

# PeopleSoft User Group

September 18, 2019



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# User Group Agenda

- Year – End Preparation
- 1099 process for 2019
- eBILL BSA Invoice Access
- Council User Security Review
- New Functional Expense Report layout for 2019 Audits
- 2020 Budget Building
- IOIPAY and payroll Update



# Year End Preparation

Council Support

Council Management Support








- Contact Council Management Support
- 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 > PeopleSoft Documents > [Year End](#)



## Year End


**Accounts Payable**  
[Accounts Payable Year-End](#)   
[Accounts Payable Year-End Presentation](#)   
[Track1099 User Guide for 2018 PeopleSoft 1099s](#)  – updated 12/18/2018  
[Webinar Slides for Track 1099 Instructions](#)   
[Recording of Track 1099 Webinar](#)  – November 27, 2018  
[January 15 1099 User Webinar PowerPoint Slides](#)   
[January 15 1099 User Webinar Recording](#) 

**Fundraising**  
[Fundraising Year-End Procedures](#) 

**General Ledger**  
[General Ledger Year-End Procedures](#)   
[PeopleSoft Closing the Year](#) 

**Membership**  
[Membership Year-End Close Procedures](#) 

**Payroll**  
[Accountable Plan Compliance-Expense Reimbursements and Allowances](#)   
[Fringe Benefits- Employer-Provided Vehicles and Group-Term Life Insurance](#) 

**SellWise**  
[SellWise Year-End Procedures](#) 



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# Year End Preparation

- **Reconciliations of Accounts**
  - **Custodial**
  - **Receivables**
  - **Cash – Bank Accounts**
  - **Accounts Payable**
- **Summer Camp Inventories**
- **Time Study**
- **Update Fixed Assets**
  - **1841 account review**
- **Year End Deferrals (next year events)**
- **1099 Vendors and Vouchers**



# 1099 process for 2019

finance-impact/council-fiscal-management/peoplesoft/year-end/

## PeopleSoft to TRACK1099 User Guide

### Processing your 1099's for 2018

For yearend 2018 we will be providing the TRACK1099 software for your council to use to create, email and e-File 1099's with the IRS. This third-party service has a great reputation and years of history working with not-for-profit organizations. You will still use the PeopleSoft Vendor records and Accounts Payable Vouchers to gather the correct amounts needed to be reported.

The TRACK1099 website is found at [WWW.TRACK1099.com](http://WWW.TRACK1099.com) . We have a master account (called a team) set up with them called "TRACK1099BSA" and we will be emailing your council an invitation to join with a link for you to set up your council in the "team". The costs for processing, emailing and e-Filing will be covered by the National Service Center, any additional services you use will be up to you to pay.

#### Preparing to File 1099's

- I. Vendor Record Setup
- II. Voucher withholding flag and values
- III. Query output for TRACK1099
- IV. Setup you council in TRACK1099
- V. Uploading into TRACK1099 and filing

#### **I. Vendor Record Setup**

If you are using historical vendors that you have filed 1099's within the past the records will not have changed. If you are using a new Vendor or a vendor you have not filed 1099's before you will want to make sure these two items are prepared:

Is the 1099 Withholding Flag turned on?



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# 1099 process for 2019

A blue banner for Track1099 with white text. The top left features the 'Track1099' logo with a trademark symbol. To its right are links for 'Sign Up', 'Pricing', 'How It Works', and 'Contact Us'. The main heading is 'ONLINE 1099-MISC E-FILE' in large, bold, white capital letters. Below this, it says 'IRS approved, W-9, W-2, 1095-C, & More' and 'Trusted by 100,000 businesses'. At the bottom left, a small line of text reads 'Yes, you can still e-file!'.

Preparation in PeopleSoft just like always

- All vendors need setup for 1099 with EIN or SSN

- Make sure all vouchers are flagged

- Use query to output files

- Load into Track1099

- E-file to the IRS

- Output to email address or print to mail



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# Track1099 process

- Prepare 1099 vouchers and vendors in PeopleSoft
- Run the Withholding 1099 Report Job – (loads tables)
- Run Query for exporting to Track1099
- Login to Track1099
- Enter Team code (all councils will be given a code to allow for billing)
- Upload payers with a CSV file
- Email Files
- Download files for mailing
- E-File with the IRS
- Fees covered by the National Service Center



# Queries to help prepare for 1099

**LC\_1099\_VENDORS**

SetID:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (12 kb)

