

Fiscal Concepts

November 14, 2024

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

- Vouchers – Voucher Templates

Fiscal Management time

- The Best Time of Year – Budget
- Budget Process
- Getting the Budget in PeopleSoft

Previous session(s) review...

- Annual Time-Study Journal
- Uploading journals to PS
- Subsidiary ledgers & reconciling
- Daily - Weekly - Monthly Tasks
- Audits – theory and audit adjustments in GL
- Year-End Preparation & Budget

Vouchers – Template

- Aka invoice
- This voucher is a template that is saved to your profile
- Can be used for a Vendor on a monthly, yearly basis
- Information can be saved and use over again

Voucher Entry

1. Business Unit
2. Voucher Style – Template Voucher
3. Add

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry 🔍

ORACLE

Voucher

Find an Existing Value Add a New Value

*Business 🔍 1

*Voucher ID: NEXT

*Voucher Style: Template Voucher ▾ 2

Short Vendor Name: 🔍

Vendor ID: 🔍

Vendor Location: 🔍

Address Sequence Number: 0 🔍

Invoice Number:

Invoice Date: 31

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add 3

Find an Existing Value | Add a New Value

Adding in the Template Voucher

1. Enter the account number that is used the most for this vendor.
2. Give a Template ID:
3. Description: (TRE – Electricity)
4. Save
5. You can add how many Templates you want for a vendor.

Advanced Vendor Search

Control Group:

Invoice Lines: 0.00

*Currency: USD

Miscellaneous:

Freight:

Total: 0.00

Difference: 0.00

*Pay Terms: 00 Due Now

Basis Date Type: Inv Date

[Non Merchandise Summary](#)

Copy From Source Document

PO Unit:

PO Number:

Copy From: None

Template

Template ID: **2**

Description: **3**

☒ Save as a Template Voucher

Invoice Lines [Find](#) | [View All](#) First **1 of 1** Last

Line: 1

*Distribute by: Amount

Ship To: L590

SpeedChart:

Item: UOM:

Unit Price: Quantity:

Line Amount: 0.00

Description:

☐ One Asset

Distribution Lines [Personalize](#) | [Find](#) | [View All](#) First **1 of 1** Last

GL Chart	Exchange Rate	Statistics	Assets		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Project	Class	Affiliate
					☐	1	0.00		1					

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#)

Ready to add voucher

1. Add a New Value to enter a voucher
2. Enter vendor information
3. Click Add

Navigation: Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry 🔍

ORACLE

Voucher

Find an Existing Value Add a New Value **1**

*Business Unit: 🔍

*Voucher ID:

*Voucher Style:

Short Vendor Name: 🔍

Vendor ID: 🔍 **2**

Vendor Location: 🔍

Address Sequence Number: 🔍

Invoice Number:

Invoice Date: 📅

Gross Invoice Amount:

Freight Amount:

Misc Charge Amount:

Estimated No. of Invoice Lines:

Add **3**

Adding Voucher

1. Go to “Copy From Source Document”

Copy From: Select Template

2. Click on “Go”

The following screen should pop up.

Vendor ID: 0000004179 ALPINE ELECTRONIC INC
ShortName: ALPINE ELE-001 2312 EAST BEAR HILLS COURT
Location: 1 DRAPER, UT 84020
*Address: 1

Session Defaults
Attachments (0)
Comments(0)

Advanced Vendor Search

Control Group: Invoice Lines: 0.00
*Currency: USD
Miscellaneous: Freight: 0.00
Total: 0.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Non Merchandise Summary

Print Invoice

Calculate

Copy From Source Document

PO Unit: PO Number: Copy From: Template Go

Copy PO

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM: *Distribute by: Amount Ship To: L590 SpeedChart: Line Amount: 0.00 Description: One Asset

Calculate

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

GL Chart Exchange Rate Statistics Assets

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Project	Class	Affiliate
		1	0.00		L590					

Save Notify Refresh Add Update/Display

Voucher Template

1. Click on “Copy from template
2. Template ID: Look up information

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

ORACLE

Voucher Template

Business Unit:	L	Invoice Number:	
Voucher ID:	NEXT	Vendor:	ALPINE ELECTRONIC INC
Invoice Date:		ID:	0000004179

Select Template to Copy

Template ID: TMR Camp- Electricity

1

[Back to Invoice](#)

Enter information on Voucher

Add the voucher's information

- Invoice date
- Account date
- Vendor ID

The screenshot shows the Oracle Voucher Entry interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The Oracle logo is displayed below the breadcrumb.

The interface is divided into several sections:

- Invoice Information:** Contains fields for Business Unit, Voucher ID, Voucher Style, Invoice No., Invoice Date, Accounting Date, and Action. Red callout 1 points to the Invoice Date field.
- Vendor Information:** Contains fields for Vendor ID, ShortName, Location, and Address. Red callout 2 points to the Vendor ID field.
- Control Group:** Contains fields for Control Group, Invoice Lines, Currency, Miscellaneous, Freight, and Total.
- *Pay Terms:** Contains fields for Basis Date Type, Inv Date, and Due Now.
- Copy From Source Document:** Contains fields for PO Unit, PO Number, and Copy From.
- Template:** Contains fields for Template ID and Description. Red callout 3 points to the Template ID field, and red callout 4 points to the Description field.
- Invoice Lines:** Contains fields for Line, *Distribute by, Ship To, SpeedChart, Item, Unit Price, Line Amount, and Description.

Buttons for "Run", "Print Invoice", "Calculate", "Copy PO", and "Save as a Template Voucher" are visible. The "Calculate" button is located at the bottom of the Invoice Lines section.

Verify information

- Verify the account number
- “Save”

Oracle Accounts Payable Vouchers - Add/Update - Regular Entry

Location: [1] Address: [1] Comments(0)

Advanced Vendor Search

Invoice Lines: 0.00
*Currency: USD
Miscellaneous: []
Freight: []
Total: 0.00
Difference: 0.00
[Calculate]

*Pay Terms: [00] Due Now
Basis Date Type: Inv Date
Non Merchandise Summary
[Print Invoice]

Copy From Source Document
PO Unit: []
PO Number: []
Copy From: None
[Go] [Copy PO]

Template
Template ID: Elec - 02
Description: TMR Camp- Electricity
☒ Save as a Template Voucher

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: 1590
SpeedChart: []
Item: [] UOM: []
Unit Price: []
Line Amount: 0.00
Quantity: []
Description: []
☐ One Asset
[Calculate]

Distribution Lines
Personalize | Find | View All | [] | [] First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Project	Class	Affiliate
[+]	1	0.00	[]	L644	8405	1	1777	21	[]

[Save] [Return to Search] [Notify] [Refresh] [Add] [Update/Display]

