

Fiscal Concepts

April 11, 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

- Allocations
- Journal Upload Tool – best practices

Fiscal Management moment

- Time Study Tools available
- Deferred Income & Expense



Last month review...

- Annual Time-Study Journal
- Moving pledge receivable balances
- Working with the BSA Tree Manager
- Understanding functional expense reporting



Deferred Income & Expense

- There are three types of events or activities a local council conducts that are generally held on a specific date: camps, activities, and special fundraising events. Prior to holding or conducting the event, most revenue from event participants is refundable if the event is not held; therefore that revenue is considered a **liability** and is classified as deferred revenue. Expenses prepaid frequently have residual value and will be considered as **assets** and classified as deferred expenses until the promised service or activity is completed.
- The council may have deferred revenue and expenses that will apply to the accounting periods prior to the event date. Revenue or expenses are NOT brought into current revenue or current expense accounts until the event is held.



Deferred Revenue & Expense

- Revenue
 - Activities – 2629
 - Camping – 2630
 - Special Events – 2604
 - Other – 2631



Deferred Revenue & Expense

- Expense
 - Activities – 1762
 - Camping – 1761
 - Special Events – 1760



Deferred Revenue & Expense

- Record all revenue in “Deferred Revenue” accounts
- Record all expense in “Prepaid” accounts
- Or – use the “Allocations” process



Allocations



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Allocations

- § Manage deferred projects on the BSA Tree Manager
 - § Modify your tree so the deferred activity, camp, special event shows up in the month you need

- § Allocation journal entries record deferral transactions
 - § Record expenses in natural accounts
 - § Process moves revenue and expenses to deferred accounts for reporting only

- § Financial reports present deferred transactions after journal entries are posted



Allocation Process

- Activity Revenues will move to 1-2629-XXX-00 Deferred Income Activities
- Activity Expenses will move to 1-1762-XXX-00 Prepaid Expense Activities

- Camp Revenues will move to 1-2630-XXX-00 Deferred Income Camping
- Camp Expenses will move to 1-1761-XXX-00 Prepaid Expense Camping

- Special Event Revenues will move to 1-2604-XXX-00 Deferred Income Special Events
- Special Event Expenses will move to 1-1760-XXX-00 Prepaid Expense Special Events



BSA Tree Manager

BSA Tree Manager

ORACLE

BSATREEMGR

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

1 **Find an Existing Tree**

Search Criteria

Search by: begins with **2**

3 [Advanced Search](#)

Search Results


Only the first 300 results can be displayed.

View All **4** First 1-100 of 300 Last

Tree Name	SetID	Set Control Value	Effective Date	Tree Branch	Description	Category	Valid Tree
L001_PROJECTS	L001	(blank)	01/01/1900	(blank)	L001 Projects	DEFAULT	Valid



Tree Manager

Favorites ▾ Main Menu ▾ > BSA ▾ > Local Council Updates ▾ > BSA Tree Manager 

ORACLE

Tree Manager

SetID L000

Last Audit Valid Tree

Effective Date 01/01/1900

Status Active

Tree Name L000_PROJECTS

L000 Projects


Save As Close

Tree Definition Display Options Print Format Export to PDF


[ALL](#) > [DEFERRED](#) > [01-JAN-DEFERRED](#)

[Collapse All](#) | [Expand All](#)

[Find](#)

First Page 

47 of 219

 Last Page

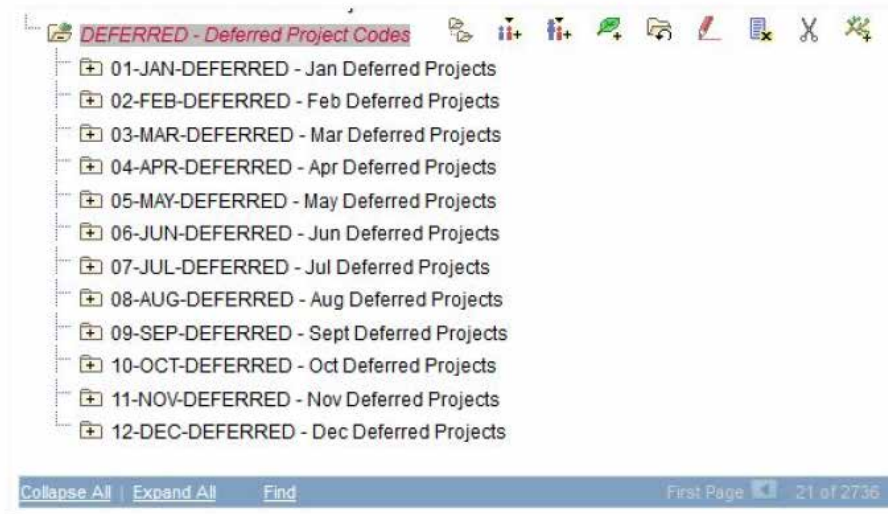


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Deferred Projects Listing

Clean up the Project Codes

Deferred Projects Listing Standard



Month-End Allocation Step

TD-Tree Deferred

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

Define Allocation Step

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

1

Find an Existing Value | Add a New Value

Search Criteria

SetID: = [] [] 2

Allocation Step: begins with []

Include History Correct History

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-12 of 12 | Last

SetID	Allocation Step	Description
L	TD-SPE-REV	Tree-Deferred Sp Event Revenue
L	TD-SPE-EXP	Tree-Deferred Sp Event Expense
L	TD-CMP-REV	Tree-Deferred Camp Revenue
L	TD-CMP-EXP	Tree-Deferred Camp Expense
L	TD-ACT-REV	Tree-Deferred Activity Revenue
L	TD-ACT-EXP	Tree-Deferred Activity Expense
L	BTD-SPEREV	Budget Tree-Deferred Sp. Evt. Rev.

