

PeopleSoft User Group

January 14, 2020



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

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

<https://www.scouting.org/council-support/finance-impact/council-financial-management/peoplesoft/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



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

Favorites Main Menu > BSA > Local Council Updates > LC Month-end GL Transmittal

GL Period Balances

Run Control ID: LC_MO [Report Manager](#) [Process Monitor](#) **5** Run

Language: English

Report Request Parameters

Business Unit: **1**

Fiscal Year: **2** Period: **3**

4



Year End Close the Accounting Period



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

Ledger Close Request

Run Control ID: close

[Report Manager](#)

[Process Monitor](#)

5
Run

Process Request Parameters

Find | View All | First 1 of 1 Last

Process Frequency

- Once
- Always
- Don't Run

Request Number: 1

*Close Request Type: **1** Close

Business Unit for Prompting: L

Check only, Do not process

Closing Group: YEAR_END

[Rules to Execute](#)

Fiscal Year: **2** 2019

Ledger Group: ACTUALS

Ledger: ACTUALS

Closing Date Option

BU Process Date

As of Date **3**

Specify: 12/31/2019

Selections

Selected Detail Values

Detail - Selected Parents

Tree SetID:

Tree:

Level:

Business Unit to Close

Personalize | Find | View All | First 1 of 1 Last

*Select Value

L

4

Save

Return to Search

Notify

Refresh

Add

Update/Display



Audit/Council Adjustments



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

Ledger Close Request

Run Control ID: close

[Report Manager](#)

[Process Monitor](#)

Run

Process Request Parameters

Find | View All | First 1 of 1 Last

Process Frequency

- Once
 Always
 Don't Run

Request Number: 1

*Close Request Type: Undo

*Closing Type: Year End

Business Unit for Prompting: L063

Closing Group: YEAR_END

[Rules to Execute](#)

Fiscal Year: 2019

Ledger Group: ACTUALS

Ledger: ACTUALS

Closing Date Option

BU Process Date

As of Date

Specify:

12/31/2019

Selections

Selected Detail Values

Detail - Selected Parents

Tree SetID:

Tree:

Level:

Business Unit to Close

Personalize | Find | View All | First 1 of 1 Last

*Select Value

L063



Save



Return to Search



Notify



Refresh



Add



Update/Display



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

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**
3. Post journal entries – December 2019 accounting date.



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



Ledger Close Request

Run Control ID: close

[Report Manager](#)

[Process Monitor](#)

5
Run

Process Request Parameters

Find | View All | First | 1 of 1 | Last

Process Frequency

- Once
- Always
- Don't Run

Request Number: 1

*Close Request Type: **1** Close

Business Unit for Prompting: L

Check only, Do not process

Closing Group: YEAR_END

[Rules to Execute](#)

Fiscal Year: **2** 2019

Ledger Group: ACTUALS

Ledger: ACTUALS

Closing Date Option

BU Process Date

As of Date **3**

Specify: 12/31/2019

Selections

Selected Detail Values

Detail - Selected Parents

Tree SetID:

Tree:

Level:

Business Unit to Close

Personalize | Find | View All | First | 1 of 1 | Last

*Select Value

L

4

Save

Return to Search

Notify

Refresh

Add

Update/Display



Audit Preparations

Local Council Guide to the 2019 Audit Special Revenue Recognition and Contributions Issue New Disclosures for 2019!

Local Council Guide to the 2019 Audit Downloadable Sample Notes to Financial Statements

Note: Most of the following sample disclosures will apply to all local councils. Some will not. Please ensure that the council's footnote disclosures are clearly representative of its unique financial situation.

LOCAL COUNCIL INC., BOY SCOUTS OF AMERICA NOTES TO [CONSOLIDATED] FINANCIAL STATEMENTS December 31, 2019 and 2018

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

The Local Council, Boy Scouts of America ("the Council") operates in City, State, including the counties of XXXXX, XXXX, XXXXXXXX, and XXXXXXXXXX XXXXX. The Council has X camping facilities located within its service area. The Council also maintains control of a trust fund with a corporate trustee established for the benefit of the

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 2019 Audit](#) —posted January 7, 2020

Audit—2019 Audit Guide Excerpt – [Sample Notes to 2019 Financial Statements](#)

Audit—2019 Audit Self-Review Guide – *available soon*

Audit—Local Council Guide to the 2018 Audit – call Member Care Contact Center for previous version

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



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

Audit Tools and Deadlines

finance-impact/council-financial-management/document-library

Recently Issued Accounting Standards Affecting Your 2019 Financial Statements



NEW!

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



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

Audit Tools and Deadlines

finance-impact/council-financial-management/document-library

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.





Prepared. For Life.®

1099 process for 2019

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

BOY SCOUTS OF AMERICA®

Prepared. For Life.™



Prepared. For Life.

1099 process for 2019

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

Home > Council Support > Financial Services > Council Financial Management > PeopleSoft Documents > Year End

Year End

Accounts Payable

- [Accounts Payable Year-End](#)
- [Accounts Payable Year-End Presentation](#)
- [Track1099 User Guide for 2019 PeopleSoft 1099s's](#) – updated 11/20/2019
- [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



Prepared. For Life.

