

# PeopleSoft User Group

February 18, 2020



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# User Group Agenda

- 2019 Audit
- Audit Adjustments
- Month-end and JTE Transmittal
- Finding Errors
- Query Corner
- Asset Management and Fixed Assets
- ACH Pay Cycle Teaser



# Council Fiscal Management

<https://www.scouting.org/council-support/finance-impact/>

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

## Fiscal Documents

### Fiscal Management Documents

- [Accountable Plan Template](#)
- [Audit—Audit Committee Guidebook](#)
- [Audit—Audit Committee Matrix—PowerPoint Presentation](#)
- [Audit—Audit Committee Matrix—Slides and teaching notes](#)
- [Audit—New Accounting Standards Affecting Your 2019 Audit](#) —posted December 4, 2019
- [Audit—Local Council Guide to the 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](#)
- [Council Office Procedures](#)
- [Council Stewardship Policies](#)
- [Executive Board Self-Assessment](#) —Revised March 2014 (This does not qualify for JTE. To find the Board Assessment Form, please contact Member Care)
- [FASB Accounting Changes and the BSA](#) — new for 2018
- [Fiduciary Responsibilities of the Council Executive Board](#) —Revised March 2014
- [Fiscal Management Procedures for Stewardship](#)
- [Fiscal Policies And Procedures for BSA Units](#) — Revised November 2019
- [Interpreting Financial Statements](#)



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# 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](#)



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# Audit Guides posted

<http://www.scouting.org/Finance-Impact/Council-Fiscal-Management/Document-Library/>

## 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, XXXXXXX, 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, which was established for the benefit of the Council. The Council is a not-for-profit organization devoted to promoting, within the territory covered by the charter from time to time granted it by the Boy Scouts of America and in accordance with the Congressional Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America, the Scouting program of promoting the ability of boys and young men and women to do things for themselves and others, training them in Scoutcraft, and teaching them patriotism, courage, self-reliance, and kindred virtues, using the methods which are now in common use by the Boy Scouts of America. The Council delivered the Scouting program to \_\_\_\_\_ youth members in 2019.

The Scouting program includes the following:

Lion Scouts—A fun introduction to the Scouting program for kindergarten-age youth eager to get going! Lions do adventures with their adult partners and other Lions every month. This program introduces youth and their families to Scouting and the outdoors as it builds a foundation of character. A Lion den is part of the Cub Scout pack.



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# Audit/Council Adjustments



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# 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** v

Business Unit for Prompting: L [search]  Check only, Do not process

Closing Group: YEAR\_END [search] [Rules to Execute](#)

Fiscal Year: 2019 Ledger Group: ACTUALS [search] Ledger: ACTUALS [search]

**Closing Date Option**

BU Process Date  As of Date 3 Specify: 12/31/2019 [calendar]

**Selections**

Selected Detail Values  Detail - Selected Parents

Tree SetID: [text] Tree: [text] Level: [text]

**Business Unit to Close** Personalize | Find | View All [grid] First 1 of 1 Last

\*Select Value

L [search] + -

4  
**Save** Return to Search Notify Refresh

+ Add Update/Display



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# 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



# Journey to Excellence Submission

- Submitting JTE
- This is not an automatic process
- Part of the month-end process
- You only have to do it once for the month



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# Journey to Excellence Submission

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

GL Period Balances

Run Control ID: JTE [Report Manager](#) [Process Monitor](#) **4** Run

Language: English

Report Request Parameters

Business Unit:

Fiscal Year **1**   Period **2**

**3**



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# What Went Wrong?

**Journal Upload runs to:**

“No Success” (116 since January)

**nVision Reports run to:**

“Error” (149 since January)



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# Journal Upload

Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

Process List | Server List

View Process Request For

User ID   Type Application Engine v Last v  Hours v

Server v Name GL\_JRNL\_IMP  Instance  to

Run Status No Success v Distribution Status v  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7586493		Application Engine	GL_JRNL_IMP	BACAMPBE	02/08/2019 8:01:23AM CST	No Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7586490		Application Engine	GL_JRNL_IMP	BACAMPBE	02/08/2019 7:59:18AM CST	No Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7586482		Application Engine	GL_JRNL_IMP	AALARCON	02/08/2019 7:55:53AM CST	No Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7586172		Application Engine	GL_JRNL_IMP	NPOUNGSO	02/08/2019 4:12:51AM CST	No Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7586167		Application Engine	GL_JRNL_IMP	NPOUNGSO	02/08/2019 4:10:20AM CST	No Success	Posted	<a href="#">Details</a>