3



Month-End Allocation Step - 1

Type **Pool** Target Offset Output Options Batch Records Amount Fields

SetID: **1** L066 Step: TD-ACT-EXP

Warning: Do not make any changes on any of these pages unless directed to do so in this guide. Modifications to any other options may cause the allocation to error or improperly make adjustments.

Effective Date: 01/01/1900 Status: Active Description: Tree-Deferred Activity Expense

Pool Record

*Pool Record Type: Ledger Group Pool Ledger: ACTUALS
Time Span: PER *Pool factor: 100.0000
Zero Pool Amount Option: Select Next Pool

Pool Fields

*Field Name: Account

How Specified

Selected Detail Values Selected Tree Nodes Range of Values


Set Control Value: Tree Name: LOCAL_ACCT_REPT Level Name:

Specify Values/Range of Values/Tree Nodes

Value	To
EXPENSE	



Month-End Allocation Step - 2



Favorites ▾ Main Menu ▾ > Allocations ▾ > Define and Perform Allocations ▾ > Define Allocation Step 

ORACLE

Type Pool Target Offset Output Options Batch Records Amount Fields

SetID: L082 Step: TD-ACT-EXP

Effective Date Find | View All First 1 of 1 Last

Effective Date: 01/01/1901 Status: Active Description: Tree-Deferred Activity Expense  



▼ Pool Record

*Pool Record Type: Ledger Group Pool Ledger: ACTUALS

Time Span: PER *Pool factor: 100.0000



Zero Pool Amount Option: Select Next Pool




Pool Fields Find | View All First 2 of 3 Last

*Field Name: Class Field  

▼ How Specified

Selected Detail Values Selected Tree Nodes Range of Values

Specify Values/Range of Values/Tree Nodes Find | View All   First 1 of 1 Last

Value	To		
20 			



Month-End Allocation Step - 3

Favorites ▾ Main Menu ▾ > Allocations ▾ > Define and Perform Allocations ▾ > Define Allocation Step

ORACLE

Type Pool Target Offset Output Options Batch Records Amount Fields

SetID: L01 Step: TD-ACT-EXP

Effective Date Find | View All First 1 of 1 Last

Effective Date: 01/01/1901 Status: Active Description: Tree-Deferred Activity Expense

▼ Pool Record

*Pool Record Type: Ledger Group Pool Ledger: ACTUALS

Time Span: PER *Pool factor: 100.0000

Zero Pool Amount Option: Select Next Pool

Pool Fields Find | View All First 3 of 3 Last

*Field Name: Project

▼ How Specified

Selected Detail Values Selected Tree Nodes Range of Values

Set Control Value: Tree Name: L01_PROJECTS Level Name:

Specify Values/Range of Values/Tree Nodes Find | View All | | First 1 of 1 Last

Value	To
03 MAR- DEFERRED	



Month-End Allocation Step

Click on "Next in List"

*Field Name: Project

How Specified

Selected Detail Values Selected Tree Nodes Range of Values

Set Control Value: []

Tree Name: L...PROJECTS Level Name: []

Specify Values/Range of Values/Tree Nodes

Value	To
03-MAR-DEFERRED	

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, Correct History

Links: Type | Pool | Target | Offset | Output Options | Batch Records | Amount Fields



Month-End Allocation Step

Complete this process for all 6 allocation steps:

<u>SetID</u>	<u>Allocation Step</u>	<u>Description</u>
L0	TD-ACT-EXP	Tree-Deferred Activity Expense
L0	TD-ACT-REV	Tree-Deferred Acitivity Revenue
L0	TD-CMP-EXP	Tree-Deferred Camp Expense
L0	TD-CMP-REV	Tree-Deferred Camp Revenue
L0	TD-SPE-EXP	Tree-Deferred Sp Event Expense
L0	TD-SPE-REV	Tree-Deferred Sp Event Revenue



Allocation Request Process

The screenshot shows a web application interface for the 'Allocation Request' process. The breadcrumb navigation at the top reads: 'Favorites | Main Menu > Allocations > Define and Perform Allocations > Request Allocation'. The main heading is 'Allocation Request'. Below the heading are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a box labeled '1'. Underneath the tabs is a text input field labeled 'Run Control ID:' containing the text 'ALLOCATION-REQUEST', which is highlighted in yellow and has a box labeled '2' next to it. At the bottom left of the form is an 'Add' button, which is highlighted with a box labeled '3'.



Allocation Request Process

Favorites ▾ Main Menu ▾ > Allocations ▾ > Define and Perform Allocations ▾ > Request Allocation 

ORACLE

Allocation Request

Run Control ID: Allocat

Report Manager Process Monitor

5

Run

2






As of Date:

03/31/2024



Process Request Parameters

Personalize | Find | View All   First  1 of 1  Last

*Process Frequency	*Unit	*Allocation Group	*Request Date Option	As of Date	*Output Options	Description
Always ▾	L005 	MONTH-DEF 	As-Of Date ▾	03/31/2024 	No Calc Log - Create Output ▾	Monthly Deferral Allocations  



4

Save



Return to Search



Notify



Add



Update/Display



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Allocation Request Process

WARNING: You may receive a “Warning” message which likely indicates that one or more rules did not find any transactions to move. This is entirely possible, for example, if one deferred project list had revenue but no expenses yet, or if there were no deferred projects of one of the types (activity, camp or special event).



