Fiscal Concepts

June 13, 2024

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Overall Objective

- Provide training on topics important to local council fiscal managers:
  - PeopleSoft user helps
  - Fiscal management tools
  - Understanding the “why” not just the “how”

Today's Session

- PeopleSoft time
  - Subsidiary ledgers
  - Reconciling subsidiary
  - Finding journals in error or "not posted"
- Fiscal Management moment
  - Daily – Weekly – Monthly tasks
  - Month-end checklist

Previous session(s) review…

- Annual Time-Study Journal
- Deferred income & expense
- Running allocations
- Uploading BUDGET & ACTUALS journals

Subsidiary Ledgers

Membership – Registrar Tools

Fundraising–Blackbaud CRM

Point of Sale – SellWise

Accounts Payable – PS

Payroll – ADP

Asset Management – PS

Registrar Tools - Membership

- Applications and payments received by the council
  - Debit is to Cash 1-1001-XXX-00
  - Credit to appropriate custodian account
    - 1-2301-000-00
    - 1-2302-000-00
    - 1=2301-XXX-00

- Entered in Registrar Tools - Processed by Registrar
- Post transaction – funds are pulled nightly

Registrar Tools - Membership

- Registration posted to General Ledger
- Journal is in PeopleSoft

- Accounts Debited (reduced)
  - 1-2301-000-00 Registration Fees
  - 1-2302-000-00 Boys' Life Subscriptions
  - 1-2301-XXX-00 Charter Fees
- Account Credited
- 1-1001-XXX-00 Cash

Registrar Tools - Membership

Reports needed by Accounting Personnel

- Council Membership ACH Report
- Transaction Recap Report CC/ACH
  - Two separate reports

Subsidiary Ledgers - CRM

- Transactions to the General Ledger

- Pledges:

  Debit 1-1301-000-00 Pledges Rec

  Credit 1-4001-000-90 Contributions FOS

- Pledges Payment:

  Debit 1-1001-000-00 Cash Account

  Credit 1-1301-000-00 Pledges Rec

Subsidiary Ledgers - CRM

- Transactions to the General Ledger

- Contribution/Donation:

Debit	1-1001-000-00	Cash account
Credit	1-4001-000-90	Contributions FOS

Subsidiary Ledgers - CRM

Blackbaud

Reports needed from Blackbaud:

- Appeal Progress Results
- Pledge Receivable Aging Report
- BSA Summary of Appeals

PeopleSoft

Reports needed from PeopleSoft:

- Trial Balance
- Posted Detail Report

Subsidiary Ledgers - CRM

Appeal Progress Results

The Appeal Progress Results will give the following information.

- Appeal Revenue Summary tab:
- Total Contributions
- Payments Received
- Write-offs
- Outstanding Balances

Appeal Progress Results

Revenue Summary | Balances | Contributions | Payments | Revenue Details (Splits) | Matching Gift Claims | Designations | Mailings | Documentation

Contributions - posted 1/2/2018 More

Total Contributions	# of Contributions	Average Contribution	Recent Contribution	Earliest Contribu
$65,955.00	124	$531.90	10/16/2017	2/23/2017

Payments Received - posted 1/2/2018 More

Payments Received	# of Payments	Average Payment	Most Recent Payment	Mismatch: Appeal?	Mismatch:
$63,680.00	117	$544.27	12/27/2017	No	No

Write-offs - will not post (manual PeopleSoft journal entry required) More

Loading...

Outstanding Balances - through 1/2/2018 More

Total Balances	# Pledges with Balance	Average Balance	Final Installment Due	Mismatch: Appea
$2,275.00	2	$1,137.50	9/12/2017	No

Contributions: $65,955.00 Outstanding Balances: $2,275.00

Subsidiary Ledgers - CRM

Pledge Receivable Aging Report

Revenue>Pledge Receivable Aging Report>Council>Report Code

2,275.00	2,275.00	0.00	0.00	0.00	2,275.00

- Pledge Balance: $2,275.00

To get the number that should be in 1301, 1304, etc. run the Pledge Receivable Aging Report.

