05	358VI00502			404.04	2018-04-05	

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Questions?

ebillpayment@scouting.org

FOS Provision for Uncollectable Pledges

FOS Provision for Uncollectable Pledges

In ScoutNet the FR software would calculate and give you projected amount for uncollectable based on information placed into the campaign setup.

In Blackbaud this process does not exist. You have to manually calculate and post this each month.

The actual percent of the pledges and donations raised to hold in provision is a management decision and will vary for each council. History is the best indicator to make that determination.

FOS Provision for Uncollectable Pledges

			Boy Scouts of America

Detailed Comparative Statement of Budgeted Operations

Period Ending: May 31, 2018

Operating Fund - Unrestricted			Current Period			Year to Date			Current Year
Account	Project	Project Name / Account Name	Budget	Actual	Last Year	Budget	Actual	Last Year	Budget
	038	Six County Fund	-	-	-	-	-	295	-
	988	Friends of Scouting	19,625	21,722	21,418	64,925	126,018	117,596	219,300
4001		**Contributions-FOS**	**19,625**	**21,722**	**21,418**	**64,925**	**126,018**	**117,891**	**219,300**
	038	Six County Fund	-	-	-	-	-	2,498	-
	988	Friends of Scouting	-	-	-	22,000	29,506	42,519	22,000
3605		**Reclass-Friends of Scouting**	**-**	**-**	**-**	**22,000**	**29,506**	**45,017**	**22,000**
	038	Six County Fund	-	-	-	-	-	(30)	-
	988	Friends of Scouting	(1,000)	(957)	(977)	(17,000)	(4,421)	(10,565)	(19,200)
4069		**Provision for Uncollectable-FOS**	**(1,000)**	**(957)**	**(977)**	**(17,000)**	**(4,421)**	**(10,594)**	**(19,200)**
Total Friends of Scouting			**18,625**	**20,765**	**20,441**	**69,925**	**151,103**	**152,314**	**222,100**
	025	Staff Planning Conference	-	-	-	-	-	2,196	-

Functional Expense Time Study

Functional Expense Time Study
Page 5-8 5-11

Class Codes used for Functional Expense Reporting

- **20 - Program**
- **21 - Program**
- **25 - Program**
- **50 - Management**
- **70 - Fundraising**
- **99 - Unallocated**

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Functional Expense Time Study
Page 5-8 5-11

Total support and revenue	2,326,670	2,135,001	131,578	172,026	454,609	95,582	2,912,857	2,402,609
Expenses:								
Program services	2,104,917	1,931,034	116,722	102,662	24,538	21,613	2,246,178	2,055,309
Support services:								
Fundraising	101,227	89,966	3,406	1,532	44,194	43,904	148,827	135,403
Management and general	92,165	83,516	2,555	1,149	1,712	1,508	96,431	86,173
Total support services	193,392	173,482	5,961	2,682	45,906	45,412	245,258	221,576
Total expenses	2,298,309	2,104,517	122,683	105,343	70,444	67,025	2,491,436	2,276,885
Charter and national service fee	26,498	27,327	0	0	0	0	26,498	27,327
Total expenses	**2,324,807**	**2,131,843**	**122,683**	**105,343**	**70,444**	**67,025**	**2,517,935**	**2,304,211**

Boy Scouts of America

Statement of Functional Expenses
Allocated by Function
Period Ending: December 31, 2017

Funds 1-3

| Expenses | Program Services | ------- Support Services ------------ | | | Total Expenses | |
		Management & General	Fundraising	Total Support Services	2017	2016
Employee Compensation						
Salaries	892,905	44,996	59,994	104,990	997,895	937,789
Employee Benefits	94,589	6,591	8,788	15,379	109,968	102,805
Payroll Taxes	80,847	3,551	4,734	8,285	89,132	82,565
Employee Related Expenses	4,760	301	401	702	5,463	1,040
Total Employee Compensation	1,073,102	55,438	73,918	129,356	1,202,458	1,124,199
Other Expenses						
Professional Fees	63,594	22,100	5,231	27,331	90,925	84,943
Supplies	290,641	748	1,818	2,566	293,207	290,286
Telephone	21,314	1,099	1,465	2,564	23,878	22,828
Postage and Shipping	9,207	586	1,388	1,974	11,181	12,770
Occupancy	191,300	3,639	4,852	8,490	199,791	190,495
Rental and Maintenance of Equipment	48,052	1,965	2,620	4,585	52,638	55,213
Publications and Media	27,685	264	4,965	5,229	32,913	34,563
Travel	108,546	3,207	4,522	7,729	116,275	103,343
Local Conferences and Meetings	131,676	783	1,044	1,827	133,503	19,359
Specific Assistance to Individuals	54,746	16	22	38	54,784	91,211
Recognition and Awards	23,277	401	36,952	37,353	60,630	56,921
Interest Expense	1,474	103	137	240	1,713	406
Insurance	62,298	2,844	3,792	6,636	68,933	63,583
Other Expenses	44,383	2,207	4,727	6,935	51,318	31,659
Total Other Expenses	1,078,193	39,962	73,535	113,497	1,191,690	1,057,580
Expenses Before Depreciation	2,151,295	95,400	147,452	242,853	2,394,148	2,181,779
Depreciation Expense	94,883	1,031	1,375	2,405	97,288	95,105
Total Functional Expenses	2,246,178	96,431	148,827	245,258	2,491,436	2,276,885
% of Total Expenses by Function *	90.16%	3.87%	5.97%	9.84%	100.00%	
Time Study Percentages	86.00	6.00	8.00			