Review Allocation Journal Entries

Create/Update Journal Entries

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

▼ **Search Criteria**

Use Saved Search:

Business Unit: **1**

Journal ID:

Journal Date: **2**
and **3**

Document Sequence Number:

Line Business Unit:

Journal Header Status:

Budget Checking Header Status:

Source: **4**

User ID:

Attachment Exist:

Case Sensitive

5



Review Allocation Journal Entries

[Basic Search](#)

[Save Search Criteria](#)
[Delete Saved Search](#)

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code
LC	ACT-EX0101	01/31/2024	0	(blank)	LC	Posted	Valid	ACTUALS	ALO	USD
LC	ACT-EX0101	02/01/2024	0	(blank)	LC	Posted	Valid	ACTUALS	ALO	USD
LC	ACT-EX0102	01/31/2024	0	(blank)	LC	Posted	Valid	ACTUALS	ALO	USD
LC	ACT-EX0102	02/01/2024	0	(blank)	LC	Posted	Valid	ACTUALS	ALO	USD
LC	ACT-EX0103	01/31/2024	0	(blank)	LC	Posted	Valid	ACTUALS	ALO	USD
LC	ACT-EX0103	02/01/2024	0	(blank)	LC	Posted	Valid	ACTUALS	ALO	USD
LC	ACT-EX0104	01/31/2024	0	(blank)	LC	Posted	Valid	ACTUALS	ALO	USD
LC	ACT-EX0104	02/01/2024	0	(blank)	LC	Posted	Valid	ACTUALS	ALO	USD
LC	ACT-EX0105	01/31/2024	0	(blank)	LC	Posted	Valid	ACTUALS	ALO	USD
LC	ACT-EX0105	02/01/2024	0	(blank)	LC	Posted	Valid	ACTUALS	ALO	USD



Month-End Allocation Journal Entry - Example

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

Unit: L01 Journal ID: ACT-EX0101 Date: 01/31/2024 Errors Only
 View Audit Logs
 Template List Search Criteria
 *Process: Edit Journal Process Line: 10

Select	Line	Unit	Ledger	Fund	Account	Project	Class	Activity	Debit Amount	Credit Amount	Journal
<input type="checkbox"/>	1	L01	ACTUALS	1	1762	054	00		509.28		
<input type="checkbox"/>	2	L01	ACTUALS	1	1762	058	00		7,352.07		
<input type="checkbox"/>	3	L01	ACTUALS	1	1762	059	00		5,661.20		
<input type="checkbox"/>	4	L01	ACTUALS	1	1762	060	00		524.86		
<input type="checkbox"/>	5	L01	ACTUALS	1	1762	114	00		11,071.03		
<input type="checkbox"/>	6	L01	ACTUALS	1	1762	173	00		50.00		
<input type="checkbox"/>	7	L01	ACTUALS	1	1762	186	00		50.00		
<input type="checkbox"/>	8	L01	ACTUALS	1	1762	586	00		1,152.37		
<input type="checkbox"/>	9	L01	ACTUALS	1	8009	060	20			85.00	
<input type="checkbox"/>	10	L01	ACTUALS	1	8103	054	20			509.28	

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

Unit	Total Lines	Total Debits	Total Credits	Journal Status
L01	20	26,370.81	26,370.81	P

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

Header | Lines | Totals | Errors | Approval



Automatic Reversing Entry - Example

Header | Lines | Totals | Errors | Approval

Unit: L0000 Journal ID: ACT-EX0101 Date: 02/01/2024

Errors Only
View Audit Logs

[Template List](#)

Search Criteria

*Process:

Line:

▼ Lines											Personalize Find
Select	Line▲	Unit	Ledger	Fund	Account	Project	Class	Activity	Debit Amount▲	Credit Amount	Journal
<input type="checkbox"/>	1	L0000	ACTUALS	1	1762	054	00			509.28	
<input type="checkbox"/>	2	L0000	ACTUALS	1	1762	058	00			7,352.07	
<input type="checkbox"/>	3	L0000	ACTUALS	1	1762	059	00			5,661.20	
<input type="checkbox"/>	4	L0000	ACTUALS	1	1762	060	00			524.86	
<input type="checkbox"/>	5	L0000	ACTUALS	1	1762	114	00			11,071.03	
<input type="checkbox"/>	6	L0000	ACTUALS	1	1762	173	00			50.00	
<input type="checkbox"/>	7	L0000	ACTUALS	1	1762	186	00			50.00	
<input type="checkbox"/>	8	L0000	ACTUALS	1	1762	586	00			1,152.37	
<input type="checkbox"/>	9	L0000	ACTUALS	1	8009	060	20		85.00		
<input type="checkbox"/>	10	L0000	ACTUALS	1	8103	054	20		509.28		

▼ Totals					Personalize Find View All	First 1 of 1 Last
Unit	Total Lines	Total Debits	Total Credits	Journal Status		
L0000	20	26,370.81	26,370.81	P		



Journal Upload Tool



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HIGH ADVENTURE BASES

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

COUNCIL SUPPORT

Council Management Support

Council Funding and Finance

Council Funding and Finance

Funding a Council and assuring proper financial management are among the primary responsibilities of the Council Board. The material presented in this Section provides tools for performing these critical functions. This is designed to be used by both Volunteers and Council staff.

[Financial Planning](#)

[Funding the Council](#)

[Council Administration](#)

[Local Council Financial Audits](#)

[Back Office Business Solutions](#)



BSA Fiscal Concepts Forum

PeopleSoft Support

- 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
- Year End



Budget Tools site

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Budget Tools

Tools to make the budget process more simple in PeopleSoft

1

[PeopleSoft Budget Upload Spreadsheets](#)

2

[Budget/Actuals Upload Tool Zip](#) updated September 2023 – file with macros – unzip these all to one

[Budget Webinar](#) – [Slides](#) – October 15, 2019

[Budget & Actual Queries Introduced](#)

[Budget Upload Flat-File Instructions](#) – use this process to upload your budget to PeopleSoft

[2021 Budget Upload Flat-File Demonstration](#) – by Don Day – December 8, 2021



Journal Gathering Spreadsheet


- LXXX Journal_Upload_and_Budget_Upload_Gathering_Spreadsheet

Fill in the two cells below

L###	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
	Step 2	Organize your data in the order of columns as in the selected "Master"
	Step 3	Copy your data from your source and "PAST SPECIAL - VALUES" only in
+	Step 1	After all the budget data you wish to load is placed into the Master Ta
	Step 2	Open your import file JRNL1.LC.xls - Set up your Header for your Busi
	Step 3	Add the number of rows in the JRNL1.LC.xls file that will match your c This is done by clicking the button shown at the right here and enter
	Step 4	Start with Then add Row numbers in the upload template so they match your da



Set Up | Actuals Master | Actuals Upload | Budget Master | Jan | Feb



Create Your Journal entries

When pasting data here, PLEASE USE THE PASTE SPECIAL = VALUES only!!!!

