

Fiscal Year-End Deadlines and Procedures

July 2024



EMORY

Agenda

Today's Session:

- Year-end Overview
- General Ledger
- Accounts Payable
- Deposits and Receipts

Available Online:

- Grants
- Suspense
- Budgets
- Questions

Year-End Process

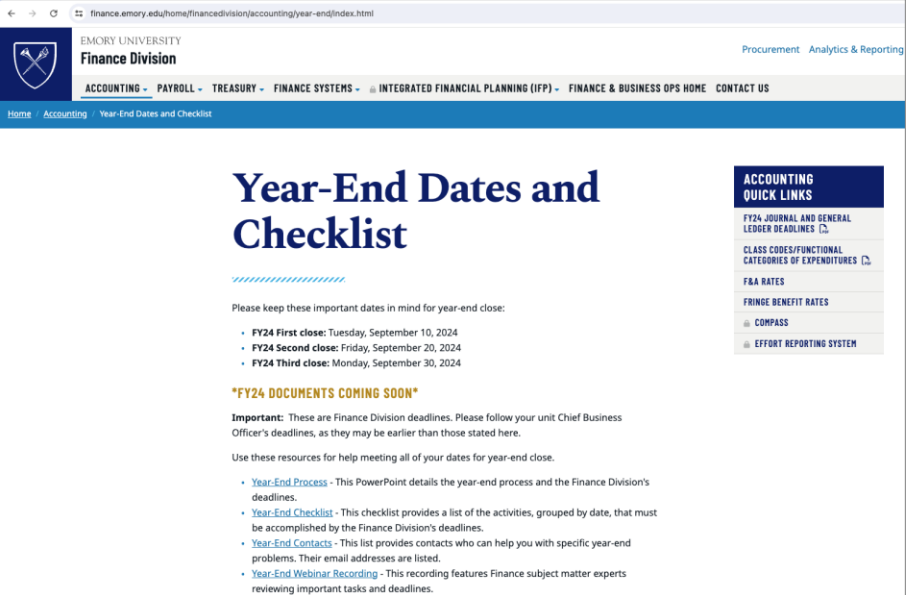
September 2024						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10 1st close	11	12	13	14
15	16	17	18	19	20 2nd close	21
22	23	24	25	26	27	28
29	30 3rd close					

Year-End Resources

You will receive these resources via email:

- ✓ This Presentation & Recording
- ✓ Schedule
- ✓ Year-end Checklist (*modifiable*)
- ✓ Contact List

Please follow guidelines from your unit's Chief Business Officer, as internal deadlines could be earlier than those stated in this presentation.



The screenshot shows the Emory University Finance Division website. The page title is "Year-End Dates and Checklist". The navigation bar includes "ACCOUNTING", "PAYROLL", "TREASURY", "FINANCE SYSTEMS", "INTEGRATED FINANCIAL PLANNING (IFP)", "FINANCE & BUSINESS OPS HOME", and "CONTACT US". The main content area lists important dates for the FY24 year-end close: "FY24 First close: Tuesday, September 10, 2024", "FY24 Second close: Friday, September 20, 2024", and "FY24 Third close: Monday, September 30, 2024". It also includes a section for "FY24 DOCUMENTS COMING SOON" and a list of resources: "Year-End Process", "Year-End Checklist", "Year-End Contacts", and "Year-End Webinar: Recording". A sidebar on the right contains "ACCOUNTING QUICK LINKS" such as "FY24 JOURNAL AND GENERAL LEDGER DEADLINES", "CLASS CODES/FUNCTIONAL CATEGORIES OF EXPENDITURES", "F&A RATES", "FRINGE BENEFIT RATES", "COMPASS", and "EFFORT REPORTING SYSTEM".

Resources will be available on the Finance website: <https://finance.emory.edu/home/financedivision/accounting/year-end/index.html>

Fiscal Year-End Deadlines and Procedures

GENERAL LEDGER

General Ledger

- ✓ FY24 ChartField Requests
- ✓ Journal Entries
- ✓ Recurring Journal Entries
- ✓ Expense and Revenue Accruals

Journal Entries and SpeedTypes – Year-End Process

Year-End Journal Entry Tasks and Deadlines

➤ Wednesday, August 14	▪ Last day to submit requests to create (Compass) or inactivate (SalesForce) speedtypes or chartfields with FY24 date
➤ Thursday, September 5	▪ 5PM deadline for journals through workflow to RGC or Controller’s Office for 1st close (Journals still in workflow may not make 1st close.)
➤ Thursday, September 5	▪ Healthcare/Clinic/and University intercompany transactions complete for 1st close (excludes endowments)
➤ Tuesday, September 10	▪ 1st FY24 close (1 st close complete at 5PM)
➤ Monday, September 16	▪ <u>5PM</u> Healthcare/Clinic/and University intercompany transactions complete for FY24
➤ Wednesday, September 18	▪ Noon: Final FY24 deadline for RGC journals (fund 5). Final campus deadline for FY24 journals to be through workflow and posted. Only journals approved by school/unit CBO will be allowed after noon 9/18/24.

