PeopleSoft User Group

January 14, 2020
User Group Agenda

Year End Close
  Close Fiscal Year
  JTE Transmittal
2019 Audit Guide
  Tools and Deadlines
2019 1099 Processing
New Fiscal Year
  Receivable Accounts
  Time Study
Enter 2020 Budget
Revised PeopleSoft User Guide


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Journey to Excellence Submission

• Submitting JTE
• Populate the Finance Facts database
• This is not an automatic process
• Part of the month-end process
• Only need to do once for the month
Journey to Excellence Submission
Year End Close the Accounting Period
Audit/Council Adjustments
Council Adjustments (CA) after Year End Close

1. Re-Open December 2019 (Period 12)
2. Undo the year end close
3. Make adjusting journal entries using source code CA
Council Adjustments after Year End Close

4. Run December Allocations (if applicable)
5. Generate Year End Reports
6. Run Year End Close Process (User Guide Section 7.3 Page 7-4)
7. Do Not Need to resubmit JTE Data
Audit Adjustments (AA) after Year End Close

1. For Auditor Proposed and Accepted Journal Entries

2. Use same process except use source code AA for the journal entries.

3. Reclose all periods affected to correct all months
Audit Tools and Deadlines

Recently Issued Accounting Standards Affecting Your 2019 Financial Statements

Two new accounting standards become effective in 2019, 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

Local Council Guide to the 2019 Audit

Page 3

Release date: 12/15/2019
Audit Tools and Deadlines

There are several items that are due to the National Council by July 31, 2020:

- One copy of the audited financial statements
- One copy of the Communicating Internal Control Related Matters Identified in an Audit letter (AU-C Section 265 previously termed an SAS 115/management letter)
- One copy of the management letter response addressing all advisory comments
- One copy of IRS Form 990 (by July 31 or upon timely filing)

To reduce costs and help support the BSA Sustainability Project, all the above documents can be submitted to the National Council at: audits.990@scouting.org

Sections of this Guide marked with ✓ indicate requirements for “BSA-compliant” audited financial statements. Note: Another document available to help the council achieve compliance is the Local Council Audit Self-Review Form. A copy of the Self-Review Form can be found on the Finance Impact website here.

We strive for all local councils to have BSA-compliant audited financial statements. In the spirit of continuous improvement, noncompliant statements become the focus of area and regional leadership.
1099 process for 2019
finance-impact/council-fiscal-management/peoplesoft/year-end/
1099 process for 2019
finance-impact/council-fiscal-management/peoplesoft/year-end/

Year End

Accounts Payable
Accounts Payable Year-End
Accounts Payable Year-End Presentation
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
PeopleSoft to TRACK1099 User Guide

Processing your 1099’s for 2019

For year-end 2019 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 in PeopleSoft
II. Voucher withholding flag and values
III. Query output for TRACK1099
IV. Log back in to TRACK1099 or setup you council in TRACK1099
V. Setting up the Vendors (Transfer from last year)
VI. Uploading into TRACK1099 and filing

I. Vendor Record Setup
Track1099 process

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
• 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
Vendors are good, now what?

Run the Withhold Update Request
How do I output this data?

Run the Withhold Transaction Post
How do I output this data?

Run the “Withhold 1099 Report Job”
How do I output this data?

Run the “Withhold 1099 Report Job”
How do I output this data?

Run the “Withhold 1099 Report Job”
How do I output this data?

Run the Withholding Control Report
How do I output this data?

Withholding Control Report
How do I output this data?

**LC_TRACK1099_EXPORT**

Query Output for TRACK1099
How do I output this data?

