

PeopleSoft User Group

August 21, 2019



BOY SCOUTS OF AMERICA®

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User Group Agenda

- Are you using Accounts 6748 & 6749?
- Scope and nVision errors
- eBILL Pay Function for AP
- Voucher Control Group Posting
- AP Mass Payment Cancellation
- Council User Security Review
- Summer Camp & NCAP Report
- Budget prep



Are you using accounts
 6748 & 6848 – Refunds (debit balance)
 6749 & 6849 – Discounted Fees (debit balance)

269		2705	CCV WEBELOS GOLDEN NUGGET	-	-	-	-	-	-
270		2752	TRASK CUB DAY CAMP	(10)	-	(355)	(10)	-	(355)
271		2753	TRASK MERIT BADGE & CUB PRO	-	-	-	-	-	(640)
272		2755	TRASK TRAIL TO EAGLE	(10)	(449)	(281)	(10)	(449)	(281)
273		701	CCV - YEAR ROUND	-	(1,120)	-	(10)	(5,040)	-
274		709	Arrowhead Year Round	-	-	-	(10)	-	(180)
275		710	Arrowhead Summer	-	-	-	-	-	-
276		711	Firestone Year Round	-	-	-	(10)	(1,923)	(360)
277		713	Cabrillo Year Round	-	(5)	(700)	(10)	(769)	(3,066)
278		714	CCV Summer Camp	-	-	-	-	-	-
279		718	Winter Camp	-	-	-	(10)	(270)	(595)
280		751	Trask Year Round	-	-	-	(10)	(401)	(40)
281		764	Holcomb Valley	-	-	-	-	-	(700)
282	6748		Camp-Refunds	(20)	(1,574)	(1,336)	(90)	(9,643)	(7,607)
284			Camping Revenue Less Cost of Goods and Discounts	101,980	52,775	87,842	723,946	671,377	724,866



To Scope or not to Scope, that is the question

Two different Detailed Budget Analysis Reports

	CSOPS1	Comp St of Opns F1 w Schedules
	D-BUD-AN	Detailed Budget Analysis-Scope
	D-BUD-PR	All Projects D-BUD-AN FD1
	D-PRMAN1	Project Detail Listing
	D-PRMAN2	Detailed Project Mgmt Scope F2
	DBANALR2	Budget Analysis Detail #2
	DBUDAN2	Budget Analysis Detail Fund 2
	DBUDAN3	Budget Analysis Detail Fund 3
	DBUDGET	Budget Detail by Month
	DSFP	Detail Stmt Fin Pos



To Scope or not to Scope, that is the question

Project: 725 - Scout Summer Camp

Operating Fund - Unrestricted

Account	Project	Project Name / Account Name	Actuals		Actuals	Bu
			2015	2016	2017	
6701	725	Scout Summer Camp	109,210	92,595	127,206	
		Camp-Fees	109,210	92,595	127,206	
6703	725	Scout Summer Camp	2,877	30	-	
		Camp-Sale of Meals	2,877	30	-	
6711	725	Scout Summer Camp	21,115	1,635	-	
		Camp-Sales of Goods-Nontax	21,115	1,635	-	
6712	725	Scout Summer Camp	(13,927)	(3,213)	-	
		Camp-Cost of Goods Sold	(13,927)	(3,213)	-	
6748	725	Scout Summer Camp	(565)	(580)	(790)	
		Camp-Refunds	(565)	(580)	(790)	
6749	725	Scout Summer Camp	-	(3,200)	(3,200)	
		Camp-Discounted Fees	-	(3,200)	(3,200)	
Camping Revenue Less Cost of Goods and Disc			118,710	87,267	123,216	
TOTAL REVENUE			118,710	87,267	123,216	
TOTAL SUPPORT AND REVENUE			118,710	87,267	123,216	
7009	725	Scout Summer Camp	46,323	47,760	44,267	
		Temporary Camp Salaries	46,323	47,760	44,267	
Total Salaries			46,323	47,760	44,267	49,000
TOTAL EMPLOYEE COMPENSATION			46,323	47,760	44,267	49,000
8010	725	Scout Summer Camp	1,594	1,808	-	2,000
		Other Professional Services	1,594	1,808	-	2,000
Total Professional Fees			1,594	1,808	-	2,000
8103	725	Scout Summer Camp	14,664	16,915	20,164	5,000
		Supplies-Program	14,664	16,915	20,164	5,000
8104	725	Scout Summer Camp	29,253	29,511	36,261	31,500
		Supplies-Food and Commiss	29,253	29,511	36,261	31,500

Boy Scouts of America

nVision Web Output

Business Unit: Report ID: D-BUD-AN

Report Scope: Enter your report scope. [Scope Definition](#)

Folder Name:

Retention Days:

Directory Name Template:

Content Description Template: Enter a description of the report instances for identification in Report Manager. Use variables to dynamically create the descriptions.

Examples: Reports\%SFV%- %RID%.htm, %FY4% %RTT%



To Scope or not to Scope, that is the question

Favorites Main Menu > Reporting Tools > PS/nVision > Define Report Request

nVision Report Request Advanced Options Query Prompts

Business Unit: Report ID: **D-BUD-PR** [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)

Report Title: **All Projects D-BUD-AN FD1** [Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)

*Layout: LC ALL PROJ DETAIL BUDGET ANALYSI [Share This Report Request](#)

▼ Report Date Selection

*As Of Reporting Date: Specify 07/31/2019

*Tree As Of Date: Use As Of Reporting Date
 Override Tree As of Date if Specified in Layout

▼ Output Options [Scope and Delivery Templates](#)

*Type: Web

Format: Microsoft Excel Files (.xls)

Run Report

Save Return to Search Notify Add Update/Display

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)