Subsidiary Ledgers - CRM

- The BSA Summary of Appeals
- Appeal Progress Results

The Total Contributions should equal the 4001 etc.. accounts

Revenue Summary | Balances | Contributions | Payments | Revenue Details (Splits) | Matching Gift Claims | Designations | Mailings | Documentation

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Subsidiary Ledgers - CRM

Values from Reports are matched:

Total Pledges in appeals (sample in FOS)

= Credit Balance in

1-4001-XXX-90 **Plus** 1-3601 (3605)-XXX-00

Outstanding Pledges in appeals (sample in FOS)

= Debit Balance in

1-1301-XXX-00

Allowance & Provision for Uncollectable should be equal:

Credit	1-1371-XXX-00	Allowance for Uncollectible
Debit	1-4069-XXX-90	Provision for Uncollectible

Subsidiary Ledgers - CRM

PeopleSoft

- In PeopleSoft run the Trial Balance and Posted Detail for more information.

- Run the Posted Detail report by account number – 1301, 1304, 4001, 4201, etc.

- Review the reports and match them with the amounts on the Blackbaud reports.

Subsidiary Ledgers -SellWise

- Cash Receipt Entry

- Three methods

Subsidiary Ledgers - SellWise

- Upload directly from Sellwise
  - Can make corrections prior to posting

Enter manually from Sales Summary Report

Enter manually from each cash receipt

Subsidiary Ledgers - SellWise

- Reports
- Daily

  - Sales Summary Report (or GL Export Report)submitted to accounting personnel.

  - Transaction Detail Report

Subsidiary Ledgers - SellWise

Monthly

- Tax Report
- Unit Account Summary Report
- Cost of Goods Sold Report

Subsidiary Ledgers - Accounts Payable

- Upon entry of an invoice:
- Debit – the appropriate expense account number

Upon registering the invoice, the

software creates the other side of the

Entry

Credit – 1-2006-000-00

Subsidiary Ledgers - Accounts Payable

- When paying an invoice through Cash Disbursements
  - Debit 1-2006-000-00 Accounts payable
  - Credit 1-1001-000-00   Cash

Subsidiary Ledgers - Payroll

ADP – Upload the journal into PeopleSoft

Employees are paid by the council:

Debit is to various Salary and benefit accounts such as

Executive Salaries

Administrative Salaries

BSA Major Medical Insurance

Credits to Cash Account

Withholding Accounts

Detail is Time and Attendance Records, Payroll Approvals and Payroll Registers.

Subsidiary Ledgers - Payroll

Reconciliation:

ADP – Run Reports

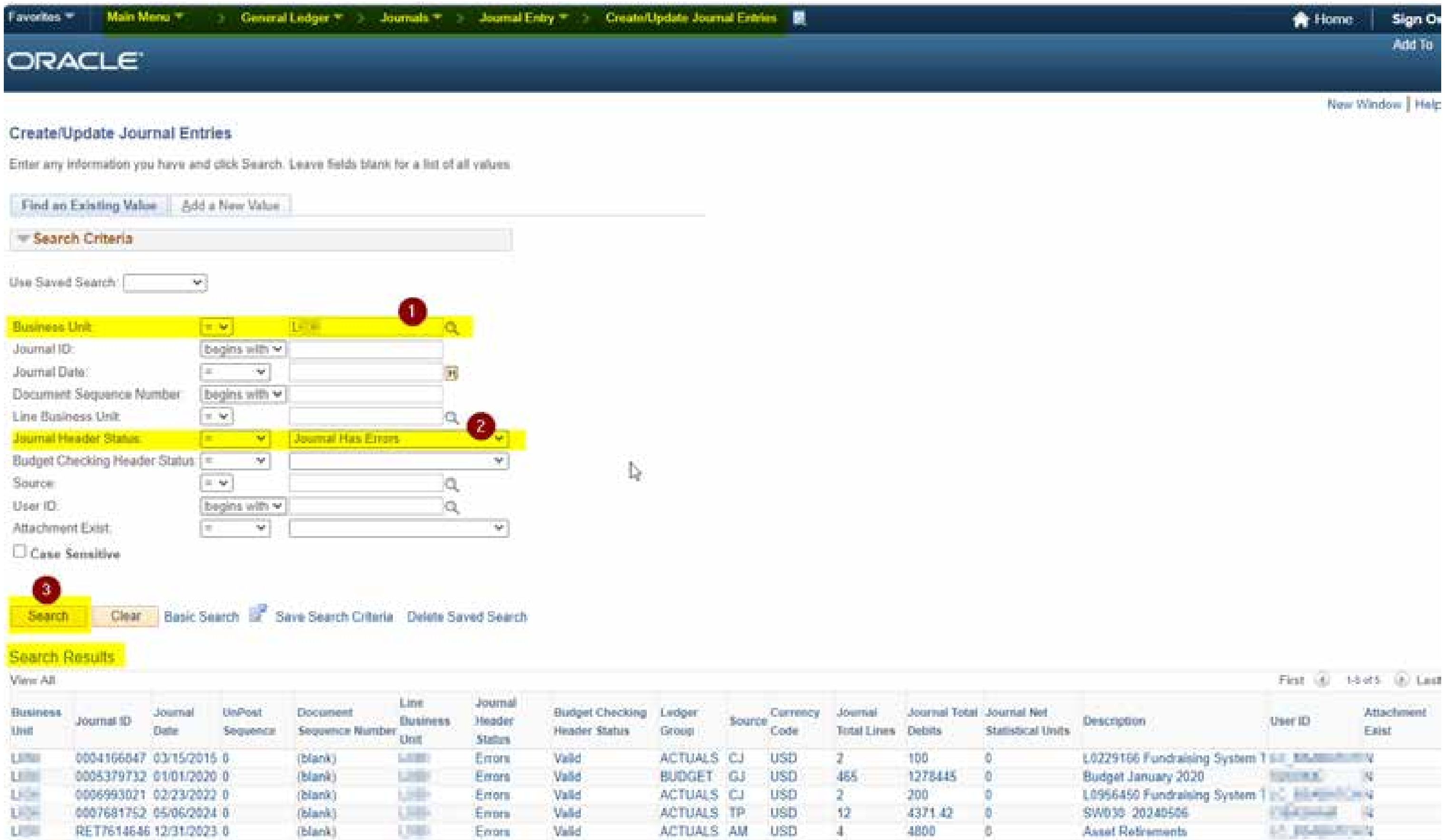
Daily – Payroll processed is validated against the journals moved into general ledger (PR).

Monthly – Reconciliation of all withholding accounts against outstanding amounts not yet transmitted to BSA, government or other vendors.