1099 process for 2019

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

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



Prepared. For Life.®

www.track1099.com

Video Guides

[Easy 1099 E-file Overview](#)

[CSV Importing, all form types](#)

[Corrections](#)

[E-Delivery to Recipients](#)

[ACA/Obamacare E-file](#)

[QuickBooks Online Importing](#)

[Tax Pro Teams and Firms](#)

[Online W-9s](#)

[QuickBooks Desktop Importing](#)

[Pricing](#)

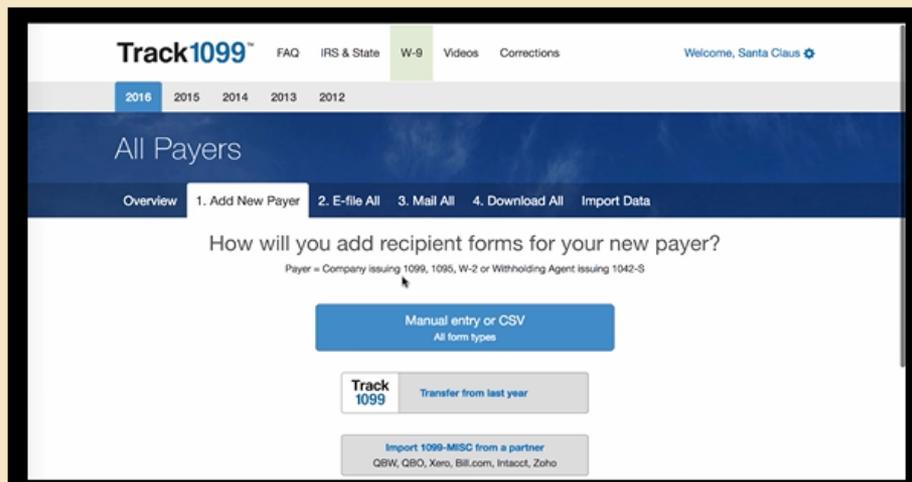
[Postal Mail](#)

[Xero Importing](#)

[IRS TIN Matching file](#)

[Fixing Many Recipients with Errors](#)

[Bill.com Importing](#)



BOY SCOUTS OF AMERICA®

Prepared. For Life.™



Prepared. For Life.®

Track1099 process

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

BOY SCOUTS OF AMERICA®

Prepared. For Life.™



Prepared. For Life.®

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



Prepared. For Life.®

Vendors are good, now what?

Run the Withhold Update Request

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Update Withholdings

Withhold Update Request

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

*Request ID: *Description:

*Process Frequency:

*Process Option:

Save



Prepared. For Life.®

How do I output this data?

Run the Withhold Transaction Post

Favorites | Main Menu > Vendors > 1099/Global Withholding > Maintain > Post Withholdings

Withhold Transaction Post

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

*Request ID: Description:

*Process Frequency: ▼

*Post Option: ▼

*Through Date:

Business Units			Personalize Find View All First 1 of 1 Last	
Include	*Business Unit	Description		
<input checked="" type="checkbox"/>	<input type="text" value="L..."/>	Westchester Putnam		



Prepared. For Life.®

How do I output this data?

Run the “Withhold 1099 Report Job”

1099 Report Post/Report/Copy B

1099 Report Post / Report / Copy B

Run Control ID: withhold_1099_report_job Report Manager Process Monitor Run

Language: English

1099 Report Post

*Request ID: L192 Description: 1099 Prep

Process Frequency: Always Process

Report ID: US_REPORT

Report Date: 01/11/2019 Include Manual Overrides

*Control SetID: L192 *Control ID: 1

*Calendar SetID: SHARE *Calendar ID: 08

*Fiscal Year: 2018 Use Report Date For Vendor

*Period: 1 Period 1 - 2018-01-01

1099 Report

Type of File/Return: Test Replace

IRS Options

Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent

IRS File Generate Option

All

Exclude Non Employee Compensation

Include Non Employee Compensation

1099 Report Copy B Sort

Withhold Type: All Vendor Select Option: Select All Vendors

Mask TIN AP 1099 sort order: Vendor Id Sort

Vendor Payees

Vendor ID
1

Look Up Calendar ID

Search Results

Calendar SetID	Calendar ID	Description
SHARE	01	Monthly
SHARE	02	2012 1099 Calendar
SHARE	03	2013 1099 Calendar
SHARE	04	2014 1099 Calendar
SHARE	05	2015 1099 Calendar
SHARE	06	2016 1099 Calendar
SHARE	07	2017 1099 Calendar
SHARE	08	2018 1099 Calendar



Prepared. For Life.®

How do I output this data?

Run the “Withhold 1099 Report Job”

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

1099 Report Post/Report/Copy B

1099 Report Post / Report / Copy B

Run Control ID: withhold_1099_report_job [Report Manager](#) [Process Monitor](#) **8** [Run](#)

Language: English

1099 Report Post

*Request ID: [L] Description: 1099 Load

Process Frequency: Always Process

Report ID: US_REPORT

Report Date: 01/09/2020 Include Manual Overrides

*Control SetID: **1** [L] *Control ID: **2** 1 Glacier's Edge Council, Inc

*Calendar SetID: **3** SHARE *Calendar ID: **4** 09 2019 1099 Calendar

*Fiscal Year: **5** 2019 Use Report Date For Vendor

*Period: **6** 1 Period 1 - 2019-01-01

1099 Report

Type of File/Return: Test Replacement Character: []

IRS Options

Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent and accepted by the IRS?

