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

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

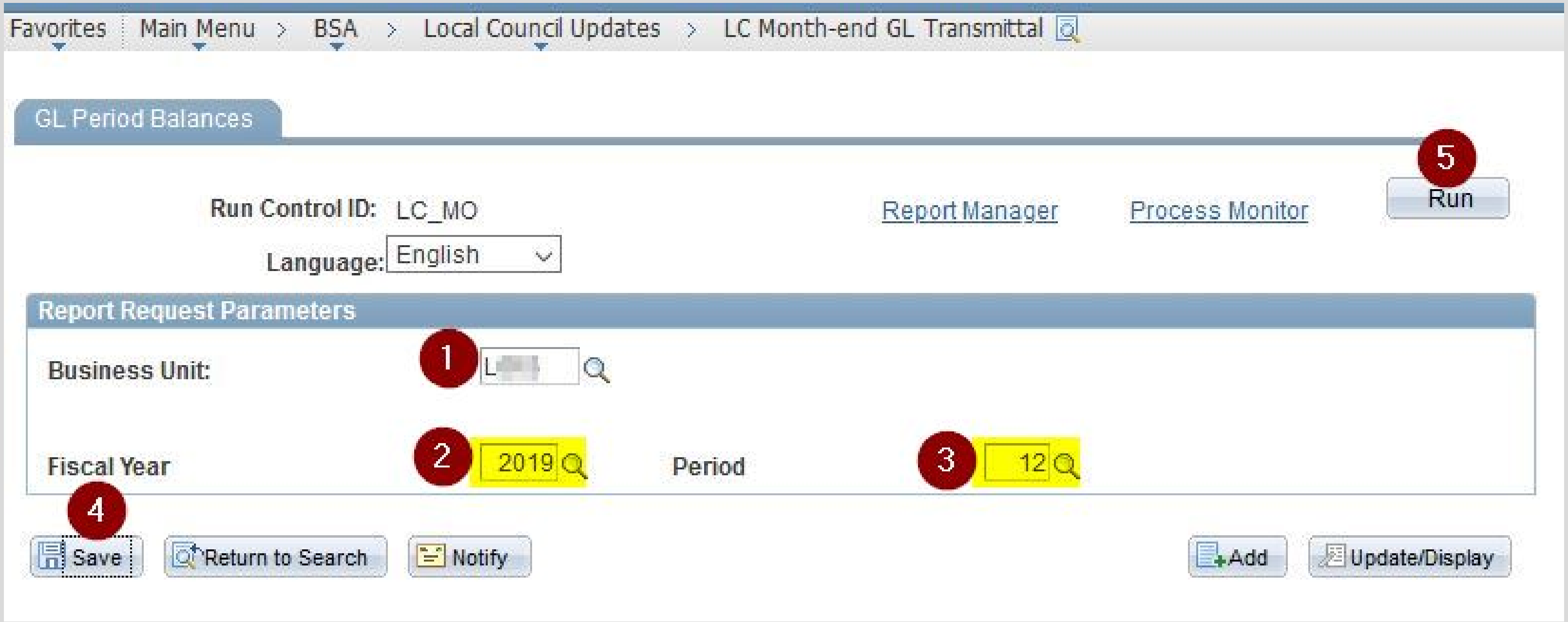
Table of Contents

November 2019

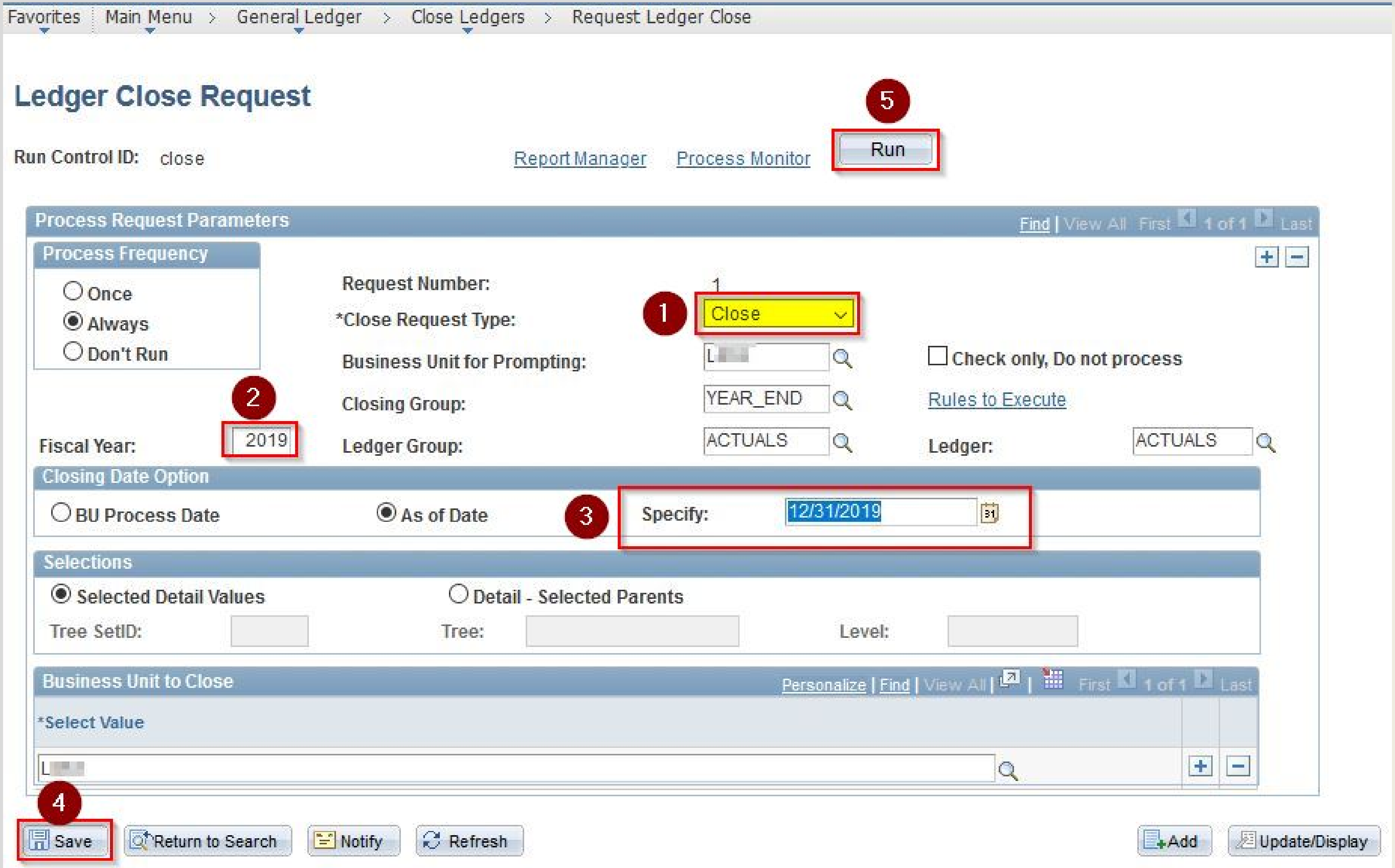
Journey to Excellence Submission

- 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


Favorites
Main Menu
General Ledger
Close Ledgers
Request Ledger Close
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:
Check only, Do not process
Closing Group: YEAR_END
Rules to Execute
2
Fiscal Year: 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
4
Save
Return to Search
Notify
Refresh
Add
Update/Display

Audit/Council Adjustments

Favorites | Main Menu > General Ledger > Close Ledgers > Request Ledger Close

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

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**

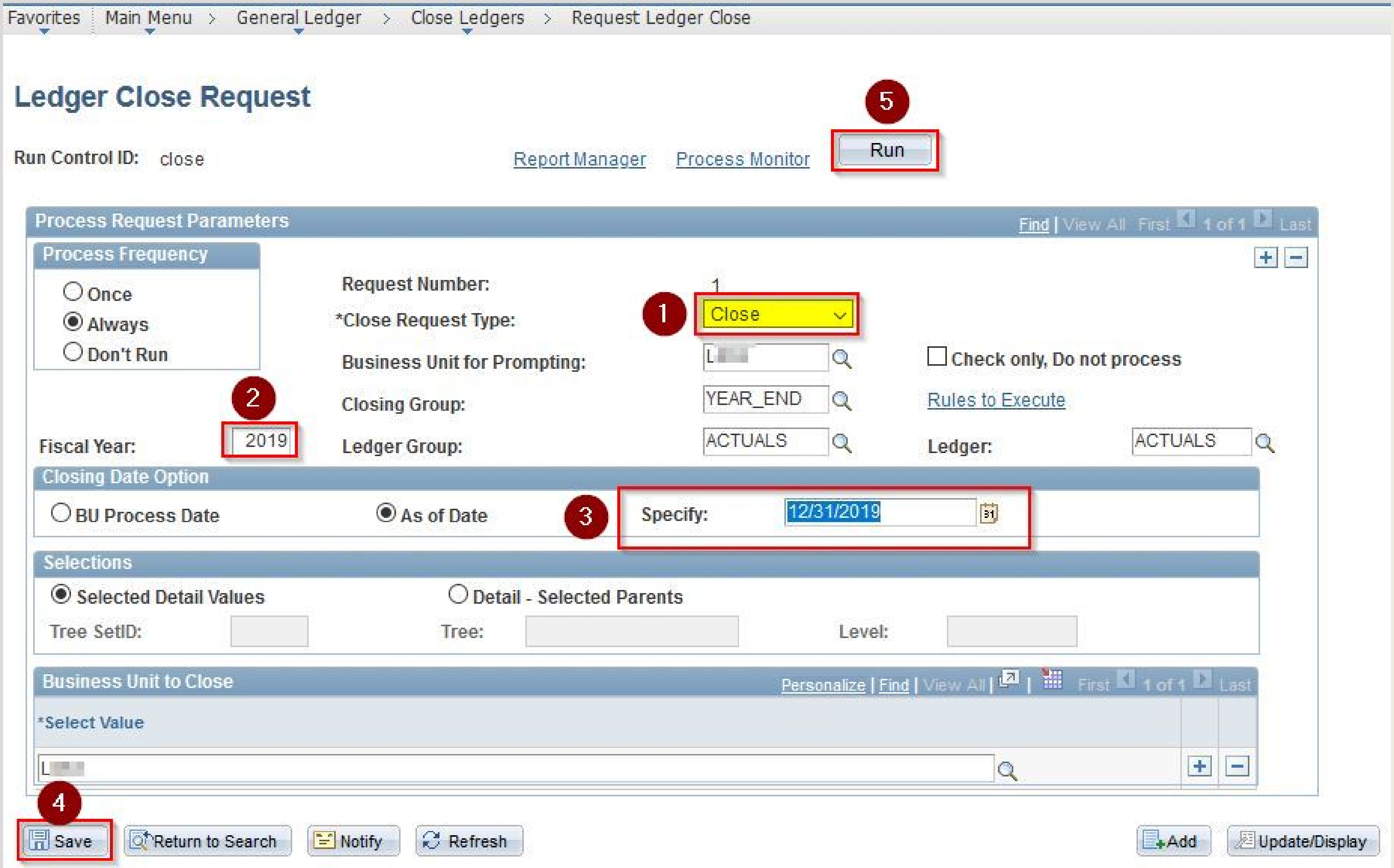
3. Post journal entries – December 2019 accounting date.

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


Favorites
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Tree:
Level:
Business Unit to Close
Personalize | Find | View All | First 1 of 1 Last
*Select Value
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 Au...
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 XXXXXXXXX XXXXX. The Council has X camping fa... ...ities located within its service area. The Council also maintains control of a trust fund with a corporate truste... ...tablished 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

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***

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.