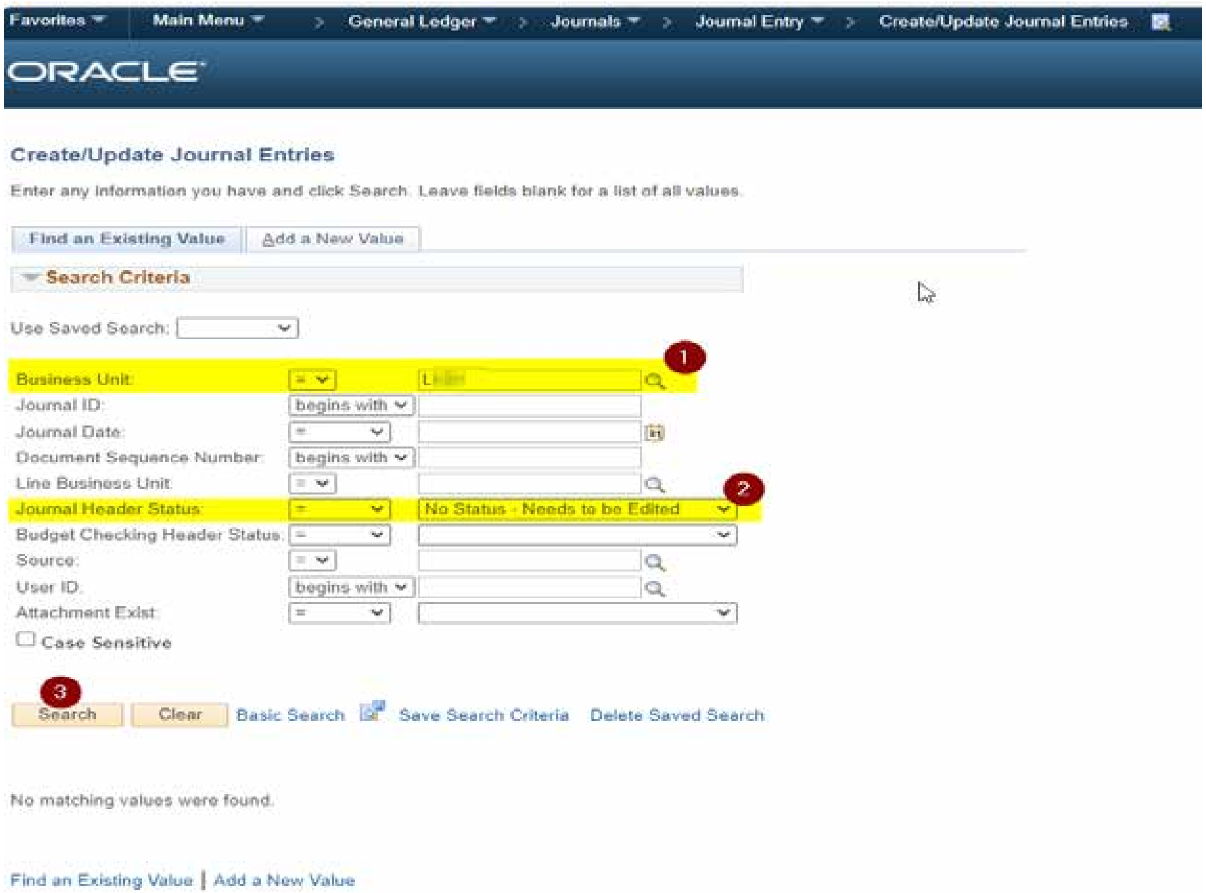
PeopleSoft - Journals

- On a weekly basis check to see if there are any "Errors" or "No Status" journals in PeopleSoft.
- Under General Ledger>Journals>Journal Entry>Create/Update Journal Entries
- Clear everything
- Enter Council # and Header Status

PeopleSoft - Journal "Errors"



PeopleSoft - Journal "No Status"



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Breathe…

Accounting Tasks

- Accounting has a rhythm
- Every task has specific timing within each week or month
- Think of the work you do as being on a daily-weekly-monthly cycle
- Helps you stay organized and focused

Accounting-related Tasks

- Daily
- Weekly
- Monthly
- Annually

Daily Tasks

- Cash receipts (SellWise Upload)
- Daily mail log
- Enter fundraising transactions
- Enter accounts payable vouchers
- Reconcile accounts
- Filing & storing important records
- Manage emails
- Review payroll timesheets
- Update fixed assets

Weekly Tasks

- Download online transactions
- Create fundraising invoices (payment reminders)
- Review bank accounts
- Check for journals not posted or in error
- Create weekly recurring journal entries
- Review financial reports

Monthly Tasks

- Make necessary accrual entries
- Review pre-paid expenses
- Reconcile bank accounts
- Review financial reports for discrepancies

Annual Tasks

- Create next-year budget
- Create year-end financial reports
- Conduct the annual financial audit

Month End Checklist

- There are specific month-end tasks that should be completed.
- Task list available on Finance Impact website
- Month End section of PeopleSoft Support
- Each item has a
  - Task
  - Navigation in PeopleSoft
- https://www.scouting.org/council-support/finance-impact/council-administration/peoplesoft/month-end/