To Scope or not to Scope, that is the question

Detailed Budget Analysis - All Project Codes							Boy Scouts of America		
Period Ending: July 31, 2019									
Operating Fund - Unrestricted			Actuals		Actuals	Budget	Future Budgets		
Account	Project	Project Name / Account Name	2017	2018	2019	2019	2020	2021	2022
	000	Council General	-	90	-	-	-	-	-
	743	Direct Mail	12,704	9,044	4,882	11,334	-	-	-
4010		Contributions-Direct Mail	12,704	9,134	4,882	11,334	-	-	-
Total Direct Mail			12,704	9,134	4,882	11,334	-	-	-
	000	Council General	388,402	400,509	289,006	371,590	-	-	-
4001		Contributions-FOS	388,402	400,509	289,006	371,590	-	-	-
	000	Council General	(349)	-	(13,089)	(14,864)	-	-	-
4069		Provision for Uncollectable-FOS	(349)	-	(13,089)	(14,864)	-	-	-
Total Friends of Scouting			388,052	400,509	275,918	356,726	-	-	-
	402	Cambridge Good Scout Lady BP	58,685	54,958	76,379	59,123	-	-	-
	427	Hospitality Breakfast	-	60,500	71,455	65,415	-	-	-
	806	Greater Lowell-DCAD	-	500	-	-	-	-	-
	807	Boston Good Scout Breakfast	14,500	-	-	-	-	-	-
4201		Contributions SE Sponsorship	73,185	115,058	147,834	124,538	-	-	-



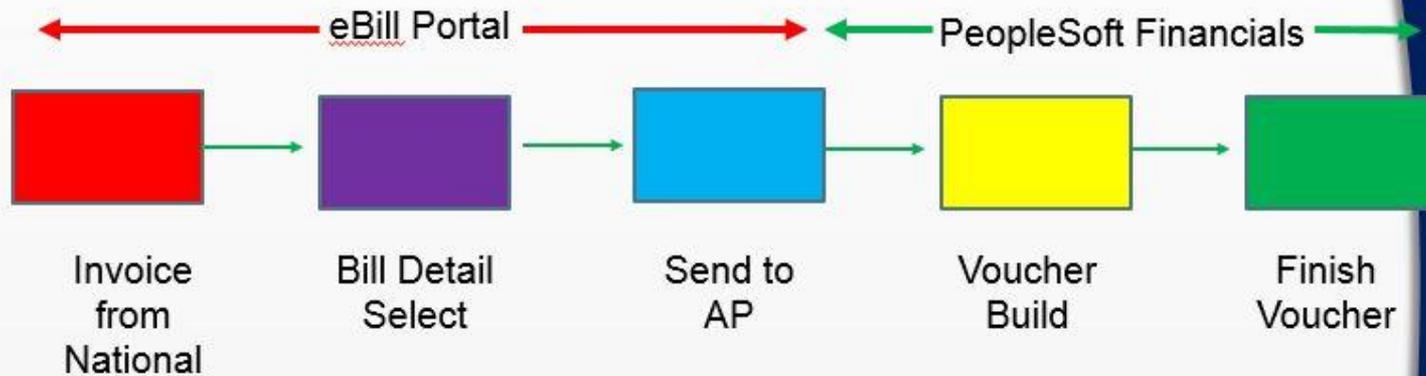
eBILL Pay Function for Accounts Payable



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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	



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

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 One Asset

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

Copy Down	Line	Merchandise Amt	Fund	Account	Project	Class
<input type="checkbox"/>	1	3,400.00	1	1401	000	00

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



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Control Groups and Status – Ready for Review

Favorites | Main Menu > Accounts Payable > Control Groups > Group Information

Assignment | Accounting | Vouchering Options | Vouchers | Tax Options

Unit: Group: 0000000004

Control Totals

Run a Tape

Gross Amt:

Nbr of Vouchers:

Actual Totals

Gross Amt	Nbr of Vouchers
1,600.76	2

Differences

Gross Amount Difference: 0.00

Voucher Totals Difference: 0

Status

Assignment

Assigned to:

Assigned:

Due: Completed:

Voucher Numbering

Reserve Voucher Numbers

Starting From:

[Audit Logs](#)

Assignment | Accounting | Vouchering Options | Vouchers | Tax Options



Manual Voucher Posting

Favorites | Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Posting

Voucher Posting Request

Run Control ID: VOUCHERPOST [Report Manager](#) [Process Monitor](#)

Process Request Parameters

*Request ID:

*Description:

*Process Frequency: ▾

*Post Voucher Option: ▾

*Prepayment Application Method: ▾

Post Voucher List [Personalize](#) | [Find](#) | [View All](#) | First | 1 of 1 | Last

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin		
<input type="text" value="L..."/> <input type="button" value="Search"/>						<input type="button" value="+"/>	<input type="button" value="-"/>

Autopilot Run Control



Manual Voucher Posting – Process Scheduler Request

Favorites | Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Posting

Process Scheduler Request

User ID: MCREAGH Run Control ID: Voucher_Posting_Request

Server Name: PSNT Run Date: 03/18/2019
Recurrence: Run Time: 3:52:10PM [Reset to Current Date/Time](#)
Time Zone: [?](#)

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AP Voucher Posting	AP_PSTVCHR	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#) [Refresh](#)



Control Groups and Status – Verified and “Save”

Favorites | Main Menu > Accounts Payable > Control Groups > Group Information

Assignment | Accounting | Vouchering Options | Vouchers | Tax Options

Unit: Group: 0000000004

Control Totals

Run a Tape

Gross Amt:

Nbr of Vouchers:

Status

Assignment

Assigned to:

Assigned:

Due: Completed:

Actual Totals

Gross Amt	Nbr of Vouchers
1,600.76	2

Differences

Gross Amount Difference: 0.00

Voucher Totals Difference: 0

Voucher Numbering

Reserve Voucher Numbers

Starting From: 00000000

[Audit Logs](#)

Assignment | Accounting | Vouchering Options | Vouchers | Tax Options



Manual Voucher Posting Request

Favorites | Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Posting

Voucher Posting Request

Run Control ID: VOUCHERPOST [Report Manager](#) [Process Monitor](#)

Process Request Parameters

*Request ID:

*Description:

*Process Frequency:

*Post Voucher Option:

*Prepayment Application Method:

Post Voucher List [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin		
<input type="text" value="L"/>						<input type="button" value="+"/>	<input type="button" value="-"/>

Autopilot Run Control



Questions?

ebillpayment@scouting.org



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AP Mass Payment Cancellation

Favorites Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Mass Payment Cancellation

Mass Payment Cancellation

Step 1: Search for the payments on which you want to perform a mass operation by completing the search criteria. Click the Search button to view the payments that meet your search criteria.