Journal Entries and SpeedTypes – Year-End Process (continued)

Year-End Journal Entry Tasks and Deadlines

➤ Friday, September 20	▪ 2nd FY24 close complete
➤ Wednesday, September 25	▪ 5PM deadline for school/unit CBO-approved FY24 journal entries through workflow and posted
➤ Monday, September 30	▪ 3rd close complete - noon deadline - close all business units
➤ Monday, September 30	▪ Purge all FY24 journal entries not approved in workflow

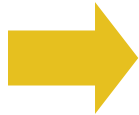
Journal Entries

Journal date
for JEs created
after 8/31/24



- When you create a journal entry, the journal date defaults to the current date.
- Accept the default for journals to be posted in FY25.
 - Change the date to 8/31/24 for journals to be posted in FY24
- Beginning 9/30/24, all journals must have FY25 date

Expired
August
Journals



- You may view journals that need to be approved and/or pending journals by OU or department from queries within the GL WorkCenter.
 - Navigate to: **Main Menu > General Ledger > GL WorkCenter > Reports/Queries Tab**
 - Under **GL Queries**, run the queries named **JRNL Needing Approval** or **Pending Jrnls by OU or Dept.**

Journal Movers for FY24

To accrue a journal to the old year (FY24)



- Create your Journal Mover as normal, and then
- From the create journals page locate the ***Accounting Date*** field

Compass DREICHN on FSCclone

System Source Journal

Journal Mover Header ID 0

Journal Header Description Journal Mover

Header Long Description

Accounting Date **8/31/24** Use this date to post to prior month or prior year (More Info)

Attachments (0)

Line Status	Edit Status	Balance	Monetary Amount	Origin
New			-345.03	
New			345.03	

Save Submit Return Re-Submit

- To post the Journal Mover in August, change the date to **08/31/24** and click **Save**
- Continue to process your Journal Mover as normal

Journal Entry Reminders

Supporting Documentation



For auditing purposes, all journal entries must have supporting documentation attached. DO NOT INCLUDE: Personally identifiable data (PID) including protected health information (PHI) and salary.

Reporting Tip: Use a meaningful line description to improve report results.

- **Exception:** Documentation is not required if the journal header sufficiently explains the reason for the journal entry. For example, “To reverse journal XYZ, which was entered in error.”

Transfers



When crediting an account in the 9xxxx range, there must be an offsetting debit in the 9xxxx range and journal source code ONX should be used.

Recharges



Recharges must have a debit and an offsetting credit. The account numbers for both the debit and the credit should be in the 85xxx (including account 88590) recharge range and journal source code ONR should be used.

Monitor your JE Approvals



Run the journal inquiry to monitor the status of your journal entries:

General Ledger > Review Financial Information > Journals

Search for a specific journal ID or search for all JEs for your user ID.

Recurring Journal Entries

FY24 Recurring Journal Entries



RJEs will run in Compass “as-is” for the remainder of FY24. If the existing RJE does not meet your needs:

- Ask EFS to stop the RJE. Then you can create the August entries manually, or
- Create a supplemental journal entry for August to adjust the amount to actual.


FY24 Recurring Journal Entries



Most RJEs currently in Compass will end on 8/31/24. If your RJE should continue in FY25:

- In September, copy your August entry and make necessary changes. Process through workflow like a normal online journal entry. In PeopleSoft, go to this page: Menu>General Ledger>Journals>Emory Recurring Jnl Request.
- Fill in the required information. When finished, check the "Ready to Submit" box and click SAVE. If you need help, email debbie.long@emory.edu.

If the amount of your entry changes each month



EFS will not change the amount of your FY25 RJE once created in Compass. If the amount changes monthly:

- Do not set up a RJE. Instead, copy the previous month’s entry and change the amount, or
- Set up a RJE and create a supplemental journal entry each month to adjust the amount to actual.