Month-End Checklist

Month ______________________________

Done	Description	
☐	Close Accounts Payable Period	Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Period > Open Period Update
☐	Close Depreciation	Asset Management > Accounting Entries > Close Depreciation
☐	Enter all Journal Entries	General Ledger > Journals > Journal Entry > Create/Update Journal Entries
☐	Generate Scope reports for Camps, Activities and Special Events	Reporting Tools > PS/nVision > Define Report Request>Project Management-Scope
☐	Enter Recurring Insurance & Allocations	General Ledger > Journals > Journal Entry > Create/Update Journal Entries
☐	Define Allocation Step	Allocations > Define and Perform Allocations > Define Allocation Step
☐	Run Allocation Process	Allocations > Define and Perform Allocations > Request Allocation
☐	Close Asset Management Period	Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Period > Open Period Update
☐	Run Detail Operating Statements	Reporting Tools > PS/nVision > Define Report Request
☐	Review Income & Expenses	
☐	Run Draft Financial Statements	Reporting Tools > PS/nVision > Define Report Request
☐	Reconcile Assets & Liabilities	
☐	Adjust Actuals If Needed	General Ledger > Journals > Journal Entry > Create/Update Journal Entries
☐	Adjust Budget Amounts	General Ledger > Journals > Journal Entry > Create/Update Journal Entries
☐	Produce Final Financials	Reporting Tools > PS/nVision > Define Report Request
☐	Close General Ledger Period and Open Next Period	Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Period > Open Period Update
☐	Submit JTE data	BSA > Local Council Updates > LC Month-end GL Transmittal
☐	Reconcile Bank Accounts	Banking > Bank Statements > Enter Bank Statements (&) Banking > Reconcile Statements > Semi-Manual reconciliation (&) Banking > Reconcile Statements > Select Book To Bank Statements
☐	Reconcile Investment Accounts	

Tasks & Navigation

- Close Accounts Payable Period
  - Setup Financials/Supply Chain > Business Unit Related > General Ledger > Open Period > Open Period Update >
- Run Detail Operating Statements
  - Reporting Tools > PS/nVision > Define Report Request
- Submit Month-End Data
  - BSA > Local Council Updates > LC Month-end GL Transmittal

Next Session

Thursday, August 15, 2024

10:00 am & 2:00 pm CT

Finance Impact website

- http://scouting.org/financeimpact
  - Council Administration page
  - BSA Fiscal Concepts Forum page

COUNCIL SUPPORT

Council Management Support

Council Funding and Finance

Financial Planning

Funding The Council

Council Administration

Local Council Financial Audits

Back Office Business Solutions

Council Administration

The sections below provide tools for Council staff to assist them in the proper management of their Council. This is designed for staff use but may provide detailed information to volunteers interested in the particular topics.

Accountable Plan Template
Council Office Procedures
Council Stewardship Policies
FASB Accounting Changes and the BSA – new for 2018
Fiscal Management Procedures for Stewardship
Fiscal Policies and Procedures for BSA Units – Updated May 2023
– – BSA Units PayPal and Venmo Reporting Update
Interpreting Financial Statements
Life Insurance Imputed Calculation
Local Council Accounting Manual
Local Council Financial Audit Tools
New York Conflict of Interest Policy—Updated March 2014
New York Conflict of Interest Policy—March 2014
Records Retention Policy– Updated January 2019
Presentation: Fringe Benefits: Employer-Provided Vehicles and Group-Term Life Insurance – Uploaded April 2014
Record Camp Card Transactions—PeopleSoft
Record Product Sales in General Ledger
Time Study Forms