[View All](#) First

	SetID	Vendor ID	Vendor Name	Withholding Applicable
1	L-1099	9030	2060 DIGITAL CHICAGO	Y
2	L-1099	5665	A&A TREE SERVICE	Y
3	L-1099	2184	A-FIRE EXTINGUISHER SALES AND SERVICE	Y
4	L-1099	6011	ABC PREFERRED PLUMBING	Y
5	L-1099	0000000222	ADVANCED DISPOSAL SERVICES	Y

**LC\_1099\_VENDORS**

SetID:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (12 kb)

[View All](#)

	SetID	Vendor ID	
1	L-1099	9030	2060 DIGITAL C
2	L-1099	5665	A&A TREE SER
3	L-1099	2184	A-FIRE EXTING
4	L-1099	6011	ABC PREFERR
5	L-1099	0000000222	ADVANCED DIS



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# Queries to help prepare for 1099

## LC\_1099\_VENDORS\_VOUCHERS

SetID:    
 From Acctg Date:    
 To Acctg Date:    
[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (212 kb)

[View All](#)

First  1-1

	SetID	Voucher ID	Voucher Line Number	Vendor ID	Vendor Name	Amount	Vendor 1099 Flag	Voucher Withholding Flag	Acctg Date
1	L-1	00017049	1	9030	2060 DIGITAL CHICAGO	7000.000	Y	Y	03/19/2019
2	L-1	00018037	1	5665	A&A TREE SERVICE	4000.000	Y	Y	05/30/2019
3	L-1	00016366	1	001100	ANDERSON PEST SOLUTIONS	65.340	Y	N	01/15/2019
4	L-1	00016716	1	001100	ANDERSON PEST SOLUTIONS	65.340	Y	Y	02/19/2019
5	L-1	00017012	1	001100	ANDERSON PEST SOLUTIONS	65.340	Y	Y	03/14/2019
6	L-1	00017391	1	001100	ANDERSON PEST SOLUTIONS	65.340	Y	Y	04/15/2019
7	L-1	00017677	1	001100	ANDERSON PEST SOLUTIONS	65.340	Y	Y	05/06/2019
8	L-1	00018293	1	001100	ANDERSON PEST SOLUTIONS	65.340	Y	Y	06/11/2019

## LC\_1099\_VENDORS\_VOUCHERS

SetID:    
 From Acctg Date:    
 To Acctg Date:    
[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (212 kb)

[View All](#)

	SetID	Voucher ID	Voucher Line Number	Vendor ID
1	L-1	00017049	1	9030
2	L-1	00018037	1	5665
3	L-1	00016366	1	001100
4	L-1	00016716	1	001100
5	L-1	00017012	1	001100
6	L-1	00017391	1	001100
7	L-1	00017677	1	001100
8	L-1	00018293	1	001100



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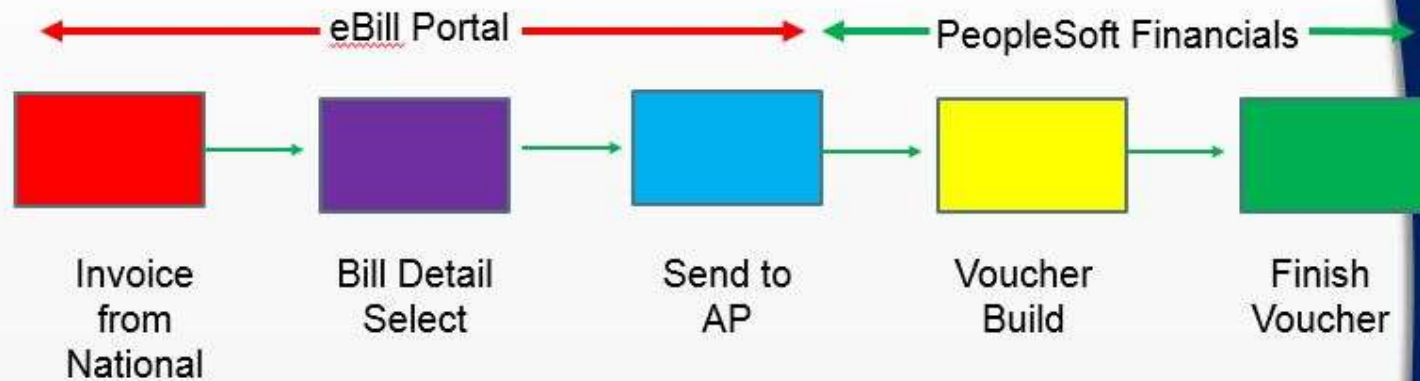
# eBILL Pay Function for Accounts Payable



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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.