Journal Entries Across Operating Units

Journal Mover



- The primary purpose for Journal Mover is to reclassify an existing expense transaction.
- Journal Mover should not be used to make year-end accruals as automatic reversal. (Capability is not available with Journal Mover.)
- Year-end deadlines for Journal Mover journals are the same as for regular journals.

Reminder:



Journal entries usually take place within an operating unit. In scenarios where the journal entry crosses operating units, **it is important to use the ONL entry type if the other areas should approve the entry.** This notification is especially important at the end of the fiscal year.

Fiscal Year-End Deadlines and Procedures

ACCOUNTS PAYABLE ACCRUALS

Accounts Payable Accruals – Year-End Process

Year-End Accounts Payable Accruals Tasks and Deadlines

➤ Sunday, September 1	▪ Close AP module (University & Healthcare) and change accounts payable run controls to 9/3/24.
➤ Wednesday, September 4	▪ Year-end accrual process begins. ▪ This process will be driven by invoice date.
➤ Thursday, September 5	▪ The Controller's Office will post first accrual file (for 9/1-9/4) by noon. This will include ALL invoices through department workflow (Emory Express or Compass) by noon 9/4.
➤ Friday, September 6	▪ Controller's Office will post 2nd accrual file for only invoices dated 8/31 and prior.

Accounts Payable Accruals – Year-End Process

Year-End Accounts Payable Accruals Tasks and Deadlines

➤ Tuesday, September 10

FY24 Invoices dated 8/31 and prior –

- Submit payment requests through Compass department workflow by 9/10 to ensure posting to FY24.
- Submit check requests through department workflow (Emory Express or Compass) by 9/10 to ensure posting to FY24.

FY24 Invoices dated after 8/31 –

- Submit payment requests through department workflow by 9/10 and check requests through department workflow by 9/10.

AND

- Send a request to ctrl@emory.edu along with the speedtype, account, amount, voucher number (if available). Include documentation to show invoice relates to FY24.

****We will continue to post daily files until 9/16.****

Accounts Payable Accruals – Year-End Process

Year-End Accounts Payable Accruals Tasks and Deadlines

➤ Monday, September 16	<ul style="list-style-type: none">▪ Controller's Office to post last daily accrual file for prior year transactions. **Year-end accrual process ends**
➤ Monday, September 16	<p>**Manual accrual process begins**</p> <ul style="list-style-type: none">▪ Must inform the Controller's Office of ANY accrual at ctrl@emory.edu.
➤ Wednesday, September 18	<ul style="list-style-type: none">▪ <u>Noon deadline</u> – Final deadline for grant-related journals (fund begins with 5). Final campus deadline for FY24 journals. Journals for fund 1xxx & non-grants projects not posted by noon 9/18 must be approved by school/unit CBO but cannot contain fund 5xxx or BU HCxxx.
➤ Monday, September 23	<ul style="list-style-type: none">▪ Controller's Office will post final accrual file (period 9/16 – 9/20) to central speedtypes and non-sponsored projects.▪ Fund 1xxx, Healthcare, Campus Services, other specified areas NOT included.

Accounts Payable Accrual Process

Accounts Payable Accruals



- Accounts Payable and Controller's Office will accrue invoices through Monday, 9/16 (final daily file) with a FY24 date if submitted to Accounts Payable by **Friday, 9/13**.
- Campus is responsible for sending an email to the **Controller's Office** at ctrl@emory.edu to manually accrue all remaining accruals (**with a JE**) beginning 9/16.

Tips:



- If you send an invoice to Accounts Payable as noted above, do not make a manual entry. Manual accrual process begins 9/16.
- Be sure the invoice has a FY24 date (8/31 and prior) for automatic accrual.
- FY24 invoices with an FY25 date (9/1 and forward) should also always include an email with backup to ctrl@emory.edu to be accrued.