Blackbaud CRM Resources

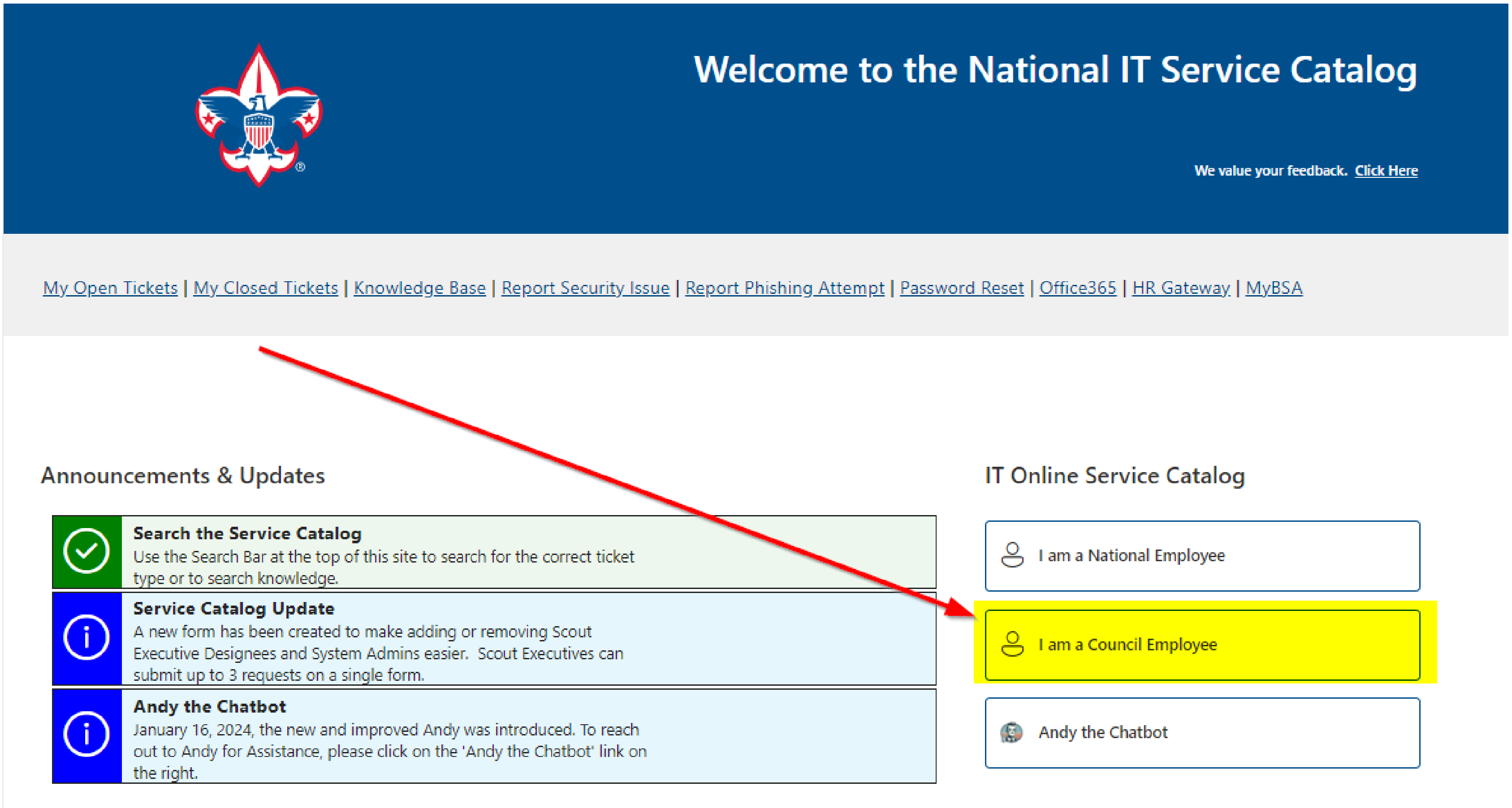
BSA Fiscal Concepts Forum

PeopleSoft Support

Member Care

- Phone 972-580-2489

- http://membercare.scouting.org
  - – Creating an incident directly in JIRA


Welcome to the National IT Service Catalog
We value your feedback. Click Here
My Open Tickets | My Closed Tickets | Knowledge Base | Report Security Issue | Report Phishing Attempt | Password Reset | Office365 | HR Gateway | MyBSA
Announcements & Updates
Search the Service Catalog
Use the Search Bar at the top of this site to search for the correct ticket type or to search knowledge.
Service Catalog Update
A new form has been created to make adding or removing Scout Executive Designees and System Admins easier. Scout Executives can submit up to 3 requests on a single form.
Andy the Chatbot
January 16, 2024, the new and improved Andy was introduced. To reach out to Andy for Assistance, please click on the 'Andy the Chatbot' link on the right.
IT Online Service Catalog
I am a National Employee
I am a Council Employee
Andy the Chatbot

Service Categories

- Accounts & Passwords
- BSA Applications (Operations)
- BSA Applications (Program)
- Email, Communication & Collaboration
- Network Services
- Security Services
- Hardware & Software
- General Assistance

Welcome to the National Online Support Center Service Catalog.