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1099 process for 2019

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

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

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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

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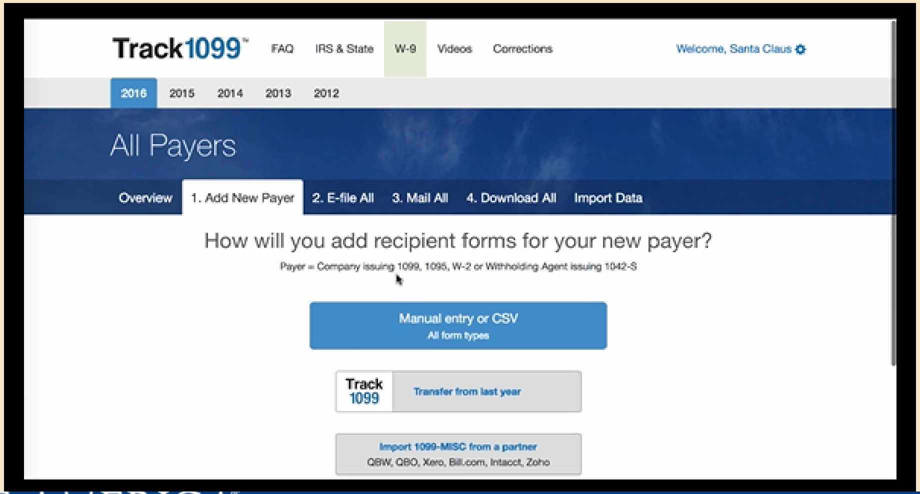
www.track1099.com

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



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

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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

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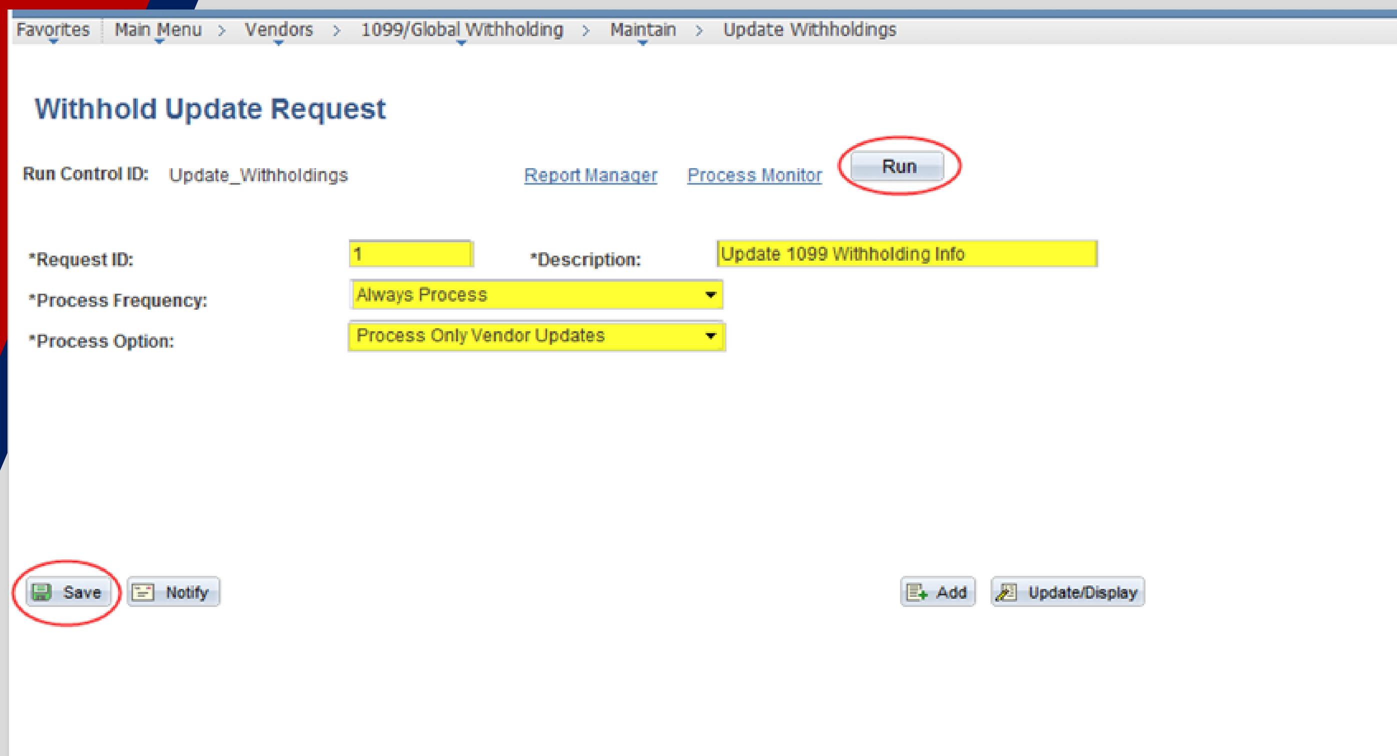
Vendors are good, now what?

Run the Withhold Update Request



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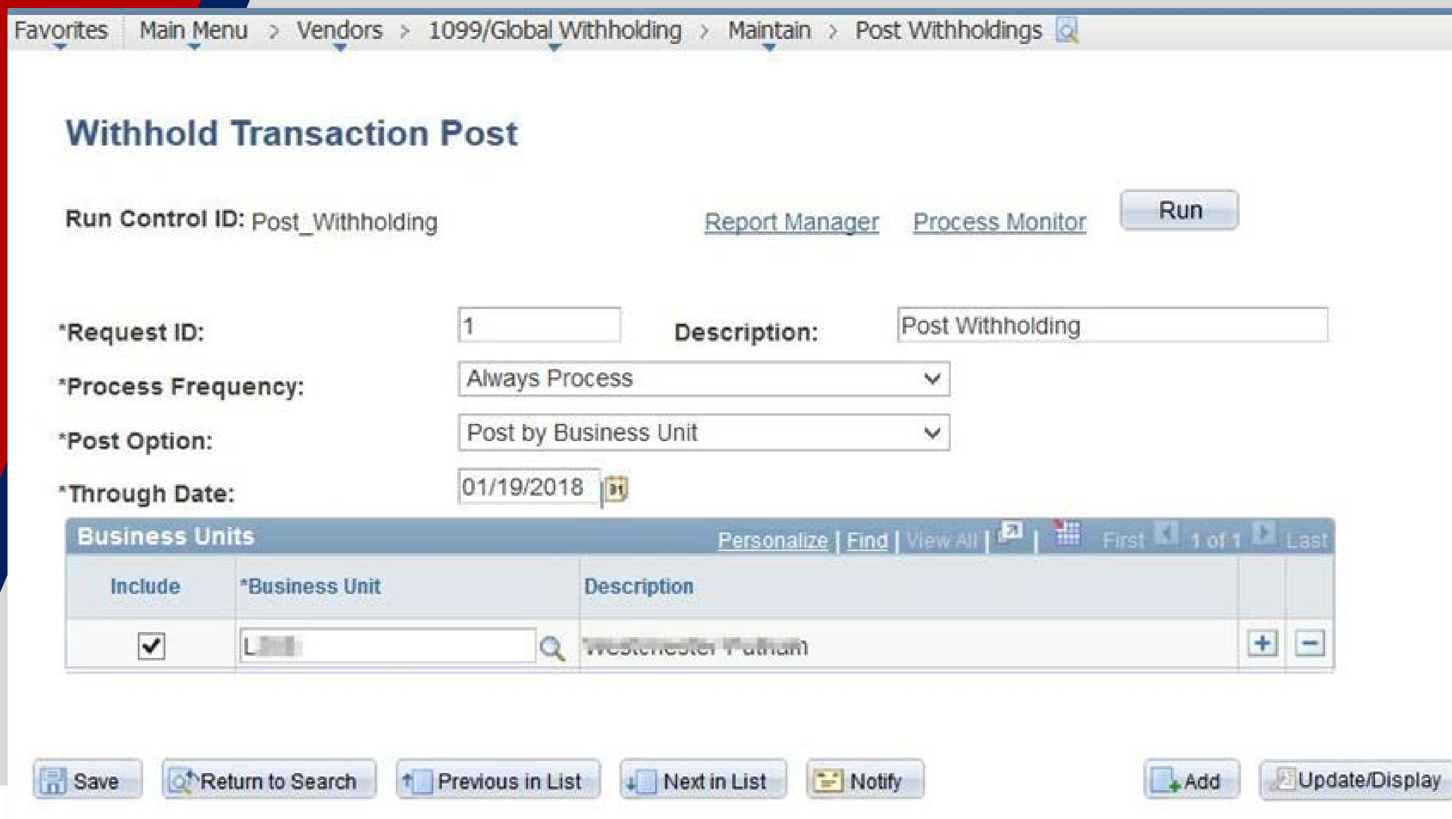
How do I output this data?

Run the Withhold Transaction Post



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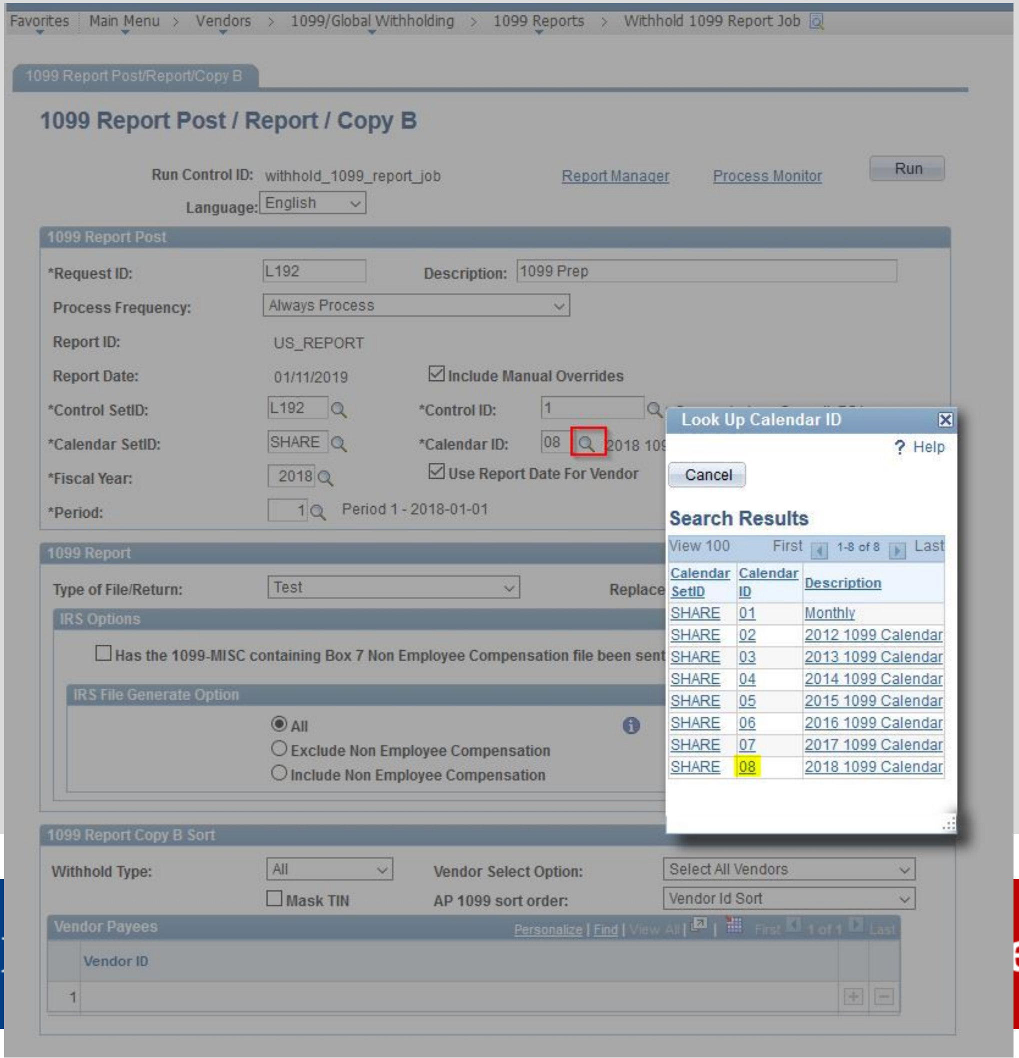
How do I output this data?