Select All  Deselect All

Process List | Server List



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# nVision Reports

[Favorites](#) | [Main Menu](#) > [PeopleTools](#) > [Process Scheduler](#) > [Process Monitor](#)

[Process List](#) | [Server List](#)

View Process Request For

User ID   Type  Last  12 Days

Server  Name   Instance  to

Run Status  Distribution Status   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7588621		nVision Report	NVSRUN	JEMOORE	02/08/2019 12:57:40PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7588595		nVision Report	NVSRUN	JEMOORE	02/08/2019 12:54:57PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7588487		nVision Report	NVSRUN	NORDAVIS	02/08/2019 12:41:01PM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7588070		nVision Report	NVSRUN	DHAILEY	02/08/2019 11:31:24AM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7588046		nVision Report	NVSRUN	DHAILEY	02/08/2019 11:28:14AM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7587775		COBOL SQL	GLPPPST0	RCOURTRI	02/08/2019 11:00:24AM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7587765		COBOL SQL	GLPPPST0	RCOURTRI	02/08/2019 10:59:32AM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7587620		nVision Report	NVSRUN	ANAMUNIZ	02/08/2019 10:43:49AM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7586940		COBOL SQL	GLPCLOSE	CMEHILEN	02/08/2019 9:30:47AM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7586858		nVision Report	NVSRUN	GWENISCH	02/08/2019 9:20:09AM CST	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	7586644		nVision Report	NVSRUN	LSARTHER	02/08/2019 8:39:11AM CST	Error	Posted	<a href="#">Details</a>



# What Went Wrong?

Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

### Process Detail

<b>Process</b>			
Instance	7586493	Type	Application Engine
Name	GL_JRNL_IMP	Description	Flat File Journal Import
Run Status	No Success	Distribution Status	Posted

<b>Run</b>	<b>Update Process</b>	
Run Control ID	Upload_Sellwise	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSNT1	<input type="radio"/> Cancel Request
Recurrence		<input checked="" type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

<b>Date/Time</b>	<b>Actions</b>		
Request Created On	02/08/2019 8:01:25AM CST	<a href="#">Parameters</a>	<a href="#">Transfer</a>
Run Anytime After	02/08/2019 8:01:23AM CST	<a href="#">Message Log</a>	<a href="#">View Locks</a>
Began Process At	02/08/2019 8:01:40AM CST	<a href="#">Batch Timings</a>	
Ended Process At	02/08/2019 8:01:55AM CST	<a href="#">View Log/Trace</a>	

OK Cancel



# What Went Wrong?

Favorites Main Menu > PeopleTools > Process Scheduler > Process Monitor

## Message Log

**Process**

**Instance:** 7580291      **Type:** Application Engine  
**Name:** GL\_JRNL\_IMP      **Description:** Flat File Journal Import

Severity	Log Time	Message Text	Explain
10	7:03:27AM	Journal Import processing has started.	<a href="#">Explain</a>
	7:03:29AM	Process failed - all work rolled back. See log file for error details. (5825,102)	<a href="#">Explain</a>
	7:03:29AM	Process 7580291 ABENDED at Step GL_JRNL_IMP.PROCESS.LogError (PeopleCode) -- RC = 4	<a href="#">Explain</a>
50	7:03:29AM	7580291 GL_JRNL_IMP PROCESS LogError PeopleCode 4	<a href="#">Explain</a>
	7:03:43AM	Published message with ID cbcc8d57-2ad8-11e9-82e1-cdc5ccb5af6d to create entry in folder GENERAL.	<a href="#">Explain</a>
	7:03:43AM	Successfully posted generated files to the report repository	<a href="#">Explain</a>

[Return](#)



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# What Went Wrong?

```
Flat File Journal Import (GL_JRNL_IMP)
```

```
2019-02-07
```

```
-----  
07.03.27 Processing file GL190206.617 ...
```

```
07.03.27 Validating imported data.
```

```
Journal Line errors (Journal ID, Date, Journal Line) :
```

```
(0004730964, 2019-02-06, 16) - Invalid Project value 888 for business unit M617.
```

```
07.03.28 Process failed - all work rolled back. See log file for error details.
```



