

PeopleSoft User Group

November 13, 2019



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User Group Agenda

- Revised User Guide
- Audit and Accounting Alert 2019
- Council Payroll Provider Update
- Year – End Preparation
- Budget Upload – tricks of the trade
- 1099 process for 2019
- eBILL BSA Invoice Access
- Council User Security Review
- New Functional Expense Report layout for 2019 Audits



Revised User Guide

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Audit Alert 2019



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Local Council Audit and Accounting Alert 2019

New Accounting Standards to Affect Your 2019 Audit!

Two new accounting standards become effective this year, and both have to do with revenue recognition. FASB ASU 2014-09 focuses on revenue from the transfer of goods or performance of services (exchange transactions), and FASB ASU 2018-08 helps nonprofits identify whether a grant is a contribution or an exchange transaction, and if it *is* a contribution, whether the contribution is conditional or unconditional. We'll break down each of these new standards so you will *be prepared* for your upcoming audit.

Please review this document with your accounting staff, audit committee, and auditors. There's a lot to cover but it will be well worth your while. Taking the time now to understand the impact of these new accounting standards on your financial statements will save your auditors time and ultimately save you money.

FASB ASU 2014-09, Revenue from Contracts with Customers (FASB Accounting Standards Codification (ASC) Topic 606): This new accounting standard effectively eliminates the previous transaction-specific and industry-specific revenue recognition guidance and replaces it with a principles-based approach for determining an entity's revenue recognition policies. At the heart of the new revenue recognition standard is



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Audit Alert 2019

You must be able to show your auditor you have carefully considered the new standard's effect on all of your "exchange transaction revenue streams"

Such as: Scout shop & trading post sales
Product Sales
Camping and activity revenue
Special event fundraising revenue
Certain types of grants

Five Step process for recognizing revenue from exchange transactions

1. Identify the contract with the customer
2. Identify the performance obligation
3. Determine the transaction price
4. Allocate the transaction price
5. Recognize revenue when (or as) the council satisfies obligation

Local Council Guide to the 2019 Audit in late December



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Council Payroll Provider

- Beginning January 1st PeopleSoft HR is replaced with HCM Cloud
- Communication to Scout Executives, HR administrators, and all employees will be coming out in the next few days
- IOIPAY interface with HCM Cloud will not be built
- Double entry will be required for the first few quarters of 2020 - entry into IOI and into HCM Cloud until interfaces are completed
- New Payroll provider will be selected soon with a roll-out before June 2020



Year End Preparation

Council Support

Home > Council Support > Financial Services > Council Financial Management > PeopleSoft Documents > [Year End](#)

Year End

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

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**



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2020 Budget Upload



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www.scouting.org/financeimpact

The screenshot shows the website's navigation bar with the Boy Scouts of America logo and the text 'BOY SCOUTS OF AMERICA'. On the right side of the bar are links for 'Join', 'Give', 'Shop', 'My.Scouting Login', and a search box. Below the bar is a left-hand navigation menu with a 'Council Support' header. The menu items include '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' (highlighted in blue), 'Council Fund Development', and 'Council Financial Training'. The main content area has a breadcrumb trail: 'Home > Council Support > Financial Services > Council Financial Management'. The main heading is 'Council Financial Management'. Below the heading is a paragraph: '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.' There are several links: 'Webinar: Staying Tax-Exempt' (with a PDF icon), 'Read the Frequently Asked Questions' (with a PDF icon), and 'View the LiveStream presentation' (with a globe icon). A list of sub-topics follows: '5-Year Financial Planning', '5-Year Financial Plan with Membership Tracking', 'Budget Building Materials', 'Fiscal Documents', 'Payroll / Personnel', 'Sample Policies', 'Sphere (Kintera) Help', and 'PeopleSoft Documents'. The 'PeopleSoft Documents' list includes: 'Accounts Payable', 'Asset Management', 'Audit Adjustments', 'Bank Reconciliation', 'Budget Tools' (highlighted in yellow), 'Communications', 'General Ledger', 'Month End', 'Point Of Sale', 'PeopleSoft User Group', 'PeopleSoft BSA User Guide', 'Webinars', and 'Year End'.