## Statements

Printed: 05/03/2018 07:03:00 PM

## Statements

May-03-2018 07:03:00 PM

May-03-2018 07:03:00 PM

April-27-2018 09:35:00 AM





## BOY SCOUTS OF AMERICA STATEMENT

PO BOX 910505  
DALLAS, TX 75391-0505

### STATEMENT

1 of 1

Patrons' Path Council 8358  
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	358DN00502			1,783.00	2018-04-05	
2018-04-05	358GA00502			83.94	2018-04-05	
2018-04-05	358LT00502			951.02	2018-04-05	
2018-04-05	358MM00502			19,291.02	2018-04-05	
2018-04-05	358PI00502			1,706.32	2018-04-05	
2018-04-05	358RT00502			11,352.64	2018-04-05	
2018-04-05	358SE00502			170.04	2018-04-05	
2018-04-05	358VI00502			404.04	2018-04-05	



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## Balance Detail

Personal Path: [Account Info](#)

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.

Balance Detail											Personal Path	Find	Clear All	Print	Filter
Select	Item ID	Line	Voucher Status	Customer ID	Invoice Date	Type	Status	Deduction Flag	Is Dispute	Is Collection	Due Date	Item Balance	Currency		
<input type="checkbox"/>	<a href="#">1002502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	1,706.32 USD			
<input type="checkbox"/>	<a href="#">1005502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	404.04 USD			
<input type="checkbox"/>	<a href="#">1E00502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	170.04 USD			
<input type="checkbox"/>	<a href="#">3A00502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	83.94 USD			
<input type="checkbox"/>	<a href="#">3N00502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	1,783.00 USD			
<input type="checkbox"/>	<a href="#">4M00502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	19,291.02 USD			
<input type="checkbox"/>	<a href="#">T00502</a>		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	951.02 USD			
<input type="checkbox"/>	<a href="#">EQ-0000332</a>		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"/>	<a href="#">IN0642080002990610</a>			32817801	03/28/2018	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/27/2018	550.00 USD			
<input type="checkbox"/>	<a href="#">NS-0048854</a>			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"/>	<a href="#">LF-0004582</a>			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"/>	<a href="#">CL-0115417</a>			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"/>	<a href="#">CB-0025562</a>			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"/>	<a href="#">GL-0038686</a>			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"/>	<a href="#">QA-0009721</a>			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



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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

[Session Defaults](#)  
[Attachments \(0\)](#)  
[Comments \(0\)](#)

[Advanced Vendor Search](#)

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

[View Audit Logs](#)  
 Print Invoice

Difference: 0.00  
 Calculate

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

**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: L 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: 1401

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](mailto:ebillpayment@scouting.org)**