This service catalog is a detailed list of services provided by the Information Services Group.

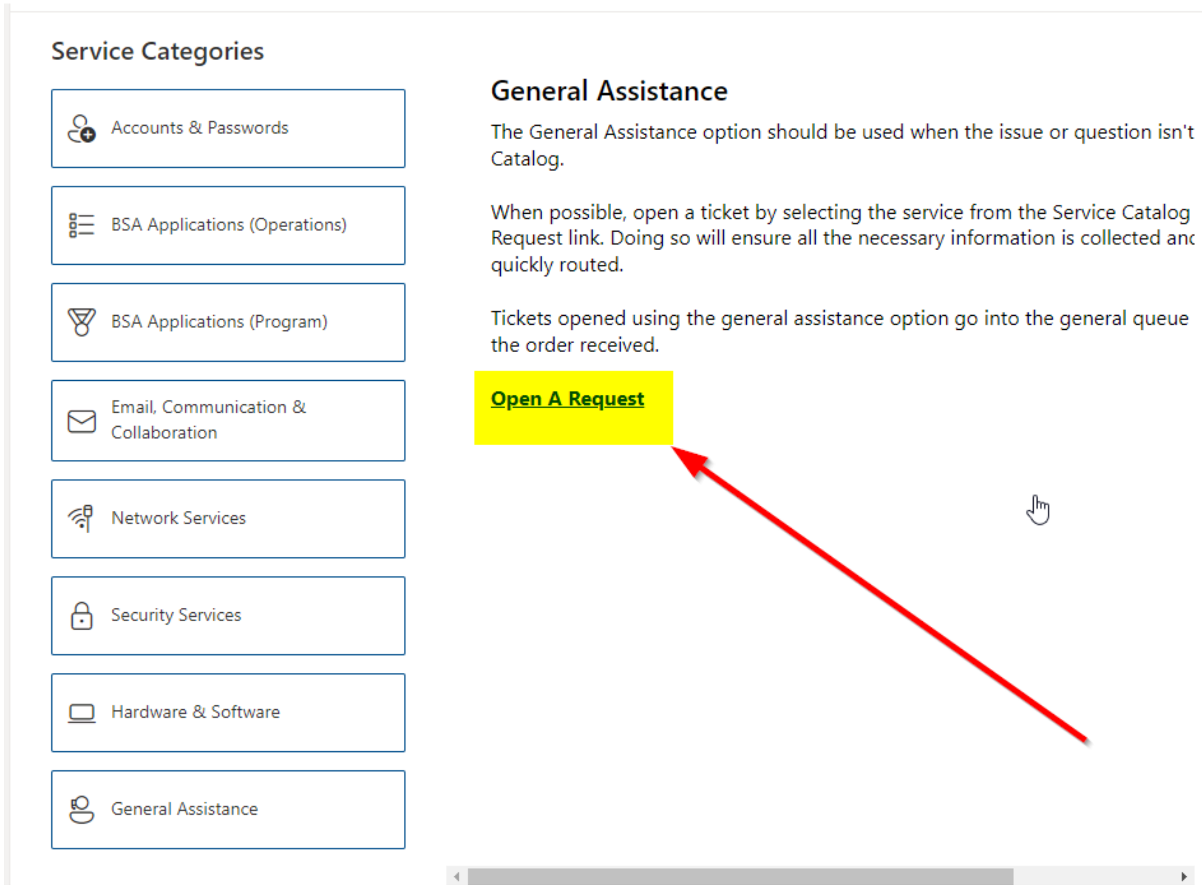
Each service will have the following information:

- A brief description
- How to request support
- Links to additional knowledge or training
- Highlighted Frequently Asked Questions

To go directly to the knowledge base, click here.

If there is something we can do to make this service catalog better, please let us know; click here.

