

PeopleSoft User Group

June 12, 2019



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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



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



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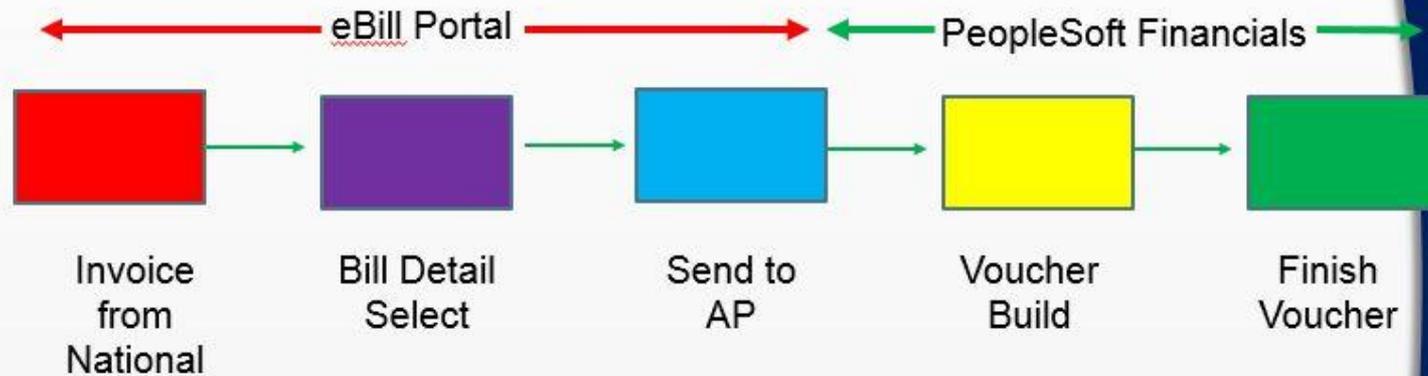
eBILL Pay Function for Accounts Payable



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eBILL to Voucher Workflow



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ORACLE

Favorites Main Menu

Search Menu:

Top Menu

- Administration
- Utilities
- eBill Payment**
- 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

Highlights

Recently the Favor

Breadcru navigation contents

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

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





BOY SCOUTS OF AMERICA STATEMENT

PO BOX 910505
DALLAS, TX 75391-0505

STATEMENT

1 of 1

Patrons' Path Council #158
1 Saddle Creek
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	



Questions?

ebillpayment@scouting.org



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FOS Provision for Uncollectable Pledges



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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

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



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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**



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



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

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

Header | Lines | Totals | Errors | Approval

Unit: LIFE Journal ID: NEXT Date: 01/01/2018

Long Description: Enter 2018 Time Study

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

Ledger: Fiscal Year: 2018

*Source: GJ Period: 1

Reference Number: ADB Date: 01/01/2018

Journal Class: Auto Generate Lines

Transaction Code: GENERAL Save Journal Incomplete Status

SJE Type: Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval



Functional Expense Time Study

[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

[Header](#) | **[Lines](#)** | [Totals](#) | [Errors](#) | [Approval](#)

Unit: LFI **Journal ID:** NEXT **Date:** 01/01/2018
[Template List](#) [Change Values](#)

[Inter/IntraUnit](#) ***Process:** Edit Journal [Process](#)

Lines

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

Lines to add: [+](#) [-](#) [📄](#)

Totals [Personalize](#)

Unit	Total Lines	Total Debits
LFI	1	0.00

[Save](#) [Notify](#) [Refresh](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)



Functional Expense Time Study

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	Event
<input type="checkbox"/>	Permission	LOCAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
<input type="checkbox"/>	All	LOCAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<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	Ledger
<input type="checkbox"/>		Permission	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		All	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		All	TIMESTUDY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

OK Cancel Refresh



Functional Expense Time Study

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

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

Unit: L312 Journal ID: NEXT Date: 01/01/2018

[Template List](#)

[Change Values](#)