Warning: If your search criteria returns more than 500 payments, consider modifying your search criteria to improve performance.

Search Criteria

*Mass Operation:	<input type="text" value="Cancel"/>	*Settle By:	<input type="text" value="Pay Cycle"/>
*Bank SetID:	<input type="text" value=""/>	*Payment Method:	<input type="text" value="System Check"/>
*Bank Code:	<input type="text" value="BK001"/>		
*Bank Account:	<input type="text" value="CHK1"/>		

Additional Search Criteria

Find First 1 of 1 Last

*Field Name:	<input type="text" value="Payment Date"/>	between	<input type="text" value="08/01/2019"/>	and	To	<input type="text" value="08/20/2019"/>	
					Date		

Search

[Reset Criteria](#)



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AP Mass Payment Cancellation

Favorites | Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Mass Payment Cancellation

*Bank SetID: *Payment Method: System Check

*Bank Code: BK001

*Bank Account: CHK1

Additional Search Criteria Find First 1 of 1 Last

*Field Name: Payment Date between 08/01/2019 and To 08/31/2019 Date

Search [Reset Criteria](#) 13 payment(s) found

Step 2: Complete the processing detail directly below.
 Unselect any payments on which you do not wish to perform an action.
 Selection an action and press run to start the process.

Processing Detail

*Request ID: 1 *Request Description: 1

*Payment Status: Void

Hold Reason:

*Cancel Action: Reopen Voucher/Reissue Restore Encumbrance to PO

*Date Cancelled: 08/20/2019 Allow if Withholding Exists

Action: **Run**

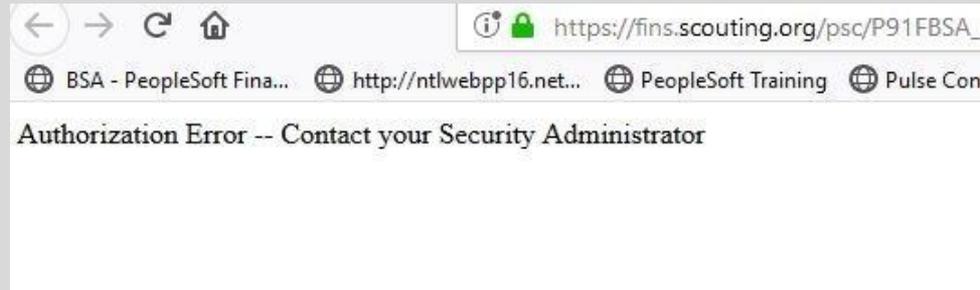
[Select All](#) [Clear All](#)

Search [Personalize](#) | [Find](#) | [View All](#) | First 1-13 of 13 Last

Payment Information		Payee						
Sel	Bank Code	Bank Account	Payment Status	Cancel Action	Payment Reference	Payment Method	Payment Amount	Payment Currency
<input checked="" type="checkbox"/>	BK001	CHK1	P	N	028279	CHK	45.00	USD
<input checked="" type="checkbox"/>	BK001	CHK1	P	N	028280	CHK	134.70	USD
<input checked="" type="checkbox"/>	BK001	CHK1	P	N	028281	CHK	294.13	USD



AP Mass Payment Cancellation



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AP Mass Payment Cancellation

[Favorites](#) | [Main Menu](#) > [Accounts Payable](#) > [Review Accounts Payable Info](#) > [Payments](#) > [Payment](#)

Single Payment Vouchers

Max Rows [Search](#) [Clear](#)

Show Chart *Chart Type:

Sorting Criteria

1st sort: Descending [Sort](#)

2nd sort: Descending

Payment Inquiry Result Personalize | Find | View All | First | 1-50 of 74 | Last

[Payment Details](#) | [Additional Info](#) | [Vendor Details](#) | [Financial Gateway](#)

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	073979	System Check	1,573.31	USD	08/10/2018	08/15/2018	Void	Reconciled	
VCHR	073980	System Check	53.55	USD	08/10/2018	08/15/2018	Void	Reconciled	
VCHR	073981	System Check	6,868.50	USD	08/10/2018	08/15/2018	Void	Reconciled	
VCHR	073982	System Check	377.74	USD	08/10/2018	08/15/2018	Void	Reconciled	
VCHR	073983	System Check	90.00	USD	08/10/2018	08/15/2018	Void	Reconciled	
VCHR	073984	System Check	38.00	USD	08/10/2018	08/15/2018	Void	Reconciled	
VCHR	073985	System Check	1,118.08	USD	08/10/2018	08/15/2018	Void	Reconciled	
VCHR	073986	System Check	144.16	USD	08/10/2018	08/15/2018	Void	Reconciled	
VCHR	073987	System Check	272.24	USD	08/10/2018	08/15/2018	Void	Reconciled	
VCHR	073988	System Check	1,989.17	USD	08/10/2018	08/15/2018	Void	Reconciled	
VCHR	073989	System Check	2,871.00	USD	08/10/2018	08/15/2018	Void	Reconciled	



AP Mass Payment Cancellation

Favorites | Main Menu > Accounts Payable > Batch Processes > Payment > Payment Posting

Payment Posting Request

Run Control ID: payment_Posting [Report Manager](#) [Process Monitor](#)

Process Request Parameters

Request ID:

Description:

*Process Frequency:

*Post Payment Option: Autopilot Run Control

Post Payment List [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

SetID	Bank Code	Bank Account	Payment Method	Payment Reference		
<input type="text" value=""/>	<input type="text" value="BK001"/>	<input type="text" value="CHK1"/>			<input type="button" value="+"/>	<input type="button" value="-"/>