Header		GL Account				Dr as +; Cr as -		
Bus Unit	Ledger	Fund	Account	Project	Class	Amount	Currency	
L###	ACTUALS	1	1001	1000	00	7,701.56	USD	
L###	ACTUALS	1	1051	1025	00	(16,000.00)	USD	
L###	ACTUALS	1	1081	1000	00	182.67	USD	
L###	ACTUALS	1	1089	1000	00	25.00	USD	
L###	ACTUALS	1	1242	1802	00	4,129.31	USD	
L###	ACTUALS	1	1243	1000	00	(58.56)	USD	
L###	ACTUALS	1	1301	1000	00	5,311.73	USD	
L###	ACTUALS	1	1308	1000	00	(5,784.73)	USD	
L###	ACTUALS	1	1319	1000	00	(1,050.00)	USD	
L###	ACTUALS	1	1401	1000	00	17,882.47	USD	
L###	ACTUALS	1	1404	1802	00	352.50	USD	
L###	ACTUALS	1	1421	1701	00	891.00	USD	
L###	ACTUALS	1	1421	1711	00	552.00	USD	
L###	ACTUALS	1	1701	1000	00	6,913.97	USD	
L###	ACTUALS	1	1701	1911	00	172.19	USD	
L###	ACTUALS	1	1710	1000	00	264.58	USD	
L###	ACTUALS	1	1710	1912	00	15,540.00	USD	
L###	ACTUALS	1	1711	1000	00	571.07	USD	
L###	ACTUALS	1	1711	1010	00	598.40	USD	
L###	ACTUALS	1	1751	1011	00	405.00	USD	

Set Up **Actuals Master** Actuals Upload Budget Master Jan Feb Mar



Note number of lines – highlight and copy

← Highlight the green section from A2 here to the bottom right corner of your data for columns A - I, then

	A	B	C	D	E	F	G	H	I
1									
2	L###	ACTUALS	1001	1	00	1000	USD	#####	0
3	L###	ACTUALS	1051	1	00	1025	USD	#####	0
4	L###	ACTUALS	1081	1	00	1000	USD	182.67	0
5	L###	ACTUALS	1089	1	00	1000	USD	25.00	0
6	L###	ACTUALS	1242	1	00	1802	USD	#####	0
7	L###	ACTUALS	1243	1	00	1000	USD	(58.56)	0
8	L###	ACTUALS	1301	1	00	1000	USD	#####	0
9	L###	ACTUALS	1308	1	00	1000	USD	#####	0
10	L###	ACTUALS	1319	1	00	1000	USD	#####	0
11	L###	ACTUALS	1401	1	00	1000	USD	#####	0
12	L###	ACTUALS	1404	1	00	1802	USD	352.50	0
13	L###	ACTUALS	1421	1	00	1701	USD	891.00	0
14	L###	ACTUALS	1421	1	00	1711	USD	552.00	0
15	L###	ACTUALS	1701	1	00	1000	USD	#####	0
16	L###	ACTUALS	1701	1	00	1911	USD	172.19	0
17	L###	ACTUALS	1710	1	00	1000	USD	264.58	0
18	L###	ACTUALS	1710	1	00	1012	USD	#####	0
19	L###	ACTUALS	1711	1	00	1000	USD	571.07	0
20	L###	ACTUALS	1731	1	00	1010	USD	598.40	0
21	L###	ACTUALS	1751	1	00	1011	USD	405.00	0
22	L748	ACTUALS	1761	1	00	1000	USD	(2.97)	0
23	L748	ACTUALS	2006	1	00	1000	USD	#####	0

Set Up | Actuals Master | **Actuals Upload** | Budget Master | Jan | Feb | Mar



Journal Upload Zip File

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[2021 Budget Upload Flat-File Demonstration](#) – by Don Day – December 8, 2021