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# Journals

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

**Create/Update Journal Entries**

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

Find an Existing Value Add a New Value

Search Criteria

Business Unit: = [ ] [ ]

Journal ID: begins with [ ]

Journal Date: between 02/05/2019 and 02/08/2019

Document Sequence Number: begins with [ ]

Line Business Unit: = [ ] [ ]

Journal Header Status: = [ ] Journal Has Errors

Budget Checking Header Status: = [ ] [ ]

Source: = [ ] [ ]

User ID: begins with [ ] [ ]

Attachment Exist: = [ ] [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Ch Status
[ ]	0004726176	02/05/2019	0	(blank)	[ ]	Errors	Valid



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# Journal Errors

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

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

Unit: [Unit]    Journal ID: 0004726176    Date: 02/05/2019     Errors Only  
[Template List](#)    [Search Criteria](#)    [Change Values](#)    [View Audit Logs](#)  
 Inter/IntraUnit    \*Process: Edit Journal    Process    Line: 100

Select	Line▲	Error	*Unit	Fund▼	Project	Class	*Ledger	Account▲	Debit Amount	Credit Amount	Referen
<input type="checkbox"/>	86		L [Unit]	1	000	00	ACTUALS	2341	49.22		029
<input type="checkbox"/>	87		L [Unit]	1	000	00	ACTUALS	2341	20.97		029
<input type="checkbox"/>	88		L [Unit]	1	000	00	ACTUALS	2341	52.50		029
<input type="checkbox"/>	89		L [Unit]	1	051	00	ACTUALS	2371		25.00	029
<input type="checkbox"/>	90		L [Unit]	1	051	00	ACTUALS	2371		25.00	029
<input type="checkbox"/>	91	X	L [Unit]	1	064	00	ACTUALS	4501		33.00	029
<input type="checkbox"/>	92		L [Unit]	1	017	90	ACTUALS	6301		2,928.42	000
<input type="checkbox"/>	93		L [Unit]	1	017	90	ACTUALS	6301		55.98	000
<input type="checkbox"/>	94		L [Unit]	1	950	20	ACTUALS	6801		40.00	029
<input type="checkbox"/>	95		L [Unit]	1	801	70	ACTUALS	8106	17.59		029
<input type="checkbox"/>	96		L [Unit]	1	950	99	ACTUALS	8301	49.18		029



# What Went Wrong?

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

Header | Lines | Totals | Errors | Approval

Unit: Journal ID: 0004726176 Date: 02/05/2019

## Header Errors

Personalize | Find | | First | 1 of 1 | Last

Unit	Field Name	Field Long Name	Set	Msg	Message Text
	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

## Line Errors

Personalize | Find | | First | 1 of 1 | Last

Line #	Field Name	Field Long Name	Set	Msg	Message Text
91	ACCOUNT	Account	9600	31	Combo error for fields Account/Class in group ACCTCLASS2.



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# What Went Wrong?

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

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

Unit: [redacted] Journal ID: 0004149470 Date: 03/06/2018  Errors Only  
Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit \*Process: Edit Journal Process Line: 10

Select	Line▲	*Unit	Fund▼	Project	Class	*Ledger	Account▲	Debit Amount	Credit Amount	Reference
<input type="checkbox"/>	1	[redacted]	1	103	00	ACTUALS	2306	345.00		
<input type="checkbox"/>	2	[redacted]	1	907	20	ACTUALS	6801			

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status
[redacted]	2	345.00	0.00	<b>E</b>

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval



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# Query to find Journal in Error

## LC\_JOURNALS\_ERROR - Journals in error status

Unit:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

[View All](#)