All Council Services


Service Categories
Accounts & Passwords
BSA Applications (Operations)
BSA Applications (Program)
Email, Communication & Collaboration
Network Services
Security Services
Hardware & Software
General Assistance
General Assistance
The General Assistance option should be used when the issue or question isn't
Catalog.
When possible, open a ticket by selecting the service from the Service Catalog
Request link. Doing so will ensure all the necessary information is collected anc
quickly routed.
Tickets opened using the general assistance option go into the general queue
the order received.
Open A Request

General Assistance

The General Assistance option should be used when the issue or question isn't found in the Service Catalog.

When possible, open a ticket by selecting the service from the Service Catalog and use the "Open A Request" link. Doing so will ensure all the necessary information is collected and the ticket can be quickly routed to the right department/team.

Tickets opened using the General Assistance option, go into the general queue and are answered in the order received.

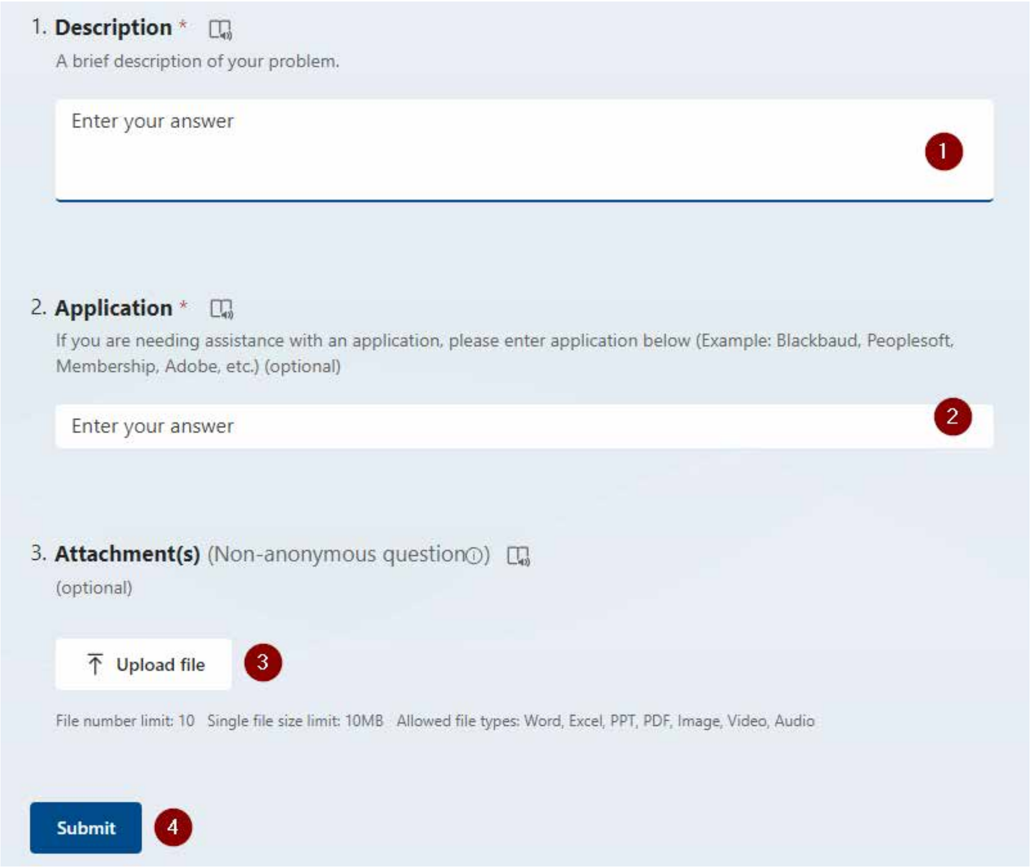
Hi, Don. When you submit this form, the owner will see your name and email address.

* Required

1. **Description** *

A brief description of your problem.

Enter your answer



Fill in the Boxes – Add an Attachment

CLICK - **Submit**

Fiscal Management Training

- In person at National Service Center
  - March 5-7, 2024
  - June 25-27, 2024
  - August 20-22, 2024
  - October 22-24, 2024

QUESTIONS?

Feel free to unmute and ask….

ANSWERS…

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