Inter/IntraUnit *Process: Edit Journal **5** Process

Select	Line	*Unit	*Ledger	Account	Stat Amt	Journal Line Description
<input type="checkbox"/>	1	L312	ACTUALS 1	PROG	90.00	Program Time Study Percentage
<input type="checkbox"/>	2	L312	ACTUALS 2	MNGMT	5.00	Management Time Study Percent
<input type="checkbox"/>	3	L312	ACTUALS 3	FUNDR	5.00	Fundraising Time Study Percent

Must equal 100%

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status
L312	3	0.00	0.00	N

4 Save | Notify | Refresh

Add | Update/Display

Header | Lines | Totals | Errors | Approval



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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					



PeopleSoft User Council Security Review Audit Period 1

The Scout Executive's Role



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PeopleSoft User Security

The screenshot displays the Oracle PeopleSoft user interface. At the top left, the 'ORACLE' logo is visible. Below it, there are tabs for 'Favorites' and 'Main Menu'. A 'Personalize' button is located on the left side. The 'Main Menu' is expanded, showing a 'Search Menu' field with a search icon. Below the search field, a list of folders is displayed: BSA, Vendors, eProcurement, Accounts Payable, Asset Management, Banking, and General Ledger. The 'Security' folder is highlighted, and its sub-items are shown: ARN Reports, Accounts Payable, General Ledger, Security, and Local Council Updates. The 'Security' sub-item is further expanded, showing a document icon and the text 'Council Security Review'.



PeopleSoft User Security

Favorites | Main Menu > BSA > Security > Council Security Review

Security Review

Business Unit: L... | [Create Report](#)

Information/Instructions

Please review the list of security roles for the users listed below by clicking on each name. To remove a security role, uncheck the box next to the role. An email will automatically be sent to the Member Care Contact Center for processing. Once you have completed the user role security review, please check the "Certify" box then click on the "submit as reviewed" button below. You will receive an email notification confirming the completion of the audit review. If any other changes are required, please complete a new Local Council PeopleSoft Security Request form and submit it to the Member Care Contact Center. (22001,1).

Audit Details

Audit Year: 2018 **Audit Period:** 1 **Review Dates:** 01/01/2018 thru: 06/30/2018
Review Deadline: 06/30/2018 **Review Status:** **Incomplete**

Council Users [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

User	Name	Type	Last Reviewed	Change Needed
Kirk, Kevin	Kirk, Kevin			<input type="checkbox"/>
McCarthy, Kevin	McCarthy, Kevin			<input type="checkbox"/>

[Role Add/Change Form](#)

Certify

By clicking this box, I certify that I have reviewed the list of users for this review period. I also certify that the selected users have permission to access the financial records for L... Council (22001,2).



PeopleSoft User Security

[Favorites](#) | [Main Menu](#) > [BSA](#) > [Security](#) > [Council Security Review](#)

[Security Review](#)

Business Unit: LTRU [Member Care](#) [Create Report](#)

Information/Instructions

Please review the list of security roles for the users listed below by clicking on each name. To remove a security role, uncheck the box next to the role. An email will automatically be sent to the Member Care Contact Center for processing. Once you have completed the user role security review, please check the "Certify" box then click on the "submit as reviewed" button below. You will receive an email notification confirming the completion of the audit review. If any other changes are required, please complete a new Local Council PeopleSoft Security Request form and submit it to the Member Care Contact Center. (22001,1).

Audit Details

Audit Year: 2017 **Audit Period:** 1 **Review Dates:** 01/01/2017 thru: 06/30/2017
Review Deadline: 06/30/2017 **Review Status:** Incomplete

Council Users [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-32 of 32 | [Last](#)

User	Name	Type	Last Reviewed	Change Needed
EMPLOYEE	Employee Address			<input type="checkbox"/>
LEGATION	Individual Account	Jitasa Emp		<input type="checkbox"/>
MANAGER	HR Assistant	Jitasa Emp		<input type="checkbox"/>
MEMBER	Event Manager	Jitasa Emp		<input type="checkbox"/>
MEMBER	Executive Admin	Jitasa Emp		<input type="checkbox"/>
MEMBER	Event Manager	Jitasa Emp		<input type="checkbox"/>
MEMBER	Event Manager	Jitasa Emp		<input type="checkbox"/>
MEMBER	Event Manager	Jitasa Emp		<input type="checkbox"/>
MEMBER	Event Manager	Jitasa Emp		<input type="checkbox"/>