LC_TRACK1099_EXPORT

Query Output for TRACK1099

<table>
<thead>
<tr>
<th>Payee Name</th>
<th>Type</th>
<th>Payee Tax ID</th>
<th>Payee Name</th>
<th>Payee Address 1</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Email Address</th>
<th>Account</th>
<th>Office Code</th>
<th>Box 1</th>
<th>Box 2</th>
<th>Box 3</th>
<th>Box 4</th>
<th>Box 5</th>
<th>Box 6</th>
<th>Box 7</th>
<th>Box 8</th>
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<th>Box 10</th>
<th>Box 11</th>
<th>Box 12</th>
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<th>Box 14</th>
<th>Box 15</th>
<th>Box 16</th>
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<th>Box 18</th>
<th>Box 19</th>
<th>Box 20</th>
<th>ATCA</th>
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</thead>
<tbody>
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<td>N8</td>
<td>55555555</td>
<td>123 Main St</td>
<td>Allen, TX</td>
<td>75000</td>
<td></td>
<td>0.000</td>
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<tr>
<td>E. Brown</td>
<td>2</td>
<td>12345678</td>
<td>456 Oak Rd</td>
<td>Dallas, TX</td>
<td>75000</td>
<td></td>
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<tr>
<td>R. Johnson</td>
<td>2</td>
<td>98765432</td>
<td>789 Elm St</td>
<td>Austin, TX</td>
<td>78700</td>
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<tr>
<td>J. Doe</td>
<td>L</td>
<td>11111111</td>
<td>101 Pine Dr</td>
<td>Phoenix, AZ</td>
<td>85000</td>
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<td></td>
</tr>
<tr>
<td>S. Green</td>
<td>2</td>
<td>22222222</td>
<td>234 Maple St</td>
<td>Houston, TX</td>
<td>77000</td>
<td></td>
<td>0.000</td>
<td>0.000</td>
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<td></td>
</tr>
<tr>
<td>D. Lee</td>
<td>R</td>
<td>33333333</td>
<td>345 Oak St</td>
<td>Los Angeles, CA</td>
<td>90000</td>
<td></td>
<td>0.000</td>
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<td>0.000</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Wang</td>
<td>2</td>
<td>44444444</td>
<td>456 Elm St</td>
<td>New York, NY</td>
<td>10001</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How do I output this data?

**LC_TRACK1099_EXPORT**

Query Output for TRACK1099

You can edit your details before you upload

| A  | B | C      | D      | E                   | F  | G     | H    | I                      | J     | K     | L  | M  | N  | O  | P  | Q  | R  | S  | T  | U  | V  | W  | X  | Y  | Z  | Box 1 | Box 2 | Box 3 | Box 4 | Box 5 | Box 6 | Box 7 | Box 8 | Box 9 | Box 10 |
|----|---|--------|--------|---------------------|----|-------|------|------------------------|-------|-------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1  |   | Payee Name |        |                     |    |       |      |                        |       |       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |       |       |       |       |       |       |       |       |       |       |       |
How do I get started in www.track1099.com?

Setup your council in TRACK1099

Dear Colleague,

**BSA1099 Account has invited you to join** their team’s account at Track1099 for managing IRS 1099, W-2, W-4 and W-9 forms.

Please click on the link below and sign up using this email address.  

Join BSA1099 Account’s Team

You’ll automatically be connected as a colleague associated with BSA1099 Account and may begin adding Payees and Recipients immediately.

Please send us an email at support@track1099.com if you have any questions.

We look forward to working with you.

Sincerely,

The Team at Track1099

Stanford, CA

www.track1099.com
How do I get started in www.track1099.com?

Setup your council in TRACK1099
www.track1099.com

Setup your council in TRACK1099

Full Name
Michael Creagh

Email
mike creado@gmail.com

Password
******

Phone
(555) 123-4567

I have read and accept the terms and conditions

Sign Up

Already have an account? Sign in
www.track1099.com?

Setup your council in TRACK1099

New! Welcome to tax year 2018

Which form would you like to start using?