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# PeopleSoft User Security

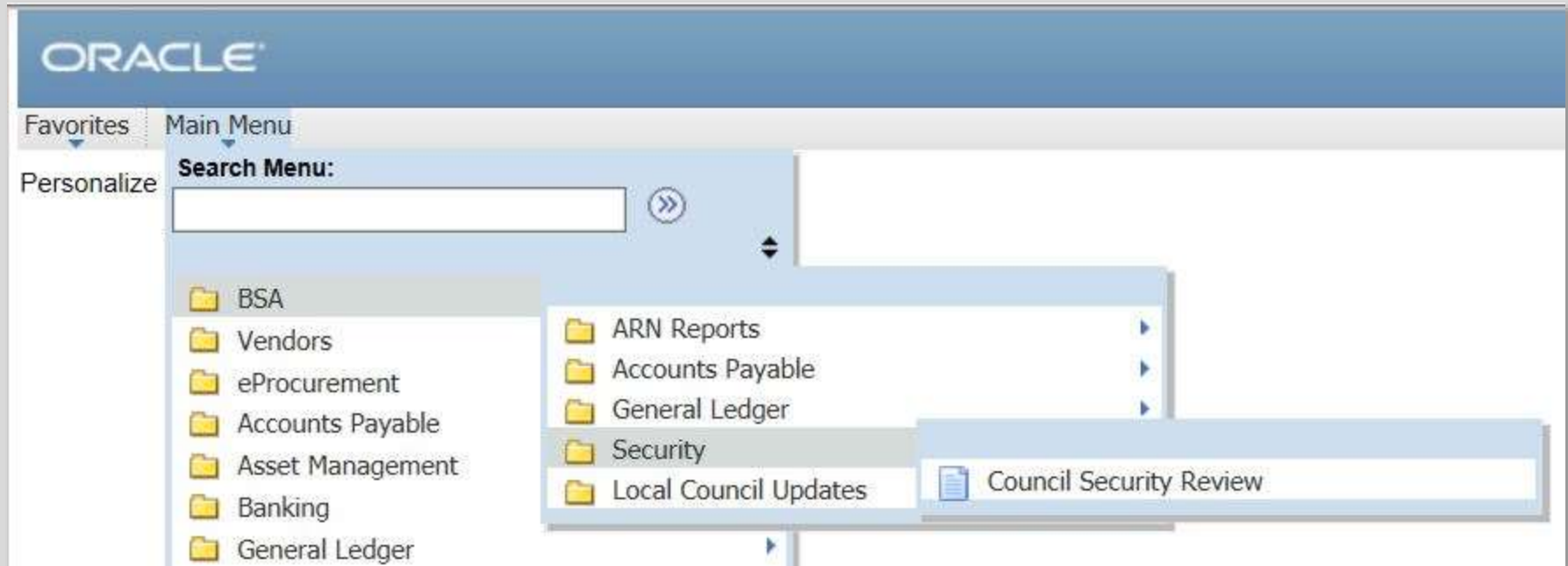
## The Scout Executive's Role



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# PeopleSoft User Security



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

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[Security Review](#)

---

**Business Unit:** [1000](#)   [View Steps](#)   [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**   [Download List](#)   [New List](#)   [Print](#)   [Find](#)   [Filter](#)   [Help](#)

User	Name	Type	Last Reviewed	Change Needed
<a href="#">james@psa</a>	James Adams			<input type="checkbox"/>
<a href="#">james@psa</a>	James Adams			<input type="checkbox"/>
<a href="#">james@psa</a>	James Adams			<input type="checkbox"/>
<a href="#">james@psa</a>	James Adams			<input type="checkbox"/>
<a href="#">james@psa</a>	James Adams			<input type="checkbox"/>
<a href="#">james@psa</a>	James Adams			<input type="checkbox"/>
<a href="#">james@psa</a>	James Adams			<input type="checkbox"/>
<a href="#">james@psa</a>	James Adams			<input type="checkbox"/>
<a href="#">james@psa</a>	James Adams			<input type="checkbox"/>
<a href="#">james@psa</a>	James Adams			<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 [Council 10, Member Council \(22001,2\)](#).

[Submit as Reviewed](#)



# FASB Revised Functional Expense Report



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# Current Functional Expense Report

Funds 1-3						
FASB18						
			----- Support Services -----			
Expenses		Program Services	Management & General	Fundraising	Total Support Services	Total Expenses 2018 2017
Employee compensation:						
Salaries		461,366	54,692	41,901	96,592	557,958 521,607
Employee benefits		61,000	9,034	6,921	15,955	76,954 72,410
Payroll taxes		41,091	4,389	3,362	7,751	48,843 46,357
Employee related		-	-	-	-	- -
Total Employee Compensation		563,457	68,114	52,184	120,298	683,756 640,374
Other expenses:						
Professional fees		5,642	9,861	7,706	17,566	23,208 20,097
Program and other Supplies		117,859	853	3,215	4,068	121,927 280,261
Telephone and communications		5,916	783	600	1,383	7,299 9,924
Postage and shipping		5,554	769	1,945	2,714	8,268 6,754



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# Current Functional Expense Report

Recognition and awards	14,808	444	4,236	4,681	19,489	17,058
Interest	573	91	70	161	734	5,454
Insurance	34,245	2,287	1,752	4,039	38,284	40,237
Other	6,557	989	757	1,746	8,303	15,638
<b>Total other expenses</b>	<b>338,517</b>	<b>26,475</b>	<b>28,248</b>	<b>54,723</b>	<b>393,240</b>	<b>540,985</b>
Expenses before depreciation	901,975	94,589	80,432	175,021	1,076,996	1,181,359
Depreciation expense	38,039	1,449	1,110	2,560	40,599	33,497
<b>Total functional expenses</b>	<b>940,013</b>	<b>96,039</b>	<b>81,542</b>	<b>177,581</b>	<b>1,117,594</b>	<b>1,214,857</b>
% of Total expenses by function *	84.11%	8.59%	7.30%	15.89%	100.00%	
<b>Time study percentages</b>	<b>78.10</b>	<b>12.40</b>	<b>9.50</b>			
* Percentage figures after combining allocated and unallocated expenses						
--- End of Report ---						



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**Statement of Functional Expense**  
**Allocated by Function**  
 Period Ending: December 31, 2018