If there needs to be change to Template Voucher

- Entry Status: Equal to “Template Voucher”
- Search

ACLE

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular

her

For 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:	=	L	
Voucher ID:	begins with		
Invoice Number:	begins with		
Invoice Date:	=		
Short Vendor Name:	begins with		
Vendor ID:	begins with		
Name 1:	begins with		
Voucher Style:	=		
Related Voucher:	begins with		
Entry Status:	=	Template Voucher	
Voucher Source:	=		

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Change information

- The voucher will populate
- Change the account number
- “Save”

File > Vouchers > Add/Update > Regular Entry

Comments(0)

View Audit Logs

Print Invoice

*Pay Terms: 00 Due Now

Basis Date Type: Inv Date

Non Merchandise Summary

Calculate

0.00 USD

0.00

0.00

Copy From Source Document

PO Unit:

PO Number:

Copy From: None

Copy PO

Go

Template

Template ID: Elec - 02

Description: TMR Camp- Electricity

☒ Save as a Template Voucher

Find | View All First 1 of 1 Last

Item: UOM:

Unit Price: Quantity:

Line Amount: 0.00

Description:

☐ One Asset

mount

90

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

Statistics Assets

Merchandise Amt	Quantity	*GL Unit	Account	Fund	Project	Class	Affiliate
0.00			8405	1	1777	21	

Notify Refresh Add Update/Display

Budget – the best time of year

- Budget Overview
- Budget Tools
- Uploading Your Budget

What is a Budget?

- A budget is an estimation of revenue and expenses over a specified future period of time.
- It is compiled and re-evaluated on a regular basis because the longer the time period of the budget, the more uncertainty is involved.
- It is a tool and a means to an end, not the end itself.

Budget Timeline

- Summer – share budget reports with staff & volunteers
- Late summer – collect future year budgets from staff
 - Create Year-End Projections
- September – compile budgets in master spreadsheet
- October – seek budget approval
- November – enter budget in PS

Budget Tools

- Planned Budgeting document
- Detailed Budget Analysis Report (D-BUD-AN)
- PeopleSoft Budget Upload Spreadsheets
- Budget Upload Tool Zip updated April 20 – file with macros – unzip these all to one file folder on your desktop

Planned Budgeting



Scouting America

Detailed Budget Analysis

Take Any Council, ###			Detailed Budget Analysis Report					Boy Scouts of America	
			Period Ending: December 31, 2024						
Operating Fund - Unrestricted			Actual	Actual	Budget	Actual	Budget	Future Year Budget	
Account	Project	Project Name / Account Name	2022	2023	2023	2024	2024	2025	2026
	013	FOS	387,986	403,521	385,000	405,965	400,000	-	-
4001		Contributions-FOS	387,983	403,521	385,000	405,965	400,000	-	-
	013	FOS	(24,917)	(25,243)	(32,725)	(34,436)	(34,000)	-	-
4069		Provision for Uncollectable-FOS	(24,917)	(25,243)	(32,725)	(34,436)	(34,000)	-	-
Total Friends of Scouting			363,066	378,278	352,275	371,529	366,000	-	-
	015	Sporting Clays - Council	25,400	28,330	28,000	89,575	30,000	-	-
	065	Legacy of Service	-	2,375	11,100	-	-	-	-
	067	Golf Outing	4,760	5,315	7,700	6,350	8,600	-	-
	105	Legacy of Service	9,650	5,700	10,000	5,480	9,500	-	-
	111	Sporting Clays	-	-	-	8,100	5,125	-	-
4201		Contributions-SE-Sponsorships	39,810	41,720	56,800	109,505	53,225	-	-
	015	Sporting Clays - Council	41,850	47,975	46,000	675	50,000	-	-
	065	Legacy of Service	-	1,775	4,125	-	-	-	-
	067	Golf Outing	8,505	9,000	6,600	11,500	8,400	-	-
	105	Legacy of Service	8,375	8,295	11,050	8,565	10,600	-	-
	111	Sporting Clays	-	-	-	12,150	14,250	-	-
4202		Contributions-SE-Participants	58,730	67,045	67,775	32,890	83,250	-	-
	015	Sporting Clays - Council	7,238	5,816	9,000	8,699	7,800	-	-
	065	Legacy of Service	-	3,145	5,500	-	-	-	-
	067	Golf Outing	4,751	5,352	4,500	3,903	5,000	-	-
	111	Sporting Clays	-	-	-	1,425	2,300	-	-
4231		Contributions-SE-Other	11,989	14,313	19,000	14,027	15,100	-	-
	015	Sporting Clays - Council	5,000	5,000	5,000	-	5,000	-	-
3615		Reclass-Special Event	5,000	5,000	5,000	-	5,000	-	-
	015	Sporting Clays - Council	(2,908)	(3,850)	(4,500)	-	(4,500)	-	-
	065	Legacy of Service	-	(1,450)	-	-	-	-	-
	067	Golf Outing	(1,648)	(2,113)	(1,800)	(2,358)	(2,296)	-	-
	111	Sporting Clays	-	-	-	(840)	(1,400)	-	-
4251		Cost-DB-SE-Meals	(4,556)	(7,413)	(6,300)	(3,198)	(8,196)	-	-

Budget Analysis with Forecast

Take Any Council ###						Boy Scouts of America
Summary Budget Analysis -						
Period Ending: December 31, 2024						
Operating Fund - Unrestricted	Actual		Actual	Budget	Forecast	Budget
	2022	2023	2024	2024	2024	2025
Support and Revenue						
Direct Support						
Direct Mail						
Friends of Scouting	363,066	378,278	371,529	366,000		
Project Sales						
Special Events - Net of Direct Benefit Cost	88,146	96,878	135,356	113,049		
Legacies and Bequests		10,000		10,000		
Foundations and Trusts	249,842	258,591	229,975	265,250		
Other Direct Support	33,262	300,347	59,385	60,587		
Total Direct Support	734,315	1,044,094	796,245	814,886		
Associated Organizations						
United Way	12,506	13,259	22,305	10,230		
Unassociated Organizations						
Other Indirect						
Government Fees and Grants						
Total Indirect Support	12,506	13,259	22,305	10,230		
Revenue						
Sale of Supplies - Less Cost of Sales						
Product Sales - Less Commissions & Cost	252,500	239,610	19,479	279,855		
Investment Income	154,031	151,338	62,428	149,025		
Realized Gain/Loss on Investments						
Camping	324,580	318,403	322,501	385,295		
Activities	159,915	318,845	163,861	244,377		
Other Revenue	100,780	104,191	61,944	113,506		
Total Revenue	991,805	1,132,387	630,213	1,172,058		
Total	1,738,637	2,189,740	1,448,763	1,997,174		

Queries to Use for Budget

- LC_BUDGET_SPREADSHEET_FIS_YR
 - 12 months
 - Every account number in your budget
 - Every project code in your budget
- LC_ACTUAL_SPREADSHEET_FIS_YR
 - 12 months
 - Every account number used in year