Run the “Withhold 1099 Report Job”



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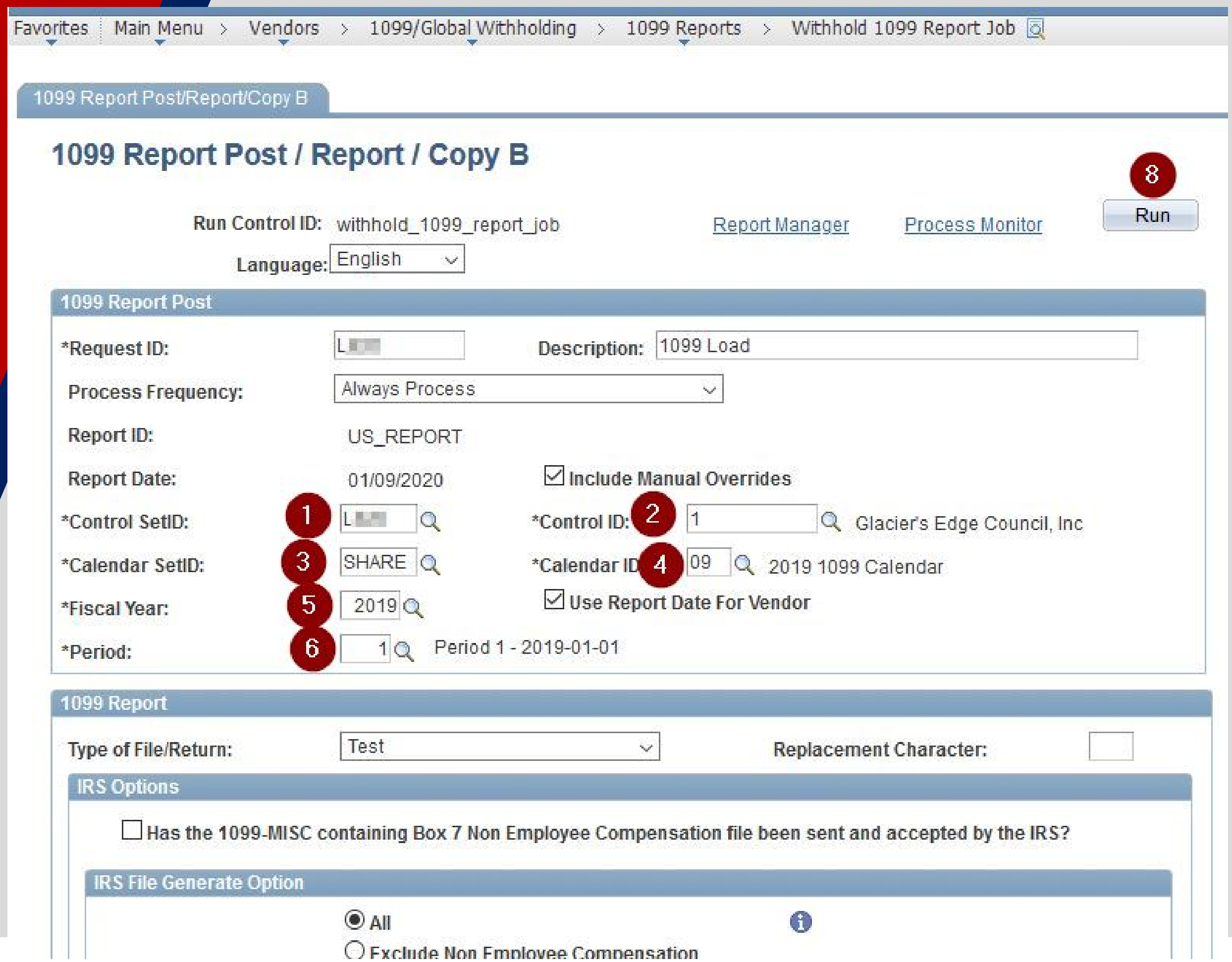
How do I output this data?

Run the "Withhold 1099 Report Job"



BOY SCOUTS OF AMERICA®

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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 PSNT **Run Date** 01/11/2019

Recurrence **Run Time** 8:08:45AM Reset to Current Date/Time

Time Zone

Process List

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

OK Cancel

How do I output this data?

Run the Withholding Control Report

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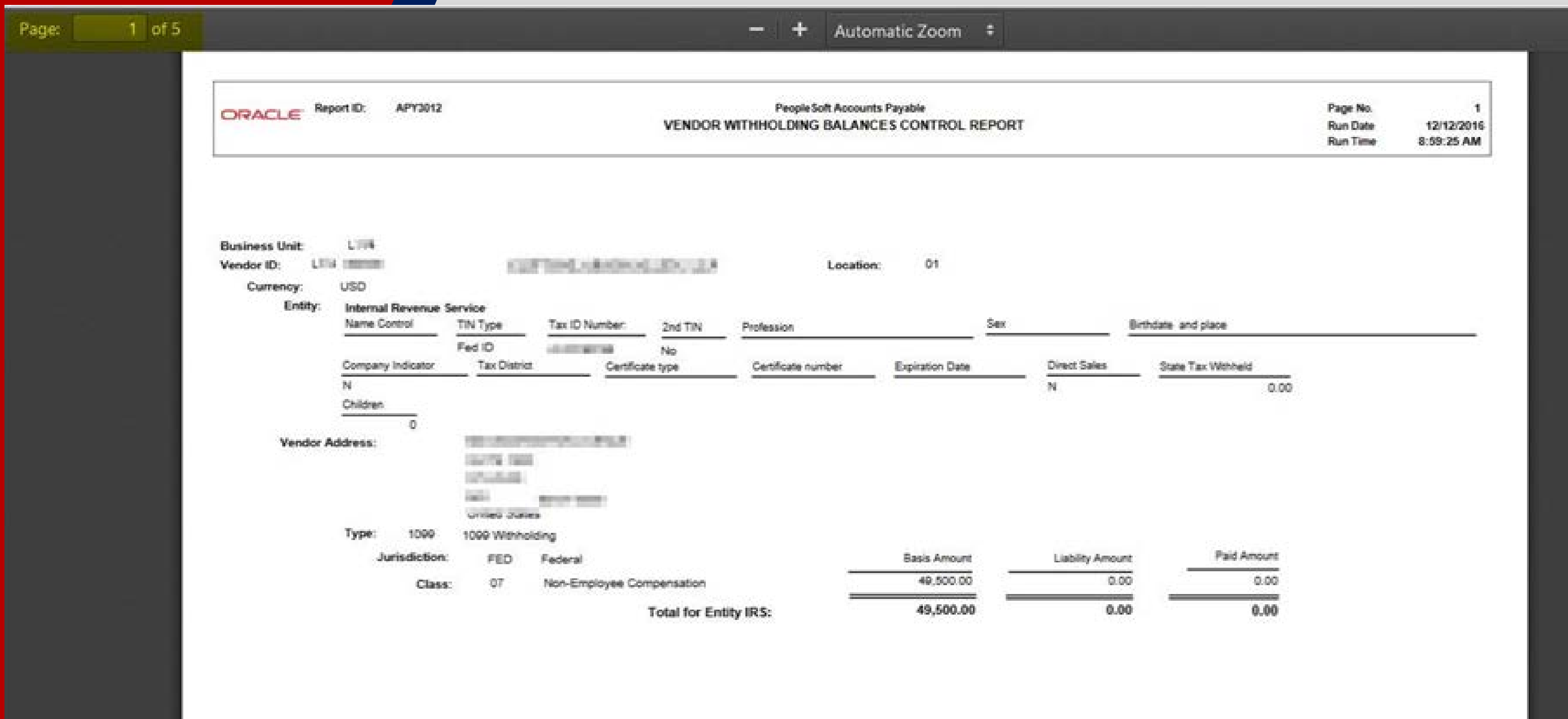
How do I output this data?

Withholding Control Report



Page: 1 of 5 Automatic Zoom

ORACLE Report ID: APY3012

PeopleSoft Accounts Payable

VENDOR WITHHOLDING BALANCES CONTROL REPORT

Page No. 1
Run Date 12/12/2016
Run Time 8:59:25 AM

Business Unit:
Vendor ID: 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:

United States

Type: 1099 1099 Withholding

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

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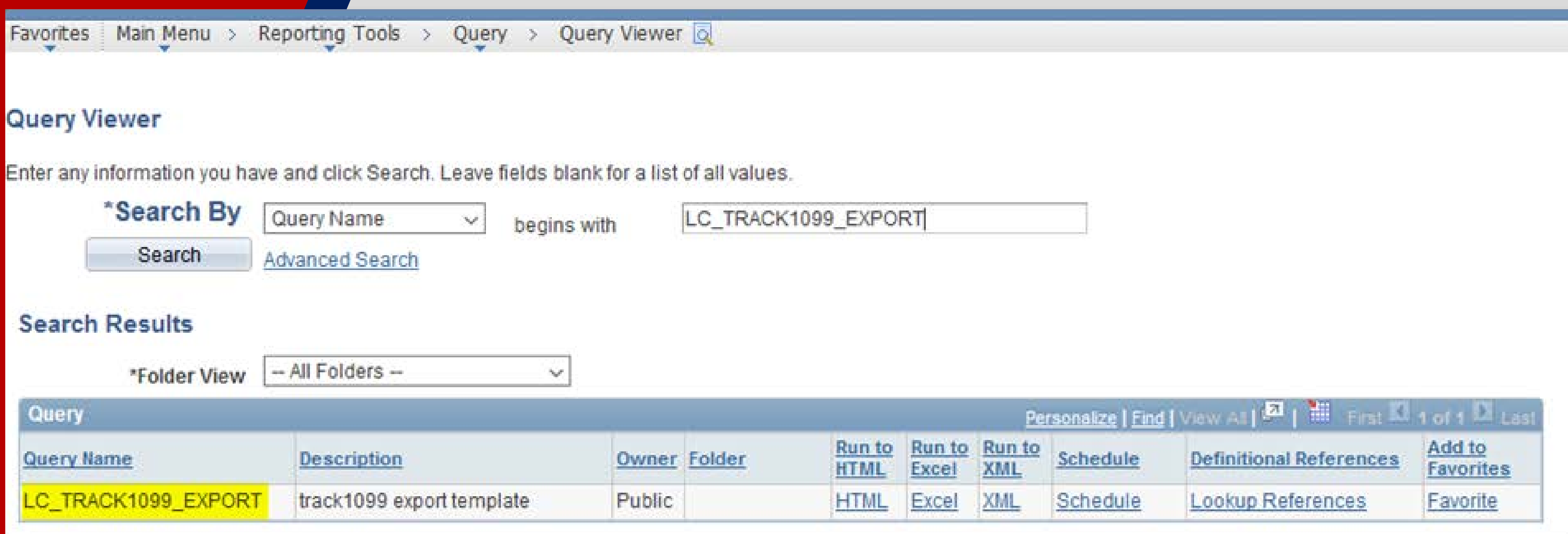
How do I output this data?

LC_TRACK1099_EXPORT

Query Output for TRACK1099



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How do I output this data?

LC_TRACK1099_EXPORT

Query Output for TRACK1099

LC_TRACK1099_EXPORT - **track1099 export template**

Business Unit: [illegible]

Year: 2018

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	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				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	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				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	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				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	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				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	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				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	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				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	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				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		

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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	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				0	0	0	0	0	0	2300	0		0
3	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				0	0	0	0	0	0	820	0		0
4	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				0	0	0	0	0	0	726.35	0		0
5	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				0	0	0	0	0	0	2400	0		0
6	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				0	0	0	0	0	0	1817	0		0
7	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				0	0	0	0	0	0	2950	0		0
8	[illegible]	2	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				0	0	0	0	0	0	1800	0		0
9	[illegible]	1	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				0	0	0	0	0	0	2897.15	0		0
10	[illegible]	1	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				0	0	0	0	0	0	47400	0		0
11	[illegible]	1	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]				0	0	0	0	0	0	2750	0		0

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

Setup your council in TRACK1099

Track1099 1099 & W-2 <no-reply@track1099.com>   Michael Creagh

Invitation to join Track1099

Retention Policy   3 Year Delete (3 years)   Expires   10/16/2021

If there are problems with how this message is displayed, click here to view it in a web browser.

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 Payers 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

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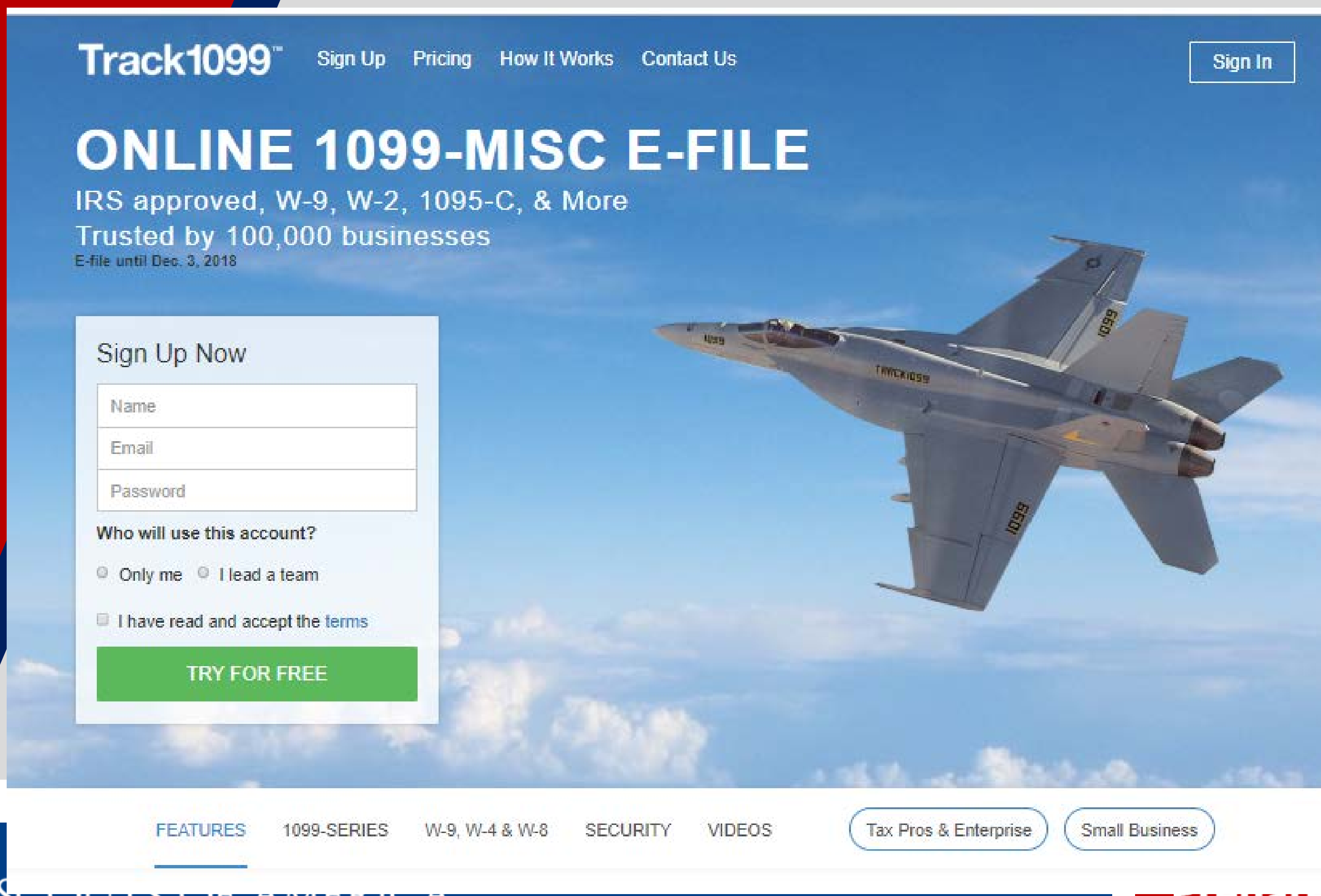
How do I get started in www.track1099.com?