<b>Funds 1-3</b>							
<b>FASB19</b>							
<b>Expenses</b>	<b>Program Services</b>	<b>Management &amp; General</b>	<b>Fundraising</b>	<b>Product Sales</b>	<b>Cost of Direct Benefits to Donors</b>	<b>Total Expenses 2018</b>	<b>2017</b>
Employee compensation:							
Salaries	461,366	54,692	41,901			557,958	521,607
Employee benefits	61,000	9,034	6,921			76,954	72,410
Payroll taxes	41,091	4,389	3,362			48,843	46,357
Employee related	-	-	-			-	-
<b>Total Employee Compensation</b>	<b>563,457</b>	<b>68,114</b>	<b>52,184</b>		<b>-</b>	<b>683,756</b>	<b>640,374</b>
<b>Other expenses:</b>							
Professional fees	5,642	9,861	7,706			23,208	20,097
Program and other Supplies	117,859	853	3,215			121,927	280,261
Telephone and communications	5,916	783	600			7,299	9,924
Postage and shipping	5,554	769	1,945			8,268	6,754
Occupancy	71,364	2,053	1,573			74,990	49,673
Rental and maintenance of equipment	14,067	1,405	1,077			16,549	10,919
Publications and media	-	-	-			-	-
Travel	37,337	4,834	3,703			45,873	65,915
Conferences and meetings	17,571	2,106	1,613			21,290	17,357
Specific assistance to individuals	7,025	-	-			7,025	1,697
Recognition and awards	14,808	444	4,236			19,489	17,058
Cost of products sold & unit commissions				371,973		371,973	333,036
Cost of goods sold - supplies	181,123					181,123	118,860
Cost of direct benefit to donors					34,305	34,305	30,473
Interest	573	91	70			734	5,454
Insurance	34,245	2,287	1,752			38,284	40,237
Depreciation and amortization	38,039	1,449	1,110			40,599	33,497
Other	6,557	989	757			8,303	15,638
<b>Total other expenses</b>	<b>557,679</b>	<b>27,925</b>	<b>29,358</b>	<b>371,973</b>	<b>34,305</b>	<b>1,021,241</b>	<b>1,056,852</b>
<b>Total functional expenses</b>	<b>1,121,137</b>	<b>96,039</b>	<b>81,542</b>	<b>371,973</b>	<b>34,305</b>	<b>1,704,997</b>	<b>1,697,226</b>
<b>Expenses included with revenue on the statement of activities:</b>							
Cost of products sold & Unit Commissions				(371,973)		(371,973)	(333,036)
Cost of goods sold - supplies	(181,123)					(181,123)	(118,860)
Cost of direct benefit to donors					(34,305)	(34,305)	(30,473)
<b>Total expenses included in the expense section on the statement of activities</b>	<b>940,013</b>	<b>96,039</b>	<b>81,542</b>	<b>-</b>	<b>-</b>	<b>1,117,594</b>	<b>1,214,857</b>





# New Functional Expense Report

Boy Scouts of America						
Statement of Functional Expense						
Allocated by Function						
Period Ending: December 31, 2018						
Funds 1-3						
FASB19						
	Program Services	Management & General	Fundraising	Product Sales Cost of Sales	Cost of Direct Benefits to Donors	Total Expenses 2018 2017
Expenses						
Employee compensation:						
Salaries	461,366	54,692	41,901			557,958 521,607
Employee benefits	61,000	9,034	6,921			76,954 72,410
Payroll taxes	41,091	4,389	3,362			48,843 46,357
Employee related	-	-	-			- -
Total Employee Compensation	563,457	68,114	52,184		-	683,756 640,374
Other expenses:						
Professional fees	5,642	9,861	7,706			23,208 20,097
Program and other Supplies	117,859	853	3,215			121,927 280,261
Telephone and communications	5,916	783	600			7,299 9,924
Postage and shipping	5,554	769	1,945			8,268 6,754



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# New Functional Expense Report

Recognition and awards	14,808	444	4,236		19,489	17,058
Cost of products sold & unit commissions				371,973	371,973	333,036
Cost of goods sold - supplies	181,123				181,123	118,860
Cost of direct benefit to donors				34,305	34,305	30,473
Interest	573	91	70		734	5,454



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# New Functional Expense Report

Total other expenses	557,679	27,925	29,358	371,973	34,305	1,021,241	1,056,852
Total functional expenses	1,121,137	96,039	81,542	371,973	34,305	1,704,997	1,697,226
Expenses included with revenue on the statement of activities:							
Cost of products sold & Unit Commissions				(371,973)		(371,973)	(333,036)
Cost of goods sold - supplies	(181,123)					(181,123)	(118,860)
Cost of direct benefit to donors					(34,305)	(34,305)	(30,473)
Total expenses included in the expense section on the statement of activities	940,013	96,039	81,542	-	-	1,117,594	1,214,857
--- End of Report ---							
% of Total expenses by function *	84.11%	8.59%	7.30%			84.11%	
Time study percentages	78.10	12.40	9.50				
* Percentage figures after combining allocated and unallocated expenses							



# 2020 Budget Building



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# Actual Spreadsheet

## LC\_ACTUAL\_SPREADSHEET\_FIS\_YR - Actual Spreadsheet-Fis Year

Business\_Unit:  