IRS File Generate Option

All ⓘ

Exclude Non Employee Compensation



Prepared. For Life.®

How do I output this data?

Run the “Withhold 1099 Report Job”

Favorites | Main Menu > Vendors > 1099/Global Withholding > 1099 Reports > Withhold 1099 Report Job

Process Scheduler Request

User ID MCREAGH Run Control ID withhold_1099_report_job

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	1099 Report Post	1099_RPT_PST	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Print 1099 Copy B	APCOPYB	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	XMLP:Withhold 1099 Report	APX1099	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	XMLP: Withhold 1099G Report	APX1099G	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	XMLP:Withhold 1099I Report	APX1099I	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	1099-MISC Copy B	APY1099-	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	1099-G Copy B	APY1099G	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	1099-INT Copy B	APY1099I	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	1099 Job	AP_1099	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	1099 Report	AP_APY1099	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	1099 Copy B Sort	AP_COPYB_RPT	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	1099 Post, Report, & CopyB Sor	RPT_1099	PSJob	(None)	(None)	Distribution



Prepared. For Life.®

How do I output this data?

Run the Withholding Control Report

Favorites Main Menu > Vendors > 1099/Global Withholding > General Reports > Withhold Control Report

Withholding Control Report

Run Control ID: Withhold_Control_Report

[Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

Setid:

Control ID:

From Date:

Through Date:

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



How do I output this data?

Withholding Control Report

Page: 1 of 5 Automatic Zoom

ORACLE Report ID: APY3012 PeopleSoft Accounts Payable Page No. 1
 Vendor ID: L114 VENDOR WITHHOLDING BALANCES CONTROL REPORT Run Date 12/12/2016
 Location: 01 Run Time 8:59:25 AM

Business Unit: L114
 Vendor ID: L114 Location: 01
 Currency: USD

Entity: Internal Revenue Service

Name Control	TIN Type	Tax ID Number	2nd TIN	Profession	Sex	Birthdate and place
	Fed ID		No			
Company Indicator	Tax District	Certificate type	Certificate number	Expiration Date	Direct Sales	State Tax Withheld
N					N	0.00
Children	0					

Vendor Address:

Type: 1000 1000 Withholding

Jurisdiction:	FED	Federal	Basis Amount	Liability Amount	Paid Amount
Class:	07	Non-Employee Compensation	49,500.00	0.00	0.00
Total for Entity IRS:			49,500.00	0.00	0.00



Prepared. For Life.®

How do I output this data?

LC_TRACK1099_EXPORT

Query Output for TRACK1099

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
LC_TRACK1099_EXPORT	track1099 export template	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite



Prepared. For Life.®

How do I output this data?

LC_TRACK1099_EXPORT

Query Output for TRACK1099

LC_TRACK1099_EXPORT track1099 export template

Business Unit:

Year:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15 kb)

[View All](#)

First 1-10 of 10 Last

	Payee Name	Type	Payee Tax ID	Payee Name	Payee Address 1	City	State	Zip Code	Email Address	Account	Office Code	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9	Box 10	Box 13	Box 14	Box 15A	Box 15B	Box 16	Box 16B	Box 17	Box 18	Box 18B	FATCA
1	Z...	2			DESIGNS CUSTOM E...	ALBANY	TX	75002				0.000	0.000	0.000	0.000	0.000	0.000	2300.000	0.000		0.000	0.000	0.000	0.000	0.000	0.000			0.000		
2	E...	2			2010 UNIVERSITY DR	MEMPHIS	TX	71204				0.000	0.000	0.000	0.000	0.000	0.000	820.000	0.000		0.000	0.000	0.000	0.000	0.000	0.000			0.000		
3	M...	2			2010 UNIVERSITY DR	FARMER	TX	71204				0.000	0.000	0.000	0.000	0.000	0.000	726.350	0.000		0.000	0.000	0.000	0.000	0.000	0.000			0.000		
4	T...	2			PHYSICIAN OFFICES PC	PC	TX	71204				0.000	0.000	0.000	0.000	0.000	0.000	2400.000	0.000		0.000	0.000	0.000	0.000	0.000	0.000			0.000		
5	R...	2			ALBANY VETERINARY SERVICES	ALBANY	TX	75002				0.000	0.000	0.000	0.000	0.000	0.000	1817.000	0.000		0.000	0.000	0.000	0.000	0.000	0.000			0.000		
6	R...	2			ROBERT WALTERS P...	MEMPHIS	TX	71204				0.000	0.000	0.000	0.000	0.000	0.000	2950.000	0.000		0.000	0.000	0.000	0.000	0.000	0.000			0.000		
7	L...	2			DAVE ROBERTS ENTERPRISES, LLC	STANHOPEVILLE	VA	22824				0.000	0.000	0.000	0.000	0.000	0.000	1800.000	0.000		0.000	0.000	0.000	0.000	0.000	0.000			0.000		



Prepared. For Life.®

How do I output this data?