Setup your council in TRACK1099



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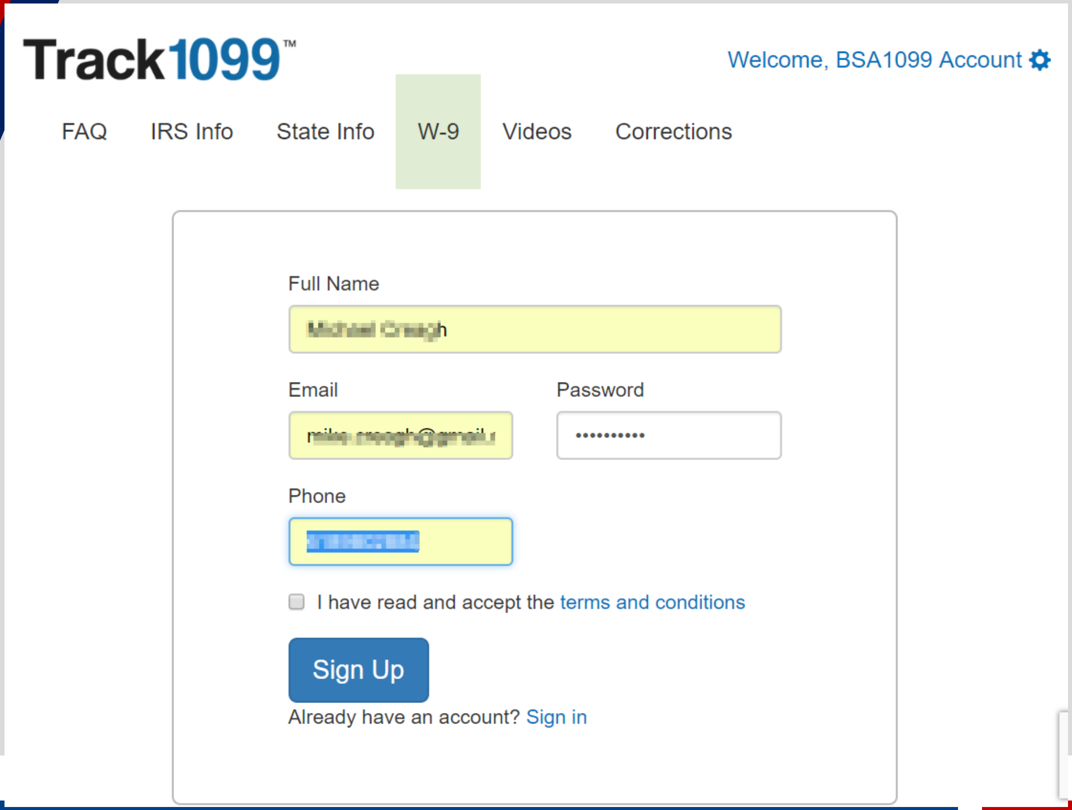

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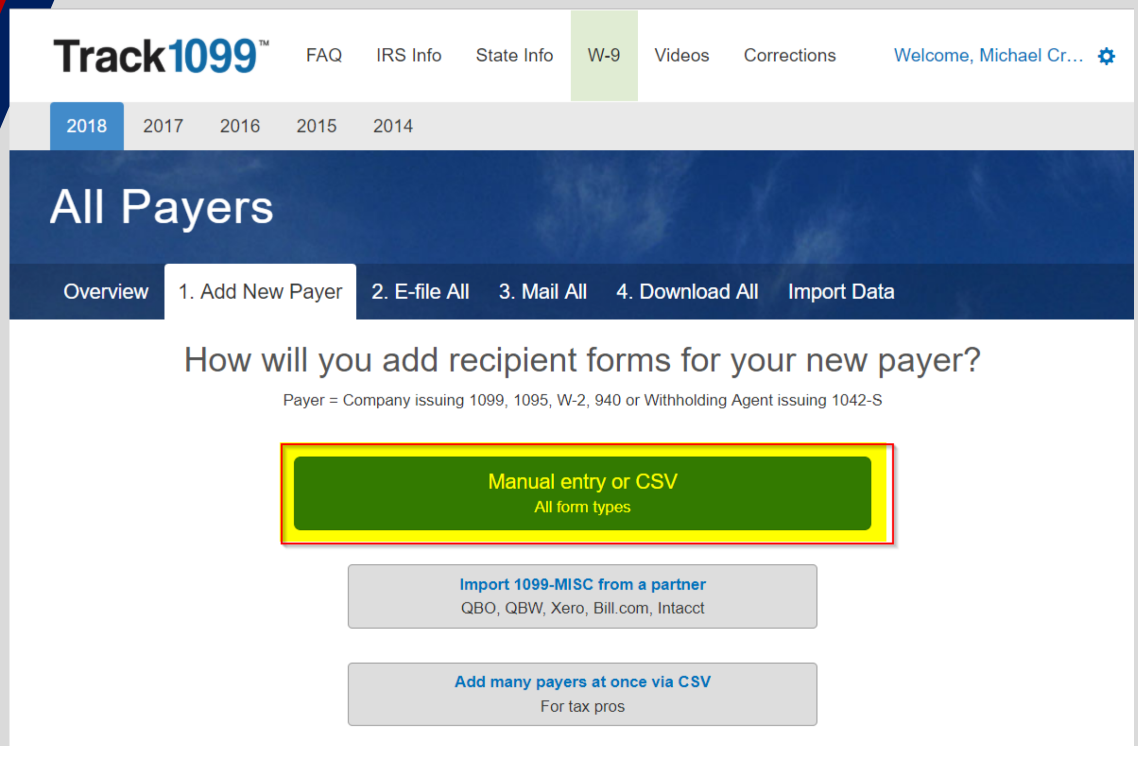

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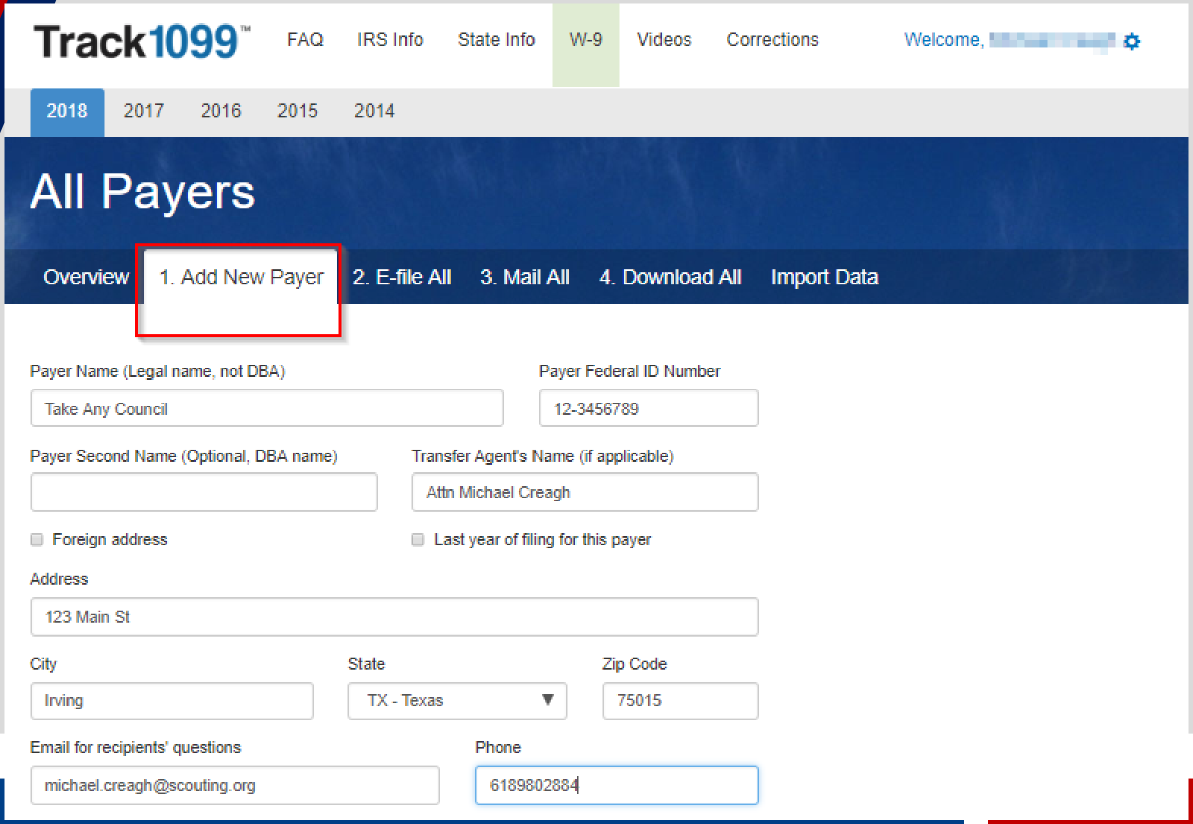
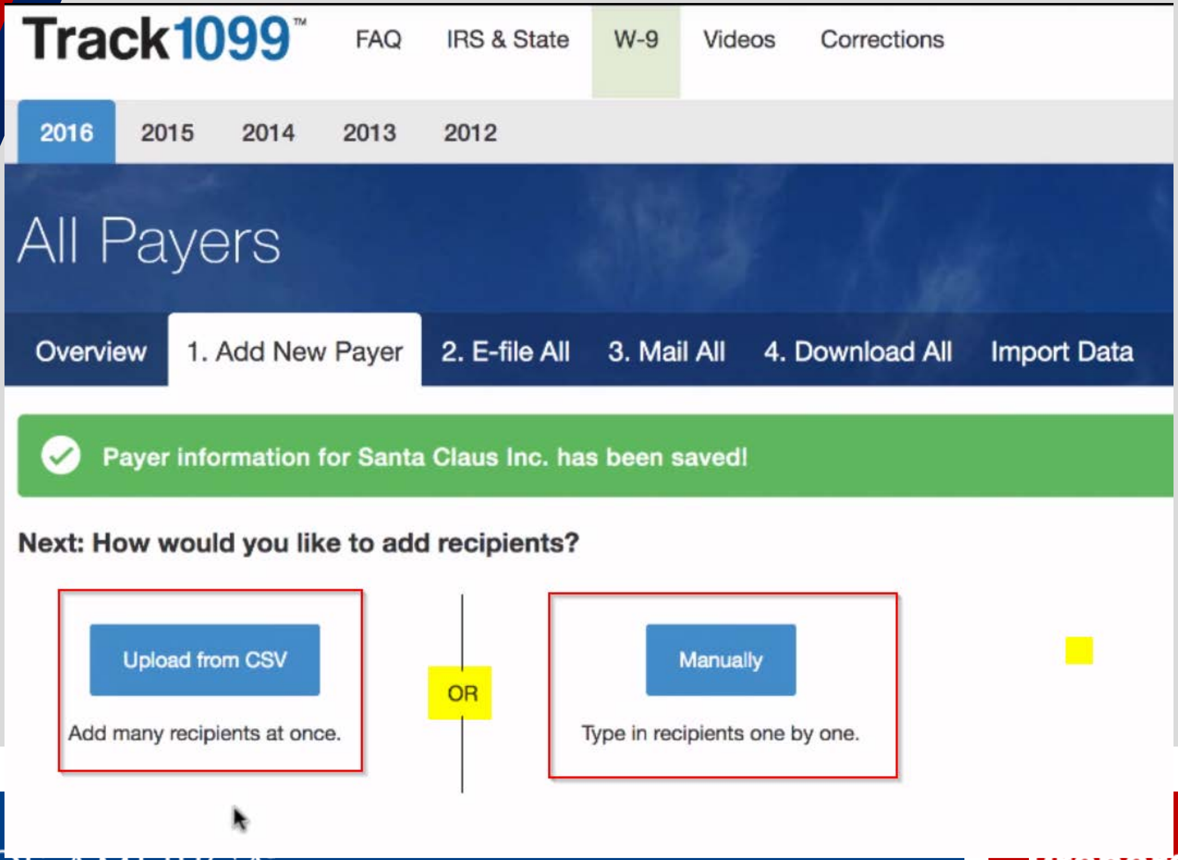
Setup your council in TRACK1099



