

PeopleSoft User Group

December 11, 2019



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

Year-end User Group Agenda

Year – End Preparation

Budget Uploading

1099 process for 2019

SE User Security Review

JTE Month-End Transmittal

Refreshing Trees & Nodes

Time Study Journals

New Functional Expense Report layout for Audits

Revised User Guide

2019 Audit Alert



Year End Preparation

Council Support

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

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](#) 



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**



2020 Budget Upload



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

www.scouting.org/financeimpact



The screenshot shows the Boy Scouts of America website's "Council Financial Management" page. The page features a navigation menu on the left with categories like "Council Support" and "Financial Services". The main content area includes a breadcrumb trail, a title "Council Financial Management", a description of the service, and a list of resources such as webinars, frequently asked questions, and budget building materials. The "Budget Tools" link in the "PeopleSoft Documents" section is 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](#)



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

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



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

Spreadsheet Journal Import

Navigation: [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: **jan2020JRNL1_LC.txt**

Save [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)



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?



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



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



PeopleSoft User Security

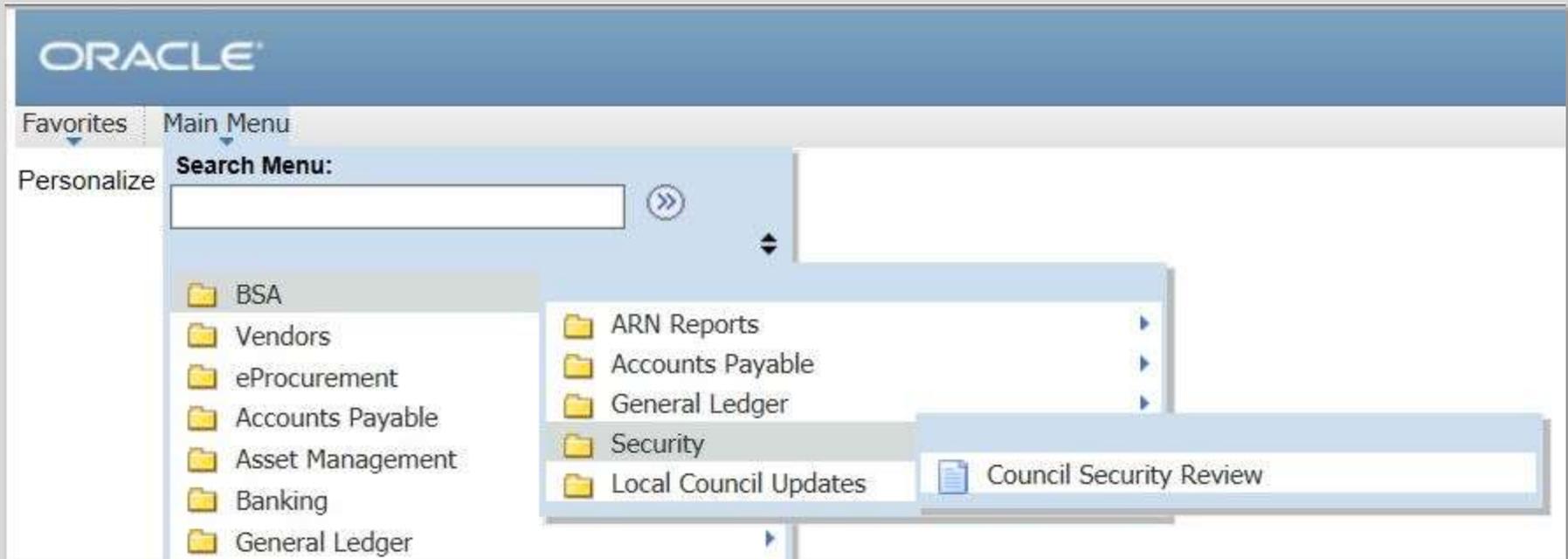
The Scout Executive's Role



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

PeopleSoft User Security



Journey to Excellence Submission

- Submitting JTE
- Populate the Finance Facts database
- This is not an automatic process
- Part of the month-end process
- After making Audit Adjustments



Journey to Excellence Submission

BSA - Local Council Updates > LC Month-end GL Transmittal

GL Period Balances

Run Control ID: BSA_GL_Period_Balance Report Manager Process Monitor **5** Run

Language: English

Report Request Parameters

Business Unit: **1** L114

Fiscal Year: **2** 2016 Period: **3** 10

4 Save Notify Add Update/Display



Refreshing your Trees and Nodes

When was the last time you reviewed the tree and nodes you have set up?

- Review deferral status – has any events moved months
- Add new projects
- Use trees for reporting groups
- Chapter 6.5 in the User guide



Trees & Nodes

ORACLE

Favorites | Main Menu > BSA > Local Council Updates > BSA Tree Manager

Tree Manager

SetID: L... Last Audit: Valid Tree
Effective Date: 01/01/1900 Status: Active
Tree Name: L..._PROJECTS L...2 Projects

[Save As](#) [Close](#) [Tree Definition](#) [Display Options](#) [Print Format](#)

[ALL](#) > 2014 SPEC EVENTS

[Collapse All](#) | [Expand All](#) | [Find](#) | First Page | 21 of 2514 | Last Page

- ALL -
 - COUNCIL - Council
 - ORDER OF THE ARROW - Order of the Arrow
 - DEFERRED - Deferred Projects
 - 12 DEC-DEFERRED - December Deferred Projects
 - 11-NOV-DEFERRED - November Deferred Projects