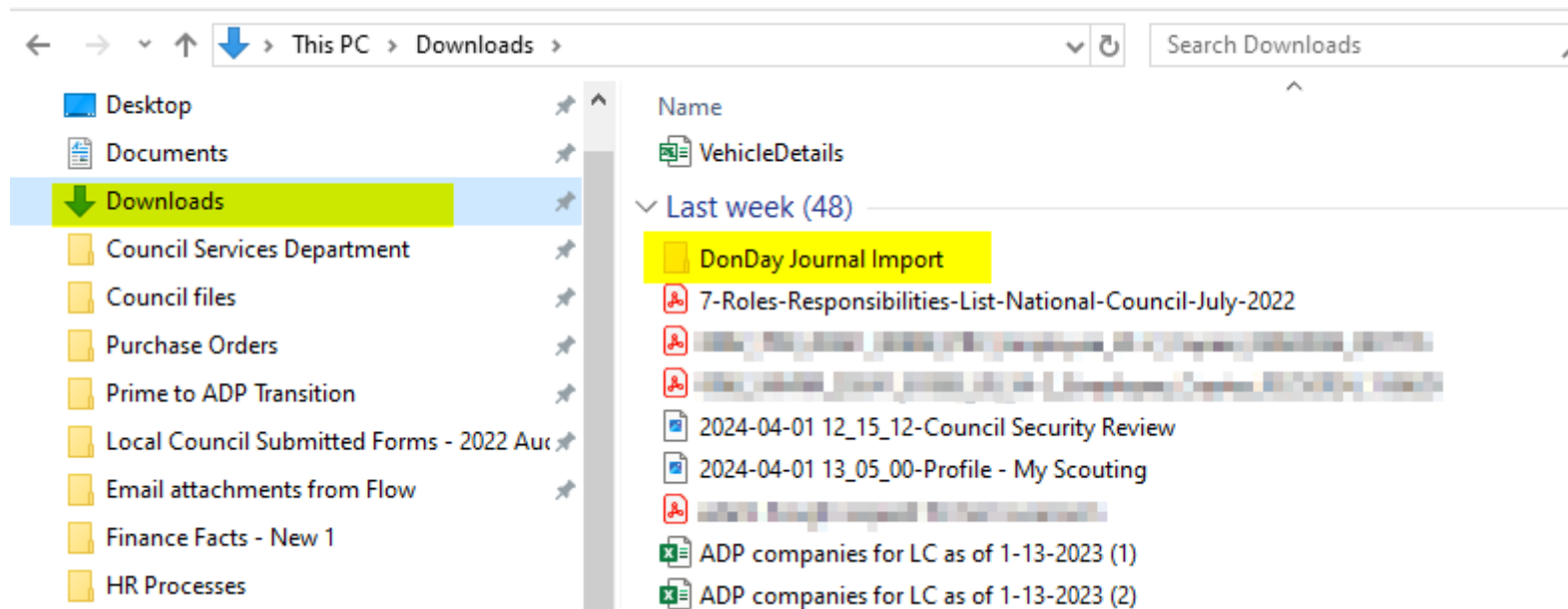


Journal Upload Zip File

- Extract to a file location on your computer that is not a part of OneDrive
 - The macros in the file do not work on OneDrive
 - Best location is **Downloads** folder
- The files in the Zip all must be in the same folder
 - Delete previous versions of these files
- Open JRNL1_LC.xlsx file – only file to open



Don Day folder example



Open BSA_JRNL1

BSA Spreadsheet Journal Import 8.58.23

General

Setup 1

Notes

Journal Sheets

New 2

Edit

Delete

Copy

Import Journals

Import Now

Write File



1 - Modify Setup Items

BSA Spreadsheet Journal Import

8.58.23

Define Options and Defaults

Header Defaults

Business Unit: L### 1

Date: 01/01/2024 2

Ledger Group: ACTUALS 3

Source: GJ

User ID: DONDAY 4

Enable Multibook

AutoGen Lines

General Options

Language: English

Message Options 6

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: DONDAY 5

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

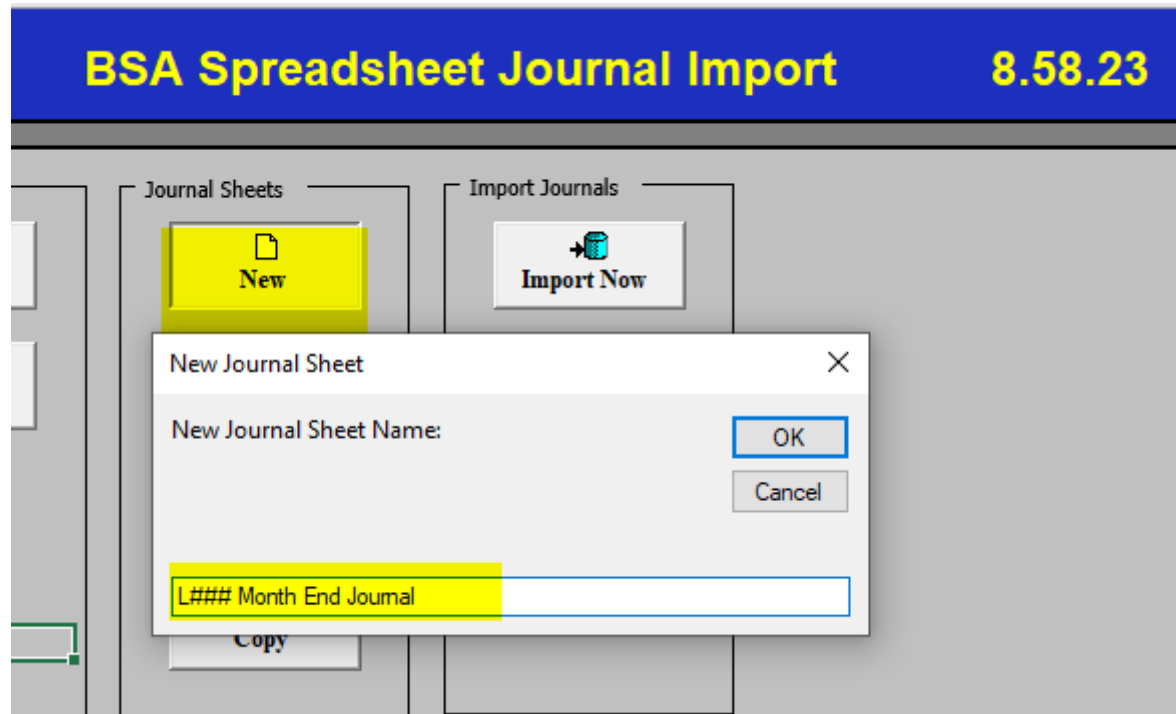
OK

Cancel

Configure



2 – Create Journal Lines (NEW)