Year:

[View Results](#)

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		1	8103	017	20	Supplies-Program	Merit Badge University	0.000	32.220	0.000	0.000	0.000	0.000
202		1	8103	031	20	Supplies-Program	Great Yukon Race	354.710	0.000	0.000	0.000	0.000	0.000
203		1	8103	040	20	Supplies-Program	Spring Camporee	0.000	0.000	0.000	0.000	288.790	0.000
204		1	8103	040	99	Supplies-Program	Spring Camporee	0.000	0.000	0.000	308.600	0.000	0.000
205		1	8103	042	20	Supplies-Program	National Jamboree	0.000	0.000	0.000	0.000	2316.270	-2316.270
206		1	8103	042	99	Supplies-Program	National Jamboree	0.000	0.000	0.000	0.000	0.000	0.000
207		1	8103	050	99	Supplies-Program	FOS	0.000	399.960	0.000	0.000	154.550	0.000
208		1	8103	070	20	Supplies-Program	Brick Campaign	0.000	0.000	0.000	0.000	0.000	120.000
209		1	8103	078	20	Supplies-Program	Spring Ox Roast	0.000	0.000	0.000	0.000	3790.000	0.000
210		1	8103	078	99	Supplies-Program	Spring Ox Roast	0.000	0.000	0.000	0.000	-3790.000	0.000
211		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

LC_BUDGET_SPREADSHEET_FIS_YR - Budget Spreadsheet - Fis Year													
Business_Unit:		<input type="text" value=""/> <input type="button" value="Q"/>											
Year:		<input type="text" value="2017"/>											
<input type="button" value="View Results"/>													
Download results in :		<a href="#">Excel SpreadSheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (152 kb)											
<a href="#">View All</a>													
	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



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# Budget Report

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



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# www.scouting.org/financeimpact



The screenshot shows the Boy Scouts of America website's "Council Financial Management" page. 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" button. A left sidebar menu lists various support options, with "Council Financial Management" highlighted in blue. The main content area features a breadcrumb trail: "Home > Council Support > Financial Services > Council Financial Management". The title "Council Financial Management" is prominently displayed. Below the title, a paragraph describes the resources provided. Several links are listed, including a webinar, frequently asked questions, live stream presentation, 5-year financial planning, budget building materials, fiscal documents, payroll/personnel, sample policies, Sphere (Kintera) help, and PeopleSoft documents. The "Budget Tools" link under PeopleSoft documents is highlighted with a yellow background.

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

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](#)