* Percentage figures after combining allocated and unallocated expenses

--- **End of Report** ---

Unallocated | **Allocated** | ⊕

Functional Expense Time Study

Functional Expense Time Study

Functional Expense Time Study

Functional Expense Time Study

Employee Time Study

Use this worksheet to allocate a council employee's time to the categories listed. See the guidelines on the next page. Also see the *Local Council Accounting Manual* for more information on time analysis.

Employee _____

Instructions

- This time study covers the two-week period indicated below.
- Use the definitions on the next page as guidelines.
- Exclude absences due to illness, holidays, vacations, etc.
- Report time in each category to the nearest half-hour.
- Total the hours across by day and down by column heading.

Day	Date	Program	Management	Fundraising	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Totals					

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PeopleSoft User Council Security Review
Audit Period 1

The Scout Executive's Role

PeopleSoft User Security

PeopleSoft User Security

PeopleSoft User Security

PeopleSoft User Security

PeopleSoft User Security

PeopleSoft User Security

Personally Identifiable Information & Payment Card Industry Security

PII and PCI Security

PII and PCI Security

Corporate Payment
Card Industry
(PCI) Policy

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PII and PCI Security

Corporate Payment Card Industry (PCI) Policy

September 22, 201?

Unacceptable E-mail and Communications Activities

- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, forging, misrepresenting, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Use of unsolicited email originating from within the BSA's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the BSA or connected via the BSA's network.

Emailing card Holder Data
(cross ref. PCI DSS 4.2)

Never request or send unencrypted PANs (Primary Account Number) by end-user messaging technologies (for example, e-mail, instant messaging, chat, etc.). Ensure that strong cryptography is used whenever cardholder data is sent via end-user messaging technologies.

Enforcement

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BSA Secure Email

"BSA-Secure-Email-Activate"

Sample test secure email

To   Michael Creagh

Retention Policy   3 Year Delete (3 years)   Expires 6/7/2020

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

📧 Message   🌐 message.html (133 KB)

You've received an encrypted message from **Michael.Creagh@scouting.org**
To view your message
Save and open the attachment (message.html), and follow the instructions.
Sign in using the following email address: **Michael.Creagh@scouting.org**