LC_TRACK1099_EXPORT

Query Output for TRACK1099

You can edit your details before you upload

A1	Payee Name																				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Payee Name	Type	Payee Tax ID	Payee Name	Payee Address 1	City	State	Zip Code	Email Address	Account	Office Code	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9	Box 10
2	Track 1099 (copy)	2	401-814-0000	UNITED STATES BOY SCOUTS	1000 WASHINGTON BLVD	ALBANY	TX	75002				0	0	0	0	0	0	2300	0		0
3	Track 1099 (copy)	2	401-814-0000	UNITED STATES BOY SCOUTS	200 WASHINGTON BLVD	MILWAUKEE	WI	53204				0	0	0	0	0	0	820	0		0
4	Track 1099 (copy)	2	401-814-0000	UNITED STATES BOY SCOUTS	200 WASHINGTON BLVD	FALLS	WI	53122				0	0	0	0	0	0	726.35	0		0
5	Track 1099 (copy)	2	401-814-0000	UNITED STATES BOY SCOUTS	1000 WASHINGTON BLVD	PALM BEACH	FL	33409				0	0	0	0	0	0	2400	0		0
6	Track 1099 (copy)	2	401-814-0000	UNITED STATES BOY SCOUTS	1000 WASHINGTON BLVD	ALBANY	TX	75002				0	0	0	0	0	0	1817	0		0
7	Track 1099 (copy)	2	401-814-0000	UNITED STATES BOY SCOUTS	1000 WASHINGTON BLVD	MILWAUKEE	WI	53204				0	0	0	0	0	0	2950	0		0
8	Track 1099 (copy)	2	401-814-0000	UNITED STATES BOY SCOUTS	1000 WASHINGTON BLVD	SPRINGVILLE	VA	22153				0	0	0	0	0	0	1800	0		0
9	Track 1099 (copy)	1	91-000000	UNITED STATES BOY SCOUTS	1000 WASHINGTON BLVD	ALBANY	CA	95009				0	0	0	0	0	0	2897.15	0		0
10	Track 1099 (copy)	1	91-000000	UNITED STATES BOY SCOUTS	1000 WASHINGTON BLVD	CHICAGO	IL	60611				0	0	0	0	0	0	47400	0		0
11	Track 1099 (copy)	1	91-000000	UNITED STATES BOY SCOUTS	1000 WASHINGTON BLVD	GREENSBORO	NC	27409				0	0	0	0	0	0	2750	0		0
12																					
13																					
14																					



Prepared. For Life.®

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

Setup your council in TRACK1099

The screenshot shows an email interface. At the top left is a circular profile icon with the letter 'T'. To its right, the sender is identified as 'Track1099 1099 & W-2 <no-reply@track1099.com>' with a green checkmark icon. Further right, the recipient is 'Michael Creagh'. The subject line is 'Invitation to join Track1099'. Below the subject line, it says 'Retention Policy 3 Year Delete (3 years)' on the left and 'Expires 10/16/2021' on the right. An information icon (i) is followed by the text 'If there are problems with how this message is displayed, click here to view it in a web browser.' The main body of the email starts with 'Dear Colleague,' followed by a yellow highlighted line: '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.' Below this, it says 'Please click on the link below and sign up using this email address.' A blue button with a red border is labeled 'Join BSA1099 Account's Team'. The text continues: 'You'll automatically be connected as a colleague associated with BSA1099 Account and may begin adding Payers and Recipients immediately.' It then says 'Please send us an email at support@track1099.com if you have any questions.' The closing is 'We look forward to working with you.' followed by 'Sincerely, The Team at Track1099, Stanford, CA, www.track1099.com'.



Prepared. For Life.®

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

Setup your council in TRACK1099

The screenshot shows the Track1099 website interface. At the top left is the Track1099 logo, followed by navigation links: Sign Up, Pricing, How It Works, and Contact Us. A Sign In button is located in the top right corner. The main heading is "ONLINE 1099-MISC E-FILE" in large white letters. Below this, it states "IRS approved, W-9, W-2, 1095-C, & More" and "Trusted by 100,000 businesses". A note indicates "E-file until Dec. 3, 2018". On the right side of the page, there is a large image of a grey fighter jet flying in a blue sky with clouds. The jet has "TRACK1099" and "1099" written on its fuselage and tail. On the left side, there is a "Sign Up Now" form with input fields for Name, Email, and Password. Below the form, it asks "Who will use this account?" with radio button options for "Only me" and "I lead a team". There is also a checkbox for "I have read and accept the terms". A green button labeled "TRY FOR FREE" is at the bottom of the form. At the bottom of the page, there is a navigation bar with links for FEATURES, 1099-SERIES, W-9, W-4 & W-8, SECURITY, and VIDEOS. There are also two buttons: "Tax Pros & Enterprise" and "Small Business".

BOY SCOUTS OF AMERICA

Prepared. For Life.™



Prepared. For Life.®

www.track1099.com

Setup your council in TRACK1099

Track1099™

Welcome, BSA1099 Account ⚙️

[FAQ](#) [IRS Info](#) [State Info](#) [W-9](#) [Videos](#) [Corrections](#)

Full Name

Michael O'neigh

Email

mike.o'neigh@gmail.com

Password

.....

Phone

714.333.3333

I have read and accept the [terms and conditions](#)

Sign Up

Already have an account? [Sign in](#)

BOY SCOUTS OF AMERICA®

Prepared. For Life.™



Prepared. For Life.®

www.track1099.com?