	Unit	Journal ID	Date	Year	Period	Ledger Grp	Source	User	Status
1	[REDACTED]	AP05306420	06/30/2019	2019	6	ACTUALS	AP	LC_BSABATCH	E
2	[REDACTED]	AP04435902	07/31/2018	2018	7	ACTUALS	AP	LC_BSABATCH	E
3	[REDACTED]	AP04435901	07/30/2018	2018	7	ACTUALS	AP	LC_BSABATCH	E
4	[REDACTED]	AP04435101	06/11/2018	2018	6	ACTUALS	AP	LC_BSABATCH	E
5	[REDACTED]	0003184932	08/31/2016	2016	8	ACTUALS	GJ	LSARTHER	E
6	[REDACTED]	DPR3386557	02/29/2016	2016	2	ACTUALS	AM	MCREAGH	E
7	[REDACTED]	DPR3386556	01/31/2016	2016	1	ACTUALS	AM	MCREAGH	E
8	[REDACTED]	0002778776	10/18/2015	2015	10	ACTUALS	CJ	LC_BSABATCH	E
9	[REDACTED]	0002778775	10/04/2015	2015	10	ACTUALS	CJ	LC_BSABATCH	E
10	[REDACTED]	0002798832	01/26/2015	2015	1	ACTUALS	CJ	LC_BSABATCH	E
11	[REDACTED]	0002782218	01/07/2006	2006	1	ACTUALS	CJ	LC_BSABATCH	E
12	[REDACTED]	0002778774	01/04/2006	2006	1	ACTUALS	CJ	LC_BSABATCH	E



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# Query to find Journals in VALID Status

## LC\_JOURNALS\_VALID\_STATUS - Journals in VALID status

Unit:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

	Unit	Journal ID	Date	Year	Period	Ledger Grp	Source	User	Status
1		0005370735	02/11/2020	2020	2	ACTUALS	TP	PNESSMAN	V
2		0005367578	02/10/2020	2020	2	ACTUALS	TP	PNESSMAN	V
3		0005364828	02/07/2020	2020	2	ACTUALS	TP	PNESSMAN	V
4		0005361175	02/06/2020	2020	2	ACTUALS	TP	PNESSMAN	V
5		0005357948	02/05/2020	2020	2	ACTUALS	TP	PNESSMAN	V
6		0005354631	02/04/2020	2020	2	ACTUALS	TP	PNESSMAN	V
7		0005351516	02/03/2020	2020	2	ACTUALS	TP	PNESSMAN	V
8		ACT-RV0801	08/31/2017	2017	8	ACTUALS	ALO	JENNHARR	V
9		0003799629	07/31/2017	2017	7	ACTUALS	GJ	JBURRY	V



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# Query Corner

LC\_VENDOR\_SUMMARY\_W\_ADDRESS  
LC\_VOUCHERS\_NOT\_PAID\_DATE  
LC\_MANUAL\_CHECK\_LIST



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# Vendor Query Revision

## LC\_VENDOR\_SUMMARY\_W\_ADDRESS

A list of vendors  
In a given calendar period  
The total paid  
With address



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# Vendor Query Revision

## LC\_VENDOR\_SUMMARY\_W\_ADDRESS

### LC\_VENDOR\_SUMMARY\_W\_ADDRESS - Vendor Check Counts and Totals

Business Unit:

From Payment Date: 01/01/2017

To Payment Date: 12/31/2017

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1134 kb)

[View All](#)

First [1-100 of 1991](#) Last

	Council	Total Paid	Vendor Name	Address 1	Address 2	City	St	Postal	Vendor ID	Check Count
1	L...	730.000	...	305 ... STREET		... BORO	IL	62859	0000001834	1
2	L...	16421.320	...	c/o ... ashea	1405 N. Green Mt. Rd	...	IL	62269	100833	1
3	L...	90.000	...	ATTN: ... BOSCHEN	3600 AVE DE PARIS	...	MO	63034	100591	1
4	L...	399.330	...	101 ... RCE STREET	PO BOX 320	...	WI	54901	0000002229	1
5	L...	9876.020	...	P.O. ...		...	PA	15330-0365	001711	3
6	L...	130.000	...	583 ... TON		...	MO	63109	0000000498	2
7	L...	2057.380	...	PO ...	22 A-B EMBLEM DRIVE	...	NC	28787	0000001690	5



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# Voucher Query

LC\_VOUCHERS\_NOT\_PAID\_DATE

With Voucher and Invoice Detail

With Invoice date

With accounting date

With Due Date

Gross Amount

Invoice Amount



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# Voucher Query

## LC\_VOUCHERS\_NOT\_PAID\_DATE

### LC\_VOUCHERS\_NOT\_PAID\_DATE - Vouchers not yet paid by date

Unit:

Acctg Date:

From Acctg Date:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (86 kb)

[View All](#)

	Unit	Vendor Name	Vendor ID	Voucher ID	Voucher Line Number	Post Status	Invoice Number	Description	Acctg Date	Invoice Date	Due Date	Gross Amt	Invoice Distribution Amount	Dist
1	L	A-B Emblem	291	00010039	1	Posted	369225		02/12/2020	02/11/2020	03/12/2020	551.910	183.970	
2	L	A-B Emblem	291	00010039	1	Posted	369225		02/12/2020	02/11/2020	03/12/2020	551.910	367.940	
3	L	Acadian Frame & Art	3550	00010026	1	Posted	140612		02/12/2020	02/03/2020	03/04/2020	136.920	136.920	
4	L	BHHC	77029	00010035	1	Posted	02APM009185-05 2020		02/12/2020	02/03/2020	03/04/2020	1925.000	1925.000	
5	L		001546	00009965	1	Posted	Exp Rpt 2020 01		01/31/2020	01/31/2020	03/01/2020	406.350	300.150	
6	L		001546	00009965	1	Posted	Exp Rpt 2020 01		01/31/2020	01/31/2020	03/01/2020	406.350	58.530	
7	L		001546	00009965	1	Posted	Exp Rpt 2020 01		01/31/2020	01/31/2020	03/01/2020	406.350	27.940	
8	L		001546	00009965	1	Posted	Exp Rpt 2020 01		01/31/2020	01/31/2020	03/01/2020	406.350	19.730	
9	L	BOY SCOUTS OF AMERICA	000005	00009968	1	Posted	IN009820003608729	Kit Trimaran Regatta	01/03/2020	01/03/2020	02/02/2020	65.860	65.860	
10	L	BOY SCOUTS OF AMERICA	000005	00009969	1	Posted	IN009820003610915	Device Outdoor Awds Gold	01/07/2020	01/07/2020	02/06/2020	5.900	5.900	



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# Manual Check Query

LC\_MANUAL\_CHECK\_LIST

A list of Manual Checks  
In a given Date Range  
Full Pay Cycle Details



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# Manual Check Query

## LC\_MANUAL\_CHECK\_LIST

### LC\_MANUAL\_CHECK\_LIST - List of manual Checks

SetID:

To Date:

From Date:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (106 kb)

[View All](#)

	SetID	Bank	Account	Payment	Reference	Account #	SetID	Remit Vndr	Location	Name	Name 2	Cntry	Address 1	Address 2	City	St
1		BK012	DEP	0000002089	012001	128478451		ATT376	1	AT&T		USA				6
2		BK012	DEP	0000002090	012003	128478451		ATT068	01	AT&T		USA				6
3		BK012	DEP	0000002091	012002	128478451		ATT389	01	AT&T		USA				6
4		BK012	DEP	0000002092	012006	128478451		CITENE	01	CITIZENS ENERGY GROUP		USA				4
5		BK012	DEP	0000002093	012007	128478451		CITENE	01	CITIZENS ENERGY GROUP		USA				4
6		BK012	DEP	0000002094	012008	128478451		COMCAS	01	COMCAST CABLE		USA				1
7		BK012	DEP	0000002095	012009	128478451		CULLIG	01	CULLIGAN WATER COND		USA				4