This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

🔒 Message encryption by Microsoft Office 365

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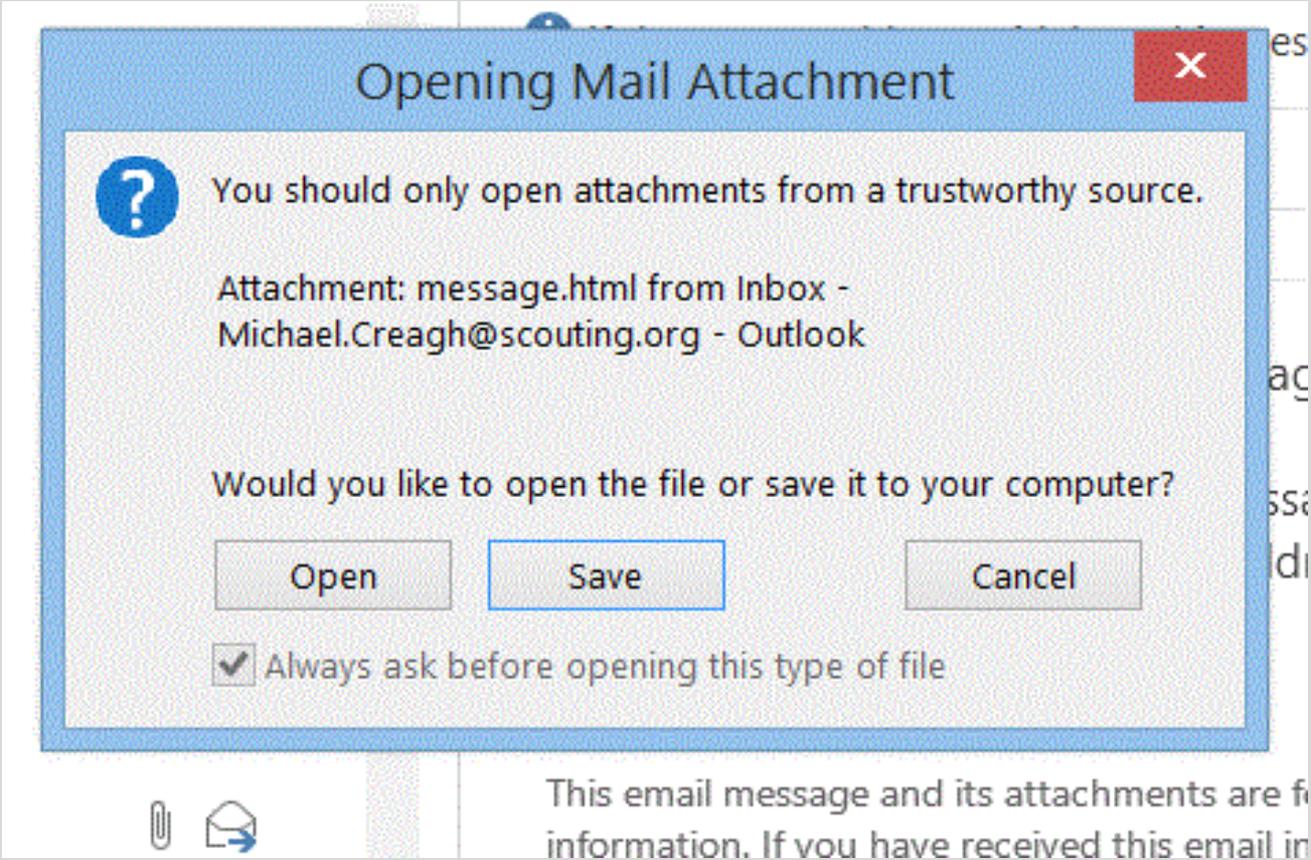
Encrypted message

From
Michael.Creagh@scouting.org

To
Michael.Creagh@scouting.org

To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.

→ Sign in

→ Use a one-time passcode

🔒 Message encryption by Microsoft Office 365

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Which account would you like to sign in with to view your encrypted message?

Microsoft account
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

Work or school account
Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't want to sign in? Use a one-time passcode to view the message.

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Enter password

Enter the password for Michael.Creagh@scouting.org

●●●●●●●●

☐ Keep me signed in

Sign in

Forgot my password

Terms of Use   Privacy & Cookies

Microsoft

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Audit Support
and Due Dates

Prior to July 31, 2019
audits.990@scouting.org

Council Fiscal Management

Council Fiscal Management

Page Fifteen

statements must be presented to the local council's executive board and accepted before being sent to the National Council.

There are several items that are due to the National Council by July 31, 2019:

- One copy of the audited financial statements
- One copy of the Communicating Internal Control Related Matters Identified in an Audit letter (AU-C Section 265 **previously termed an SAS 115/management letter)**
- One copy of the management letter response addressing all advisory comments
- One copy of IRS Form 990 (by July 31 or upon timely filing)

To reduce costs and help support the BSA Sustainability Project, all the above documents can be submitted to the National Council at: audits.990@scouting.org

Sections of this Guide marked with ✔ **indicate requirements for "BSA-compliant" audited financial statements. Note: Another document available to help the council achieve compliance is *the Local Council Audit Self-Review Form*. A copy of the Self-Review Form can be found on the Finance Impact website at www.scouting.org/financeimpact. See the link for Fiscal Documents under the Council Financial Management tab.**

We strive for all local councils to have BSA-compliant audited financial statements. In the spirit of continuous improvement, noncompliant statements become the focus of area and regional leadership.

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Audit/Council Adjustments

Audit/Council Adjustments

1. Adjustments after Year End Close

2. Undo the Year End Close (User Guide Section 7.5.3.1) – Page 7-8

Ledger Close Request

Run Control ID: Request

Report Manager   Process Monitor   **3** 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: L114 🔍

Closing Group: YEAR_END 🔍   Rules to Execute

Fiscal Year: 2016   **Ledger Group:** ACTUALS 🔍   **Ledger:** ACTUALS 🔍

Closing Date Option

● BU Process Date   ○ As of Date   **Specify:** 12/31/2016 📅

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

L114 🔍   ➕ ➖

2 💾 Save   📧 Notify   🔄 Refresh   ➕ Add   ✏️ Update/Display

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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

JTE Pull Dates

"If a user enters data into PeopleSoft and transmits on 7th, 15th, and 27th of month, the data will be included in the dashboard update on those days."

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

Future Scheduled Webinar

August 21, 2019

10:00AM & 2:00PM

Central

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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

Member Care Contact Center

- 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