Budget Spreadsheet Query

LC_BUDGET_SPREADSHEET_FIS_YR - Budget Spreadsheet - Fis Year

*Business_Unit: 

Year:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#)  (641 kb)

[View All](#)

Row	Unit	Fund	Account	Project	Class	Account Description	Project Description	JAN	FEB	MAR	APR	MAY	JUN
1	L	1	3625	633	00	Reclass-Foundations and trusts	Staffing	-90000.000	0.000	0.000	0.000	0.000	0.000
2	L	1	3630	056	00	Reclass-other direct contrib	Eagle Education Trust	0.000	0.000	-15000.000	0.000	0.000	0.000
3	L	1	4001	000	90	Contributions-FOS	Mgmt and General Expenses	-100000.000	-100000.000	-100000.000	-100000.000	-100000.000	-100000.000
4	L	1	4069	000	90	Prov for Unc-FOS	Mgmt and General Expenses	8000.000	8000.000	8000.000	8000.000	8000.000	8000.000
5	L	1	4201	704	90	Contributions-SE-Sponsorships	Sporting Clays Shoot	0.000	0.000	0.000	0.000	0.000	0.000
6	L	1	4201	705	90	Contributions-SE-Sponsorships	Distinguished Citizen Luncheon	0.000	0.000	-260000.000	0.000	0.000	0.000
7	L	1	4209	704	90	Contributions-SE-Resale Items	Sporting Clays Shoot	0.000	0.000	0.000	0.000	0.000	0.000
8	L	1	4231	704	90	Contributions-SE-Other	Sporting Clays Shoot	0.000	0.000	0.000	0.000	0.000	0.000
9	L	1	4249	704	90	Prov for Unc Contributions-SE	Sporting Clays Shoot	0.000	0.000	0.000	0.000	0.000	0.000
10	L	1	4249	705	90	Prov for Unc Contributions-SE	Distinguished Citizen Luncheon	0.000	0.000	5000.000	0.000	0.000	0.000
11	L	1	4251	704	90	Cost-DB-SE-Meals	Sporting Clays Shoot	0.000	0.000	0.000	0.000	0.000	0.000
12	L	1	4251	705	90	Cost-DB-SE-Meals	Distinguished Citizen Luncheon	0.000	0.000	50000.000	0.000	0.000	0.000
13	L	1	4252	704	90	Cost-DB-SE-Facilities Rental	Sporting Clays Shoot	0.000	0.000	0.000	0.000	0.000	0.000
14	L	1	4255	704	90	Cost-DB-SE-Recognitions	Sporting Clays Shoot	0.000	0.000	0.000	0.000	0.000	0.000
15	L	1	4255	705	90	Cost-DB-SE-Recognitions	Distinguished Citizen Luncheon	0.000	0.000	1750.000	0.000	0.000	0.000
16	L	1	4261	704	90	Cost-DB-SE-Services for Resale	Sporting Clays Shoot	0.000	0.000	0.000	0.000	0.000	0.000
17	L	1	4271	704	90	Cost-DB-SE-Other	Sporting Clays Shoot	0.000	0.000	0.000	0.000	0.000	0.000
18	L	1	4271	705	90	Cost-DB-SE-Other	Distinguished Citizen Luncheon	0.000	0.000	52750.000	0.000	0.000	0.000
19	L	1	4401	000	90	Contribution-Found and trusts	Mgmt and General Expenses	-13000.000	-13000.000	-13000.000	-13000.000	-13000.000	-13000.000
20	L	1	4501	000	90	Contributions-Other Direct	Mgmt and General Expenses	-2500.000	-2500.000	-2500.000	-2500.000	-2500.000	-2500.000
21	L	1	4702	091	90	Contributions-united way-do de	United Way Capital Area	-100.000	-100.000	-100.000	-100.000	-100.000	-100.000

Budget Spread in Excel

Unit	Fund	Account	Project	Class	Account Description	Project Description	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	3625	633	00		Reclass-Foundations and trusts	Staffing	-90000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	3630	056	00		Reclass-other direct contrib	Eagle Education Trust	0.00	0.00	-15000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	4001	000	90		Contributions-FDS	Mgmt and General Expenses	-100000.00	-100000.00	-100000.00	-100000.00	-100000.00	-100000.00	-100000.00	-100000.00	-100000.00	-100000.00	-100000.00	-100000.00
1	4069	000	90		Prov for Unc-FDS	Mgmt and General Expenses	8000.00	8000.00	8000.00	8000.00	8000.00	8000.00	8000.00	8000.00	8000.00	8000.00	8000.00	8000.00
1	4201	704	90		Contributions-SE-Sponsorships	Sporting Clays Shoot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-182820.00	0.00	0.00
1	4201	705	90		Contributions-SE-Sponsorships	Distinguished Citizen Luncheon	0.00	0.00	-260000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	4209	704	90		Contributions-SE-Resale Items	Sporting Clays Shoot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-26000.00	0.00	0.00
1	4231	704	90		Contributions-SE-Other	Sporting Clays Shoot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7500.00	0.00	0.00
1	4249	704	90		Prov for Unc Contributions-SE	Sporting Clays Shoot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29700.00	0.00	0.00
1	4249	705	90		Prov for Unc Contributions-SE	Distinguished Citizen Luncheon	0.00	0.00	5000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	4251	704	90		Cost-DB-SE-Meals	Sporting Clays Shoot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15000.00	0.00	0.00
1	4251	705	90		Cost-DB-SE-Meals	Distinguished Citizen Luncheon	0.00	0.00	50000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	4252	704	90		Cost-DB-SE-Facilities Rental	Sporting Clays Shoot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10000.00	0.00	0.00
1	4255	704	90		Cost-DB-SE-Recognitions	Sporting Clays Shoot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5000.00	0.00	0.00
1	4255	705	90		Cost-DB-SE-Recognitions	Distinguished Citizen Luncheon	0.00	0.00	1750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	4261	704	90		Cost-DB-SE-Services for Resale	Sporting Clays Shoot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1250.00	0.00	0.00
1	4271	704	90		Cost-DB-SE-Other	Sporting Clays Shoot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29500.00	0.00	0.00
1	4271	705	90		Cost-DB-SE-Other	Distinguished Citizen Luncheon	0.00	0.00	52750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	4401	000	90		Contribution-Found and trusts	Mgmt and General Expenses	-13000.00	-13000.00	-13000.00	-13000.00	-13000.00	-13000.00	-13000.00	-13000.00	-13000.00	-13000.00	-13000.00	-13000.00
1	4501	000	90		Contributions-Other Direct	Mgmt and General Expenses	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00
2	4702	091	90		Contributions-united way-do de	United Way Capital Area	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00	-100.00
3	6301	609	90		Sale of Goods-Non taxable	Scout Shop	-31395.00	-31395.00	-31395.00	-31395.00	-31395.00	-31395.00	-31395.00	-31395.00	-31395.00	-31395.00	-31395.00	-31395.00
4	6302	609	90		Sale of Goods-Taxable	Scout Shop	-43355.00	-43355.00	-43355.00	-43355.00	-43355.00	-43355.00	-43355.00	-43355.00	-43355.00	-43355.00	-43355.00	-43355.00
5	6351	609	90		Cost of goods sold-supplies	Scout Shop	44850.00	44850.00	44850.00	44850.00	44850.00	44850.00	44850.00	44850.00	44850.00	44850.00	44850.00	44850.00
7	6351	610	90		Cost of goods sold-supplies	Scout Shop Freight	1500.00	1000.00	1500.00	950.00	850.00	1500.00	900.00	1500.00	1150.00	1000.00	1000.00	1150.00
7	6401	064	90		Product sales	Popcorn Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-478099.00	-478099.00	-478099.00
3	6451	064	90		Cost of products sold	Popcorn Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	174400.00	174400.00	174402.00
3	6471	064	90		Unit commissions paid	Popcorn Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	154000.00	154000.00	154000.00
1	6503	000	90		Investment Income-Endowmt Func	Mgmt and General Expenses	0.00	0.00	0.00	-721000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	6701	201	21		Camp-Fees	Lost Pines Year Round Camp	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00	-2500.00
2	6701	202	21		Camp-Fees	Summer Camp Lost Pines	0.00	0.00	0.00	0.00	0.00	0.00	-472500.00	0.00	0.00	0.00	0.00	0.00
3	6701	203	21		Camp-Fees	Green Dickson	-133.34	-133.34	-133.34	-133.34	-133.33	-133.33	-133.33	-133.33	-133.33	-133.33	-133.33	-133.33
4	6701	205	21		Camp-Fees	STEAM Summer Camp	0.00	0.00	0.00	0.00	0.00	0.00	-100000.00	0.00	0.00	0.00	0.00	0.00
5	6701	207	21		Camp-Fees	Griffith League Ranch	58.34	58.34	58.34	58.34	58.33	58.33	58.33	58.33	58.33	58.33	58.33	58.33
3	6701	209	21		Camp-Fees	Winter Camp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-200000.00