PeopleSoft User Security

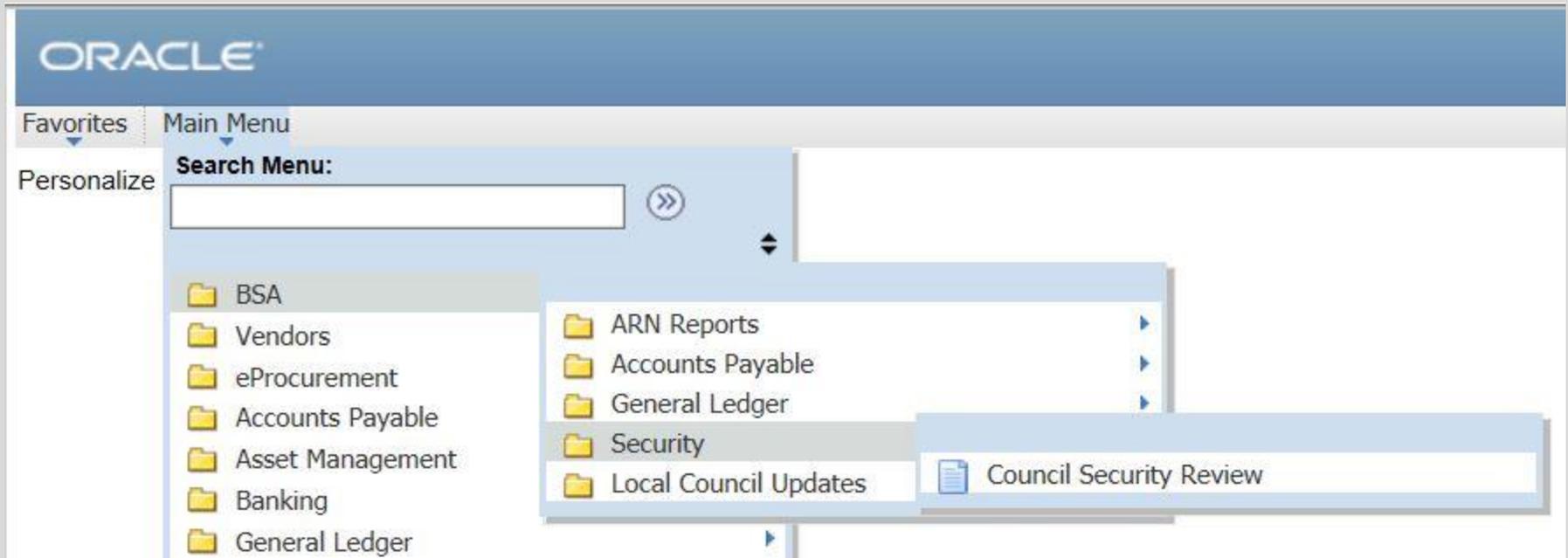
The Scout Executive's Role



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PeopleSoft User Security



PeopleSoft User Security

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

Security Review

Business Unit: [LJ01](#) [View Report](#) [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: 2 Review Dates: 07/01/2017 thru: 12/31/2017
 Review Deadline: 12/31/2017 Review Status: **Incomplete**

Council Users Personalize | Find | View All | First 1-10 of 10 Last

User	Name	Type	Last Reviewed	Change Needed
[User]	Peter Angelo			<input type="checkbox"/>
[User]	Shawn Smith			<input type="checkbox"/>
[User]	Shelly Roberts			<input type="checkbox"/>
[User]	Alan Davis			<input type="checkbox"/>
[User]	Frederick Smith			<input type="checkbox"/>
[User]	Greg Gorman			<input type="checkbox"/>
[User]	Kevin Roberts			<input type="checkbox"/>
[User]	William Smith			<input type="checkbox"/>
[User]	Gregory Miller			<input type="checkbox"/>
[User]	William Smith			<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 [LJ01010 Member Council](#) (22001,2).



Summer Camp Reports

Detailed Budget Analysis - Scope

Operating Fund - Unrestricted			Actuals		Actuals	Budget	Future Budgets		
Account	Project	Project Name / Account Name	2016	2017	2018	2018	2019	2020	2021
	742	Bunn Summer Camp Even Years	-	-	(12)	-	-	-	-
6351		Cost of Goods Sold-Supplies	-	-	(12)	-	-	-	-
		Sale of Supplies Net of Costs	-	-	(12)	-	-	-	-
	704	Bunn Year Round	930	-	1,808	-	-	-	-
	741	Bunn Summer Camp 2017	-	101,242	-	-	-	-	-
	742	Bunn Summer Camp Even Years	76,738	-	56,178	95,000	-	-	-
6701		Camp-Fees	77,668	101,242	57,985	95,000	-	-	-
	741	Bunn Summer Camp 2017	-	82	7	-	-	-	-
	742	Bunn Summer Camp Even Years	102	-	-	85	-	-	-
6703		Camp-Sale of Meals	102	82	7	85	-	-	-
	741	Bunn Summer Camp 2017	-	1,824	-	-	-	-	-
	742	Bunn Summer Camp Even Years	998	-	1,046	1,500	-	-	-
6704		Camp-Program Fees	998	1,824	1,046	1,500	-	-	-
	741	Bunn Summer Camp 2017	-	1,858	-	-	-	-	-
	742	Bunn Summer Camp Even Years	2,110	-	1,636	14,000	-	-	-
6705		Camp-Food and Commissary	2,110	1,858	1,636	14,000	-	-	-
	741	Bunn Summer Camp 2017	-	14,430	-	-	-	-	-
	742	Bunn Summer Camp Even Years	13,158	-	7,390	(7,500)	-	-	-



Summer Camp Reports

Detail Proj Mgmt F1

Operating Fund			Current Period			Year to Date			Current Year
Account	Project	Project Name / Account Name	Budget	Actual	Last Year	Budget	Actual	Last Year	Budget
Support & Revenue									
Direct Support									
Direct Mail Campa									
	742	Bunn Summer Camp Even Years	-	-	-	-	(12)	-	-
6351		Cost of Goods Sold-Supplies	-	-	-	-	(12)	-	-
Sale of Supplies Net of Costs			-	-	-	-	(12)	-	-
	742	Bunn Summer Camp Even Years	-	-	-	95,000	56,178	-	95,000
6701		Camp-Fees	-	-	-	95,000	56,178	-	95,000
	742	Bunn Summer Camp Even Years	-	-	-	85	-	-	85
6703		Camp-Sale of Meals	-	-	-	85	-	-	85
	742	Bunn Summer Camp Even Years	-	-	-	1,500	1,046	-	1,500
6704		Camp-Program Fees	-	-	-	1,500	1,046	-	1,500
	742	Bunn Summer Camp Even Years	-	-	-	14,000	1,636	-	14,000
6705		Camp-Food and Commissary Sal	-	-	-	14,000	1,636	-	14,000
	742	Bunn Summer Camp Even Years	-	-	-	(7,500)	7,390	-	(7,500)
6711		Camp-Sales of Goods-Nontaxabl	-	-	-	(7,500)	7,390	-	(7,500)
	742	Bunn Summer Camp Even Years	-	-	-	1,500	(846)	-	1,500