www.track1099.com

Uploading into TRACK1099 and filing



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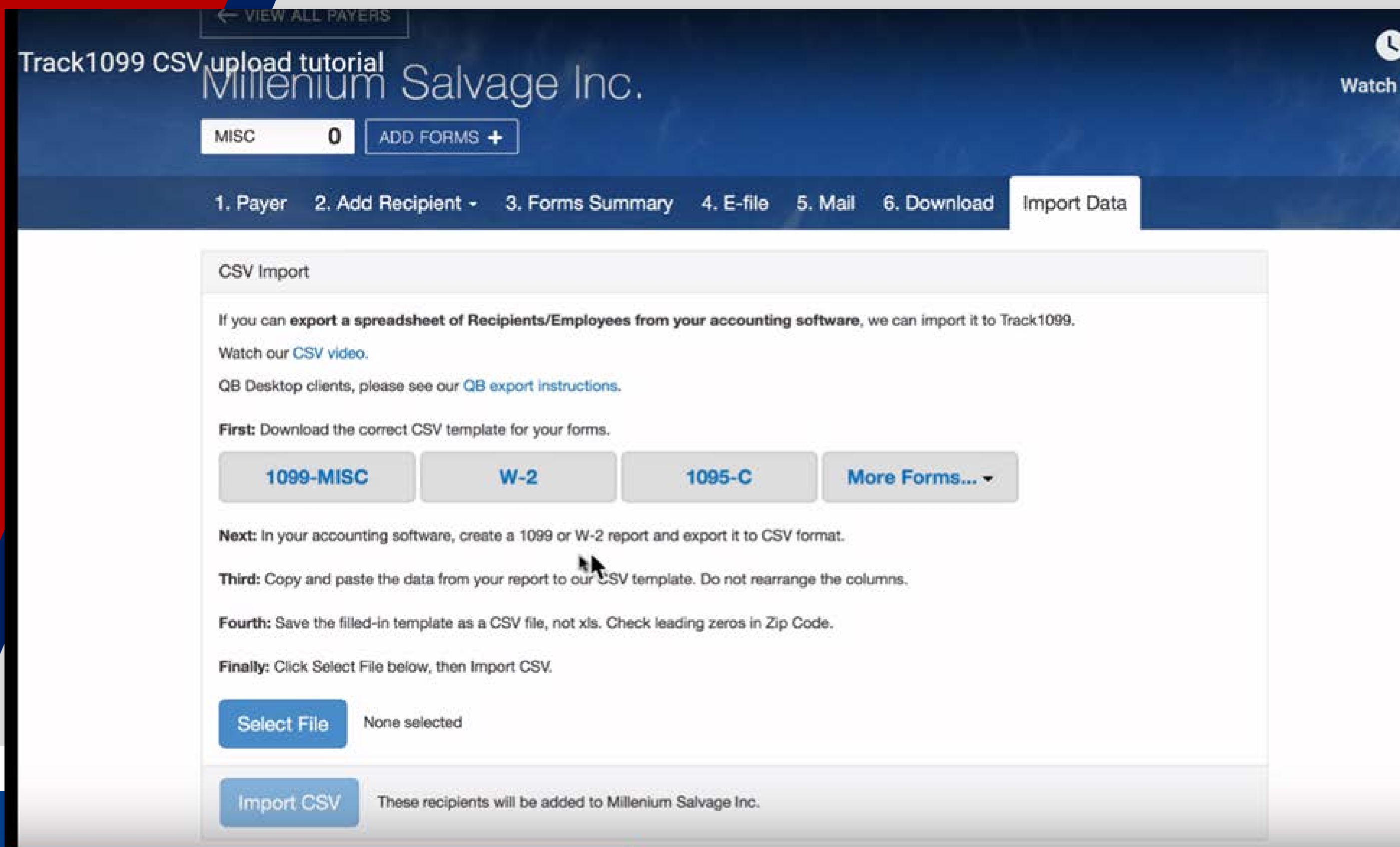

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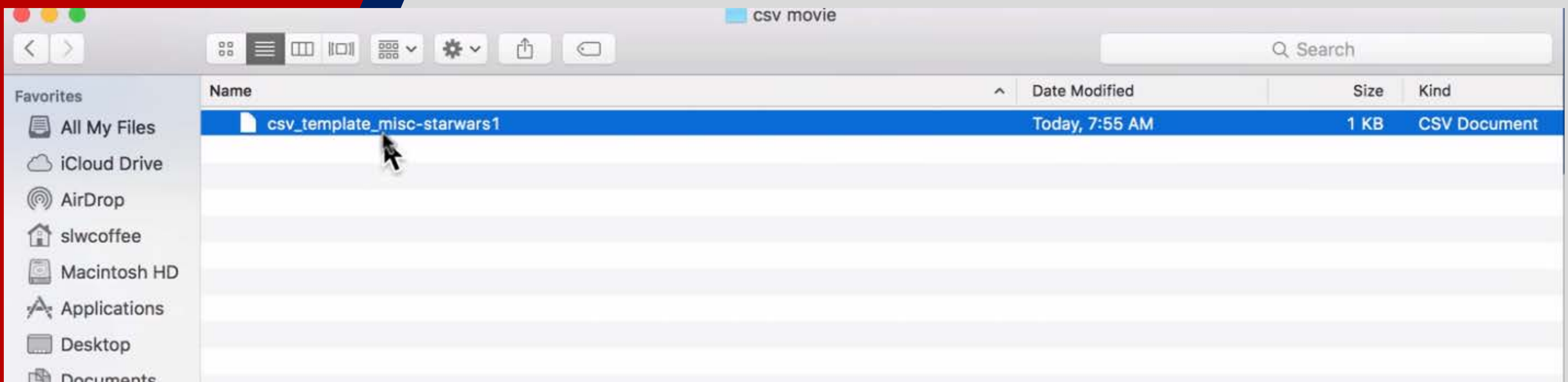

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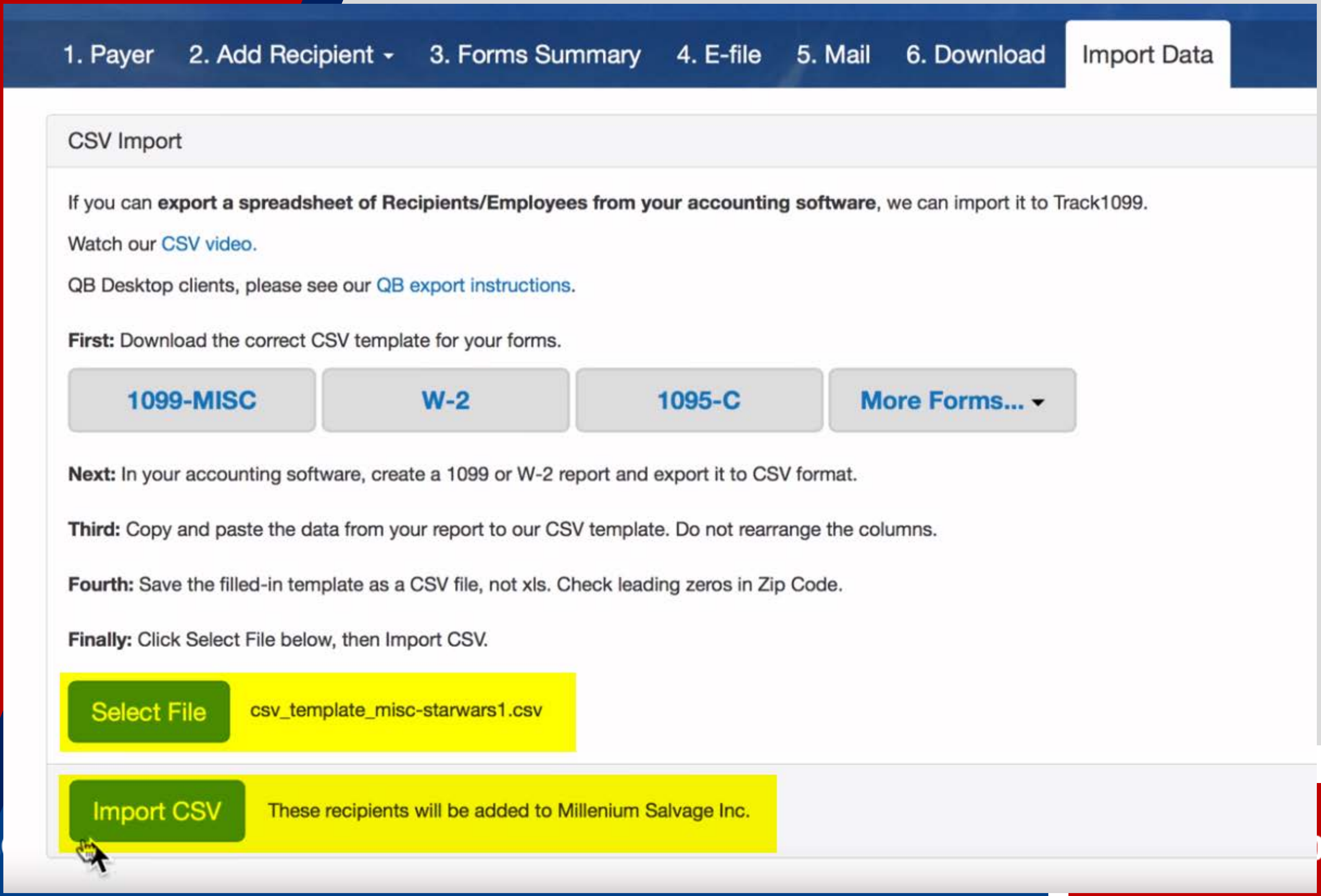
Uploading into TRACK1099 and filing