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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

[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 Webinar – Slides](#)  – [Recording](#)  – October 15, 2019

[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
 JrnlLog	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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Make Sure to Follow Directions

	A	B	C	D	E	F	G
1	Fill in the two cells below						
2	L114	PeopleSoft Business Unit (usually L999 - Council Number)					
3	USD	Currency (USD unless otherwise directed by user)					
4							
5	Data Preparation Steps:						
6		Step 1	Gather your data for journal upload. This can be t				
7		Step 2	Organize your data in the order of columns as in th				
8		Step 3	Copy your data from your source and 'PAST SPECI				
9							
10		Step 1	After all the budget data you wish to load is place				
11		Step 2	Open your import file JRNL1.LC.xls - Set up your l				
12		Step 3	Add the number of rows in the JRNL1.LC.xls file t				
13			This is done by clicking the button shown at the				
14		Step 4	Start with				
15			Then add Row numbers in the upload template s				



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	L114	BUDGET	1	3605	801	00	-40000.00	0.00	0.00	
5	L114	BUDGET	1	4001	190	90	0.00	-5000.00	0.00	
6	L114	BUDGET	1	4001	801	90	-64200.00	-128400.00	-83460.00	-83460.00
7	L114	BUDGET	1	4069	801	90	6666.67	6666.67	6666.67	6666.67
8	L114	BUDGET	1	4071	000	90	-416.67	-416.67	-416.67	-416.67
9	L114	BUDGET	1	4071	701	90	0.00	0.00	0.00	
10	L114	BUDGET	1	4071	718	90	-222.22	-222.22	-222.22	-222.22
11	L114	BUDGET	1	4071	750	90	0.00	0.00	0.00	
	◀ ▶	Set Up	Actuals Master	Actuals Upload	Budget Master		Jan	Feb	Mar	Apr



Gathering Worksheet

	A	B	C	D	E	F	G	H	I	
1		← Highlight from A2 here to the bottom right corner of your data for columns A - K , then "Copy" - Remo								
2	L114	BUDGET	3605	1	00	801	USD	-40000	Budget Load	
3	L114	BUDGET	4001	1	90	190	USD	0	Budget Load	
4	L114	BUDGET	4001	1	90	801	USD	-64200	Budget Load	
5	L114	BUDGET	4069	1	90	801	USD	6666.667	Budget Load	
6	L114	BUDGET	4071	1	90	000	USD	-416.667	Budget Load	
7	L114	BUDGET	4071	1	90	701	USD	0	Budget Load	
8	L114	BUDGET	4071	1	90	718	USD	-222.222	Budget Load	
9	L114	BUDGET	4071	1	90	750	USD	0	Budget Load	
10	L114	BUDGET	4071	1	90	992	USD	0	Budget Load	
11	L114	BUDGET	4071	1	90	997	USD	-833.333	Budget Load	

Set Up | Actuals Master | Actuals Upload | Budget Master | **Jan** | Feb | Mar | Apr



Spreadsheet Journal Import

The screenshot displays the Oracle Spreadsheet Journal Import interface. At the top left is the Oracle logo. The main title bar is blue with the text "Spreadsheet Journal Import" in yellow. Below the title bar, the interface is divided into three main sections: "General", "Journal Sheets", and "Import Journals".

- General:** Contains two buttons: "Setup" (with a gear icon) and "Notes" (with a document icon).
- Journal Sheets:** Contains four buttons: "New" (with a document icon), "Edit" (with a pencil icon), "Delete" (with a trash can icon), and "Copy" (with a document icon).
- Import Journals:** Contains two buttons: "Import Now" (with a database icon and a right-pointing arrow) and "Write File" (with a document icon and a right-pointing arrow).

A small green rectangular box is visible in the top right corner of the interface area.