PeopleSoft User Security

Favorites | Main Menu > BSA > Security > Council Security Review

User Audit Detail

User ID: JESSHI

User Roles	
Valid	Role Name
<input checked="" type="checkbox"/>	BSA LC AM Manager
<input checked="" type="checkbox"/>	BSA LC AM Staff
<input checked="" type="checkbox"/>	BSA LC AP Manager
<input checked="" type="checkbox"/>	BSA LC AP Staff
<input checked="" type="checkbox"/>	BSA LC Banking 01
<input checked="" type="checkbox"/>	BSA LC GL Design CF projects
<input checked="" type="checkbox"/>	BSA LC GL Manager
<input checked="" type="checkbox"/>	BSA LC GL Staff
<input checked="" type="checkbox"/>	BSA LC Peoplesoft User
<input checked="" type="checkbox"/>	BSA LC TREE MANAGER
<input checked="" type="checkbox"/>	BSA LC Vendors Maintenance

OK



PeopleSoft User Security

Favorites Main Menu > BSA > Security > Council Security Review

Security Review

Business Unit: **L...** **...** [Create Report](#)

Information/Instructions

Please review the list of security roles for the users listed below by clicking on each name. To remove a security role, uncheck the box next to the role. An email will automatically be sent to the Member Care Contact Center for processing. Once you have completed the user role security review, please check the "Certify" box then click on the "submit as reviewed" button below. You will receive an email notification confirming the completion of the audit review. If any other changes are required, please complete a new Local Council PeopleSoft Security Request form and submit it to the Member Care Contact Center. (22001,1).

Audit Details

Audit Year: 2018 Audit Period: 1 Review Dates: 01/01/2018 thru: 06/30/2018
Review Deadline: 06/30/2018 Review Status: **Incomplete**

Council Users Personalize Find View All First 1-2 of 2 Last

User	Name	Type	Last Reviewed	Change Needed
Kirk, David	Kirk, David			<input type="checkbox"/>
McCusker, David	McCusker, David			<input type="checkbox"/>

[Role Add/Change Form](#)

Certify

By clicking this box, I certify that I have reviewed the list of users for this review period. I also certify that the selected users have permission to access the financial records for L... Council (22001,2).

[Submit as Reviewed](#)



PeopleSoft User Security

Favorites | Main Menu > BSA > Security > Council Security Review

Security Review

Business Unit: L144 | [Create Report](#)

Information/Instructions

Please review the list of security roles for the users listed below by clicking on each name. To remove a security role, uncheck the box next to the role. An email will automatically be sent to the Member Care Contact Center for processing. Once you have completed the user role security review, please check the "Certify" box then click on the "submit as reviewed" button below. You will receive an email notification confirming the completion of the audit review. If any other changes are required, please complete a new Local Council PeopleSoft Security Request form and submit it to the Member Care Contact Center. (22001,1).

Audit Details

Audit Year: 2017 **Audit Period:** 1 **Review Dates:** 01/01/2017 thru: 06/30/2017
Review Deadline: 06/30/2017 **Review Status:** Complete

Council Users [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | [First](#) | [1-2 of 2](#) | [Last](#)

User	Name	Type	Last Reviewed	Change Needed
COUNCIL	COUNCIL, Council		04/20/17 8:15AM	<input type="checkbox"/>
COUNCIL	COUNCIL, Council		04/20/17 8:15AM	<input type="checkbox"/>

[Role Add/Change Form](#)

Certify

By clicking this box, I certify that I have reviewed the list of users for this review period. I also certify that the selected users have permission to access the financial records for L144 Abraham Lincoln Council (22001,2).