Create Journal Header & Lines

Spreadsheet Journal Import

1 Journal Header

Sys ID	Unit	Journal ID	Date
1397	L###	NEXT	11/1/2024
Month End Journal			

Journal Lines

Sys ID	J ID	Line #	Unit	Ledger	Account	Fund	Class	Project	Currency	Amount	Ref
1397	NEXT	1	L###	ACTUALS	1001	1	00	1000	USD	7,701.56	0
1397	NEXT	2	L###	ACTUALS	1051	1	00	1025	USD	(16,000.00)	0
1397	NEXT	3	L###	ACTUALS	1081	1	00	1000	USD	182.67	0
1397	NEXT	4	L###	ACTUALS	1089	1	00	1000	USD	25.00	0
1397	NEXT	5	L###	ACTUALS	1242	1	00	1802	USD	4,129.31	0
1397	NEXT	6	L###	ACTUALS	1243	1	00	1000	USD	(58.56)	0
1397	NEXT	7	L###	ACTUALS	1301	1	00	1000	USD	5,311.73	0
1397	NEXT	8	L###	ACTUALS	1308	1	00	1000	USD	(5,784.73)	0
1397	NEXT	9	L###	ACTUALS	1319	1	00	1000	USD	(1,050.00)	0
1397	NEXT	10	L###	ACTUALS	1401	1	00	1000	USD	17,882.47	0
1397	NEXT	11	L###	ACTUALS	1404	1	00	1802	USD	352.50	0
1397	NEXT	12	L###	ACTUALS	1421	1	00	1701	USD	891.00	0
1397	NEXT	13	L###	ACTUALS	1421	1	00	1711	USD	552.00	0
1397	NEXT	14	L###	ACTUALS	1701	1	00	1000	USD	6,913.97	0
1397	NEXT	15	L###	ACTUALS	1701	1	00	1911	USD	172.19	0
1397	NEXT	16	L###	ACTUALS	1710	1	00	1000	USD	264.58	0
1397	NEXT	17	L###	ACTUALS	1710	1	00	1912	USD	15,540.00	0

Select fields to copy from a previous line by marking the checkboxes under each field.

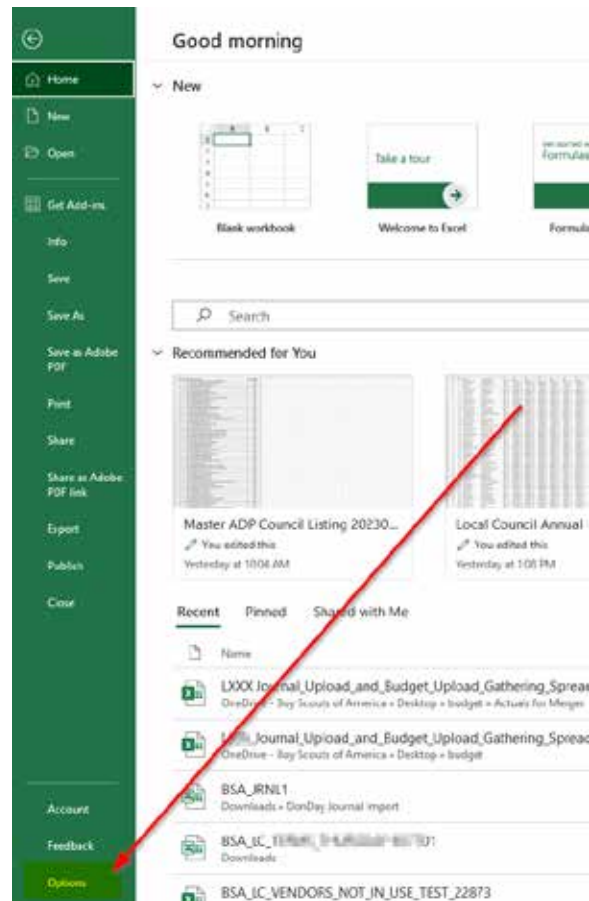


What to do if this wont open?

- Make sure your files are not in a OneDrive folder
- Modify **Trust Settings** In Excel



Excel - File - Options



Click on Trust Center

General options for working with Excel.

User Interface options

When using multiple displays: ①

- Optimize for best appearance
- Optimize for compatibility (application restart required)
- Show Mini Toolbar on selection ①
- Show Quick Analysis options on selection
- Show Convert to Data Types when typing ①
- Enable Live Preview ①
- Collapse the ribbon automatically ①
- Collapse the Microsoft Search box by default ①

ScreenTip style: Show feature descriptions in ScreenTips ▼

When creating new workbooks

Use this as the default font: Body Font ▼

Font size: 11 ▼

Default view for new sheets: Normal View ▼

Include this many sheets: 1 ▼

Personalize your copy of Microsoft Office

User name: Don Day

Always use these values regardless of sign in to Office.