Functional Expense Time Study



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

Functional Expense Time Study

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

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

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

 ***Process:**

Lines

Select	Line▲	*Unit	Fund▼	Project	Class	*Ledger	Account▲	Debit Amount
<input type="checkbox"/>	1	<input type="text" value="L11"/> <input type="button" value="🔍"/>	<input type="text" value=""/> <input type="button" value="🔍"/>	<input type="text" value=""/> <input type="button" value="🔍"/>	<input type="text" value=""/> <input type="button" value="🔍"/>	ACTUALS	<input type="text" value=""/> <input type="button" value="🔍"/>	<input type="text" value=""/>

Totals [Personalize](#)

Unit	Total Lines	Total Debits
L11	1	0.00

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



Functional Expense Time Study

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

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns

Chartfield Amount Miscellaneous

Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event
<input type="checkbox"/>	Permission	LOCAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All	LOCAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	All	TIMESTUDY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Journal Line Copy Down - Copy Journal Line Columns to New Lines

Chartfield Amount Miscellaneous

Selected	Action	Template Type	Copy Down ID	Default	Unit	Ledger
<input type="checkbox"/>		Permission	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		All	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		All	TIMESTUDY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

OK Cancel Refresh



Functional Expense Time Study

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

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

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

[Template List](#)

[Change Values](#)

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

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

Must equal 100%

Lines to add: 1 + -

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

4 Save | Notify | Refresh

Add | Update/Display

Header | Lines | Totals | Errors | Approval



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

FASB Revised Functional Expense Report



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

**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

Total other expenses	625,657	52,017	73,071	487,456	62,053	1,300,254	1,476,343
Total functional expenses					52,053	2,177,759	2,402,414
Expenses included with revenue on the statement of activities:							
Cost of products sold & unit commissions						(487,456)	(537,824)
Cost of goods sold - scout shop & trading						(24,605)	(24,894)
Cost of direct benefit to donors					52,053	(62,053)	(72,844)
Total expenses included in the expense section of the statement of activities					-	1,603,645	1,766,852
% of Total expenses by function *						84.85%	
Time study percentages							

Revised User Guide

Table of Contents November 2019

- Chapter 1 Overview 1-1
 - 1.1 Introduction to PeopleSoft for Councils 1-2
- Chapter 2 Accounting Processes 2-1
 - 2.1 Process Development 2-2
 - 2.1.1 Business Processes and related policies 2-2
 - 2.1.2 Software Processes 2-2
 - 2.2 User Role 2-2
 - 2.3 User Security 2-2
- Chapter 3 - Chart of Accounts 3-1
 - 3.1 Fund Accounting 3-2
 - 3.1.1 Operating Fund – Fund 1 3-2
 - 3.1.2 Capital Fund – Fund 2 3-2
 - 3.1.3 Endowment Fund – Fund 3 3-2
 - 3.2 Account Number Groupings 3-3



* Percentage figures after combining all

Revised User Guide

Table of Contents

November 2019

Chapter 1 Overview	1-1
1.1 Introduction to PeopleSoft for Councils.....	1-2
Chapter 2 Accounting Processes	2-1
2.1 Process Development.....	2-2
2.1.1 Business Processes and related policies.....	2-2
2.1.2 Software Processes.....	2-2
2.2 User Role	2-2
2.3 User Security	2-2
Chapter 3 - Chart of Accounts	3-1
3.1 Fund Accounting	3-2
3.1.1 Operating Fund – Fund 1	3-2
3.1.2 Capital Fund – Fund 2	3-2
3.1.3 Endowment Fund – Fund 3	3-2
3.2 Account Number Groupings	3-3



Audit Alert 2019

[Home](#) > [Council Support](#) > [Financial Services](#) > [Council Financial Management](#) > [Fiscal Documents](#)

Fiscal Documents

Fiscal Management Documents

[Accountable Plan Template](#) 

Audit—[Audit Committee Guidebook](#) 

Audit—[Audit Committee Matrix—PowerPoint Presentation](#) 

Audit—[Audit Committee Matrix—Slides and teaching notes](#) 

Audit—[New Accounting Standards Affecting Your 2019 Audit](#) —*posted December 4, 2019*

Audit—[Local Council Guide to the 2018 Audit](#) —*updated January 2, 2019*

Audit—2018 Audit Guide Excerpt – [Sample Notes to 2018 Financial Statements](#) 

Audit—[2018 Audit Self-Review Guide](#)  – *formerly Local Council Audit Toolkit*

Audit—Local Council Guide to the 2017 Audit – call Member Care for previous version

Audit—[Local Council FASB 2018 Audit and Tax Update Power Point](#) 

[Council Office Procedures](#) 



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

Audit Alert 2019



Prepared. For Life.™

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



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

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



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

Future Scheduled Webinar

(mainly 1099 review)

January 14, 2020

10:00AM & 2:00PM

Central



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

CPE CODE

At the request of several of our attendees we are providing an attendance confirmation for “Industry Specific” continuing education hours.

December 2019 code is: “Trees & Nodes”

Email your code report to: michael.creagh@scouting.org and include the name “CPE Code” in the subject line



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



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

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



CPE CODE

At the request of several of our attendees we are providing an attendance confirmation for “Industry Specific” continuing education hours.

December 2019 code is: “Trees & Nodes”

Email your code report to: michael.creagh@scouting.org and include the name “CPE Code” in the subject line