Setup your council in TRACK1099

The screenshot shows the Track1099 website interface. At the top left is the Track1099 logo, and at the top right is a user greeting: "Welcome, Michael Crough" with a gear icon. Below the logo is a navigation menu with tabs for "FAQ", "IRS Info", "State Info", "W-9", "Videos", and "Corrections". The "W-9" tab is highlighted in green. The main content area features a large heading: "New! Welcome to tax year 2018". Below this is a question: "Which form would you like to start using?". There are two selection boxes: a yellow box on the left labeled "Track 1099" with subtext "1099-series", "W-2, 940", and "1095-C, 1042-S"; and a white box on the right labeled "Track W-9" with subtext "W-9", "W-4", and "W-8BEN".



Prepared. For Life.®

www.track1099.com

Setup your council in TRACK1099

The screenshot shows the Track1099 website interface. At the top, there is a navigation bar with the Track1099 logo and links for FAQ, IRS Info, State Info, W-9 (highlighted), Videos, Corrections, and a user profile for Michael Cr... with a settings gear icon. Below the navigation bar is a year selector with 2018 selected. The main heading is 'All Payers'. Underneath, there is a sub-navigation bar with 'Overview' selected and other options: '1. Add New Payer', '2. E-file All', '3. Mail All', '4. Download All', and 'Import Data'. The main content area asks 'How will you add recipient forms for your new payer?' and provides the context 'Payer = Company issuing 1099, 1095, W-2, 940 or Withholding Agent issuing 1042-S'. Three options are presented as buttons: 'Manual entry or CSV' (highlighted with a yellow and red border, indicating it is the selected option), 'Import 1099-MISC from a partner' (with subtext 'QBO, QBW, Xero, Bill.com, Intacct'), and 'Add many payers at once via CSV' (with subtext 'For tax pros').

BOY SCOUTS OF AMERICA®

Prepared. For Life.™



Prepared. For Life.®

www.track1099.com

Setup your council in TRACK1099

Track1099™ [FAQ](#) [IRS Info](#) [State Info](#) [W-9](#) [Videos](#) [Corrections](#) [Welcome, \[User\]](#) ⚙️

2018 2017 2016 2015 2014

All Payers

Overview **1. Add New Payer** 2. E-file All 3. Mail All 4. Download All Import Data

Payer Name (Legal name, not DBA) Payer Federal ID Number

Payer Second Name (Optional, DBA name) Transfer Agent's Name (if applicable)

Foreign address Last year of filing for this payer

Address

City State Zip Code

Email for recipients' questions Phone

BOY SCOUTS OF AMERICA®

Prepared. For Life.™



Prepared. For Life.®

www.track1099.com

Uploading into TRACK1099 and filing

The screenshot shows the Track1099 website interface. At the top, there is a navigation bar with the Track1099 logo and links for FAQ, IRS & State, W-9 (highlighted), Videos, and Corrections. Below this is a year selection bar with options for 2016, 2015, 2014, 2013, and 2012. The main heading is 'All Payers'. A secondary navigation bar includes 'Overview', '1. Add New Payer' (highlighted), '2. E-file All', '3. Mail All', '4. Download All', and 'Import Data'. A green success message states: 'Payer information for Santa Claus Inc. has been saved!'. Below this, the question 'Next: How would you like to add recipients?' is displayed. Two options are presented in blue buttons: 'Upload from CSV' (with the subtext 'Add many recipients at once.') and 'Manually' (with the subtext 'Type in recipients one by one.'). A yellow 'OR' button is positioned between the two options. A mouse cursor is visible over the 'Upload from CSV' button.



Prepared. For Life.®

www.track1099.com

Uploading into TRACK1099 and filing

The screenshot shows the Track1099 CSV upload tutorial interface for Millenium Salvage Inc. The page has a dark blue header with a navigation menu: 1. Payer, 2. Add Recipient, 3. Forms Summary, 4. E-file, 5. Mail, 6. Download, and Import Data. The 'Import Data' tab is active. Below the header, there is a 'Track1099 CSV upload tutorial' section with a 'MISC 0' counter and an 'ADD FORMS +' button. The main content area is titled 'CSV Import' and contains the following instructions:

- 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. There are buttons for '1099-MISC', 'W-2', '1095-C', and 'More Forms...'. The 'W-2' button is highlighted.
- 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.