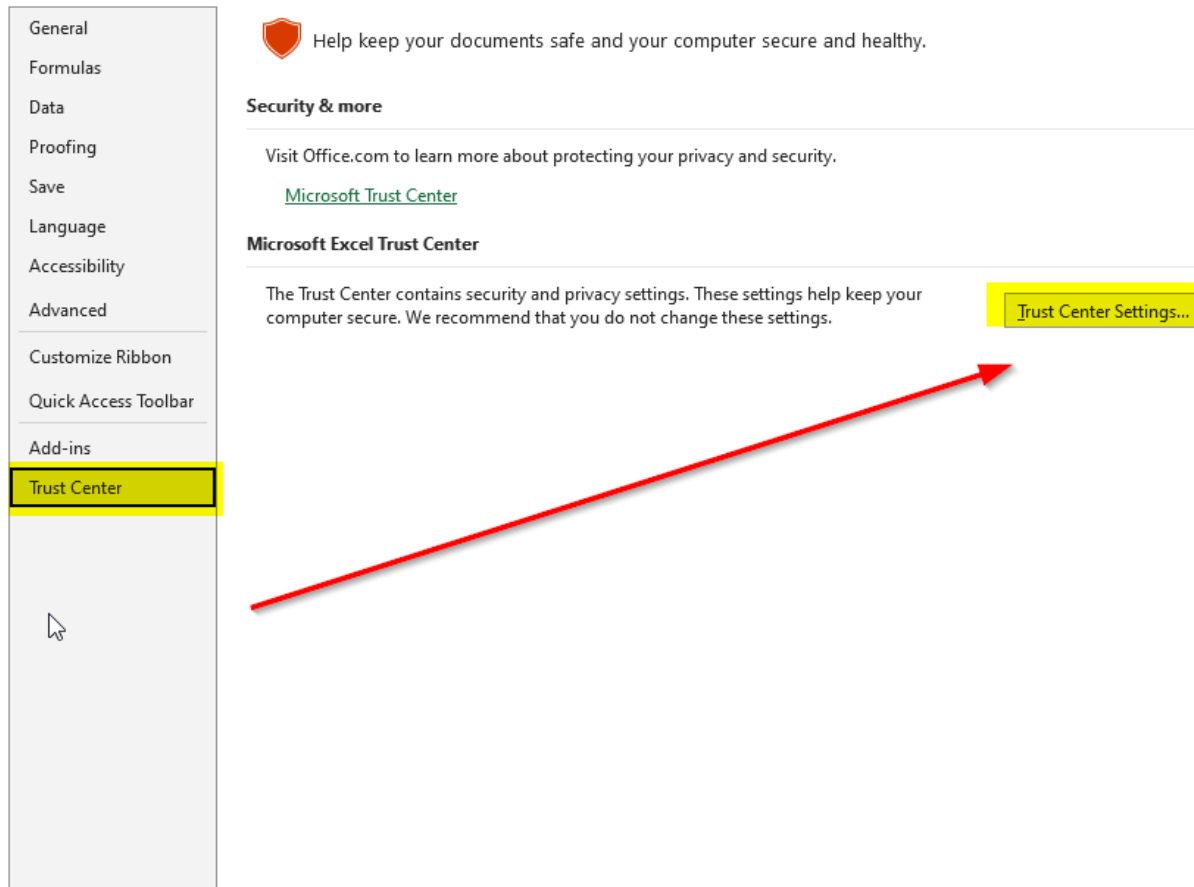
Office Background: Calligraphy ▼

Office Theme: Colorful ▼

Privacy Settings



Click on Trust Center Settings



The screenshot shows the Microsoft Excel Trust Center settings page. On the left is a vertical navigation pane with the following items: General, Formulas, Data, Proofing, Save, Language, Accessibility, Advanced, Customize Ribbon, Quick Access Toolbar, Add-ins, and Trust Center. The 'Trust Center' item is highlighted with a yellow background. A mouse cursor is positioned over the 'Trust Center' item. To the right of the navigation pane, the main content area displays a shield icon and the text 'Help keep your documents safe and your computer secure and healthy.' Below this is a section titled 'Security & more' with a link to 'Microsoft Trust Center'. Another section titled 'Microsoft Excel Trust Center' contains the text 'The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.' A yellow box highlights the 'Trust Center Settings...' link, and a red arrow points from the 'Trust Center' item in the navigation pane to this link.

General
Formulas
Data
Proofing
Save
Language
Accessibility
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

Help keep your documents safe and your computer secure and healthy.

Security & more

Visit Office.com to learn more about protecting your privacy and security.
[Microsoft Trust Center](#)

Microsoft Excel Trust Center

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

Trust Center Settings...



Trusted Locations – Add New Location

Trust Center

Trusted Publishers
Trusted Locations
Trusted Documents
Trusted Add-in Catalogs
Add-ins
ActiveX Settings
Macro Settings
Protected View
Message Bar
External Content
File Block Settings
Privacy Options
Form-based Sign-in

Trusted Locations

Warning: All these locations are treated as trusted sources for opening files. If you change or add a location, make sure that the new location is secure.

Path	Description	Date Modified
User Locations		
C:\Users\donday\Downloads\		6/12/2023 9:23 AM
C:\Users\donday\AppData\Roaming\Micros	Excel default location: User StartUp	
C:\Program Files\Microsoft Office\root\Offic	Excel default location: Excel StartUp	
C:\Users\donday\AppData\Roaming\Micros	Excel default location: User Templates	
C:\Program Files\Microsoft Office\root\Offic	Excel default location: Office StartUp	
C:\Program Files\Microsoft Office\root\Temp	Excel default location: Application Templates	
C:\Program Files\Microsoft Office\root\Offic	Excel default location: Add-ins	
Policy Locations		

Path: C:\Users\donday\Downloads\
Description:
Date Modified: 6/12/2023 9:23 AM
Sub Folders: Allowed

Allow Trusted Locations on my network (not recommended)
 Disable all Trusted Locations

[Add new location...](#) [Remove](#) [Modify...](#)



Browse – Choose Downloads – Check Subfolders

Trusted Locations

Warning: All these locations are treated as trusted sources for opening files. If you change or add a location, make sure that the new location is secure.

Path	Description	Date Modified ▾
User Locations		
C:\Users\donday\OneDrive - Boy Scouts of A		8/7/2023 11:41 AM
C:\Users\donday\Downloads\		6/12/2023 9:23 AM

Microsoft Office Trusted Location

Warning: This location will be treated as a trusted source for opening files. If you change or add a location, make sure that the new location is secure.

Path:
C:\Users\donday\Downloads\

Subfolders of this location are also trusted:

Description:

Date and Time Created: 4/11/2024 7:33 AM

OK Cancel

Path: C:\Users\donday\Downloads\

Description:

Date Modified: 6/12/2023 9:23 AM

Sub Folders: Allowed

Add new location...

Remove

Modify...