Track 1099
1099-series
W-2, 940
1095-C, 1042-S

Track W-9
W-9
W-4
W-8BEN
www.track1099.com

Setup your council in TRACK1099
www.track1099.com

Setup your council in TRACK1099
www.track1099.com

Uploading into TRACK1099 and filing
Uploading into TRACK1099 and filing

Track1099 CSV upload tutorial

CSV Import

If you can export a spreadsheet of Recipients/Employees from your accounting software, we can import it to Track1099.

Watch our CSV video.

QB Desktop clients, please see our QB export instructions.

First: Download the correct CSV template for your forms.

1099-MISC  W-2  1095-C

Second: In your accounting software, create a 1099 or W-2 report and export it to CSV format.

Third: Copy and paste the data from your report to our CSV template. Do not rearrange the columns.

Fourth: Save the filled-in template as a CSV file, not xls. Check leading zeros in Zip Code.

Finally: Click Select File below, then Import CSV.
www.track1099.com

Uploading into TRACK1099 and filing
If you can **export a spreadsheet of Recipients/Employees from your accounting software**, we can import it to Track1099.

Watch our **CSV video**.

QB Desktop clients, please see our **QB export instructions**.

**First:** Download the correct CSV template for your forms.

- **1099-MISC**
- **W-2**
- **1095-C**
- **More Forms...**

**Next:** In your accounting software, create a 1099 or W-2 report and export it to CSV format.

**Third:** Copy and paste the data from your report to our CSV template. Do not rearrange the columns.

**Fourth:** Save the filled-in template as a CSV file, not xls. Check leading zeros in Zip Code.

**Finally:** Click Select File below, then Import CSV.

*Select File*  
csv_template_misc-starwars1.csv

*Import CSV*  
These recipients will be added to Millenium Salvage Inc.
Uploading into TRACK1099 and filing

Duplicate Recipients detected

Notice: These Recipients have the same Tax ID number. This may be what you wish; please see them in Forms Summary and change as needed.

<table>
<thead>
<tr>
<th>TIN</th>
<th>Name</th>
<th>Form</th>
<th>Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>...4022</td>
<td>Luke Skywalker</td>
<td>1099-MISC</td>
<td>2016-10-10</td>
</tr>
<tr>
<td>...4022</td>
<td>Luke Skywalker</td>
<td>1099-MISC</td>
<td>2016-10-10</td>
</tr>
</tbody>
</table>

4 recipients success

- 2 Recipients have errors
- 2 Recipients are ready for e-file and e-delivery

 Unscheduled Forms (4)  Scheduled & Sent (0)  Form Box Totals

Next Step: Schedule E-file or (optionally) download your TIN Match file.

Recipient  Box 7  Other Boxes
Good  OK for E-File, No Email  Error
Darth Vader  $3999.00
Yoda Master  $4938.00
www.track1099.com

Uploading into TRACK1099 and filing

4 recipients successfully imported!

- 2 Recipients have errors
- 2 Recipients are ready for e-file and e-delivery

Next Step: Schedule E-file or (optionally) download your TIN Match file.
www.track1099.com

Uploading into TRACK1099 and filing

### Millenium Salvage Inc.

<table>
<thead>
<tr>
<th>Form Type</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISC</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>MISC (with box 7)</td>
<td>1</td>
<td>--</td>
</tr>
</tbody>
</table>

**E-file to IRS**

- **MISC (with box 7)**: Schedule e-file date is 2017-01-19 (recommended), QTY is 1, Total is $13.96.
- **MISC**: Schedule e-file date is 2017-03-14 (recommended), QTY is 3, Total is $13.96.

**E-deliver to Recipients**

- **MISC**: Schedule e-delivery date is 2017-01-02 (recommended), QTY is 3, Total is Free.