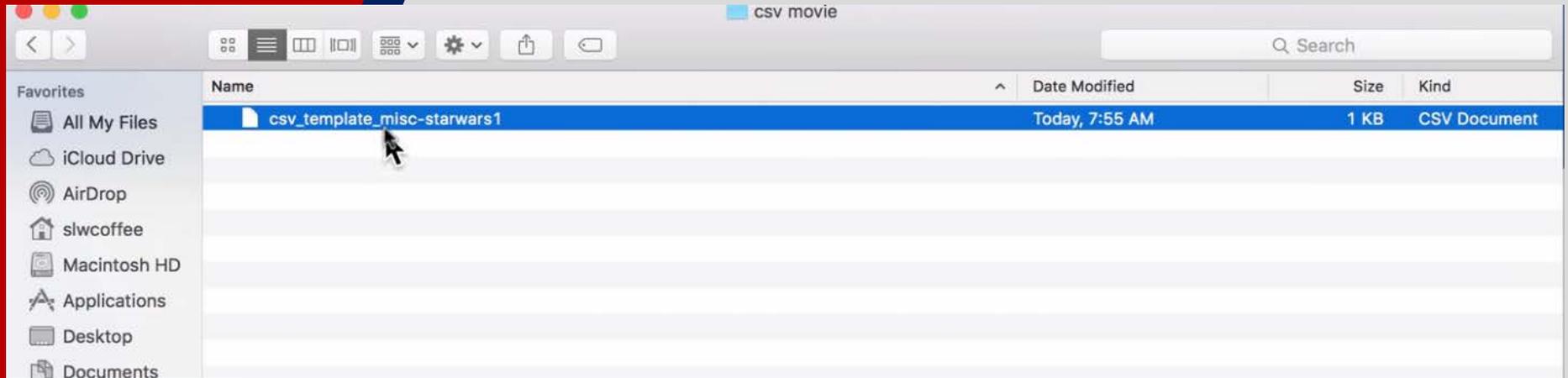
At the bottom of the instructions, there is a 'Select File' button with the text 'None selected' and an 'Import CSV' button with the text 'These recipients will be added to Millenium Salvage Inc.'



Prepared. For Life.®

www.track1099.com

Uploading into TRACK1099 and filing



BOY SCOUTS OF AMERICA®

Prepared. For Life.™



Prepared. For Life.®

www.track1099.com

Uploading into TRACK1099 and filing

1. Payer 2. Add Recipient ▾ 3. Forms Summary 4. E-file 5. Mail 6. Download Import Data

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

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.



or Life.™



Prepared. For Life.®

www.track1099.com

Uploading into TRACK1099 and filing

Track1099™

Welcome, Silver West ⚙️

← VIEW ALL PAYERS

Millenium S

MISC 4 ADD P

1. Payer 2. Add Recip

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

Type to Search

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 Box Totals Report		
✖ Darth Vader	\$0.00	\$3399.00
✖ Yoda Master	\$0.00	\$4938.00

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.

TIN	Name	Form	Added
...4022	Luke Skywalker	1099-MISC	2016-10-10
...4022	Luke Skywalker	1099-MISC	2016-10-10

Download List Close

BOY

For Life.™



Prepared. For Life.®

www.track1099.com

Uploading into TRACK1099 and filing

1. Payer 2. Add Recipient 3. Forms Summary 4. E-file 5. Mail 6. Download Import Data

4 recipients successfully imported!

- 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		Box Totals Report
❌ Darth Vader	\$0.00	\$3399.00
❌ Yoda Master	\$0.00	\$4938.00
✅ Luke Skywalker	\$49998.00	\$0.00
✅ Luke Skywalker	\$0.00	\$90088.00

Save Changes



Prepared. For Life.®

www.track1099.com

Uploading into TRACK1099 and filing

Millenium Salvage Inc.

MISC 4 ADD FORMS +

1. Payer 2. Add Recipient - 3. Forms Summary 4. E-file 5. Mail 6. Download Import Data

Neither 1096 nor W-3 are required when you e-file.

E-file to IRS ?	Schedule e-file date	QTY	Total
MISC (with box 7)	2017-01-19 (recommended)	1	--
MISC	2017-03-14 (recommended)	3	--
			\$13.96

E-deliver to Recipients	Schedule e-delivery date	QTY	Total
MISC	2017-01-02 (recommended)	3	Free

Postal Mail to Recipients	Mailing method	QTY	Total
MISC	<input type="radio"/> Print & mail yourself	1	\$1.49
	<input checked="" type="radio"/> We mail for you		

BOY SCOUTS OF AMERICA

Prepared. For Life.™



Prepared. For Life.®

www.track1099.com

Uploading into TRACK1099 and filing

E-deliver to Recipients		Schedule e-delivery date	QTY	Total
MISC		<input type="text" value="2017-01-02"/> (recommended)	2	Free
Postal Mail to Recipients		Mailing method	QTY	Total
MISC		<input type="radio"/> Print & mail yourself (free)	1	\$1.49
		<input checked="" type="radio"/> We mail for you (\$1.49)		

Total: \$13.46



Prepared. For Life.®

www.track1099.com

Uploading into TRACK1099 and filing

Track1099™ FAQ IRS & State **W-9** Videos Corrections Welcome, Santa Claus ⚙️

2016 2015 2014 2013 2012

All Payers

Overview 1. Add New Payer 2. E-file All 3. Mail All 4. Download All Import Data

🔍 Recipients

Payer	Total Forms	IRS Status	Recipient E-Delivery	Recipient Postal Mail	CSV
Delete... 📄 Payers CSV 📝 Santa Claus Inc.	MISC 3	Scheduled 3	Schedule 2	Scheduled 1	📄



Prepared. For Life.®

www.track1099.com

Uploading into TRACK1099 and filing

1. Payer 2. Add Recipient ▾ 3. Forms Summary 4. E-file 5. Mail 6. Download Import Data

Unscheduled Forms (0)

Scheduled & Sent (3)

Form Box Totals

Type to Search

Click a recipient for individual forms.
We e-file/e-deliver each day ~8pm PST

Recipient <input type="button" value="Delete..."/>	Postal Mail	E-Delivery	To IRS
Lucy Lizard	Mail Scheduled	Missing Email	<input type="text" value="2017-03-14"/>
Perry Parrot		<input type="text" value="2017-01-02"/>	<input type="text" value="2017-01-18"/>
Prancer Reindeer		<input type="text" value="2017-01-02"/>	<input type="text" value="2017-01-18"/>

BOY SCOUTS OF AMERICA®

Prepared. For Life.™



Prepared. For Life.®

www.track1099.com

What does a e-delivered 1099 look like?