Spreadsheet Journal Import

Define Options and Defaults

Header Defaults

Business Unit: L114

Date: 1/1/2020

Ledger Group: BUDGET

Source: GJ

User ID:

Enable Multibook

AutoGen Lines

Message Options

Log Error Message only

Log Successful and Error Message

Display Messages Online

Document Sequencing

Enable Document Sequencing

Default Document Type:

Online Import Control

Address: <https://xml.scouting.org/xmlink/P91FBSA/>

User ID:

After successful import

Change import status to Do Not Import

Keep import status as Import

Skip if Journal already exists

Skip if Journal has error

OK

Cancel

Configure

Language: English



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Spreadsheet Journal Import

Spreadsheet Journal Import

Journal Header Sys ID Unit Journal ID Date

Journal Lines Sys ID Journal ID Line # Unit Ledger Account Fund Class Project Currency Amount

New Journal Header

System ID: _____ Description: JAN Budget Upload One

Unit: L114

Journal ID: NEXT

Journal Date: 1/1/2020

Reference Number: _____

Ledger Group: BUDGET

Ledger: _____

Source: GJ

User ID: _____

Journal Class: _____

Transaction Code: _____

AutoGen Lines:

Adjusting Entry:

Document Type: _____

Doc Sequence: _____

Adjustment Type: _____

Commitment Control Amount Type: _____

Agency Location Code: _____

Currency Information

Foreign Currency: _____

Effective Date: 1/1/2020

Rate Type: _____

Exchange Rate: _____

Reversal

None

Beginning of Next Period

End of Next Period

Next Day

Specified Date

OK

Cancel



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Spreadsheet Journal Import

Spreadsheet Journal Import											
Journal Header		Sys ID	Unit	Journal ID	Date						
		1077	L114	NEXT	1/1/2020 JAN Budget Upload One						
Journal Lines											
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Class	Project	Currency	Amount	Description
			<input checked="" type="checkbox"/>								
Select fields to copy from a previous line by marking the checkboxes under each field.											
1077	NEXT	1	L114	BUDGET	3605	1	00	801	USD	(40,000.00)	Budget Load
1077	NEXT	2	L114	BUDGET	4001	1	90	190	USD	0.00	Budget Load
1077	NEXT	3	L114	BUDGET	4001	1	90	801	USD	(64,200.00)	Budget Load
1077	NEXT	4	L114	BUDGET	1000	1	90	801	USD	6,666.67	Budget Load
1077	NEXT	5	L114	B		1	90	000	USD	(416.67)	Budget Load
1077	NEXT	6	L114	B		1	90	701	USD	0.00	Budget Load
1077	NEXT	7	L114	BUDGET	4071	1	90	718	USD	(222.22)	Budget Load
1077	NEXT	8	L114	BUDGET		1	90	750	USD	0.00	Budget Load
1077	NEXT	9	L114	BUDGET		1	90	992	USD	0.00	Budget Load
1077	NEXT	10	L114	BUDGET	4071	1	90	997	USD	(833.33)	Budget Load
1077	NEXT	11	L114	BUDGET	4201	1	90	803	USD	0.00	Budget Load
1077	NEXT	12	L114	BUDGET	4201	1	90	805	USD	0.00	Budget Load
1077	NEXT	13	L114	BUDGET	4201	1	90	807	USD	0.00	Budget Load
1077	NEXT	14	L114	BUDGET	4201	1	90	926	USD	0.00	Budget Load
1077	NEXT	15	L114	BUDGET	4202	1	90	803	USD	0.00	Budget Load



Spreadsheet Journal Import

ACLE

Spreadsheet Journal Import

General

- Setup
- Notes

Journal Sheets

- New
- Edit
- Delete
- Copy

Import Journals

- Import Now
- Write File**

Write Journals to File

Select Sheet:

- Jan 2020 Budget Upload

Write one file per Journal Sheet

File name:

C:\Users\mcreagh\OneDrive - Boy Scouts of America



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Spreadsheet Journal Import

Name	Status	Date modified	Type	Size
jan2020JRNL1_LC	✓	11/8/2019 3:03 PM	Text Document	13 KB
Outlook Files	✓	7/2/2018 10:54 AM	File folder	

Favorites | Main Menu > BSA > Local Council Updates > LC Budget Upload

LC Budget Upload Request

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

Report Request Parameters

*Number of Data Files: Single data file
*Character Set: ISO_8859-1
*If Journal Already Exists: Skip
*If Journal is Invalid: Skip

[Add](#) [Delete](#) [View](#) Attached File:

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Display](#)

File Attachment [X] ? Help

[Browse...](#) No file selected.