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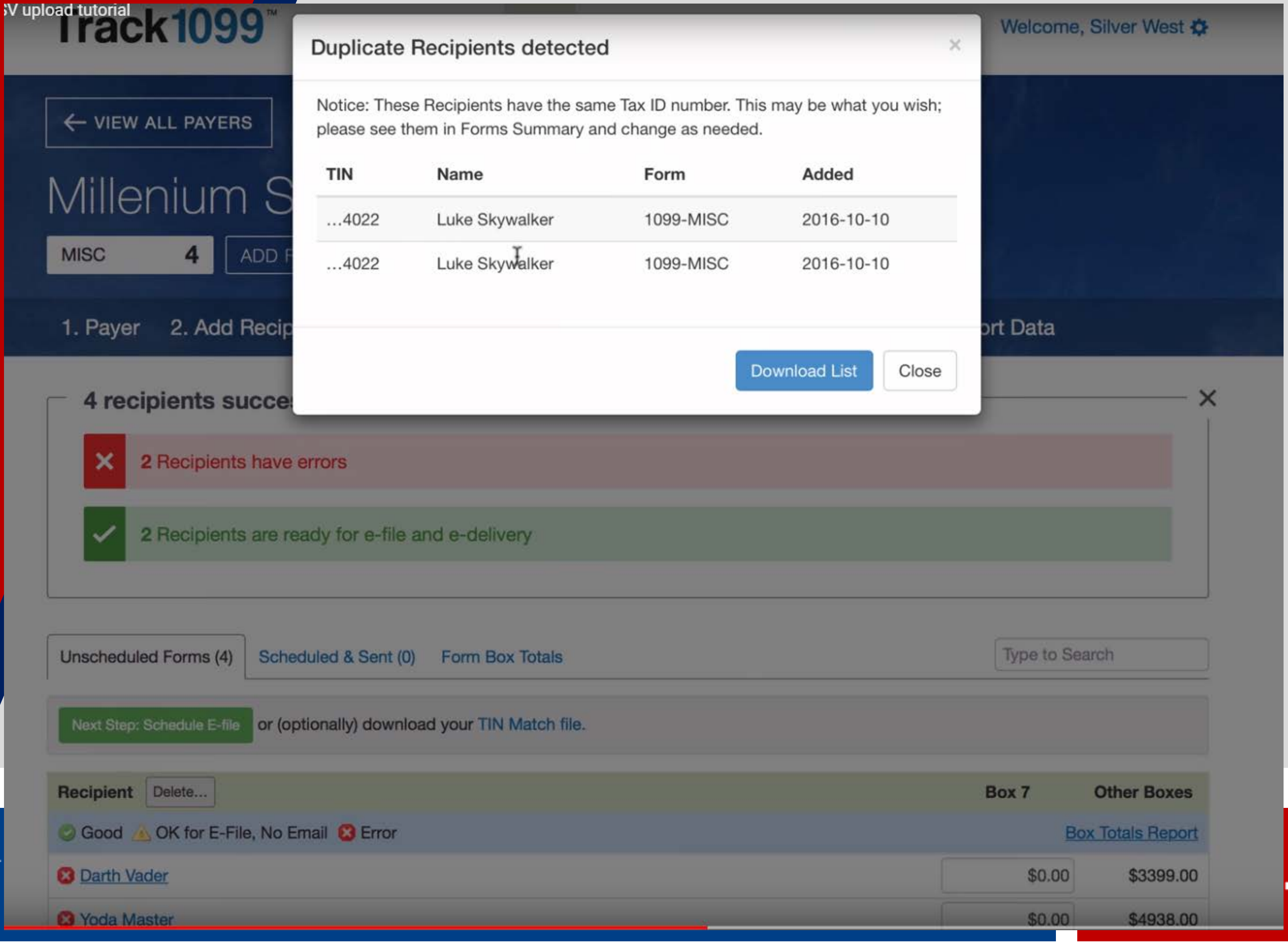
Uploading into TRACK1099 and filing



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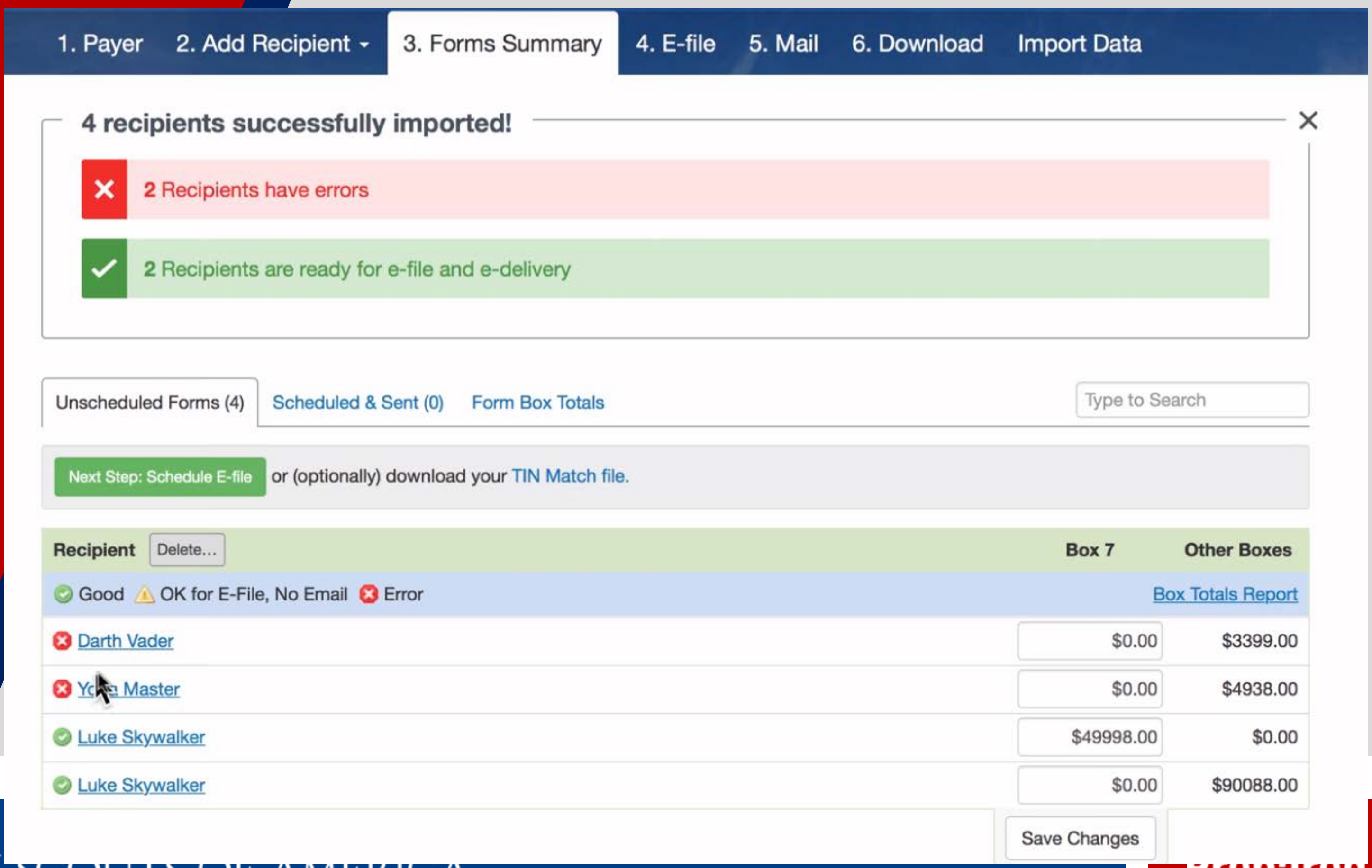

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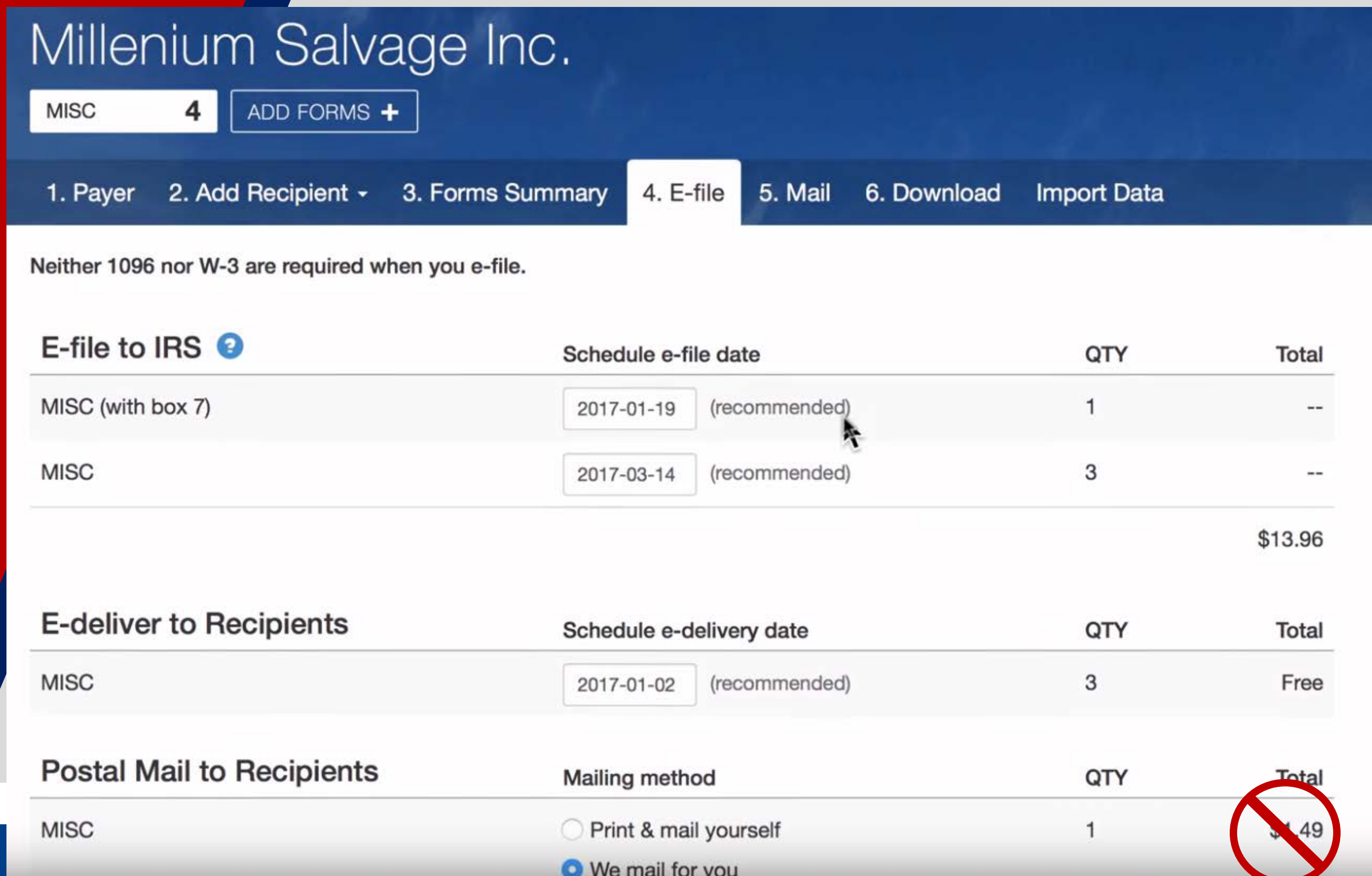

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E-deliver to Recipients	Schedule e-delivery date	QTY	Total
MISC	2017-01-02 (recommended)	2	Free

Postal Mail to Recipients	Mailing method	QTY	Total
MISC	Print & mail yourself (free) We mail for you ($1.49)	1	$1.49

Total: $13.46

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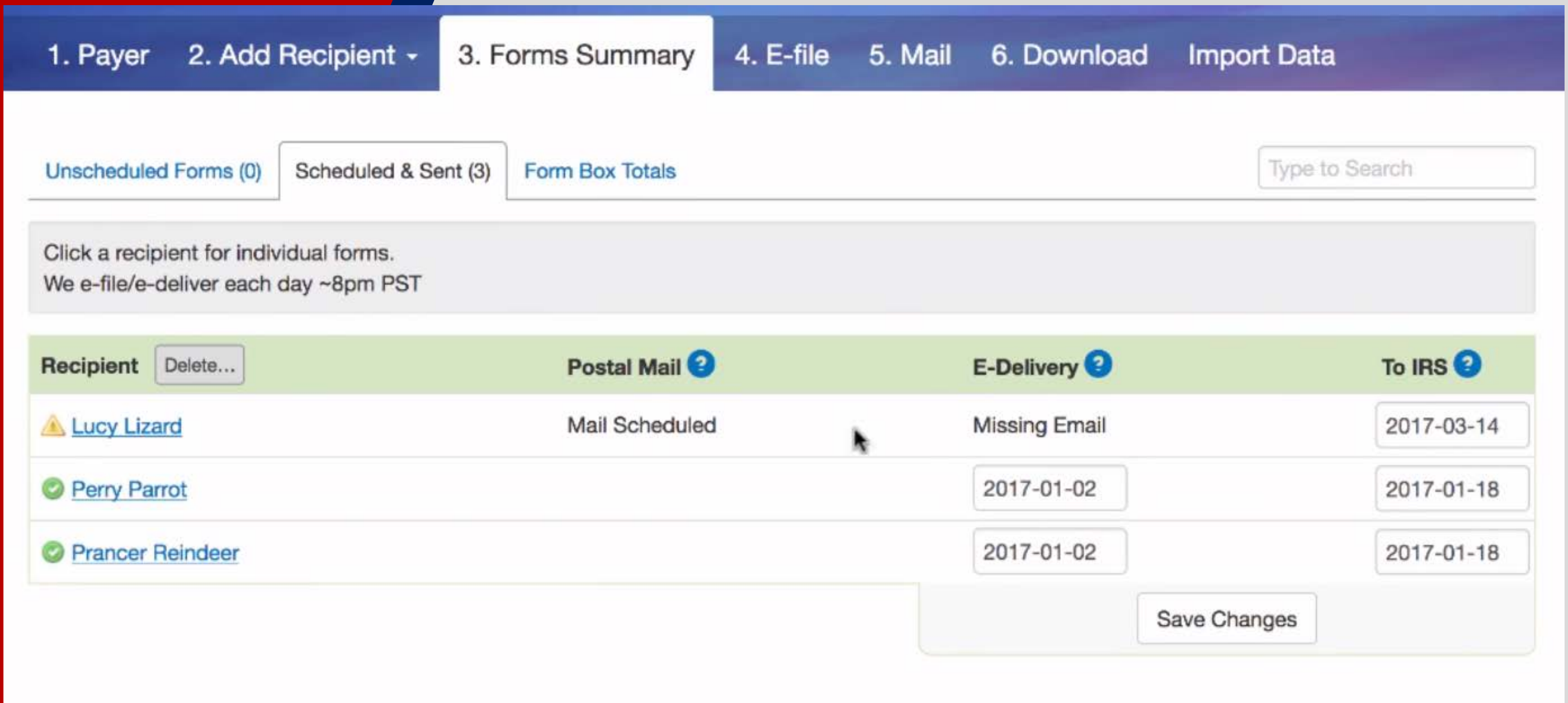

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What does a e-delivered 1099 look like?