Summer Camp Reports - Query

LC_POSTED+DTL_PRJ_ACT_RANGE

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (136 kb)

View All

First 1-100 of 218 Last

	Unit	Fund	Account	Project	Class	Journal ID	Journal Date	Period	Year	Source	Status	User	Journal Created	Journal Header Description	Line #	Amount	Journal Line Ref	Journal Line Descr	Vendor ID	Vendor Name	Voucher
1	L1111	1	8101	742	21	0004398565	07/17/2018	7	2018	TP	P	PCHAMBER	07/18/2018 10:23:28AM	SW144 20180717	31	62.00	0107560	Petty Cash Camp Bunn			
2	L1111	1	8101	742	21	CMP- EX0701	07/31/2018	7	2018	ALO	P	PCHAMBER	08/06/2018 4:42:27PM	Tree-Deferred Camp Expense	18	-62.00					
3	L1111	1	8103	742	21	0004398904	06/01/2018	6	2018	GJ	P	PCHAMBER	07/18/2018 12:36:14PM	Reclass ACE 877489 JE:00043158	2	35.96	877489	ACE Hardware			
4	L1111	1	8103	742	21	0004398989	06/01/2018	6	2018	GJ	P	PCHAMBER	07/18/2018 2:21:20PM	ACE Hardware (Reclass JE #0004	4	4.39	877679	ACE Hardware			
5	L1111	1	8103	742	21	CMP- EX0501	06/01/2018	6	2018	ALO	P	PCHAMBER	06/07/2018 6:32:40PM	Tree-Deferred Camp Expense	8	219.90					



BOY SCOUTS OF AMERICA®

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National Camp Accreditation Program (NCAP)

- Help councils elevate camps to new level of excellence
- NCAP report named:
 - (CAMPANL1)
 - NCAP Camp Analysis Report Scope



National Camp Accreditation Program (NCAP)

Engage Councils in:

- Rigorous review of camps and properties
- Continuous improvement
- Correction or elimination of substandard practices



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NCAP Camp Budget Analysis Scope

- Uses a Scope filter
- Pulls data from your general ledger
- Allows for user input
- Provides a summary report
- Create a tree node for each camp property



Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request > Define Scope

Scope Definition

SetID: L... Report Scope: NCAP

Description: NATIONAL CAMPING Business Unit: L...

Field Combination:

Table:

Scope Fields	
*Field Name:	PROJECT_ID Project
*How Specified:	Selected Tree Nodes
	<input type="checkbox"/> Business Unit Keyed Tree
Tree Name:	L..._PROJECTS Level: <input type="text"/>
	1 NCAP

Buttons: Save, Return to Search, Notify, Add, Update/Display

ALL > NCAP

Collapse All | Expand All Find

- ALL - All Projects
 - RELEASE FUNDS - Release Funds for Projects
 - BUDGET - BUDGET DETAIL AND FORECAST
 - MONTHLY PROJECT RPT - Monthly Project Rpt
 - NCAP - NATIONAL CAMP REPORT**
 - [704] - Bunn Year Round
 - [706] - Illinek Year Round
 - [741] - Bunn Summer Camp 2017
 - [743] - Cub Resident Camp
 - [745] - Council Day Camps
 - [769] - Cope
 - [786] - Sailing
 - [951] - Fall Day Camp



Data for Camp Revenue and Expense Analysis Report

Boy Scouts of America

December 31, 2017

Please note this report pulls data from all three funds:
Operating - Fund 1, Capital - Fund 2, Endowment - Fund 3

	Current Period			Year to Date			Current Year
	Budget	Actual	Over/Under	Budget	Actual	Over/Under	Budget
Support and Revenue							
Project Sales	-	-	-	-	-	-	-
Foundations	-	-	-	-	-	-	-
Contributions (Indirect)	-	-	-	-	-	-	-
Government Fees and Grants	-	-	-	-	-	-	-
Camp Fees	19,587	22,270	2,683	145,892	157,779	11,887	145,892
Other Activities Fees	1	1,245	1,245	1,700	1,525	(175)	1,700
Trading Post Sales	-	88	88	17,055	17,384	329	17,055
Cost of Goods Sold	-	(247)	(247)	(9,500)	(9,011)	489	(9,500)
Contributions (Direct)	-	-	-	-	-	-	-
Misc. Revenue	9,483	(2,036)	(11,519)	25,000	23,879	(1,121)	25,000
Total Support and Revenue	29,070	21,320	(7,750)	180,147	191,556	11,409	180,147
Expenses							
Employee compensation:	-	-	-	49,856	48,954	(902)	49,856
Other Expenses	54	1,866	1,812	14,208	13,612	(596)	14,208
Supplies-Food and Commissary	-	510	510	27,725	30,771	3,046	27,725
Program Expenses	45	149	104	8,195	8,318	123	8,195
Occupancy	7,995	(720)	(8,716)	50,477	47,136	(3,341)	50,477
Rental and maintenance of equi	-	-	-	-	2,087	2,087	-
Insurance	3,008	2,298	(710)	10,360	9,345	(1,015)	10,360



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User Input - Camp Revenue and Expense Analysis Report

Information provided on this page will be calculated and shown to you as part of your report. You will find this information on your report on the Administrative and Depreciation lines.

Administrative Costs	Annual Salary	Annual Benefits	Weeks in Camp	Cost
Executive Staff 1	47,000.00	12,000.00	7.00	8,448.46
Executive Staff 2	47,000.00	12,000.00	2.00	2,404.81
Executive Staff 3				-
Executive Staff 4				-
Executive Staff 5				-
Executive Staff 6				-
Executive Staff 7				-
Executive Staff 8				-
Executive Staff 9				-
Executive Staff 10				-
			Total Exec Staff	10,853.27
Office Support	% Rate	Cost		
Default Rate	15.0%	24,047.00	Admin. Total-->	34,900.27
Total Expense	160,313.31			
Depreciation	Project Scope	Council Input		
	Total	Option		
	91.35		Depr. Total-->	91.35

Use this section to calculate the cost of executive staff time spent in camp. Annual salary and benefits and taxes are in the calculation, divided by 52 weeks and multiplied by the number of weeks in camp.