Budget Upload Gathering Spreadsheet

Fill in the two cells below

L123	PeopleSoft Business Unit (usually L999 - Council Number)
USD	Currency (USD unless otherwise directed by user)

Data Preparation Steps:

- Step 1** Gather your data for journal upload. This can be to either ACTUALS of BUDGET ledger as indicated by the tabs below.
- Step 2** Organize your data in the order of columns as in the selected "Master" tab below. The order is important. Arrange your data in that order.
- Step 3** Copy your data from your source and "PAST SPECIAL - VALUES" only into the selected "MASTER" sheet for either Actuals or Budget.

After all the budget data you wish to load is placed into the Master Tab. Count the number of lines in your data below.

Open your import file JRNL1.LC.xls - Set up your Header for your Business Unit including the date that is in the period where you want to post this entry.

Add the number of rows in the JRNL1.LC.xls file that will match your data rows.

This is done by clicking the button shown at the right here and entering the number of rows to add **+...**

Step 4 Start with
Then add Row numbers in the upload template so they match your data and there is a row number in the grey portion for each row of your data.

1 **3** **4**

Set Up Actuals Master Actuals Upload **Budget Master** Jan Feb Mar Apr May ... + : ◀ ▶

1	6351	610	90	Cost of goods sold-supplies	Scout Shop Freight	14000.00	1500.00
---	------	-----	----	-----------------------------	--------------------	----------	---------

Budget Upload Gathering Spreadsheet

Paste your Data here beginning with Cell C4 across the months you are entering now. USE THE PAST SPECIAL - VALUES setting.															
Header		GL Account				Periods									
						Enter Debits as a Positive					Enter Credits as a Negative				
Bus Unit	Ledger	Fund	Account	Project	Class	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Se	
L123	BUDGET	1	4001	000	90	(27,083.00)	(27,083.00)	(27,083.00)	(27,083.00)	(27,083.00)	(27,083.00)	(27,083.00)	(27,083.00)	(27,083.00)	
L123	BUDGET	1	4201	912	90	-	-	-	-	-	-	-	-	(4,000.00)	
L123	BUDGET	1	4201	960	90	-	-	-	-	-	-	-	-	-	
L123	BUDGET	1	4201	966	90	-	-	-	-	-	-	-	-	(7,000.00)	
L123	BUDGET	1	4201	998	90	-	-	(5,000.00)	(10,000.00)	-	-	-	-	-	
L123	BUDGET	1	4201	999	90	-	-	-	-	(85,000.00)	-	-	-	-	
L123	BUDGET	1	4202	912	90	-	-	-	-	-	-	-	-	(1,000.00)	
L123	BUDGET	1	4202	960	90	-	-	-	-	-	-	-	-	-	
L123	BUDGET	1	4202	966	90	-	-	-	-	-	-	-	-	(4,000.00)	
L123	BUDGET	1	4202	998	90	-	-	-	(2,200.00)	-	-	-	-	-	
L123	BUDGET	1	4250	999	90	-	-	-	(4,000.00)	(16,000.00)	-	-	-	-	
L123	BUDGET	1	4271	052	90	-	-	100.00	1,000.00	1,200.00	100.00	-	-	-	
L123	BUDGET	1	4271	960	90	-	-	-	-	-	-	-	-	-	
L123	BUDGET	1	4271	998	90	-	-	-	2,200.00	200.00	-	-	-	-	
L123	BUDGET	1	4271	999	90	-	-	-	-	24,000.00	3,000.00	-	-	-	
L123	BUDGET	1	4301	000	90	-	-	(1,250.00)	-	-	(1,250.00)	-	-	(1,250.00)	
L123	BUDGET	1	4401	000	90	(30,000.00)	-	-	-	-	(10,000.00)	-	-	(10,000.00)	
L123	BUDGET	1	4501	000	90	-	-	-	-	(2,000.00)	-	(500.00)	-	-	
L123	BUDGET	1	4501	042	90	-	-	-	-	-	-	-	(2,500.00)	-	
L123	BUDGET	1	4501	099	90	(10,000.00)	-	-	-	-	-	-	-	-	
L123	BUDGET	1	4501	199	90	-	-	-	(1,875.00)	-	-	(1,875.00)	-	(1,875.00)	
L123	BUDGET	1	4501	701	90	-	-	-	(2,000.00)	-	-	(3,000.00)	-	-	
L123	BUDGET	1	4501	800	90	-	-	-	-	(2,500.00)	-	-	(2,500.00)	-	

<

>

Set Up

Actuals Master

Actuals Upload

Budget Master

Jan

Feb

Mar

Apr

May

...