[Upload](#) [Cancel](#)



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Spreadsheet Journal Import

Favorites Main Menu > BSA > Local Council Updates > LC Budget Upload

LC Budget Upload Request

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

Report Request Parameters

*Number of Data Files: Single data file

*Character Set: ISO_8859-1

*If Journal Already Exists: Skip

*If Journal is Invalid: Skip

Attached File: jan2020JRNL1_LC.txt

Save



Journal Upload Pitfalls

- **Keep those three upload files together in a folder – and use new copies each year**
- **Formatting of cells from cut and paste use the “text” format**
- **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**



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 . 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

Track1099™

[Sign Up](#)

[Pricing](#)

[How It Works](#)

[Contact Us](#)

ONLINE 1099-MISC E-FILE

IRS approved, W-9, W-2, 1095-C, & More

Trusted by 100,000 businesses

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:

[View Results](#)

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

[View All](#)

First

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

LC_1099_VENDORS

SetID:

[View Results](#)

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

[View All](#)

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



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Queries to help prepare for 1099

LC_1099_VENDORS_VOUCHERS

SetID:

From Acctg Date:

To Acctg Date:

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

First

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

LC_1099_VENDORS_VOUCHERS

SetID:

From Acctg Date:

To Acctg Date:

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

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



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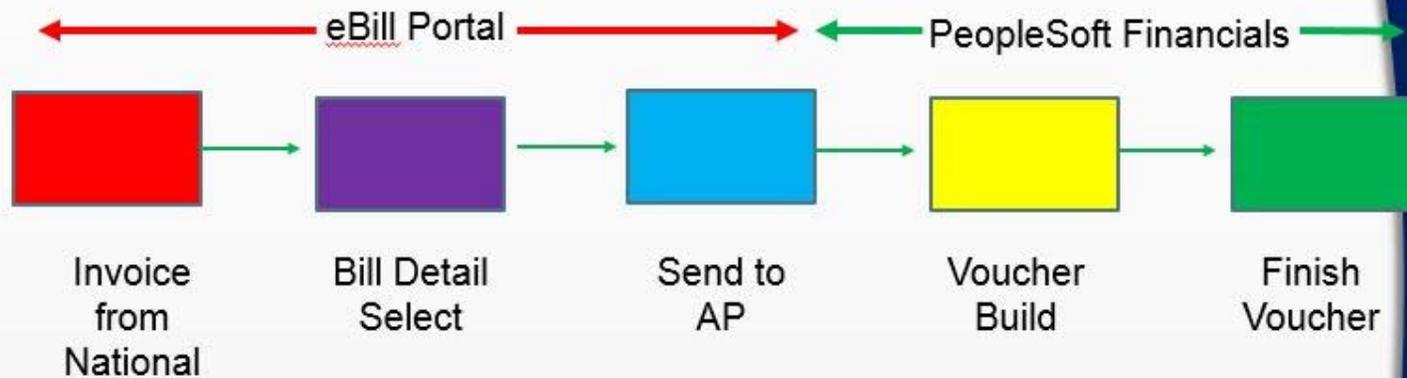
eBILL Pay Function for Accounts Payable



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eBILL to Voucher Workflow



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The screenshot displays the Oracle eBill Payment interface. At the top, the Oracle logo is visible. Below it, there are navigation tabs for 'Favorites' and 'Main Menu'. A 'Search Menu:' input field with a search icon is present. The 'Top Menu' section lists 'Administration', 'Utilities', and 'eBill Payment' (highlighted with a red box). The 'eBill Payment' submenu is expanded, showing items like 'Bills', 'Consolidated Bills', 'Account Balance', 'Balance Detail', 'Payment History', 'Payment Cart', 'Schedule Payment Cart', 'Scheduled Payments', 'Statements', 'My Preferences', 'Profile', 'Contact Us', and 'Customers'. On the left side, there are sections for 'Highlights', 'Recently the Favor...', and 'Breadcru navigation contents'. A small inset image at the bottom right shows a 'Menu Search' dialog box with a search input and a list of results.