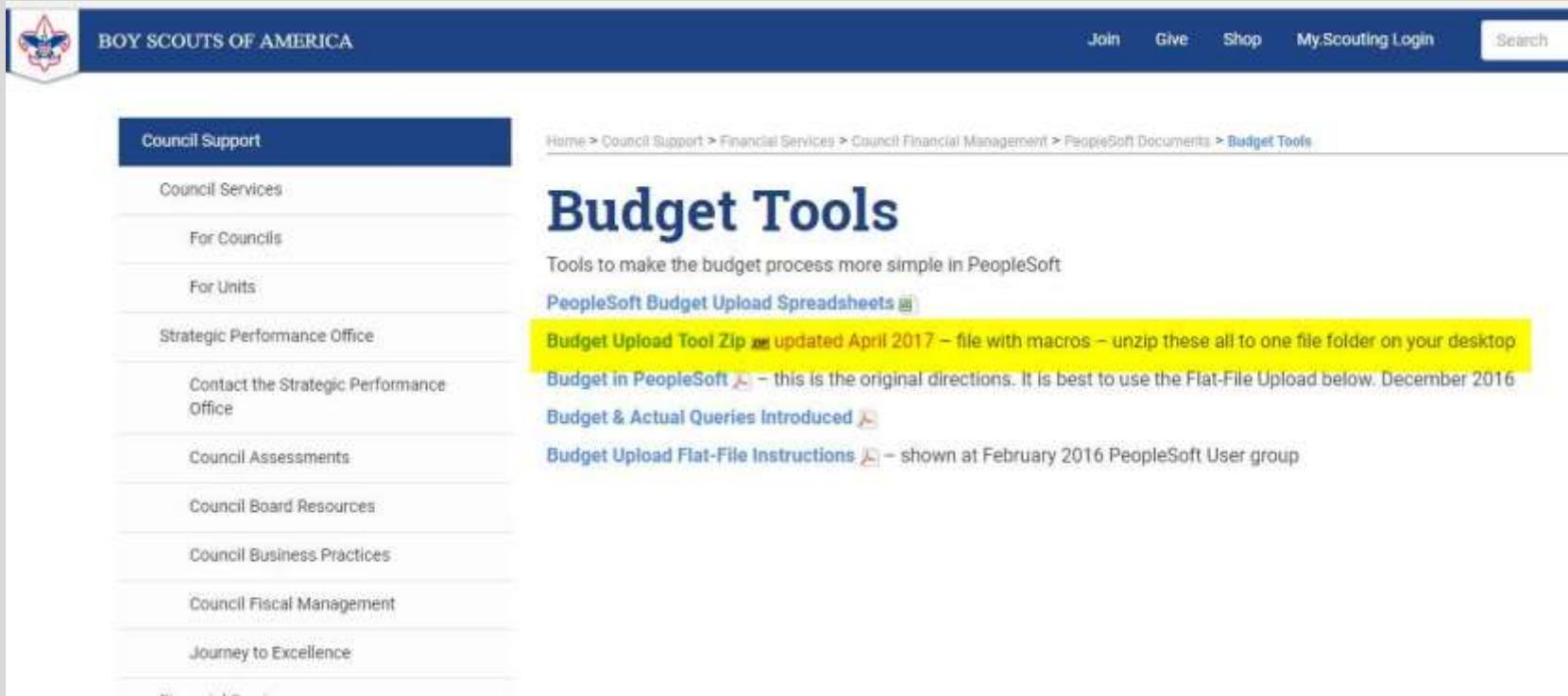


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# Always start with a fresh set of tools



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" button. A left sidebar menu is titled "Council Support" and lists various services. The main content area is titled "Budget Tools" and provides information about budgeting in PeopleSoft, including links to spreadsheets, a zip file (highlighted in yellow), and flat-file instructions.

**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**  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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# Budget Upload Tools

\_20170424 (1) > Budget 20170424





Name ^	Type	Compressed size	Password ...	Size	Ratio	Date modified
 JRNL1_LC	Microsoft Excel 97-2003 Worksheet	305 KB	No	2,459 KB	88%	4/24/2017 10:39 AM
 JrnlLog	Microsoft Excel 97-2003 Worksheet	6 KB	No	9 KB	30%	4/6/2017 2:26 PM
 JRNLMCRO	Microsoft Excel Add-In	155 KB	No	420 KB	64%	4/24/2017 10:39 AM



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# Gathering Worksheet

Name	Date modified	Type	Size
 JRNL1_LC	10/15/2018 1:56 PM	Microsoft Excel 97-2003 Worksheet	2,459 KB
 JrnLog	10/15/2018 1:56 PM	Microsoft Excel 97-2003 Worksheet	9 KB
 JRNLMCRO	10/15/2018 1:56 PM	Microsoft Excel Add-In	420 KB
 Journal_Upload_and_Budget_Upload_Gat...	10/15/2018 1:56 PM	Microsoft Excel Worksheet	5,323 KB



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# Gathering Worksheet

	A	B	C	D	E	F	G	H	I	J
1			Paste your Data here beginning with Cell C4 across the months you are entering							
2	Header		GL Account				Periods			
3	Bus Unit	Ledger	Fund	Account	Project	Class	Jan	Feb	Mar	Apr
4		BUDGET	1	3630	841	00	-	-	-	
5		BUDGET	1	4001	280	90	(20,833.33)	(20,833.33)	(20,833.33)	(20,83
6		BUDGET	1	4001	831	90	(27,976.00)	(27,976.00)	(27,976.00)	(27,97
7		BUDGET	1	4069	280	90	1,875.00	1,875.00	1,875.00	1,87
8		BUDGET	1	4069	831	90	2,517.84	2,517.84	2,517.84	2,51
9		BUDGET	1	4071	000	90	-	-	-	
10		BUDGET	1	4201	801	90	-	-	-	
11		BUDGET	1	4201	802	90	-	-	-	
12		BUDGET	1	4201	803	90	-	-	-	