**Postal Mail to Recipients**

- **MISC**: Mailing method: We mail for you, QTY is 1, Total is $1.49.
Uploading into TRACK1099 and filing

<table>
<thead>
<tr>
<th>E-deliver to Recipients</th>
<th>Schedule e-delivery date</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISC</td>
<td></td>
<td>2</td>
<td>Free</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Mail to Recipients</th>
<th>Mailing method</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISC</td>
<td>Print &amp; mail yourself (free)</td>
<td>1</td>
<td>$1.49</td>
</tr>
<tr>
<td></td>
<td>We mail for you ($1.49)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $13.46
Uploading into TRACK1099 and filing

www.track1099.com
www.track1099.com

Uploading into TRACK1099 and filing

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Postal Mail</th>
<th>E-Delivery</th>
<th>To IRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucy Lizard</td>
<td>Mail Scheduled</td>
<td>Missing Email</td>
<td>2017-03-14</td>
</tr>
<tr>
<td>Perry Parrot</td>
<td></td>
<td></td>
<td>2017-01-02</td>
</tr>
<tr>
<td>Prancer Reindeer</td>
<td></td>
<td></td>
<td>2017-01-02</td>
</tr>
</tbody>
</table>

We e-file/e-deliver each day ~8pm PST.
What does a e-delivered 1099 look like?

Santa Claus Inc. has issued an IRS form 1099-MISC for you for tax year 2016 using Track1099, an IRS-approved vendor.

You may retrieve your form electronically by clicking on the blue button below. Doing so gives Santa Claus Inc. a record of e-delivery, which is required by the IRS. Unless you request it, you will not receive a paper copy in the mail.

To validate your identity, you'll be asked to enter the last 4 digits of your Tax ID number.

By clicking on the secure link, you give permission to Santa Claus Inc. and Track1099 LLC to deliver your 1099-MISC electronically for tax year 2016. You may refuse or withdraw your consent by emailing red@track1099.com. Please include the name of the company, Santa Claus Inc., your name, last 4 of your SSN or EIN, your full mailing address and a request for paper. A paper copy will then be mailed to you.

This form may look a little different from the usual 1099-MISC, but is an acceptable substitute according to IRS Pub. 1179.

Your 1099-MISC will remain available via the secure link until October 15, 2016 at which time it will become inaccessible.

You may update your information by emailing red@track1099.com. Please include the company name, Santa Claus Inc., your name, and the last 4 of your SSN or EIN.

In order to access the document, you will need a suitable computer connected to the internet, running an internet browser that supports 256 bit SSL encryption that is able to view HTML pages and download a pdf file.

Sincerely,
The Team at Track1099
www.track1099.com
What does a e-delivered 1099 look like?

Payer's Name:
Santa Claus Inc.
4847 Snow Way
Anchorage, AK 49998

Recipient's Name:
PRANCER REINDEER
3948 Snow Way
Fairbanks, AK 49998

2016 Form 1099-MISC
Miscellaneous Income

OMB No. 1545-0115

Copy B For Recipient

This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

For questions about this form, contact Santa Claus Inc. at 444-9988883

Box 7: Nonemployee compensation
$58,475.00

Instructions for Recipient - 1099-MISC

Recipient's identification number:
48-3398448

Instructions for Recipient - 1099-MISC

Payee's federal identification number:
48-3398448

Recipient's identification number:
487333372

Box 6. For individuals, report on Schedule C (Form 1040).

Box 7. Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If the amount in this box is SE income, report it on Schedule C or F (Form 1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare tax. If you believe you are an employee and cannot get the payer to correct this form, report the amount from box 7 on Form 1040, line 7 (or Form 1040NR, line 7). You must also complete Form 8819 and attach it to your return. If you are not an employee but the amount in this box is not SE income (for example, it is income from a sideline activity or a hobby), report it on Form 1040, line 21 (or Form 1040NR, line 21).

Box 8. Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the "Other income" line of Form 1040 (or Form 1040NR).

Box 9. If checked, $5,000 or more of sales of consumer products was paid to you on a buy-sell, deposit commission, or other basis. A default amount does not have to be shown. Generally, report any income from your sale of these

Boy Scouts of America
Prepared. For Life.
What does a e-delivered 1099 look like?