Personally Identifiable Information & Payment Card Industry Security



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PII and PCI Security

Thursday, June 8, 2017 Welcome back, Michael! [Logout](#) Communities:



Home **Membership** **Program** **Funding** **ScoutNET** **Knowledge Base**

Finance Resources	BSA Resources
Council Fiscal Management Finance Training Foundation Center IWave Research Instructions Wealth Engine	2011-2015 National Council Strategic Plan Boy Scout Program BSA Brand Identity Guide BSA Info BSA Legal Web Site BSA Magazines BSA Report Repository BSA Stock Photos & Logos Contract Approval and Signing Authority Policy Council Letterhead, Logos, and QR Codes Council Locator by ZIP Code Council Market Analysis Reports Council Planning Data Cub Scout Program Directory of Natl Council Web Sites Employee Information Center Guide to Safe Scouting Health and Safety Team Internet Rechartering Signup Learning for Life Local Council Index Membership Resources Mosaic Segment Highlights National Council Travel and Business Expense Policies and Procedures National Council Vendor Compliance Guide National Court of Honor National Purchasing Contracts National Safety Council Defensive Driving Course Order Supply Catalog Items Philmont Training Center Risk Management Risk Management Notebook Scouting Forms Scouting University
Human Resources / 972-580-2489	
Authorization/Position Code Request Form PDS (Performance and Development System) BSA Benefits Center / 800-444-4416 United Healthcare Fidelity Investments BSA Corporate PCI Policies HR Gateway	
Records & Information Management	
Filing Alphabetically Recommendation from BSA Legal Counsel Record Retention Policy for Local & National Councils Records Management Mission Statement Records Management Retention Sheet Instructions Records Management Retention Sheet Template What is a Record?	



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"



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 **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**

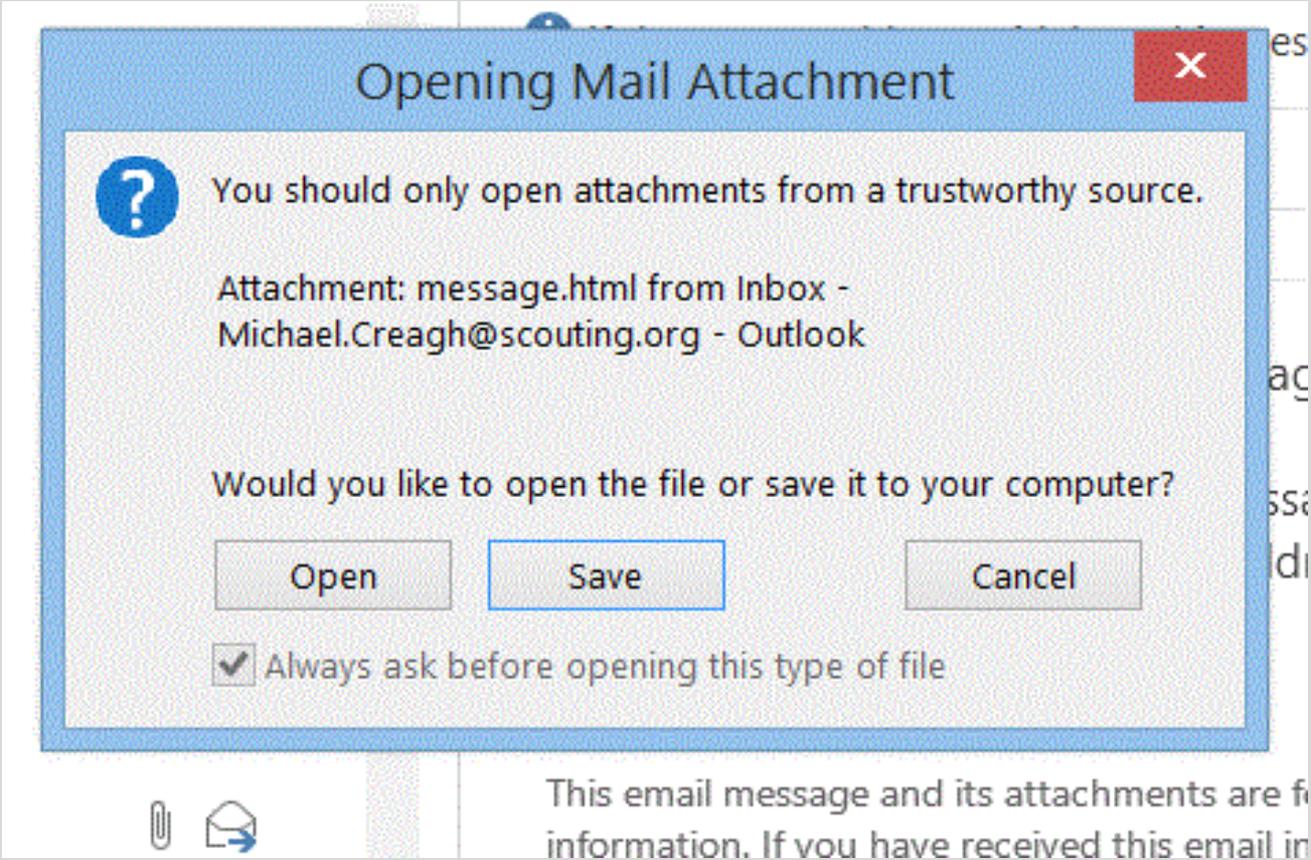
This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