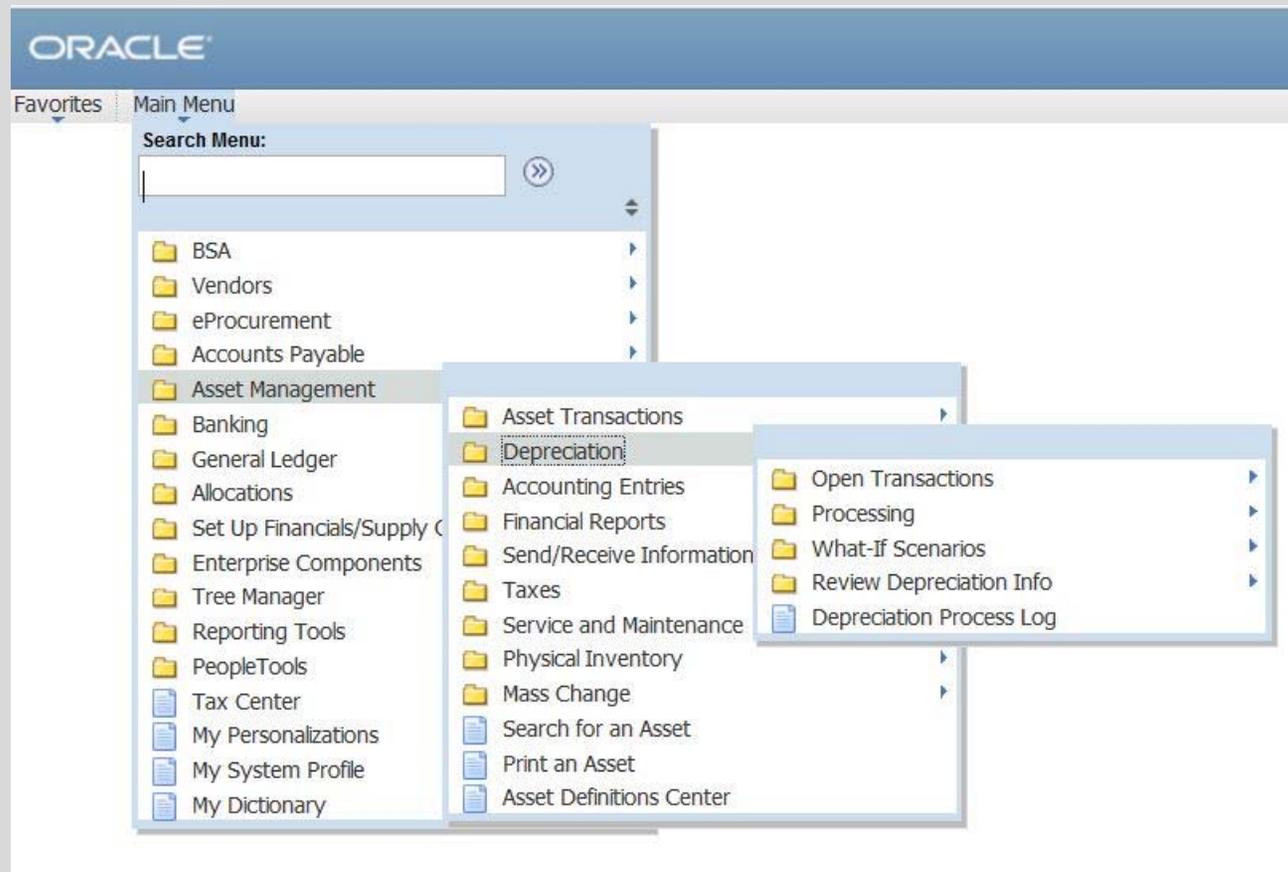


BEH DEPARTMENT OF HEALTH AND HUMAN SERVICES

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# Fixed Asset Module

Are you using this tool in PeopleSoft?



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# Fixed Asset Module

## Are you using this tool in PeopleSoft?

Report ID: AMDP2100 NET BOOK VALUE DETAIL  
Bus. Unit:            Area  
Book: ACTUALS -- Asset Book  
Acct : 1807 -- Land Impr-Camp  
As of Year 2017 Period 12

Pund	Project	Class	Category	Type	Description	Cost Balance	Current Depr	YTD Depr
2	410	25	LNDIC					
	200044		ROAD PAVING			11,122.15	46.30	556.15
2	410	25	LNDIC					
	200046		WATER TRMT PUMPS/FLTRS			58,610.00	122.06	1,465.27
2	410	25	LNDIC					
	200047		PUMP BOXES			1,826.76	0.00	0.00
2	410	25	LNDIC					
	200049		SHUTOFF VALVES			1,600.00	0.00	26.68
2	410	25	LNDIC					
	200050		SEPTIC TANK			5,250.00	21.91	262.48
2	410	25	LNDIC					
	200051		PARKING LOT EXPANSION			8,310.00	34.66	415.48
2	410	25	LNDIC					



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# Fixed Asset Module

## Are you using this tool in PeopleSoft?

Unit: L... Asset ID: 200046 WATER TRMT PUMPS/FLTRS Status:

Book

Book Name: ACTUALS Asset Book

Get Period Depreciation

Expense  Accum

Period Depreciation

Year	Period	Trans Type	Depreciation Amount	Fund	Dept	Class	P
2018	1	DPR	122.11	2		25	
2018	2	DPR	122.11	2		25	
2018	3	DPR	122.11	2		25	
2018	4	DPR	122.11	2		25	
2018	5	DPR	122.11	2		25	
2018	6	DPR	122.11	2		25	
2018	7	DPR	122.11	2		25	
2018	8	DPR	122.11	2		25	

[Michael.Creagh@scouting.org](mailto:Michael.Creagh@scouting.org)



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# ACH Pay Cycle Teaser

## Things To Come

- A second Pay Cycle for ACH
- Vendor records will need to be modified
- Set up will be with three “national banks” (local banking fees do apply)
  - Wells Fargo
  - US Bank
  - PNC



# ACH Pay Cycle Teaser

## Things To Come

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria > Pay Cycle Manager

### Pay Cycle Manager

Pay Cycle: L250A NorthStar L250 ACH Pay Cycle

[Selection Criteria](#)   Approve   [Trial Register](#)   Reference Confirmation   Draft Staging Approval

#### Pay Cycle Status

Status: Approved   [Refresh](#)   [Process Monitor](#)

Pay From Date: 01/01/1900

Pay Through Date: 02/07/2020

Payment Date: 02/07/2020

Schedule Payments Selected: 1   [Summary](#)   [Details](#)

**Pay Cycle Reset**

Server: PSNT1   [Reset](#)

#### Pay Cycle Exceptions

Pay Cycle Error   Discount Lost   Discount Denied   Withholding   Bank Replacement   Financial Sanctions Exceptions

#### Pay Cycle Results

Personalize | Find | View All | First | 1-2 of 2 | Last

Main Information   [Additional Info](#)

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
<a href="#">Process</a>	Financial Gateway Electronic Payments			Approved	PSNT1		
<a href="#">Process</a>	Print ACH Advices	BK001	CHK1	Approved	PSNT1	Printer	W124463dbss2003INTL

[Save](#)   [Return to Search](#)   [Notify](#)



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# ACH Pay Cycle Teaser

## Things To Come

Favorites | Main Menu > Financial Gateway > Process Payments > Payment Dispatch

### Payment File Events

File ID: 00000057    Bank Code: BK001    Layout: CCD+

Events						Personalize   Find   View All   First 1-4 of 4 Last
	Date Time	User ID	Severity	Event Description	Change Detail	
●	02/07/20 1:23:16PM	MCREAGH	Information	Payment File Created		
●	02/07/20 1:23:16PM	MCREAGH	Information	Payment File Formatted		
●	02/07/20 1:23:16PM	MCREAGH	Information	Payment File Scheduled to be Created.		
●	02/07/20 1:23:17PM	MCREAGH	Information	Payment Sent		

[Return](#)



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# ACH Pay Cycle Teaser

## Things To Come

Favorites | Main Menu > Financial Gateway > Process Payments > Payment Dispatch

### Payment Confirmation

You have selected 1 payment(s) to be paid.  
Select OK button to confirm and continue dispatch process. Cancel to stop.

Payment Confirmation Totals		
Total Payments	Amount	Currency
1	10,000.00	USD

### Payment Confirmation Details

Payment Information | Bank Details | Payee Details

Source ID	Transaction ID	Unit	Date	Amount	Currency	Method	Dispatch Status
000036	AP000000095	L250	02/07/2020	10,000.00	USD	ACH	Awaiting Dispatch



# CPE CODE

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

February 2020 code is: “2019AUDIT”

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



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# 2020 Training Opportunities

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

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



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# Future Scheduled Webinar

**April 14, 2020**

**10:00AM & 2:00PM**

**Central**



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# Member Care Contact Center

- Needs User Guide
- Best practices
- Accounting calls have a special queue
- Three care members rotate on calls
- Reviewing how calls will be handled next year
  
- For assistance, please contact the Member Care Contact Center through the online Support Center site in MyBSA or at (855) 707-2644



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# Feedback Time

- Questions
- Best practices
- Needs
- Requests for future user group topics email [michael.creagh@scouting.org](mailto:michael.creagh@scouting.org)



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