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



Favorites | Main Menu > eBill Payment > Balance Detail

Balance Detail

Physical Path: Home > eBill Payment > Balance Detail

If the item you are looking for does not appear in the list below, use [Item Search](#).
 Click on Item ID to see item detail information.

Select	Item ID	Line	Voucher Status	Customer ID	Invoice Date	Type	Status	Deduction Flag	In Dispute	In Collection	Due Date▲	Item Balance	Currency
<input type="checkbox"/>	/I00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	1,706.32	USD
<input type="checkbox"/>	/I00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	404.04	USD
<input type="checkbox"/>	/E00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	170.04	USD
<input type="checkbox"/>	/A00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	83.94	USD
<input type="checkbox"/>	/N00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	1,783.00	USD
<input type="checkbox"/>	/M00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	19,291.02	USD
<input type="checkbox"/>	/T00502		Vouchered/Shortpay	32817801		Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/05/2018	951.02	USD
<input type="checkbox"/>	FD-0000332		Vouchered	32817801	03/15/2018	Debit Memo	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/14/2018	1,787.63	USD
<input type="checkbox"/>	IN064200002990616			32817801	03/28/2018	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/27/2018	550.00	USD
<input type="checkbox"/>	NS-0048654			32817801	04/01/2018	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/01/2018	7,468.10	USD
<input type="checkbox"/>	LF-0004582			32817801	04/01/2018	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/01/2018	531.25	USD
<input type="checkbox"/>	CI-0115417			32817801	04/01/2018	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/01/2018	950.00	USD
<input type="checkbox"/>	CB-0026562			32817801	04/01/2018	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/01/2018	659.05	USD
<input type="checkbox"/>	GL-0038686			32817801	04/01/2018	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/01/2018	17,545.31	USD
<input type="checkbox"/>	OA-0009721			32817801	04/02/2018	Debit Memo	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/02/2018	3,400.00	USD

Select All Deselect All



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Questions?