Allow Trusted Locations on my network (not recommended)

Disable all Trusted Locations



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Close Excel – Open Again

- Setup
 - Business Unit
 - Journal Date default
 - Ledger Group – ACTUALS or BUDGET
 - Enter USERNAME in CAPS



Time Study



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Time Study Journal in PeopleSoft


- Review from last month
 - The process used to allocate general expenses to program, management or fundraising for functional expense reporting requires the council to conduct a time study.
 - Results of the time study will give you the percentage of staff time spent on Program, Management and Fundraising.
 - All expenses recorded with a 99-class code are then allocated based on this time study result.




www.scouting.org/financeimpact

HIGH ADVENTURE BASES

COUNCIL SUPPORT

[Council Management Support](#) 

[Council Funding and Finance](#) 

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

Council Funding and Finance

Funding a Council and assuring proper financial management are among the primary responsibilities of the Council Board. The material presented in this Section provides tools for performing these critical functions. This is designed to be used by both Volunteers and Council staff.

[Financial Planning](#)

[Funding the Council](#)

[Council Administration](#)

[Local Council Financial Audits](#)

[Back Office Business Solutions](#)



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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](#)



Time Study Description

- An analysis of “executive” staff members’ time spent performing their duties for local councils, the objective of which is to establish percentages of time spent in each functional category (program service, management and general, and fundraising) to be used to allocate unallocated council expenses to the three functional categories for purposes of preparing the Statement of Functional Expenses. *It is accomplished by gathering data during a two-week period each quarter for an entire year and calculating the total amount of time spent* on program, management, and fundraising activities. The results are then added together and the average time spent calculated. This information is used to split the unallocated expenses to their functional expense for the year.
- From *Local Council Accounting Manual*



Functional Expense Category Definitions

Use the following descriptions to determine the proper allocation of your time.

Program Services Services to chartered organizations, units, volunteer leaders, camping (year-round and summer), activities, leadership training, recruiting, organizing new units and conservation of established ones, health and safety, advancement, unit money-earning projects, district committee meetings, roundtables, community relations, meetings and training related to the program and field service in general, and direct supervision of the above.

Management Only the following items are included as management activities:

- Non-program executive direction, meeting on overall council management and personnel administration
- Accounting, auditing, budgeting, legal services, and administrative reporting (annual reports, announcements of board meetings, etc.)
- Office management, purchasing, maintenance of membership records

Any time that the Scout executive or other professional spends on supervising camps, activities, and other program services should be categorized as program services.

Fundraising Only time spent on the following should be categorized as fundraising:

- Participation in and direction of an FOS or capital campaign, recruitment and training of workers for same, processing of prospect lists, etc.
- Solicitation of grants, project sales, or bequests
- Participation in and direction of publicity for fundraising and meetings with prospective contributors



Program Services

- Services to chartered organizations, units, volunteer leaders, camping (year-round and summer), activities, leadership training, recruiting, organizing new units and conservation of established ones, health and safety, advancement, unit money-earning projects, district committee meetings, roundtables, community relations, meetings and training related to the program and field service in general, and direct supervision of the above.



Management

- Only the following items are included as management activities:
 - Non-program executive direction, meeting on overall council management and personnel administration
 - Accounting, auditing, budgeting, legal services, and administrative reporting (annual reports, announcements of board meetings, etc.)
 - Office management, purchasing, maintenance of membership records
- **NOTE:** Any time that the Scout executive or other executive staff member spends on supervising camps, activities, and other program services should be categorized as program services.



Fundraising

Only time spent on the following should be categorized as fundraising:

- Participation in and direction of an FOS or capital appeal, recruitment and training of workers for same, processing of constituent lists, etc.
- Solicitation of grants, project sales, or bequests
- Participation in and direction of publicity for fundraising and meetings with prospective contributor(s)



Time Study

Employee Time Analysis

Use this worksheet to allocate a council employee's time to the categories listed. See the guidelines on the next page. Also see the *Local Council Accounting Manual* for more information on time analysis.

Employee _____

Instructions

1. This time study covers the two-week period indicated below.
2. Use the definitions on the next page as guidelines.
3. Exclude absences due to illness, holidays, vacations, etc.
4. Report time in each category to the nearest half hour.
5. Total the hours across by day and down by column heading.

Day	Date	Program	Management	Fundraising	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					



Staff Member Instructions

Instructions

1. This time study covers the two-week period indicated.
2. Use the definitions on the next page as guidelines.
3. Exclude absences due to illness, holidays, vacations, etc.
4. Report time in each category to the **nearest half hour**.
5. Total the hours across by day and down by column heading.



Timely Reminder

- Scope Reports
- Non-Scope Reports
 - Only use a “scope” on those reports that say “scope” in the name
 - Doing so with other reports will cause the report to fail



Next Session

Thursday, June 13, 2024
10:00 am & 2:00 pm CT



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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](#)

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[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



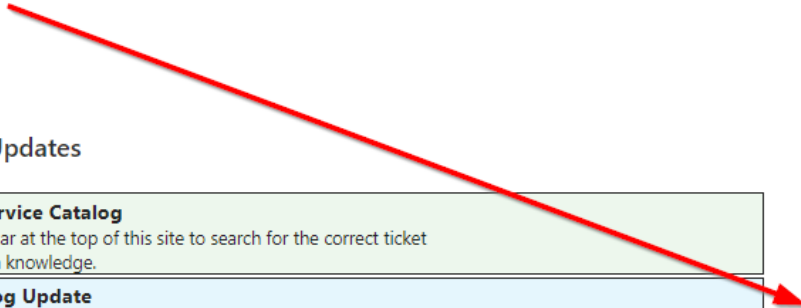
I am a National Employee



I am a Council Employee



Andy the Chatbot



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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](#)



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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 in 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.





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



QUESTIONS?

Feel free to unmute and ask....

ANSWERS...



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