+

:

◀

Uploading Individual Months

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Highlight from A2 here to the bottom right corner of your data for columns A - K, then "Copy" - Remember to "PASTE SPECIAL" in the UPLOAD XLS FILE with "VALUES" only.															
2	L123	BUDGET	4001	1	90	000	USD	-27083	Budget Load							
3	L123	BUDGET	4201	1	90	912	USD	0	Budget Load							
4	L123	BUDGET	4201	1	90	960	USD	0	Budget Load							
5	L123	BUDGET	4201	1	90	966	USD	0	Budget Load							
6	L123	BUDGET	4201	1	90	998	USD	0	Budget Load							
7	L123	BUDGET	4201	1	90	999	USD	0	Budget Load							
8	L123	BUDGET	4202	1	90	912	USD	0	Budget Load							
9	L123	BUDGET	4202	1	90	960	USD	0	Budget Load							
10	L123	BUDGET	4202	1	90	966	USD	0	Budget Load							
11	L123	BUDGET	4202	1	90	998	USD	0	Budget Load							
12	L123	BUDGET	4250	1	90	999	USD	0	Budget Load							
13	L123	BUDGET	4271	1	90	052	USD	0	Budget Load							
14	L123	BUDGET	4271	1	90	960	USD	0	Budget Load							
15	L123	BUDGET	4271	1	90	998	USD	0	Budget Load							
16	L123	BUDGET	4271	1	90	999	USD	0	Budget Load							
17	L123	BUDGET	4301	1	90	000	USD	0	Budget Load							
18	L123	BUDGET	4401	1	90	000	USD	-30000	Budget Load							
19	L123	BUDGET	4501	1	90	000	USD	0	Budget Load							
20	L123	BUDGET	4501	1	90	042	USD	0	Budget Load							
21	L123	BUDGET	4501	1	90	099	USD	-10000	Budget Load							
22	L123	BUDGET	4501	1	90	199	USD	0	Budget Load							
23	L123	BUDGET	4501	1	90	701	USD	0	Budget Load							
24	L123	BUDGET	4501	1	90	803	USD	0	Budget Load							
25	L123	BUDGET	4501	1	90	919	USD	0	Budget Load							
26	L123	BUDGET	4701	1	90	011	USD	195701	Budget Load							
Set Up Actuals Master Actuals Upload Budget Master Jan Feb Mar Apr May ... + : ◀																

scouting.org/financeimpact

- <https://www.scouting.org/council-support/finance-impact/council-administration/peoplesoft/budget-tools/>

[Home](#) > [Council Support](#) > [Council Funding and Finance](#) > [Council Administration](#) > [PeopleSoft Documents](#) > Budget Tools

Budget Tools

Tools to make the budget process more simple in PeopleSoft

PeopleSoft Budget Upload Spreadsheets

Budget/Actuals Upload Tool Zip updated September 2023 – file with macros – unzip these all to one file folder on your desktop or in Downloads

[Budget Upload - Overview](#) – October 11, 2019

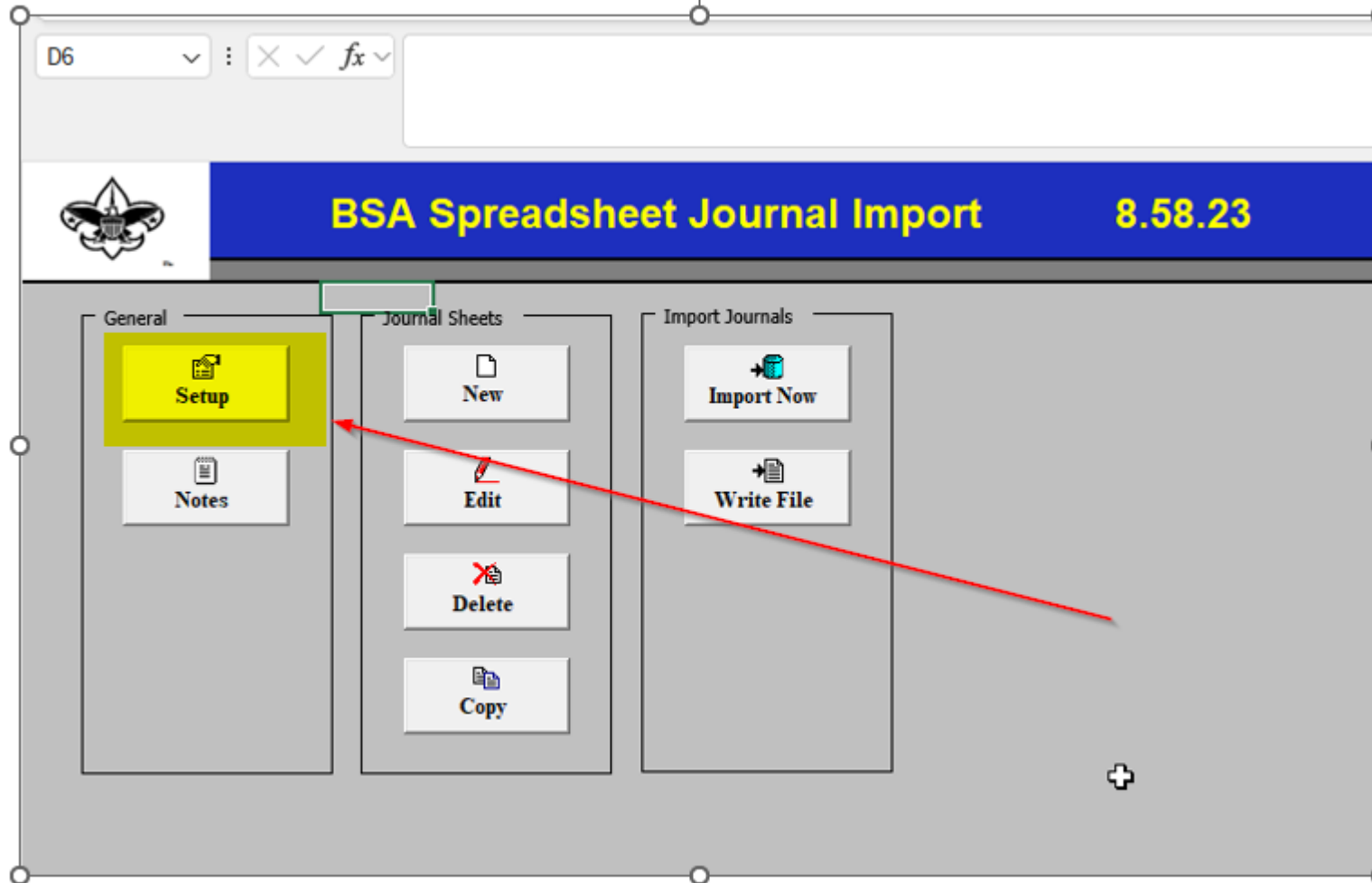
[Budget & Actual Queries Introduced](#)

[Budget Upload Instructions](#) – Use the process outlined your budget spreadsheet