ebillpayment@scouting.org



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PeopleSoft User Security

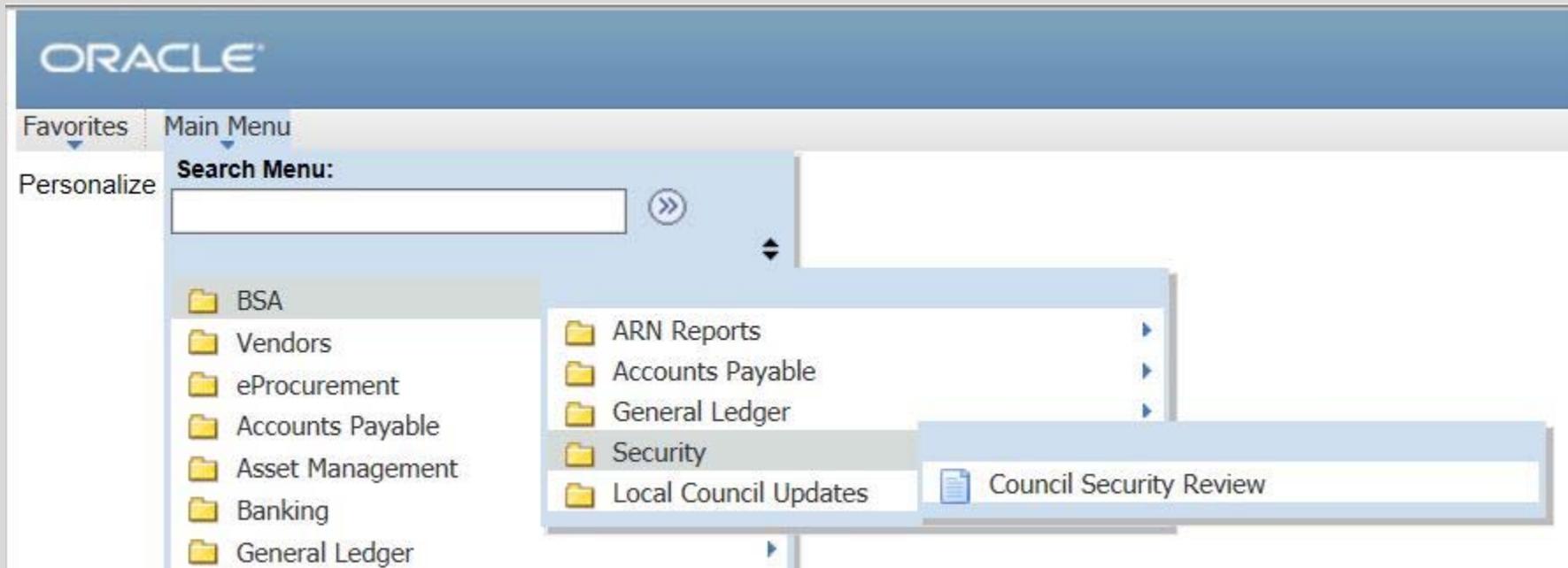
The Scout Executive's Role



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FASB Revised Functional Expense Report



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Current Functional Expense Report

Statement of Functional Expenses Allocated by Function Period Ending: December 31, 2018					Boy Scouts of America	
Funds 1-3						
FASB18						
Expenses	Program Services	----- Support Services -----			Total Expenses	
		Management & General	Fundraising	Total Support Services	2018	2017
Employee compensation:						
Salaries	601,998	46,277	45,091	91,368	693,366	745,187
Employee benefits	94,325	8,348	8,134	16,482	110,807	119,419
Payroll taxes	51,529	4,028	3,925	7,953	59,483	59,685
Employee related	11,717	1,080	1,053	2,133	13,850	1,780
Total Employee Compensation	759,569	59,734	58,202	117,936	877,505	926,071
Other expenses:						
Professional fees	7,174	36,694	644	37,339	44,513	44,850
Program and other Supplies	126,503	382	6,659	7,040	133,543	134,166
Telephone and communications	9,561	644	628	1,272	10,833	10,719
Postage and shipping	1,535	34	4,961	4,995	6,530	5,130



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Current Functional Expense Report

Recognition and awards	22,030	418	31,698	32,116	54,145	58,468
Interest	4,345	401	390	791	5,135	9,090
Insurance	45,440	2,534	2,469	5,002	50,443	51,930
Other	19,164	610	1,908	2,518	21,682	17,695
Total other expenses	495,511	49,341	70,464	119,806	615,316	727,267
Expenses before depreciation	1,255,079	109,075	128,667	237,742	1,492,821	1,653,338
Depreciation expense	105,541	2,676	2,607	5,283	110,824	113,514
Total functional expenses	1,360,621	111,751	131,274	243,025	1,603,645	1,766,852
% of Total expenses by function *	84.85%	6.97%	8.19%	15.15%	100.00%	
Time study percentages	84.60	7.80	7.60			
* Percentage figures after combining allocated and unallocated expenses						



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Statement of Functional Expense