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

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:	Recipient's identification number:
48-3394448	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 8938.

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

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

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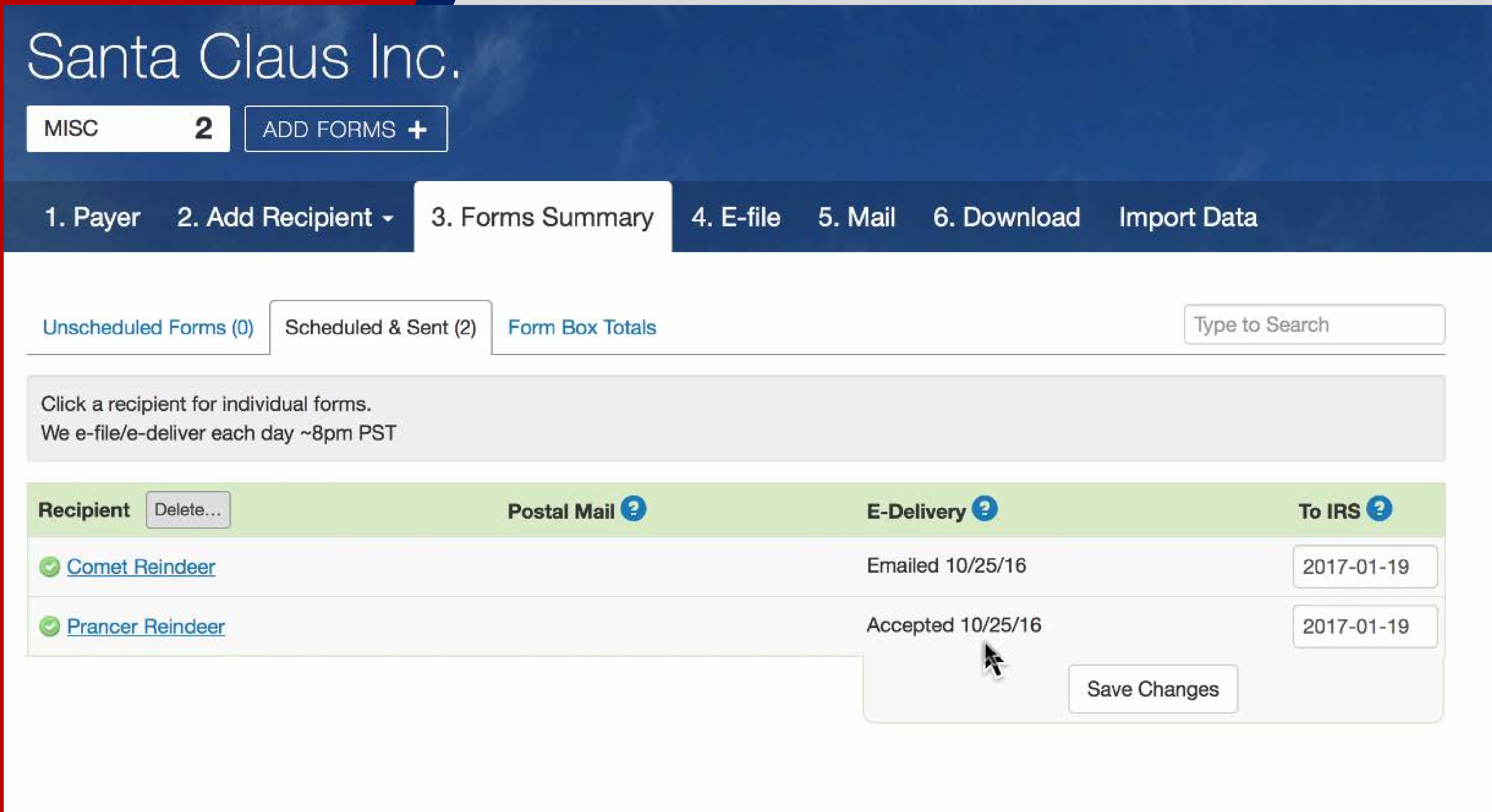
What does a e-delivered 1099 look like?



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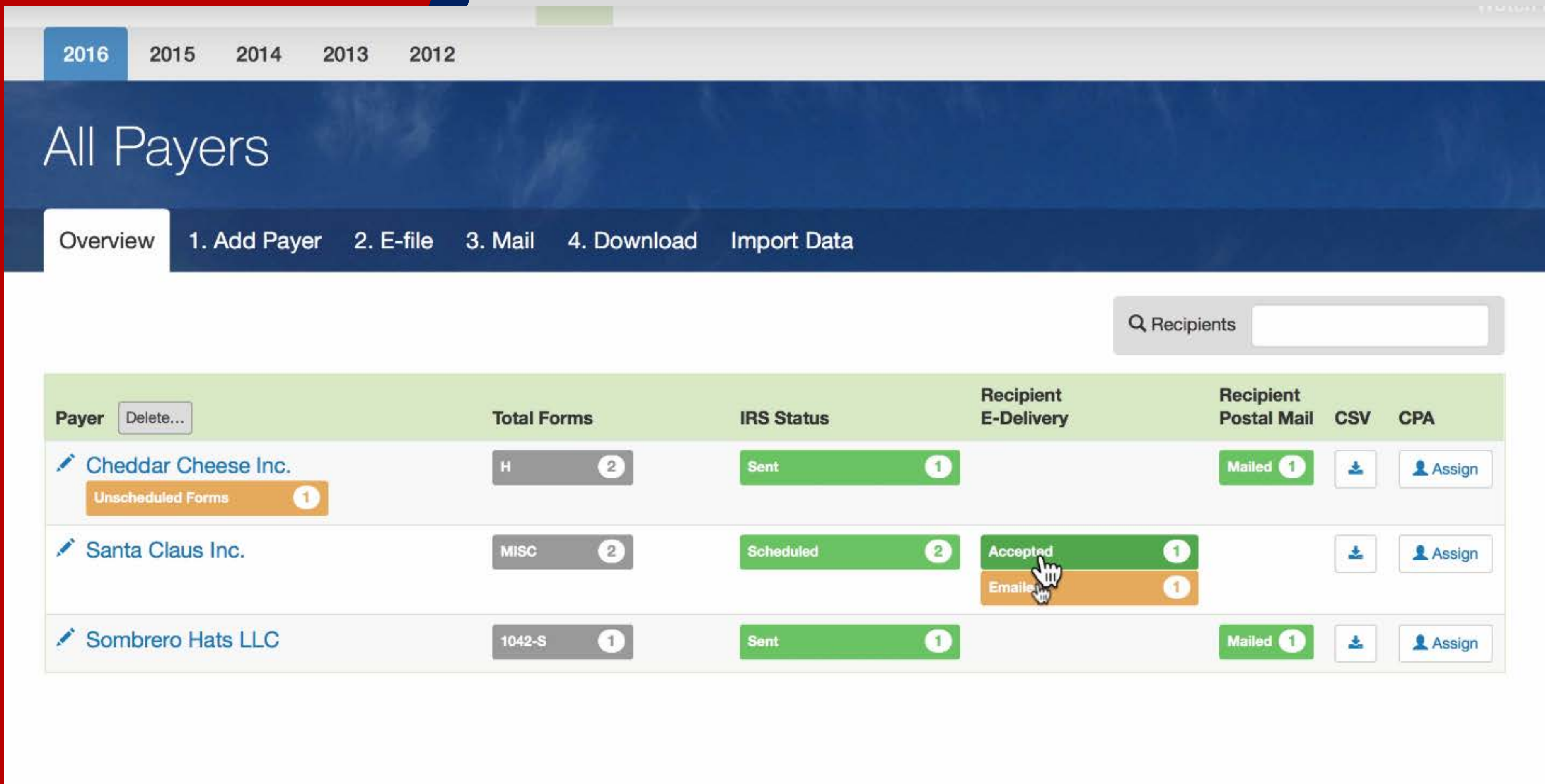
What does a e-delivered 1099 look like?



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

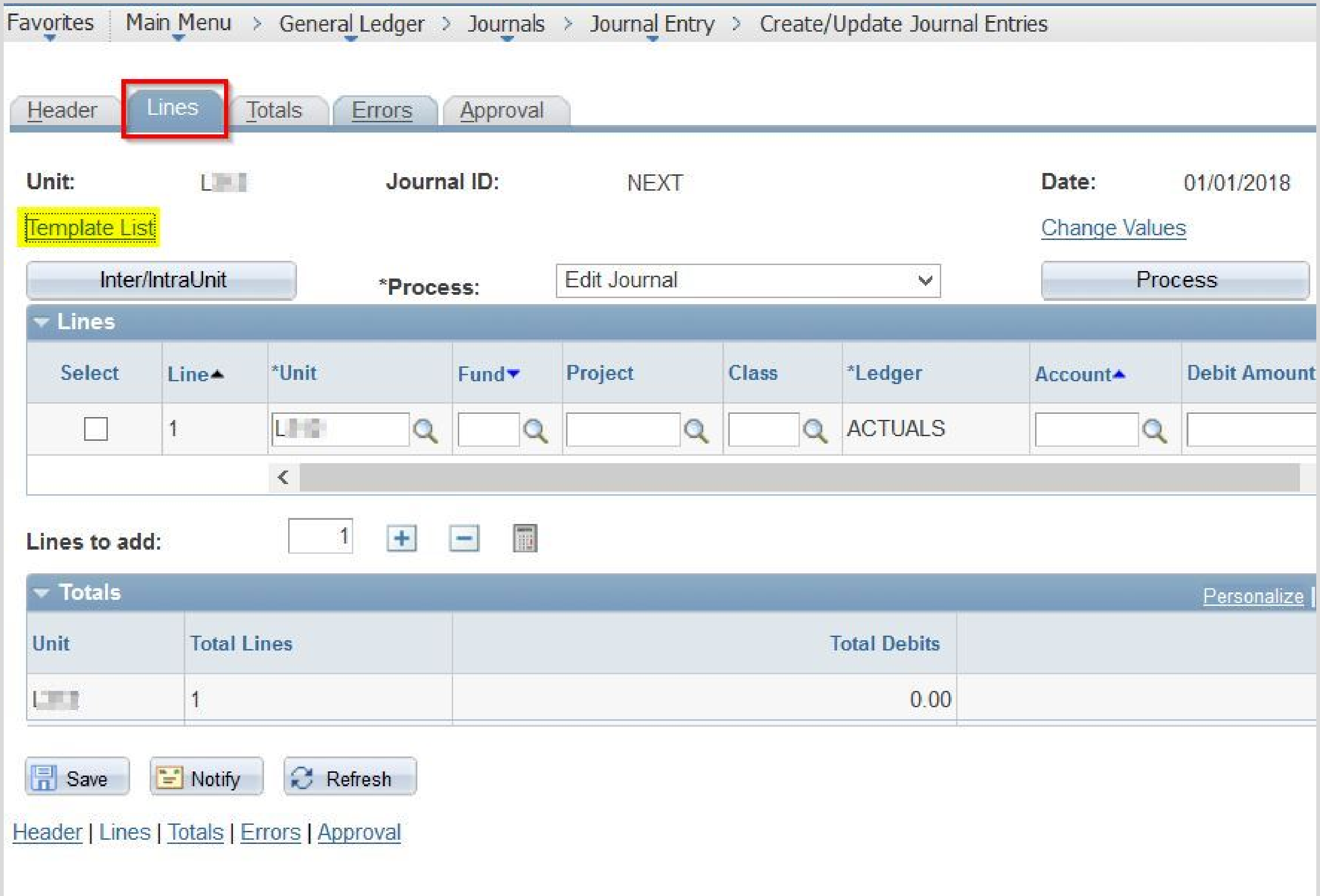
Re Class Revenue

- 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

Functional Expense Time Study



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 Perso

Chartfield | Amount | Miscellaneous

Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event
☐	Permission	LOCAL	✓	✓	✓	☐	☐
☐	All	STANDARD	✓	✓	✓	☐	☐
☐	All	LOCAL	☐	✓	✓	☐	☐
✓	All	TIMESTUDY	☐	✓	✓	☐	☐