 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



BOY SCOUTS OF AMERICA®

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Encrypted Message

Sample test secure email



Michael Creagh <Michael.Creagh@scouting.org>

Today, 1:27 PM

Michael Creagh <Michael.Creagh@scouting.org> ✉

"BSA-Secure-Email-Activate"

Michael M. Creagh, CFRE | Member Applications Specialist

BOY SCOUTS OF AMERICA
Information Technology Group

blackbaud **WOW!**

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Irving, TX 75015-2079
michael.creagh@scouting.org

P: 972.580.2490 | C: 618.980.2884 | F: 972.580.2331



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Audit Support and Due Dates

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



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Council Fiscal Management

Council Support

- Strategic Performance Office
 - Contact Strategic Performance
- Council Assessments
- Council Board Resources
- Council Business Practices
- Council Fiscal Management and Training
- Journey to Excellence

Financial Services

- Back Office Business Solutions
- Council Financial Management**
- Council Fund Development
- Council Financial Training

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
- [Audit—2018 Audit Guide Excerpt – Sample Notes to 2018 Financial Statements](#)
- [Audit—2018 Audit Self-Review Guide](#) — formerly Local Council Audit Toolkit
- [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](#)
- [Council Office Procedures](#)
- [Council Stewardship Policies](#)
- [Executive Board Self-Assessment](#) — Revised March 2014 (This does not qualify for JTE. To find the BSA Self-Assessment, call Member Care)
- [FASB Accounting Changes and the BSA](#) — new for 2018
- [Fiduciary Responsibilities of the Council Executive Board](#) — Revised March 2014
- [Fiscal Management Procedures for Stewardship](#)
- [Fiscal Policies and Procedures for BSA Units](#) — Revised March 2015.
- [Interpreting Financial Statements](#)
- [IRR Calculator](#)—this Excel worksheet will help you calculate your council's Intravest Rate of Return
- [Life Insurance Imputed Calculation](#)
- [Local Council Accounting Manual](#)
- [Local Council FASB 2018 Audit and Tax Update Power-Point](#)
- [Local Council FASB 2018 Audit and Tax Update Recorded Presentation](#)
- [Local Council Guide to the 2018 IRS Form 990](#) — Posted April 2019
- [New York Conflict of Interest Policy](#) — Updated March 2014
- [New York Conflict of Interest Policy](#) — March 2014
- [Records Retention Policy](#) — Updated January 2019
- [Planned Budgeting #80-226](#)



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.



Audit/Council Adjustments



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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

1
Undo

*Close Request Type:

*Closing Type:

Year End

Business Unit for Prompting:

L114

Closing Group:

YEAR_END

[Rules to Execute](#)

Fiscal Year:

2
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](#)



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



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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

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: ▾

Report Request Parameters

Business Unit: 🔍

Fiscal Year: **1** 🔍 Period: **2** 🔍

3



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



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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