Allocated by Function

Period Ending: December 31, 2018

Funds 1-3							
FASB19							
Expenses	Program	Management	Fundraising	Product Sales	Cost of Direct	Total Expenses	
	Services	& General		Cost of Sales	Benefits to Donors	2018	2017
Employee compensation:							
Salaries	601,998	46,277	45,091			693,366	745,187
Employee benefits	94,325	8,348	8,134			110,807	119,419
Payroll taxes	51,529	4,028	3,925			59,483	59,685
Employee related	11,717	1,080	1,053			13,850	1,780
Total Employee Compensation	759,569	59,734	58,202		-	877,505	926,071
Other expenses:							
Professional fees	7,174	36,694	644			44,513	44,850
Program and other Supplies	126,503	382	6,659			133,543	134,166
Telephone and communications	9,561	644	628			10,833	10,719
Postage and shipping	1,535	34	4,961			6,530	5,130
Occupancy	86,505	2,014	2,072			90,591	86,585
Rental and maintenance of equipment	31,066	758	738			32,561	42,959
Publications and media	11,754	165	9,127			21,047	10,840
Travel	65,960	3,333	6,500			75,793	109,646
Conferences and meetings	37,016	660	1,993			39,668	125,265
Specific assistance to individuals	27,457	695	677			28,830	19,925
Recognition and awards	22,030	418	31,698			54,145	58,468
Cost of products sold & unit commissions				487,456		487,456	537,824
Cost of goods sold - scout shop & trading p	24,605					24,605	24,894
Cost of direct benefit to donors					62,053	62,053	72,844
Interest	4,345	401	390			5,135	9,090
Insurance	45,440	2,534	2,469			50,443	51,930
Depreciation and amortization	105,541	2,676	2,607			110,824	113,514
Other	19,164	610	1,908			21,682	17,695
Total other expenses	625,657	52,017	73,071	487,456	62,053	1,300,254	1,476,343
Total functional expenses	1,385,226	111,751	131,274	487,456	62,053	2,177,759	2,402,414
Expenses included with revenue on the statement of activities:							
Cost of products sold & unit commissions				(487,456)		(487,456)	(537,824)
Cost of goods sold - scout shop & trading p	(24,605)					(24,605)	(24,894)
Cost of direct benefit to donors					(62,053)	(62,053)	(72,844)
expense section on the statement of activities	1,360,621	111,751	131,274	-	-	1,603,645	1,766,852



New Functional Expense Report

Boy Scouts of America						Boy Scouts of America	
Statement of Functional Expense							
Allocated by Function							
Period Ending: December 31, 2018							
Funds 1-3							
FASB19							
Expenses	Program Services	Management & General	Fundraising	Product Sales Cost of Sales	Cost of Direct Benefits to Donors	Total Expenses	
						2018	2017
Employee compensation:							
Salaries	601,998	46,277	45,091			693,366	745,187
Employee benefits	94,325	8,348	8,134			110,807	119,419
Payroll taxes	51,529	4,028	3,925			59,483	59,685
Employee related	11,717	1,080	1,053			13,850	1,780
Total Employee Compensation	759,569	59,734	58,202		-	877,505	926,071
Other expenses:							
Professional fees	7,174	36,694	644			44,513	44,850
Program and other Supplies	126,503	382	6,659			133,543	134,166
Telephone and communications	9,561	644	628			10,833	10,719
Postage and shipping	1,535	34	4,961			6,530	5,130



New Functional Expense Report

Recognition and awards	22,030	418	31,698			54,145	58,468
Cost of products sold & unit commissions				487,456		487,456	537,824
Cost of goods sold - scout shop & trading posts	24,605					24,605	24,894
Cost of direct benefit to donors					62,053	62,053	72,844
Interest	4,345	401	390			5,135	9,090



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New Functional Expense Report

Total other expenses	625,657	52,017	73,071	487,456	62,053	1,300,254	1,476,343
Total functional expenses	1,385,226	111,751	131,274	487,456	62,053	2,177,759	2,402,414
Expenses included with revenue on the statement of activities:							
Cost of products sold & unit commissions				(487,456)		(487,456)	(537,824)
Cost of goods sold - scout shop & trading posts	(24,605)					(24,605)	(24,894)
Cost of direct benefit to donors					(62,053)	(62,053)	(72,844)
Total expenses included in the expense section on the statement of activities	1,360,621	111,751	131,274	-	-	1,603,645	1,766,852
--- End of Report ---							
% of Total expenses by function *	84.85%	6.97%	8.19%			84.85%	
Time study percentages	84.60	7.80	7.60				
* Percentage figures after combining allocated and unallocated expenses							



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Future Scheduled Webinar

January 8, 2020

10:00AM & 2:00PM

Central



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2020 Training Opportunities

<https://www.scouting.org/council-support/strategic-performance/council-fiscal-management>

- **Accounting Specialist Training**
 - Three courses – Las Vegas NV, Irving Tx, and Charleston WV
- **Fiscal Management I**
 - Four Locations – Fort Worth TX, Baltimore MD, Birmingham AL, Waukesha WI



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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



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Feedback Time

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