Admin. Total is Cost of executive staff plus the Office Support.

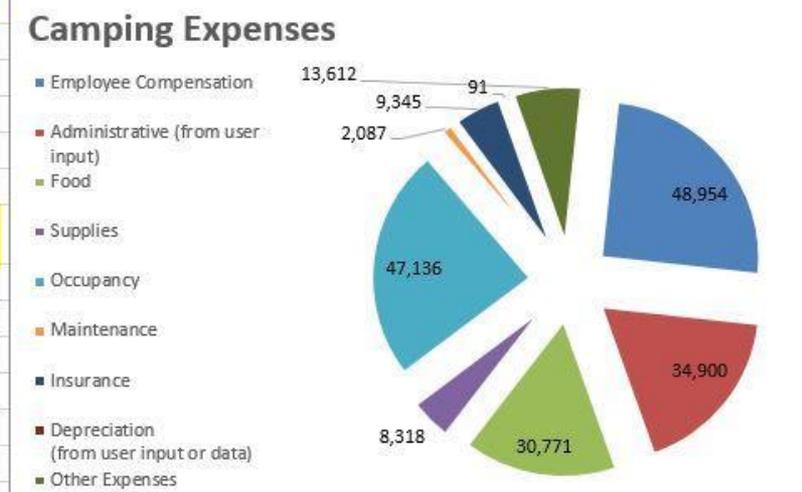
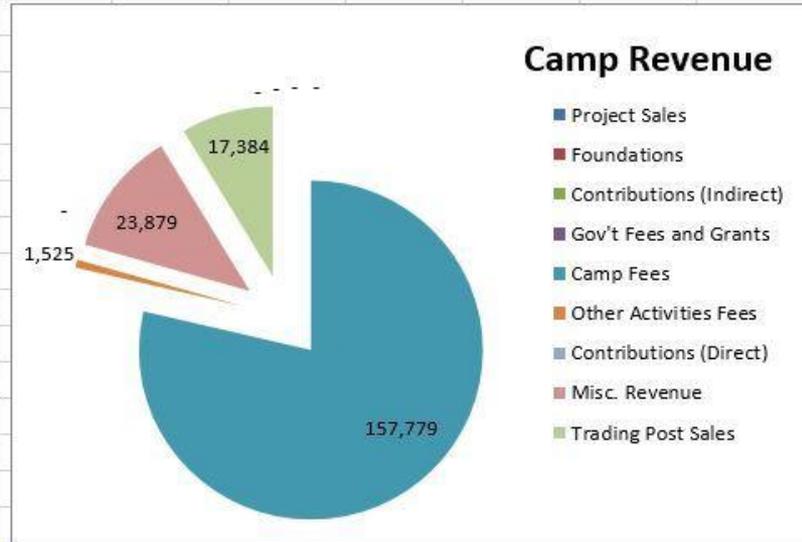
In support of its camps your council has administrative expenses like personnel costs, occupancy costs at your service center, copier leases, non-camp depreciation, travel, etc., that must be allocated. To calculate this amount, a formula has been set up with a 15% default rate that you can adjust. The formula multiplies the total expenses you find on line 28 of the data input page under Year to Date by the % Rate. You can change the Default Rate to one that represents your council's support

Your depreciation will appear here as pulled from line 27 of the data input page if you are reporting your camp depreciation to the camp's project code.

Camp Revenue and Expense Analysis Report

December 31, 2017

Revenue		
Project Sales		-
Foundations		-
Contributions (Indirect)		-
Gov't Fees and Grants		-
Camp Fees	157,779	
Other Activities Fees	1,525	
Contributions (Direct)	-	
Misc. Revenue	23,879	
Trading Post Sales	17,384	
Cost of Goods Sold	(9,011)	
Total Support and Revenue	191,556	
Expenses		
Employee Compensation	48,954	
Administrative (from user input)	34,900	
Food	30,771	
Supplies	8,318	
Occupancy	47,136	
Maintenance	2,087	
Insurance	9,345	
Depreciation (from user input or data)	91	
Other Expenses	13,612	
Total Expenses	195,214	
Net Support and Revenue / Expenses	(3,658)	



Budget Prep Queries & Reports



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Actuals Ledger Spreadsheet

LC_ACTUAL_SPREADSHEET_FIS_YR - Actual Spreadsheet-Fis Year

Business_Unit:

Year:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (408 kb)

[View All](#)

	Unit	Fund	Account	Project	Class	Account Descr	Project Descr	JAN	FEB	MAR	APR	MAY	JUN
201	L	1	8103	017	20	Supplies-Program	Merit Badge University	0.000	32.220	0.000	0.000	0.000	0.000
202	L	1	8103	031	20	Supplies-Program	Great Yukon Race	354.710	0.000	0.000	0.000	0.000	0.000
203	L	1	8103	040	20	Supplies-Program	Spring Camporee	0.000	0.000	0.000	0.000	288.790	0.000
204	L	1	8103	040	99	Supplies-Program	Spring Camporee	0.000	0.000	0.000	308.600	0.000	0.000
205	L	1	8103	042	20	Supplies-Program	National Jamboree	0.000	0.000	0.000	0.000	2316.270	-2316.270
206	L	1	8103	042	99	Supplies-Program	National Jamboree	0.000	0.000	0.000	0.000	0.000	0.000
207	L	1	8103	050	99	Supplies-Program	FOS	0.000	399.960	0.000	0.000	154.550	0.000
208	L	1	8103	070	20	Supplies-Program	Brick Campaign	0.000	0.000	0.000	0.000	0.000	120.000
209	L	1	8103	078	20	Supplies-Program	Spring Ox Roast	0.000	0.000	0.000	0.000	3790.000	0.000
210	L	1	8103	078	99	Supplies-Program	Spring Ox Roast	0.000	0.000	0.000	0.000	-3790.000	0.000
211	L	1	8103	122	20	Supplies-Program	Piedmont Scout-O-Rama	0.000	0.000	150.000	0.000	0.000	0.000