IRS 1099 & W-2 <no-reply@t1099.menlo-aero.com> 10:34 AM (0 minutes ago) ☆ ↶ ▾
to prancer ▾

Dear Prancer Reindeer,

...

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.

[Retrieve Your 1099-MISC](#)

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

BOY SCOUTS OF AMERICA®

Prepared. For Life.™



Prepared. For Life.®

www.track1099.com

What does a e-delivered 1099 look like?

Download or Print

Sign Out

Payer's Name:
Santa Claus Inc.
4847 Snow Way
Anchorage, 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 4449998883

Recipient's Name:
PRANCER REINDEER
3948 SNOW WAY
FAIRBANKS, AK 49998

Payer's federal
identification number:
48-3394448

Recipient's
identification number:
487333372

Box 7: Nonemployee compensation

\$58,478.00

Instructions for Recipient - 1099-MISC

Recipient's identification number. For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). However, the issuer has reported your complete identification number to the IRS.

Account number. May show an account or other unique number the payer assigned to distinguish your account.

FATCA filing requirement. If the FATCA filing requirement box is checked, the payer is reporting on this Form 1099 to satisfy its chapter 4 account reporting requirement. You also may have a filing requirement. See the Instructions to Form 9938.

Amounts shown may be subject to self-employment (SE) tax. If your net income from self-employment is \$400 or more, you must file a return and compute your SE tax on Schedule SE (Form 1040). See Pub. 334 for more information. If no income or social security and Medicare taxes were withheld and you are still receiving these payments, see Form 1040-ES or Form 1040-ES/NI. Individuals must report these amounts as explained in the

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 8). You must also complete Form 8919 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 sporadic 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 dollar amount does not have to be shown. Generally, report any income from your sale of these



Prepared. For Life.®

www.track1099.com

What does a e-delivered 1099 look like?

Santa Claus Inc.

MISC

2

ADD FORMS +

1. Payer

2. Add Recipient ▾

3. Forms Summary

4. E-file

5. Mail

6. Download

Import Data

Unscheduled Forms (0)

Scheduled & Sent (2)

Form Box Totals

Type to Search

Click a recipient for individual forms.
We e-file/e-deliver each day ~8pm PST

Recipient <input type="button" value="Delete..."/>	Postal Mail ?	E-Delivery ?	To IRS ?
<input checked="" type="checkbox"/> Comet Reindeer		Emailed 10/25/16	<input type="text" value="2017-01-19"/>
<input checked="" type="checkbox"/> Prancer Reindeer		Accepted 10/25/16	<input type="text" value="2017-01-19"/>

BOY SCOUTS OF AMERICA®

Prepared. For Life.™



Prepared. For Life.®

www.track1099.com

What does a e-delivered 1099 look like?

2016 2015 2014 2013 2012

All Payers

Overview 1. Add Payer 2. E-file 3. Mail 4. Download Import Data

Q Recipients

Payer	Total Forms	IRS Status	Recipient E-Delivery	Recipient Postal Mail	CSV	CPA
Cheddar Cheese Inc. Unscheduled Forms 1	H 2	Sent 1		Mailed 1		Assign
Santa Claus Inc.	MISC 2	Scheduled 2	Accepted 1 Email 1			Assign
Sombrero Hats LLC	1042-S 1	Sent 1		Mailed 1		Assign

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)

	Current	Future	Prior
FOS	1-1301-xxx-00	1-1331-xxx-00	1-1321-xxx-00
Project Sales	x-1302-xxx-00	X-1332-xxx-00	x-1322-xxx-00
Special Events	x-1304-xxx-00	x-1334-xxx-00	x-1324-xxx-00
United Way	x-1308-xxx-00	x-1338-xxx-00	x-1328-xxx-00



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

	000	COUNCIL GENERAL	118,028	86,253	95,480	118,028	86,253	95,480	2,135,028
4001		Contributions-FOS	118,028	86,253	95,480	118,028	86,253	95,480	2,135,028
-		-	-	-	-	-	-	-	-
	000	COUNCIL GENERAL	514,972	514,972	562,522	514,972	514,972	562,522	514,972
3605		Reclass-Friends of Scouting	514,972	514,972	562,522	514,972	514,972	562,522	514,972
-		-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-
	000	COUNCIL GENERAL	(25,784)	(7,954)	(6,198)	(25,784)	(7,954)	(6,198)	(165,540)
4069		Provision for Uncollectable-FOS	(25,784)	(7,954)	(6,198)	(25,784)	(7,954)	(6,198)	(165,540)
Total Friends of Scouting			607,216	593,271	651,805	607,216	593,271	651,805	2,484,460



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

Inter/IntraUnit *Process: Edit Journal Process

▼ Lines

Select	Line▲	*Unit	Fund▼	Project	Class	*Ledger	Account▲	Debit Amount
<input type="checkbox"/>	1	LFI				ACTUALS		