# Make Sure to Follow Directions

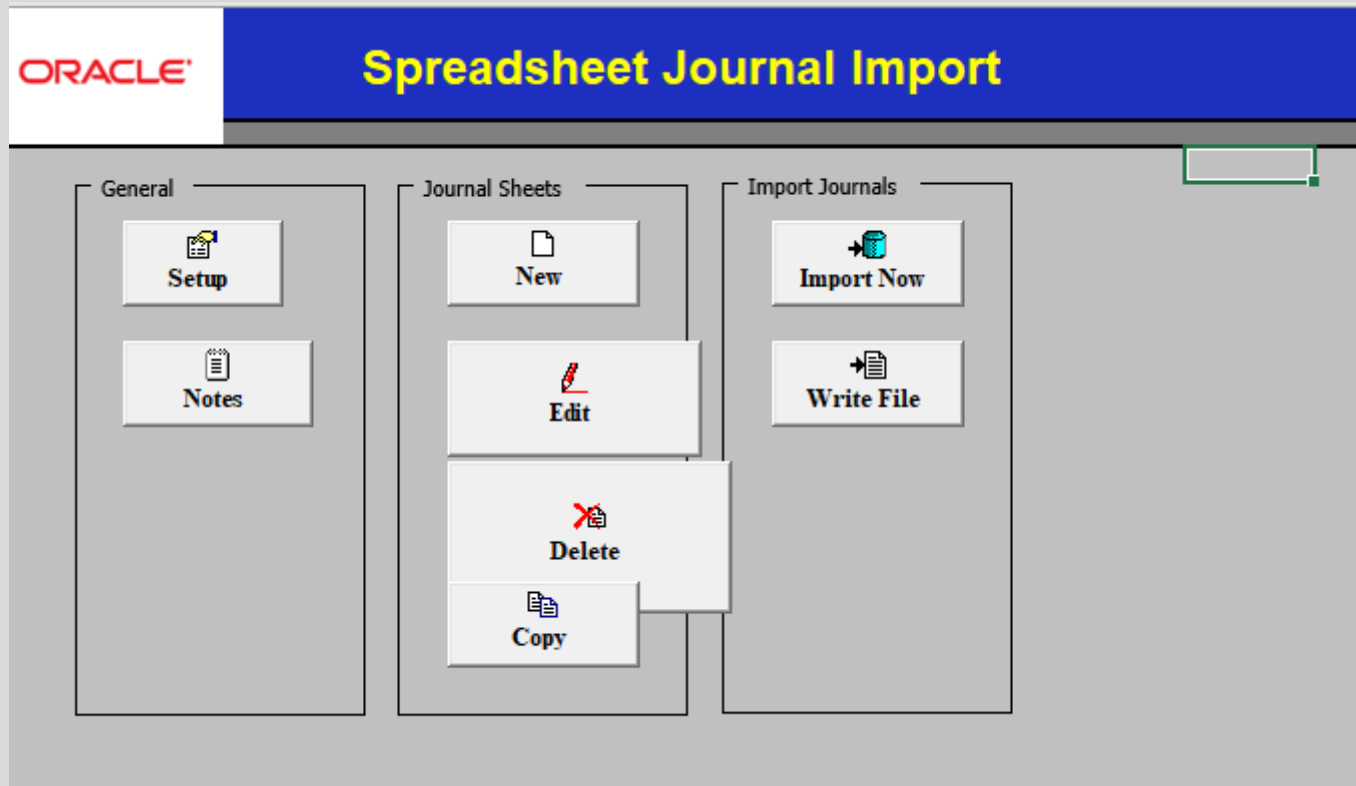
Fill in the two cells below	
L114	PeopleSoft Business Unit (usually L999 - Council Number)
USD	Currency (USD unless otherwise directed by user)
<b>Data Preparation Steps:</b>	
Step 1	Gather your data for journal upload. This can be to either ACTUALS of BUDGET ledger as indicated by the tabs below.
Step 2	Organize your data in the order of colums as in the selected "Master" tab below. The order is important. Arranged your data in that order.
Step 3	Copy your data from your source and 'PAST SPECIAL - VALUES" only into the selected "MASTER" sheet for either Actuals or Budget.
Step 1	After all the budget data you wish to load is placed into the Master Tab. Count the number of lines in your data below.
Step 2	Open your import file JRNL1.LC.xls - Set up your Header for your Business Unit including the date that is in the period where you want to post this entry.
Step 3	Add the number of rows in the JRNL1.LC.xls file that will match your data rows.
	This is done by clicking the button shown at the right here and entering the number of rows to add 
Step 4	Start with
	Then add Row numbers in the upload template so they match your data and there is a row number in the grey portion for each row of your data.



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# Spreadsheet Journal Import



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# Journal Upload Pitfalls

- **Formatting of cells from cut and paste**
- **Typo on the chartfield numbers**  
**X-XXXX-XXX-XX**
- **Journal Date – using the incorrect date for budget journals**  
**Each month budget needs to be that correct month of the budget**
- **Incorrect number of lines of data**



# Mark Logemann

Assistant Chief Scout Executive  
National Director of Support Services



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# IOIPay and Payroll Software



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# **Future Scheduled Webinar**

**November 13, 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 (855) 707-2644



# Feedback Time

- Questions
- Best practices
- Needs
- Requests for future user group topics email [michael.creagh@scouting.org](mailto:michael.creagh@scouting.org)