Here is a screenshot from the website www.track1099.com showing a form titled "Santa Claus Inc." with options for types of forms such as "Payer," "Add Recipient," and "Forms Summary." There are two recipients listed: "Comet Reindeer" and "Prancer Reindeer." The form also shows options for "Postal Mail" and "E-Delivery," with dates for each recipient. The recipient "Comet Reindeer" has an "E-Delivery" date of 10/25/16 and a "To IRS" date of 2017-01-19. The recipient "Prancer Reindeer" has an "Accepted" date of 10/25/16 and the same "To IRS" date of 2017-01-19. Additionally, there is a "Save Changes" button available.
What does a e-delivered 1099 look like?

<table>
<thead>
<tr>
<th>Payer</th>
<th>Total Forms</th>
<th>IRS Status</th>
<th>Recipient E-Delivery</th>
<th>Recipient Postal Mail</th>
<th>CSV</th>
<th>CPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheddar Cheese Inc.</td>
<td>2</td>
<td>Sent</td>
<td>1</td>
<td>Mailed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Claus Inc.</td>
<td>2</td>
<td>Scheduled</td>
<td>Accepted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sombrero Hats LLC</td>
<td>1</td>
<td>Sent</td>
<td>1</td>
<td>Mailed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Pledge Receivable Accounts

• After Year End Close Process
• Create Journal Entries (to move current, prior and future year balances to the appropriate receivable accounts)
• Update Allowance accounts (1391, 1381, 1371)

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Future</th>
<th>Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOS</td>
<td>1-1301-xxx-00</td>
<td>1-1331-xxx-00</td>
<td>1-1321-xxx-00</td>
</tr>
<tr>
<td>Project Sales</td>
<td>x-1302-xxx-00</td>
<td>X-1332-xxx-00</td>
<td>x-1322-xxx-00</td>
</tr>
<tr>
<td>Special Events</td>
<td>x-1304-xxx-00</td>
<td>x-1334-xxx-00</td>
<td>x-1324-xxx-00</td>
</tr>
<tr>
<td>United Way</td>
<td>x-1308-xxx-00</td>
<td>x-1338-xxx-00</td>
<td>x-1328-xxx-00</td>
</tr>
</tbody>
</table>
Re Class Revenue

- After Year End Close Process
- Funds in 4001-XXX-91 closed out into 3005
- You will need to make an adjustment to reclassify to unrestricted back to 3605

<table>
<thead>
<tr>
<th></th>
<th>000 COUNCIL GENERAL</th>
<th>Contributions-FOS</th>
<th>Reclass-Friends of Scouting</th>
<th>Provision for Uncollectable-FOS</th>
<th>Total Friends of Scouting</th>
</tr>
</thead>
<tbody>
<tr>
<td>4001</td>
<td>118,028</td>
<td>86,253</td>
<td>95,480</td>
<td>(25,784)</td>
<td>607,216</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3605</td>
<td></td>
<td></td>
<td>514,972</td>
<td>(25,784)</td>
<td>607,216</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4069</td>
<td>(25,784)</td>
<td>(7,954)</td>
<td>(6,198)</td>
<td>(25,784)</td>
<td>2,484,460</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Functional Expense
Time Study
Functional Expense Time Study
Functional Expense Time Study
Functional Expense Time Study

Header | Lines | Totals | Errors | Approval

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

Template List | Inter/IntraUnit | Process: Edit Journal | Change Values | Process

Lines

<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>

Lines to add: 1

Totals

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

Save | Notify | Refresh
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**
  - [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**
  - [Budget in PeopleSoft](#)
  - This is the original directions. It is best to use the Flat-File Upload below. December 2016

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

- **Budget & Actual Queries Introduced**

- **Budget Upload Flat-File Instructions**
  - [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
Run
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
Future Scheduled Webinar

(Focus on 2019 Audit)

February 18, 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.

January 2020 code is: “TRACK1099”

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
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