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Starting Your Budget Ledger Spreadsheet

LC_BUDGET_SPREADSHEET_FIS_YR - Budget Spreadsheet - Fis Year

Business_Unit:

Year:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (152 kb)

[View All](#)

	Unit	Fund	Account	Project	Class	Account Description	Project Description	JAN	FEB	MAR	APR	MAY	JUN
1	L	1	4001	000	90	Contributions-FOS	Council General	-5000.000	-8000.000	-19000.000	-32000.000	-54000.000	-10000.000
2	L	1	4069	000	90	Prov for Unc-FOS	Council General	-250.000	-400.000	-950.000	-1600.000	-2700.000	-500.000
3	L	1	4071	000	90	Contributions-Project Sales	Council General	0.000	0.000	0.000	0.000	0.000	-3000.000
4	L	1	4201	000	90	Contributions-SE-Sponsorships	Council General	0.000	0.000	0.000	0.000	0.000	0.000
5	L	1	4201	046	90	Contributions-SE-Sponsorships	60th anniversary celebration	-400.000	-400.000	-400.000	-700.000	-1142.000	-1500.000
6	L	1	4201	401	90	Contributions-SE-Sponsorships	DCD	0.000	0.000	0.000	0.000	-12500.000	-12500.000
7	L	1	4201	402	90	Contributions-SE-Sponsorships	Wine	0.000	0.000	0.000	0.000	0.000	0.000
8	L	1	4202	078	90	Contributions-SE-Participants	Spring Ox Roast	0.000	0.000	0.000	0.000	-10000.000	0.000
9	L	1	4202	079	90	Contributions-SE-Participants	Fall Ox Roast	0.000	0.000	0.000	0.000	0.000	0.000
10	L	1	4202	084	90	Contributions-SE-Participants	SHOOTING CLAY EVENT	0.000	0.000	0.000	0.000	0.000	0.000
11	L	1	4231	049	90	Contributions-SE-Other	Gala Luncheon	0.000	0.000	0.000	0.000	-10000.000	0.000



BOY SCOUTS OF AMERICA®

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Budget Report D-BUD-AN

Project: 725 - Scout Summer Camp			Detailed Budget Analysis for: 725 SSUMC -				Boy Scouts of America		
			Period Ending: December 31, 2017						
Operating Fund - Unrestricted			Actuals		Actuals	Budget	Future Budgets		
Account	Project	Project Name / Account Name	2015	2016	2017	2017	2018	2019	2020
6701	725	Scout Summer Camp	109,210	92,595	127,206	105,000	-	-	-
		Camp-Fees	109,210	92,595	127,206	105,000	-	-	-
6703	725	Scout Summer Camp	2,877	30	-	3,500	-	-	-
		Camp-Sale of Meals	2,877	30	-	3,500	-	-	-
6711	725	Scout Summer Camp	21,115	1,635	-	20,000	-	-	-
		Camp-Sales of Goods-Nontax	21,115	1,635	-	20,000	-	-	-
6712	725	Scout Summer Camp	(13,927)	(3,213)	-	(13,000)	-	-	-
		Camp-Cost of Goods Sold	(13,927)	(3,213)	-	(13,000)	-	-	-
6748	725	Scout Summer Camp	(565)	(580)	(790)	(600)	-	-	-
		Camp-Refunds	(565)	(580)	(790)	(600)	-	-	-
6749	725	Scout Summer Camp	-	(3,200)	(3,200)	(2,000)	-	-	-
		Camp-Discounted Fees	-	(3,200)	(3,200)	(2,000)	-	-	-
Camping Revenue Less Cost of Goods and Disc			118,710	87,267	123,216	112,900	-	-	-
TOTAL REVENUE			118,710	87,267	123,216	112,900	-	-	-
TOTAL SUPPORT AND REVENUE			118,710	87,267	123,216	112,900	-	-	-
7009	725	Scout Summer Camp	46,323	47,760	44,267	49,000	-	-	-
		Temporary Camp Salaries	46,323	47,760	44,267	49,000	-	-	-
Total Salaries			46,323	47,760	44,267	49,000	-	-	-
TOTAL EMPLOYEE COMPENSATION			46,323	47,760	44,267	49,000	-	-	-
8010	725	Scout Summer Camp	1,594	1,808	-	2,000	-	-	-
		Other Professional Services	1,594	1,808	-	2,000	-	-	-
Total Professional Fees			1,594	1,808	-	2,000	-	-	-
8103	725	Scout Summer Camp	14,664	16,915	20,164	5,000	-	-	-
		Supplies-Program	14,664	16,915	20,164	5,000	-	-	-
8104	725	Scout Summer Camp	29,253	29,511	36,261	31,500	-	-	-
		Supplies-Food and Commis	29,253	29,511	36,261	31,500	-	-	-



Budget Report D-BUD-PR

Detailed Budget Analysis - All Project Codes							Boy Scouts of America		
Period Ending: July 31, 2019									
Operating Fund - Unrestricted			Actuals		Actuals	Budget	Future Budgets		
Account	Project	Project Name / Account Name	2017	2018	2019	2019	2020	2021	2022
	000	Council General	-	90	-	-	-	-	-
	743	Direct Mail	12,704	9,044	4,882	11,334	-	-	-
4010		Contributions-Direct Mail	12,704	9,134	4,882	11,334	-	-	-
Total Direct Mail			12,704	9,134	4,882	11,334	-	-	-
	000	Council General	388,402	400,509	289,006	371,590	-	-	-
4001		Contributions-FOS	388,402	400,509	289,006	371,590	-	-	-
	000	Council General	(349)	-	(13,089)	(14,864)	-	-	-
4069		Provision for Uncollectable-FOS	(349)	-	(13,089)	(14,864)	-	-	-
Total Friends of Scouting			388,052	400,509	275,918	356,726	-	-	-
	402	Cambridge Good Scout Lady BP	58,685	54,958	76,379	59,123	-	-	-
	427	Hospitality Breakfast	-	60,500	71,455	65,415	-	-	-
	806	Greater Lowell-DCAD	-	500	-	-	-	-	-
	807	Boston Good Scout Breakfast	14,500	-	-	-	-	-	-
4201		Contributions SE Sponsorship	73,185	115,058	147,834	124,538	-	-	-



www.scouting.org/financeimpact



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", "My.Scouting Login", and a search box. The main content area is titled "Council Financial Management" and includes a breadcrumb trail: "Home > Council Support > Financial Services > Council Financial Management". A left-hand navigation menu lists various council support topics, with "Council Financial Management" highlighted in blue. The main content area features a large heading "Council Financial Management" followed by a paragraph describing the resources provided. Below this are several links for webinars, frequently asked questions, and live stream presentations. A list of "PeopleSoft Documents" is also visible, with "Budget Tools" highlighted in yellow.