Lines to add: 1 + -

▼ Totals [Personalize](#)

Unit	Total Lines	Total Debits
LFI	1	0.00

Save Notify Refresh

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"/>	<input type="text"/>	Permission	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	All	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text"/>	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

Lines to add: 1 **Must equal 100%**

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



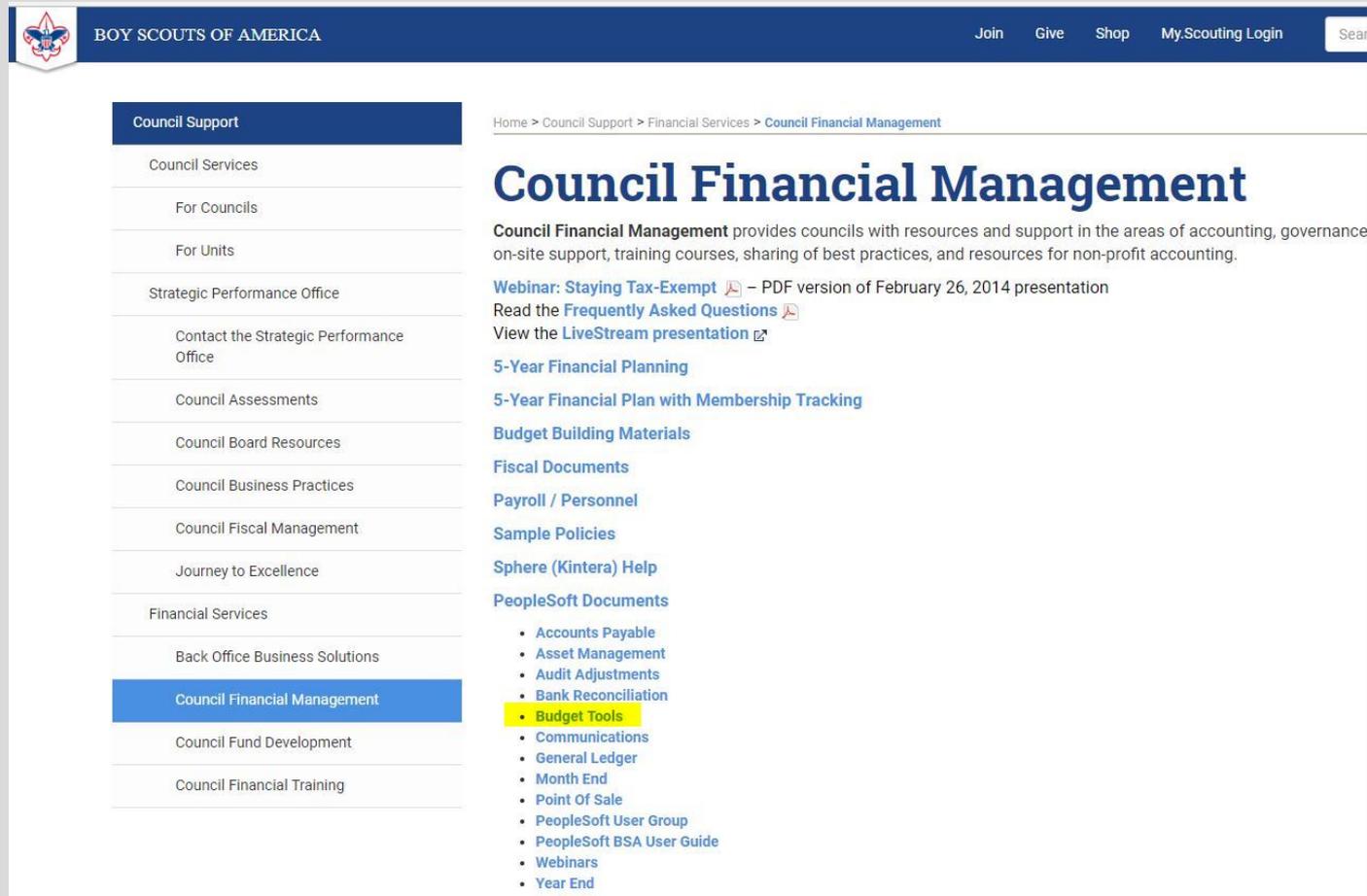
2020 Budget Upload



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

www.scouting.org/financeimpact



The screenshot shows the Boy Scouts of America website. The top navigation bar includes the BSA logo, the text "BOY SCOUTS OF AMERICA", and links for "Join", "Give", "Shop", "My.Scouting Login", and a search box. The main content area is titled "Council Financial Management" and includes a breadcrumb trail: "Home > Council Support > Financial Services > Council Financial Management". The page features a left-hand navigation menu with categories like "Council Support", "Financial Services", and "Council Financial Management". The main content area lists various resources such as "Webinar: Staying Tax-Exempt", "5-Year Financial Planning", "Budget Building Materials", and "Fiscal Documents".

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**



Future Scheduled Webinar

(Focus on 2019 Audit)

February 18, 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.

January 2020 code is: “TRACK1099”

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



BOY SCOUTS OF AMERICA®

Prepared. For Life.™

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.

January 2020 code is: “TRACK1099”

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



BOY SCOUTS OF AMERICA®

Prepared. For Life.™