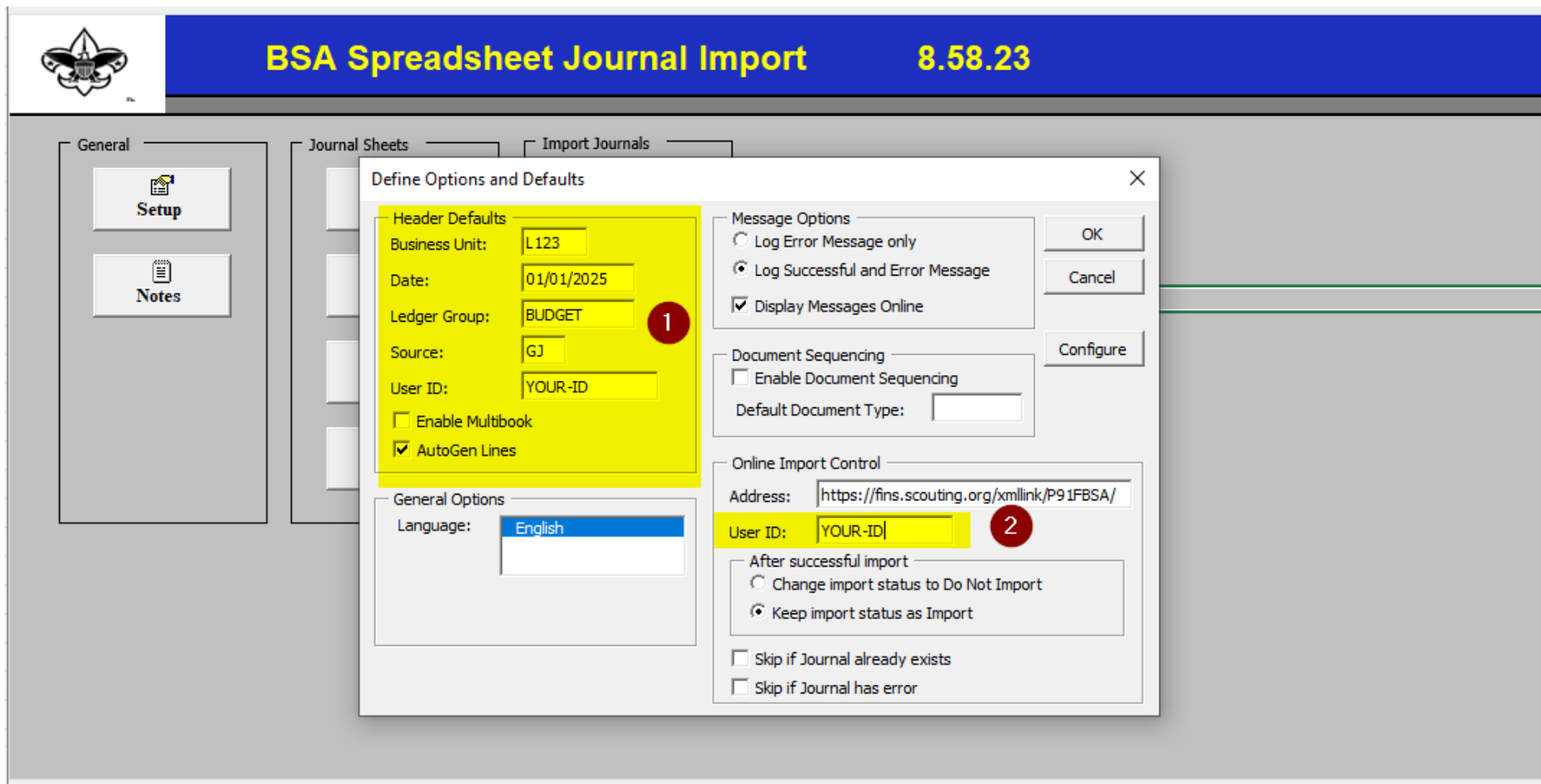
[2023 Budget Upload Instructions](#) – In Excel – December 8, 2023

Download to your computer. Extract in “downloads” folder. This will not run in a OneDrive folder.

Upload Macro Zip Tool



Upload Macro Zip Tool



The image shows a screenshot of the BSA Spreadsheet Journal Import application. The main window has a blue header bar with the BSA logo on the left, the title "BSA Spreadsheet Journal Import" in the center, and the version "8.58.23" on the right. Below the header, there are three tabs: "General", "Journal Sheets", and "Import Journals". The "General" tab is active, showing a "Setup" button and a "Notes" button. A "Define Options and Defaults" dialog box is open, displaying various configuration options. The dialog box is divided into several sections: "Header Defaults", "Message Options", "Document Sequencing", "Online Import Control", and "General Options". The "Header Defaults" section is highlighted with a yellow background and a red circle with the number "1". The "Message Options" section has radio buttons for "Log Error Message only", "Log Successful and Error Message", and a checked checkbox for "Display Messages Online". The "Document Sequencing" section has a checkbox for "Enable Document Sequencing" and a text field for "Default Document Type". The "Online Import Control" section has a text field for "Address" and a highlighted "User ID" field with a red circle and the number "2". The "General Options" section has a dropdown menu for "Language" set to "English".

BSA Spreadsheet Journal Import 8.58.23

General | Journal Sheets | Import Journals

Define Options and Defaults

Header Defaults

Business Unit: L 123

Date: 01/01/2025

Ledger Group: BUDGET

Source: GJ

User ID: YOUR-ID

☐ Enable Multibook

☒ AutoGen Lines

Message Options

☐ Log Error Message only

☒ Log Successful and Error Message

☒ Display Messages Online

Document Sequencing

☐ Enable Document Sequencing

Default Document Type:

Online Import Control

Address: <https://fins.scouting.org/xmlink/P91FBSA/>

User ID: YOUR-ID

After successful import

☐ Change import status to Do Not Import

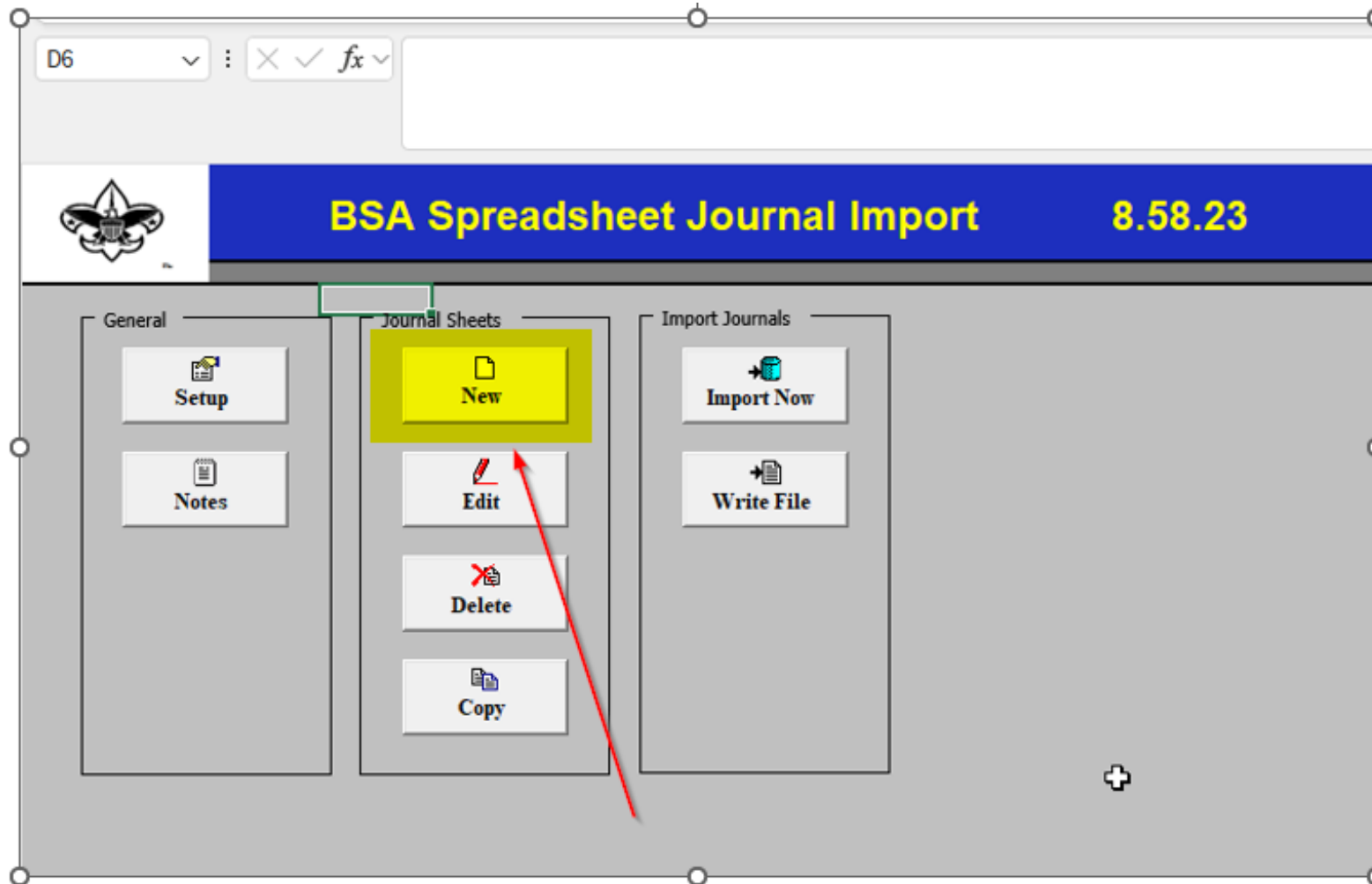
☒ Keep import status as Import

☐ Skip if Journal already exists

☐ Skip if Journal has error

OK Cancel Configure

Upload Marco Tool Zip



Creating the Journal Entry

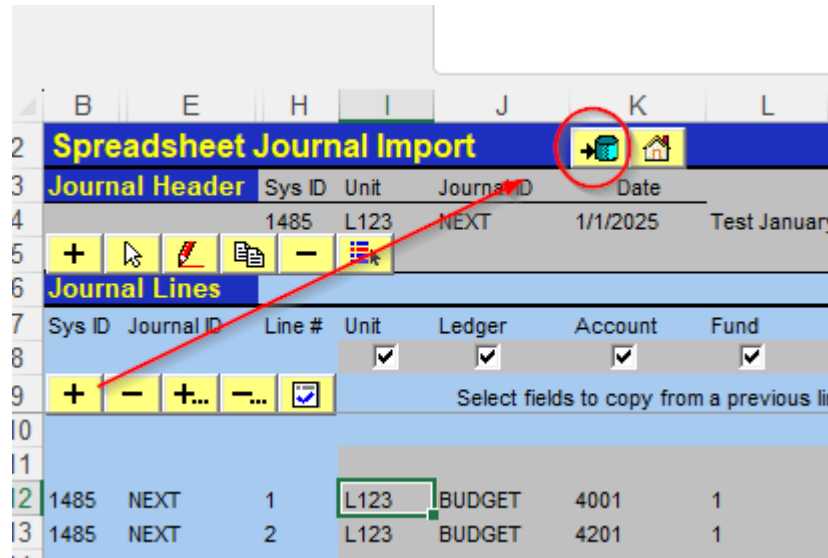
- Line 5 – create journal header
- Line 9 – add journal lines
- Line 12 – paste “values” from other spreadsheet

	B	E	H	I	J	K	L	M	N	O	P	Q	R
2	Spreadsheet Journal Import												
3	Journal Header		Sys ID	Unit	Journal ID	Date							
4			1485	L123	NEXT	1/1/2025	Test January Budget						
5	+												
6	Journal Lines												
7	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Class	Project	Currency	Amount	Reference	Description
8				☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
9	+		-	+...	-...	☒	Select fields to copy from a previous line by marking the checkboxes under each field.						
10													
11													
12	1485	NEXT	1	L123	BUDGET	4001	1	90	000	USD	(27,083.00)		Budget Load
13	1485	NEXT	2	L123	BUDGET	4201	1	90	912	USD	0.00		Budget Load
14	1485	NEXT	3	L123	BUDGET	4201	1	90	960	USD	0.00		Budget Load
15	1485	NEXT	4	L123	BUDGET	4201	1	90	966	USD	0.00		Budget Load
16	1485	NEXT	5	L123	BUDGET	4201	1	90	998	USD	0.00		Budget Load
17	1485	NEXT	6	L123	BUDGET	4201	1	90	999	USD	0.00		Budget Load
18	1485	NEXT	7	L123	BUDGET	4202	1	90	912	USD	0.00		Budget Load
19	1485	NEXT	8	L123	BUDGET	4202	1	90	960	USD	0.00		Budget Load
20	1485	NEXT	9	L123	BUDGET	4202	1	90	966	USD	0.00		Budget Load
21	1485	NEXT	10	L123	BUDGET	4202	1	90	998	USD	0.00		Budget Load
22	1485	NEXT	11	L123	BUDGET	4250	1	90	999	USD	0.00		Budget Load
23	1485	NEXT	12	L123	BUDGET	4271	1	90	052	USD	0.00		Budget Load
24	1485	NEXT	13	L123	BUDGET	4271	1	90	960	USD	0.00		Budget Load
25	1485	NEXT	14	L123	BUDGET	4271	1	90	998	USD	0.00		Budget Load
26	1485	NEXT	15	L123	BUDGET	4271	1	90	999	USD	0.00		Budget Load
27	1485	NEXT	16	L123	BUDGET	4301	1	90	000	USD	0.00		Budget Load
28	1485	NEXT	17	L123	BUDGET	4401	1	90	000	USD	(30,000.00)		Budget Load
29	1485	NEXT	18	L123	BUDGET	4501	1	90	000	USD	0.00		Budget Load
30	1485	NEXT	19	L123	BUDGET	4501	1	90	042	USD	0.00		Budget Load
31	1485	NEXT	20	L123	BUDGET	4501	1	90	099	USD	(10,000.00)		Budget Load