BOY SCOUTS OF AMERICA

Join Give Shop My.Scouting Login Search

Home > Council Support > Financial Services > Council Financial Management

Council Financial Management

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

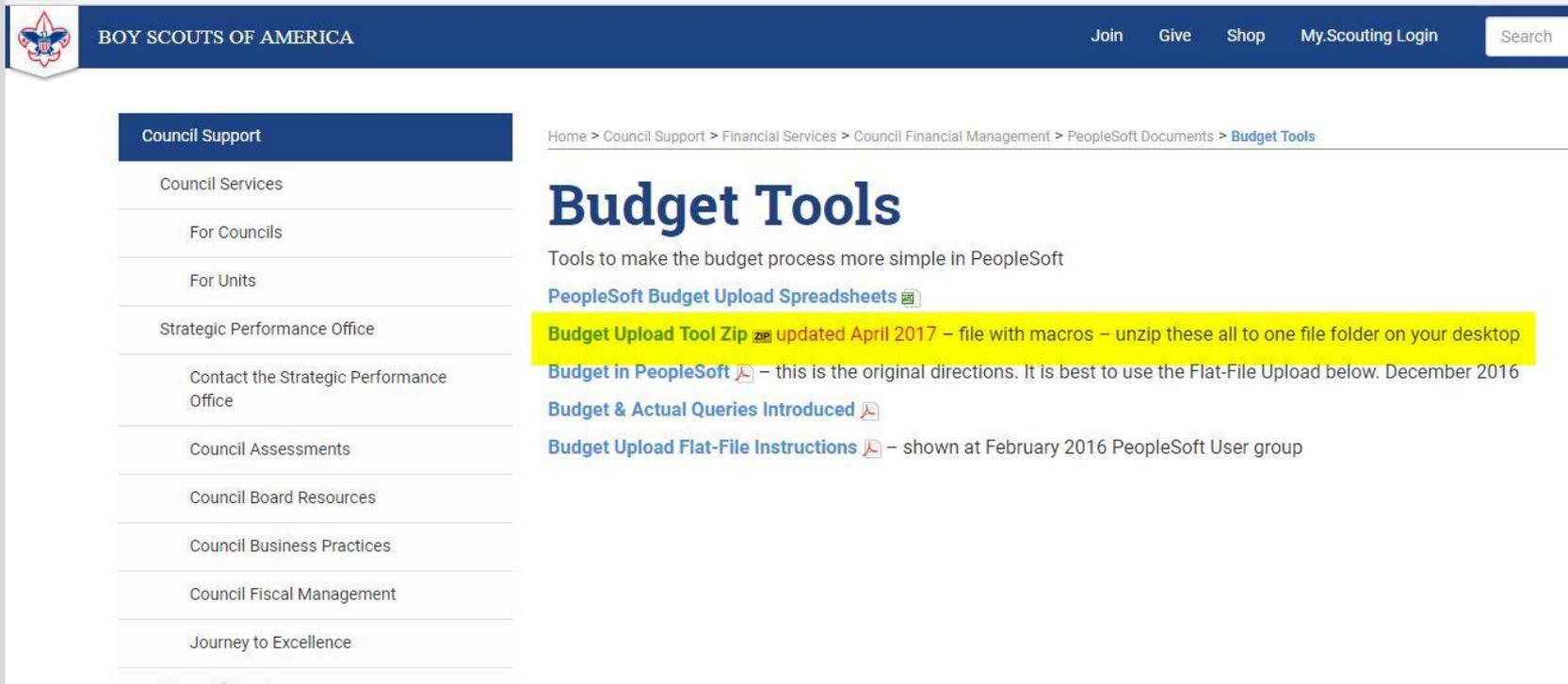
[Webinar: Staying Tax-Exempt](#) – PDF version of February 26, 2014 presentation
Read the [Frequently Asked Questions](#)
View the [LiveStream presentation](#)

[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](#)
- [Month End](#)
- [Point Of Sale](#)
- [PeopleSoft User Group](#)
- [PeopleSoft BSA User Guide](#)
- [Webinars](#)
- [Year End](#)



www.scouting.org/financeimpact



The screenshot shows the Boy Scouts of America website's "Budget Tools" page. The header includes the BSA logo and navigation links for "Join", "Give", "Shop", "My.Scouting Login", and a "Search" box. A left sidebar lists various "Council Support" options. The main content area features a breadcrumb trail, a "Budget Tools" heading, and several links to budget-related resources, including a highlighted "Budget Upload Tool Zip" link.

BOY SCOUTS OF AMERICA

Join Give Shop My.Scouting Login Search

Council Support

- Council Services
 - For Councils
 - For Units
- Strategic Performance Office
 - Contact the Strategic Performance Office
 - Council Assessments
 - Council Board Resources
 - Council Business Practices
 - Council Fiscal Management
 - Journey to Excellence

Home > Council Support > Financial Services > Council Financial Management > PeopleSoft Documents > Budget Tools

Budget Tools

Tools to make the budget process more simple in PeopleSoft

[PeopleSoft Budget Upload Spreadsheets](#)

Budget Upload Tool Zip [zip](#) updated April 2017 – file with macros – unzip these all to one file folder on your desktop

[Budget in PeopleSoft](#) – this is the original directions. It is best to use the Flat-File Upload below. December 2016

[Budget & Actual Queries Introduced](#)

[Budget Upload Flat-File Instructions](#) – shown at February 2016 PeopleSoft User group



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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

September 18, 2019

10:00AM & 2:00PM

Central



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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 (972) 580-2489



Feedback Time

- Questions
- Best practices
- Needs
- Requests for future user group topics email michael.creagh@scouting.org

