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

Year End

Accounts Payable
Accounts Payable Year-End
Accounts Payable Year-End Presentation
Track1099 User Guide for 2018 PeopleSoft 1099s’s – 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
www.scouting.org/financeimpact
Always start with a fresh set of 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
Spreadsheet Journal Import

LC Budget Upload Request

Run Control ID: LC

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?
1099 process for 2019

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
PeopleSoft User Security
### PeopleSoft User Security

#### Security Review

**Business Unit:** [Field]

**Audit Details**
- **Audit Year:** 2017
- **Audit Period:** 2
- **Start Date:** 07/01/2017
- **End Date:** 12/31/2017
- **Review Deadline:** 12/31/2017
- **Review Status:** Incomplete

#### Council Users

<table>
<thead>
<tr>
<th>User</th>
<th>Name</th>
<th>Type</th>
<th>Last Reviewed</th>
<th>Change Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Certificate**

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 [Company Name] (22001.2).
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
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
Functional Expense
Time Study
Functional Expense Time Study

### Journal Entry Template List

<table>
<thead>
<tr>
<th>Selected</th>
<th>Template Type</th>
<th>Template ID</th>
<th>Default</th>
<th>Unit</th>
<th>Ledger</th>
<th>Speed Type</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Permission</td>
<td>LOCAL</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td>All</td>
<td>STANDARD</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td>All</td>
<td>LOCAL</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>✔️</td>
<td>All</td>
<td>TIMESTUDY</td>
<td></td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Selected</th>
<th>Action</th>
<th>Template Type</th>
<th>Copy Down ID</th>
<th>Default</th>
<th>Unit</th>
<th>Ledger</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Permission</td>
<td>1</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All</td>
<td>1</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>All</td>
<td>TIMESUDY</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

OK  Cancel  Refresh
### Functional Expense Time Study

#### Lines Tab

<table>
<thead>
<tr>
<th>Select</th>
<th>Line</th>
<th>Unit</th>
<th>Ledger</th>
<th>Account</th>
<th>Stat Amt</th>
<th>Journal Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>L312</td>
<td>ACTUALS</td>
<td>PROG</td>
<td>90.00</td>
<td>Program Time Study Percentage</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>L312</td>
<td>ACTUALS</td>
<td>MNGMT</td>
<td>5.00</td>
<td>Management Time Study Percent</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>L312</td>
<td>ACTUALS</td>
<td>FUNDR</td>
<td>5.00</td>
<td>Fundraising Time Study Percent</td>
</tr>
</tbody>
</table>

**Must equal 100%**

#### Totals Tab

<table>
<thead>
<tr>
<th>Unit</th>
<th>Total Lines</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Journal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>L312</td>
<td>3</td>
<td>0.00</td>
<td>0.00</td>
<td>N</td>
</tr>
</tbody>
</table>

#### Additional Instructions

1. Select records as needed.
2. Enter the correct amount for each line.
3. Ensure the total equals 100%.
4. Click **Save** to save changes.
5. Click **Process** to finalize the entry.
FASB Revised Functional Expense Report
## Statement of Functional Expense

**Allocated by Function**

**Period Ending: December 31, 2018**

### Funds 1-3

#### FASB19

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Program Services</th>
<th>Management &amp; General</th>
<th>Fundraising</th>
<th>Product Sales Cost of Sales</th>
<th>Cost of Direct Benefits to Donors</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee compensation:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>601,998</td>
<td>46,277</td>
<td>45,091</td>
<td></td>
<td>693,366</td>
<td>745,187</td>
</tr>
<tr>
<td>Employee benefits</td>
<td>94,325</td>
<td>8,348</td>
<td>8,134</td>
<td></td>
<td>110,807</td>
<td>119,419</td>
</tr>
<tr>
<td>Payroll taxes</td>
<td>55,529</td>
<td>4,028</td>
<td>3,925</td>
<td></td>
<td>59,483</td>
<td>59,685</td>
</tr>
<tr>
<td>Employee related</td>
<td>11,717</td>
<td>1,080</td>
<td>1,053</td>
<td></td>
<td>13,850</td>
<td>13,880</td>
</tr>
<tr>
<td><strong>Total Employee Compensation</strong></td>
<td>755,569</td>
<td>59,734</td>
<td>58,202</td>
<td></td>
<td>877,505</td>
<td>926,071</td>
</tr>
</tbody>
</table>

| Other expenses                  |                  |                      |            |                             |                                  |                |
| Professional fees               | 7,174            | 36,694               | 644        |                             | 44,513                          | 44,850         |
| Program and other Supplies      | 126,503          | 382                  | 6,659      |                             | 133,543                         | 134,146        |
| Telephone and communications    | 5,561            | 644                  | 628        |                             | 10,833                          | 10,719         |
| Postage and shipping            | 1,535            | 4                     | 4,961      |                             | 6,530                           | 5,130          |
| Occupancy                       | 86,505           | 2,014                | 2,072      |                             | 90,591                          | 86,585         |
| Rental and maintenance of equip. | 31,066           | 758                  | 738        |                             | 32,561                          | 42,995         |
| 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      |                             | 39,666                          | 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 | 24,605     |                      |            | 487,456                     |                                  | 487,456        |
| Cost of direct benefit to donors |                 |                      |            |                             | 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                           | 15,164           | 610                  | 1,900      |                             | 11,682                          | 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 | 24,605 | (487,456) | (487,456) | (537,824) |
| Cost of goods sold - scout shop & trading | 24,605 | (487,456) | (487,456) | (537,824) |
| Cost of direct benefit to donors         | 62,053 | (62,053)  | (62,053)  | (72,844)  |

**expense section on the statement of activities**

| 1,360,621 | 111,751 | 131,274 | - | - | 1,663,645 | 1,766,852 |
New Functional Expense Report

<table>
<thead>
<tr>
<th>Total other expenses</th>
<th>625,657</th>
<th>52,017</th>
<th>73,071</th>
<th>487,456</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total functional expenses</td>
<td>62,053</td>
<td>1,300,254</td>
<td>1,476,343</td>
<td></td>
</tr>
</tbody>
</table>

Expenses included with revenue on the statement of activities:
- Cost of products sold & unit commissions
- Cost of goods sold - scout shop & trading
- Cost of direct benefit to donors

Total expenses included in the expense section of the statement of activities

% of Total expenses by function *

Time study percentages

* Percentage figures after combining allocation of overhead expenses

Revised User Guide

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1.1 Introduction to PeopleSoft for Councils

Chapter 2 Accounting Processes
2.1 Process Development
2.1.1 Business Processes and related policies
2.1.2 Software Processes

Chapter 3 - Chart of Accounts
3.1 Fund Accounting
3.1.1 Operating Fund – Fund 1
3.1.2 Capital Fund – Fund 2
3.1.3 Endowment Fund – Fund 3
3.2 Account Number Groupings

November 2019

Total: 1,603,645
84.85%

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Audit Alert 2019

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—Local Council Guide to the 2017 Audit – call Member Care for previous version
Audit—Local Council FASB 2018 Audit and Tax Update Power Point
Counsel Office Procedures
Audit Alert 2019

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
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
Future Scheduled Webinar

(mainly 1099 review)

January 14, 2020

10:00AM & 2:00PM

Central
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
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

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