Uploading Individual Months

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	← Highlight from A2 here to the bottom right corner of your data for columns A - K, then "Copy" - Remember to "PASTE SPECIAL" in the UPLOAD XLS FILE with "VALUES" only.															
2	L123	BUDGET	4001	1	90	000	USD	-27083	Budget Load							
3	L123	BUDGET	4201	1	90	912	USD	0	Budget Load							
4	L123	BUDGET	4201	1	90	960	USD	0	Budget Load							
5	L123	BUDGET	4201	1	90	966	USD	0	Budget Load							
6	L123	BUDGET	4201	1	90	998	USD	0	Budget Load							
7	L123	BUDGET	4201	1	90	999	USD	0	Budget Load							
8	L123	BUDGET	4202	1	90	912	USD	0	Budget Load							
9	L123	BUDGET	4202	1	90	960	USD	0	Budget Load							
10	L123	BUDGET	4202	1	90	966	USD	0	Budget Load							
11	L123	BUDGET	4202	1	90	998	USD	0	Budget Load							
12	L123	BUDGET	4250	1	90	999	USD	0	Budget Load							
13	L123	BUDGET	4271	1	90	052	USD	0	Budget Load							
14	L123	BUDGET	4271	1	90	960	USD	0	Budget Load							
15	L123	BUDGET	4271	1	90	998	USD	0	Budget Load							
16	L123	BUDGET	4271	1	90	999	USD	0	Budget Load							
17	L123	BUDGET	4301	1	90	000	USD	0	Budget Load							
18	L123	BUDGET	4401	1	90	000	USD	-30000	Budget Load							
19	L123	BUDGET	4501	1	90	000	USD	0	Budget Load							
20	L123	BUDGET	4501	1	90	042	USD	0	Budget Load							
21	L123	BUDGET	4501	1	90	099	USD	-10000	Budget Load							
22	L123	BUDGET	4501	1	90	199	USD	0	Budget Load							
23	L123	BUDGET	4501	1	90	701	USD	0	Budget Load							
24	L123	BUDGET	4501	1	90	803	USD	0	Budget Load							
25	L123	BUDGET	4501	1	90	919	USD	0	Budget Load							
26	L123	BUDGET	4701	1	90	011	USD	1857.01	Budget Load							

Uploading to PeopleSoft



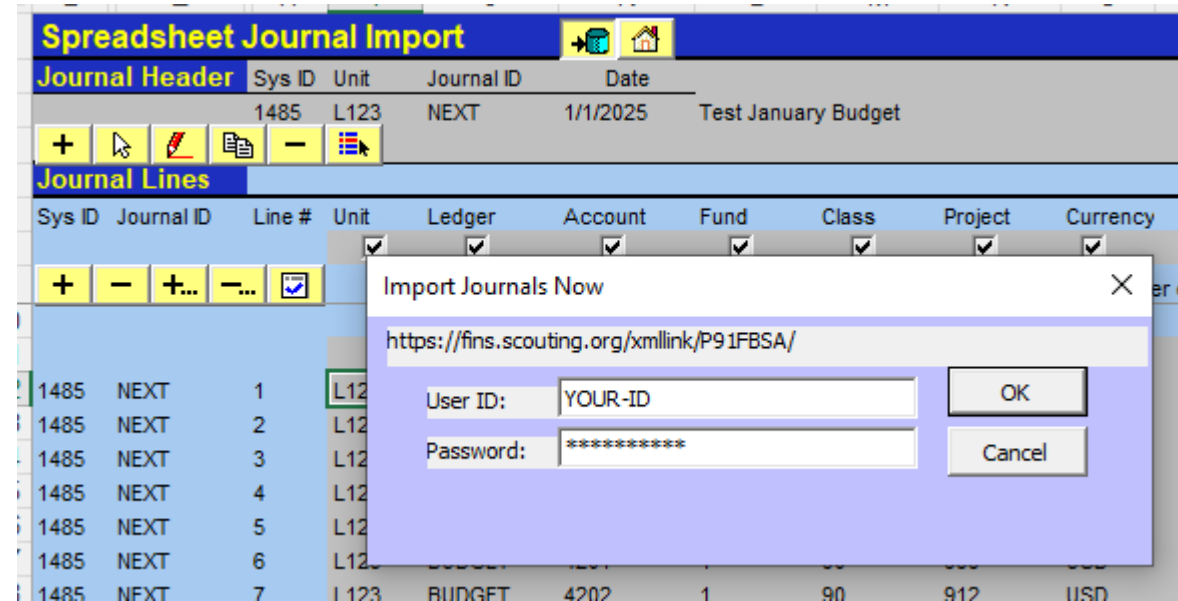
Spreadsheet Journal Import

Journal Header

Sys ID	Unit	Journal ID	Date
1485	L123	NEXT	1/1/2025

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund
1485	NEXT	1	L123	BUDGET	4001	1
1485	NEXT	2	L123	BUDGET	4201	1



Spreadsheet Journal Import

Journal Header

Sys ID	Unit	Journal ID	Date
1485	L123	NEXT	1/1/2025

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Class	Project	Currency
1485	NEXT	1	L123	BUDGET	4001	1			
1485	NEXT	2	L123	BUDGET	4201	1			
1485	NEXT	3	L123	BUDGET	4202	1	90	912	USD

Import Journals Now

<https://fins.scouting.org/xmllink/P91FBSA/>

User ID:

Password:

OK Cancel

Uploading to Peoplesoft

- Once upload is successful, create the rest of the months
- After all months have been uploaded, move to PeopleSoft
- Be sure the Budget period for the next year is open (Open Period Update)
- Create-Update-Journal Entries
- Edit
- Post
- Run reports and review

Breathe...

- Relax for a few

Next Session

Thursday, December 12, 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

[Home](#) > [Council Support](#) > [Council Funding and Finance](#) > Council Administration

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 and 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

1. **Description** * 
A brief description of your problem.

Enter your answer 1

2. **Application** * 
If you are needing assistance with an application, please enter application below (Example: Blackbaud, Peoplesoft, Membership, Adobe, etc.) (optional)

Enter your answer 2

3. **Attachment(s)** (Non-anonymous question) 
(optional)

 Upload file 3

File number limit: 10 · Single file size limit: 10MB · Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Submit 4

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
 - February 18-22, 2025

QUESTIONS?

Feel free to unmute and ask....

ANSWERS...