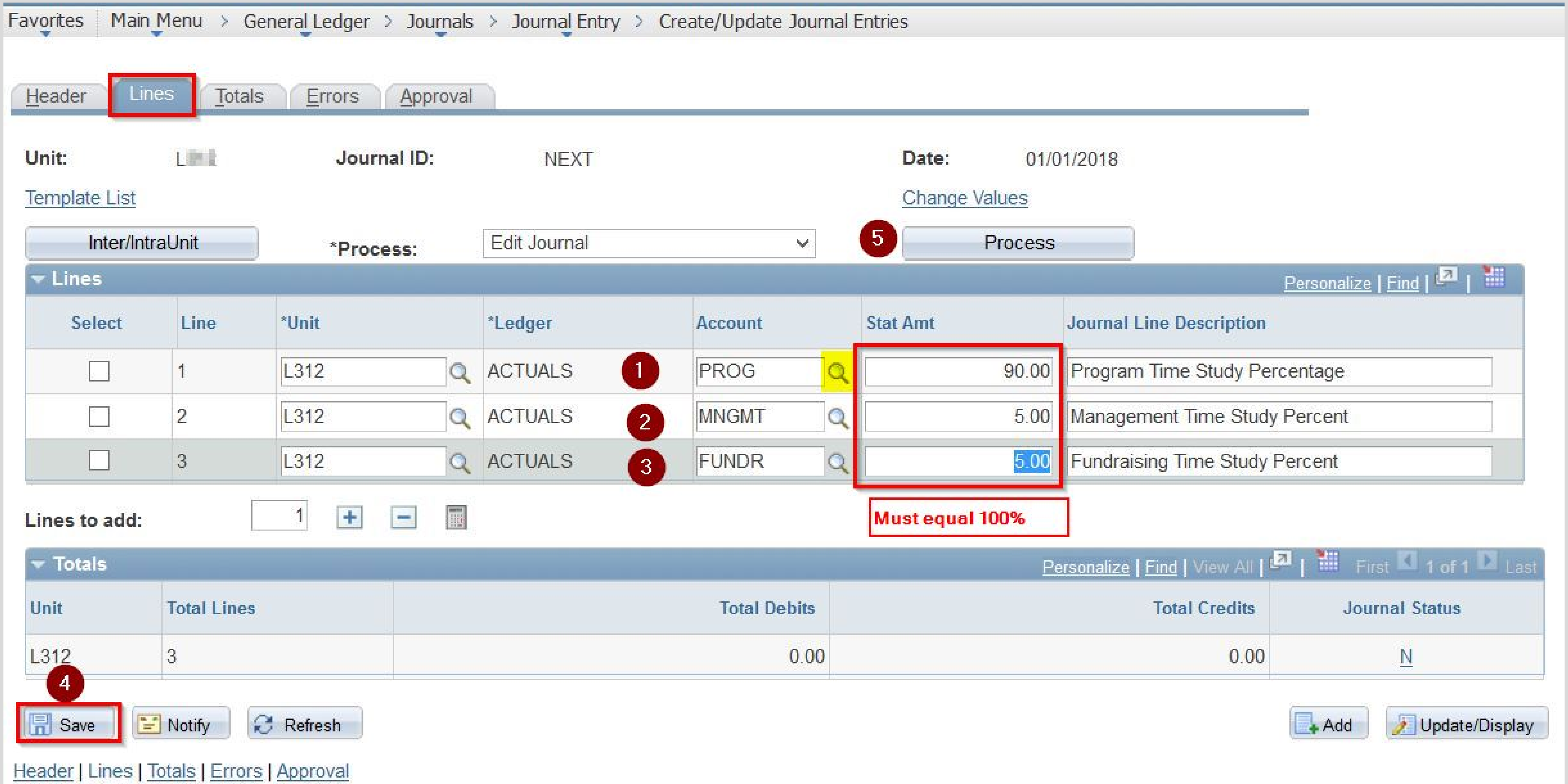
Journal Line Copy Down - Copy Journal Line Columns to New Lines Perso

Chartfield | Amount | Miscellaneous

Selected	Action	Template Type	Copy Down ID	Default	Unit	Ledger
☐		Permission	1	✓	✓	✓
☐		All	1	✓	☐	✓
✓		All	TIMESTUDY	☐	✓	✓

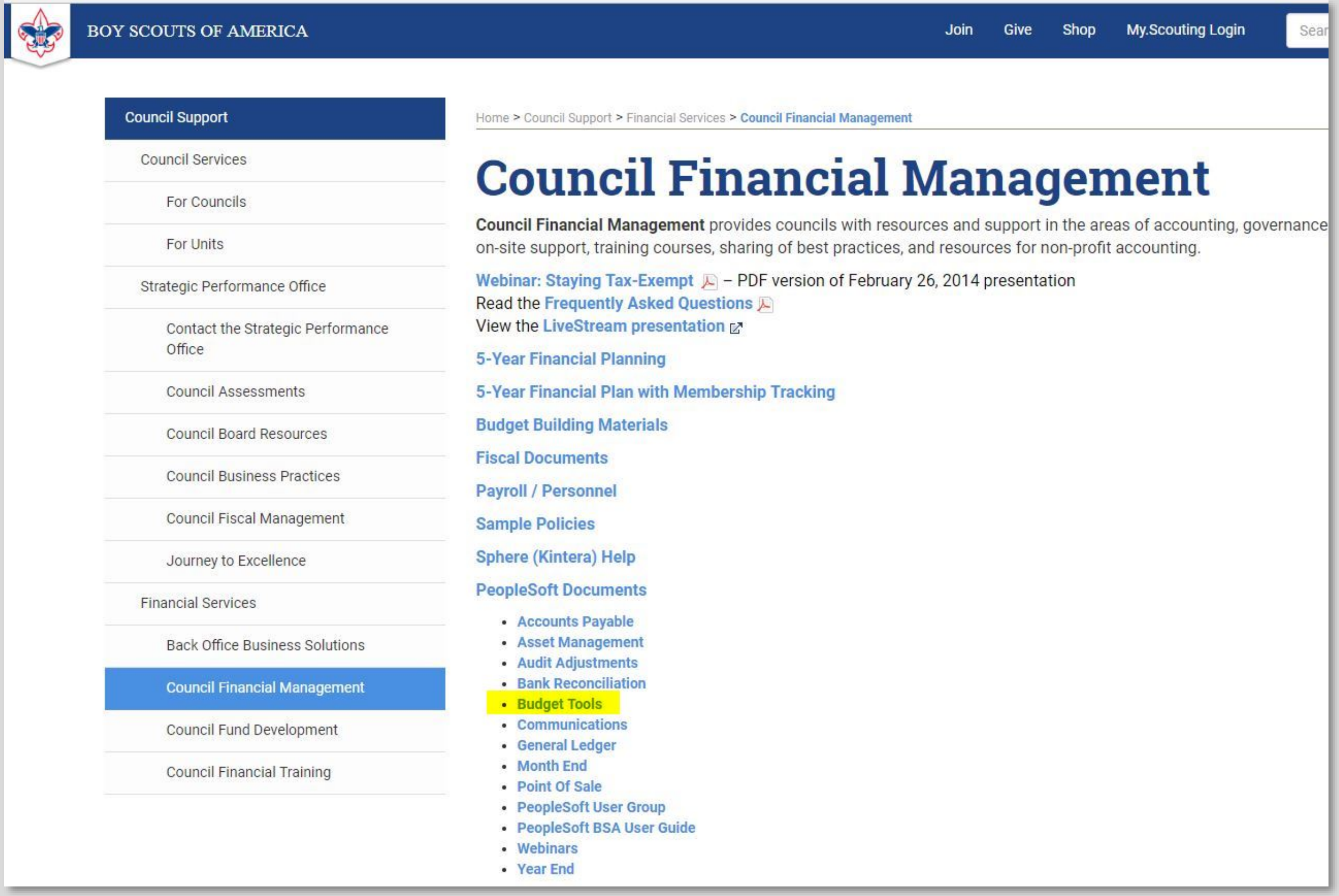
OK | Cancel | Refresh

Functional Expense Time Study



2020 Budget Upload

www.scouting.org/financeimpact



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Council Support

- Council Services
  - For Councils
  - For Units
- Strategic Performance Office
  - Contact the Strategic Performance Office
  - Council Assessments
  - Council Board Resources
  - Council Business Practices
  - Council Fiscal Management
  - Journey to Excellence
- Financial Services
  - Back Office Business Solutions
  - Council Financial Management
  - Council Fund Development
  - Council Financial Training

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

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

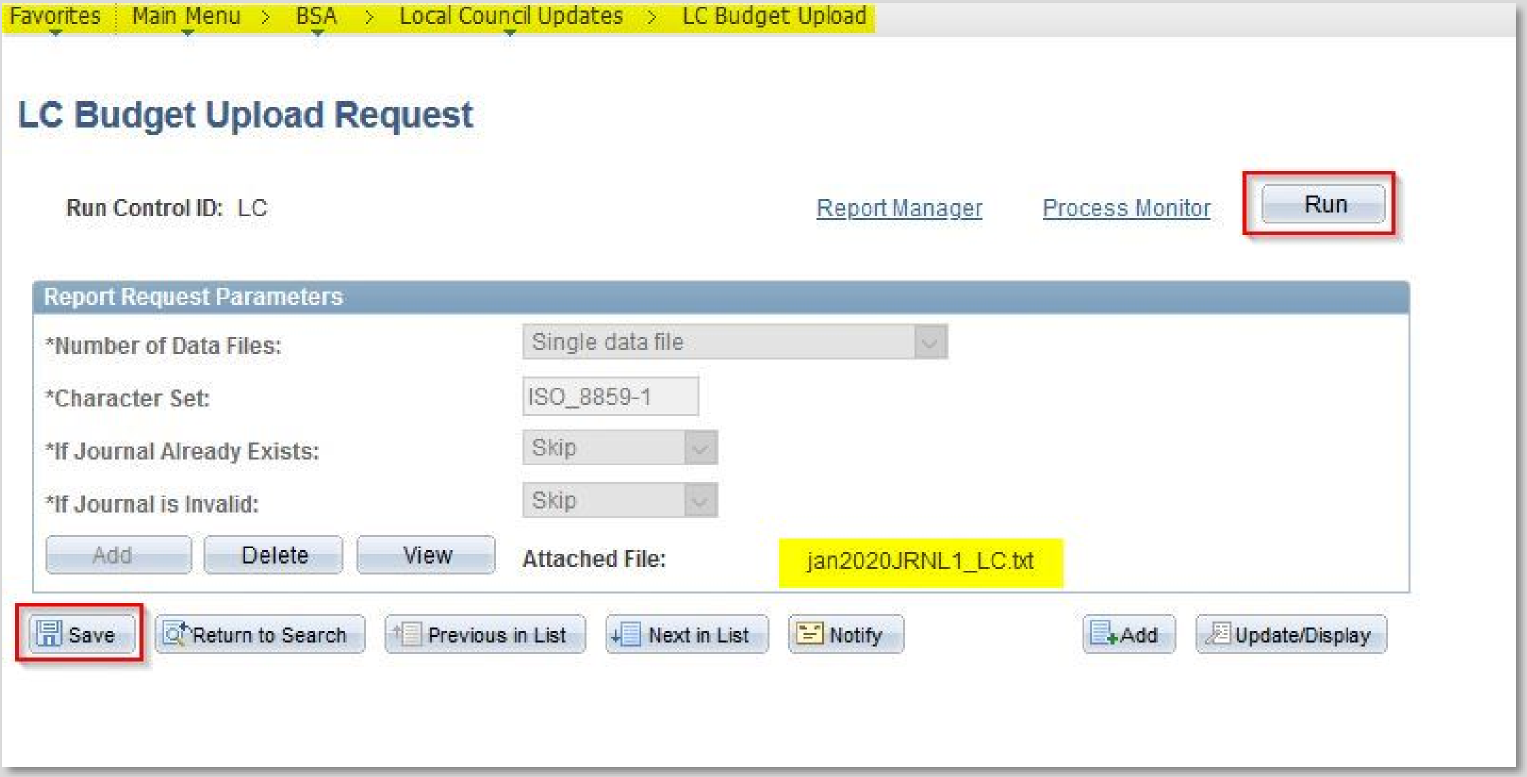
Budget in PeopleSoft – this is the original directions. It is best to use the Flat-File Upload below. December 2016

Budget Webinar – **Slides** – **Recording** – October 15, 2019

Budget & Actual Queries Introduced

Budget Upload Flat-File Instructions – shown at February 2016 PeopleSoft User group

Spreadsheet Journal Import



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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