Manual Accrual Process

Manual Accrual Entry in Compass



- **Begins 9/16/24 in conjunction with the Controller's Office**
- Create a reversing journal entry
- Use the same speedtype for debit and credit
- To accrue an invoice
 - Debit your expense
 - Credit account 21030 (Accounts Payable - Other Accrued Payables)
- To accrue revenue
 - Debit account 14350 (Other Current Receivables)
 - Credit your revenue account

Creating a Reversing Entry



- On the journal header page, click the **Reversal: Do Not Generate Reversal** link
- On the journal entry reversal page, select **Beginning of Next Period**, and then click **OK**.
- The link on the journal header page displays:

[Reversal: Beginning of Next Period](#)

Fiscal Year-End Deadlines and Procedures

ACCOUNTS PAYABLE

Accounts Payable

- ✓ Payment Requests (Compass)
- ✓ Check Requests (Emory Express)
- ✓ Expense Reports
- ✓ P-Card Purchases

Accounts Payable – Year-End Process

Tasks and Deadlines Prior to August 31 (Automatically Posts to FY24)

➤ Wednesday, August 14	5PM deadline for departments' final approval of payment requests (Compass).
➤ Wednesday, August 28	5PM cutoff for stop payment requests to Accounts Payable. Email pheath@emory.edu and emory.fsc@emory.edu and include STOP PAYMENT in the subject line.
➤ Thursday, August 29	3PM deadline for Accounts Payable final approval of payment requests (Compass) and check requests (Emory Express). Items in new supplier setup may not make this deadline.
➤ Thursday, August 29	Deadline for reconciling and approving P-Card charges in Compass.
➤ Thursday, August 29	Last day for processing FY24 Accounts Payable recurring payments.

Accounts Payable – Year-End Process

Tasks and Deadlines Prior to August 31 (Automatically Posts to FY24)

➤ Friday, August 30	FY24 travel and expense reports must be <u>submitted</u> into workflow.
➤ Friday, August 30	Noon deadline. Deletion of pending FY24 (not submitted) travel and expense reports. Only deleting expense reports that were created (and not submitted) prior to 8/1/24. Any report created in August that is still in “pending” status will not be affected.

Accounts Payable – Year-End Process

Tasks and Deadlines After August 31

➤ Tuesday, September 10	Deadline for check request items to be through workflow (department approval process complete) to be included in year-end accrual process for FY24.
➤ Wednesday, September 11	Noon deadline for departments' final approval of travel and expense reports in workflow. Items not approved will be sent back to submitter (not deleted).
➤ Wednesday, September 11	Final “send back” of all unapproved FY24 travel and expense reports. Reports still in workflow as of close of business will be given a FY25 accounting date and will post in September.
➤ Wednesday, September 11	Deadline for Accounts Payable to mark invoices approved dated 8/31 or prior in Emory Express as payable to be included in year-end accrual process for FY24.

Updated Process: Invoice Owner Approval

Invoice owner approval is required for:

- **Sub-award POs**, regardless of PO amount
- All other POs (excluding check requests) that **equal or exceed \$5,000**

Job aid: <https://online.flipbuilder.com/qsea/rcwb/>

Video demonstration: <https://www.youtube.com/watch?v=m6vlwwSGLR0>

Payment Requests and Expense Reports

Approval Process



- The approval workflow drives the posting of payment requests (Compass and Emory Express) and expense reports.
- If not approved by the deadline, the payment request will not post in FY24.
- If not approved by the deadline, the expense report will not post in FY24, Accounting Date will be set to 09/01/2024 and will post in FY25.

Travel and Expense Reports



- The Accounting Date is based upon the Submission Date of the Expense report. Reports submitted prior to 9/1 will have an FY24 Accounting Date. If a report is sent back and re-submitted after 9/1 it will have an FY25 Accounting Date.
- Expense reports in workflow with an FY24 date will have their Accounting Date updated to 9/1/2024 after the deadline on September 11, 2024.

Airfare Direct Billed to SpeedType



- The last prepaid file for airfare will be uploaded and the vouchers created by 9/19/24 for any airfare booked that should be posted to FY24. All FY24 bookings must be completed via agencies by 8/31/24 to be included on 9/19/24 file. Check to see whether the airfare charges posted. If not, the charge must be accrued.

Clearing Accounts – Year-End Process

Year-End Clearing Accounts Tasks and Deadlines

<p>➤ During August</p>	<p>The Controller’s Office sends out a list of clearing accounts (22xxx range).</p> <ul style="list-style-type: none">▪ The list will be distributed to the owners of the clearing accounts and will indicate the date for resolving the clearing accounts.▪ Any exceptions to the deadline will be listed.▪ The Controller’s Office will work with account owners who have questions on clearing their accounts.▪ Reminders will be sent to clearing account owners during the month.
<p>➤ Thursday, September 5</p>	<p>Deadline for resolving all liability clearing accounts, i.e. account 22xxx.</p>

Fiscal Year-End Deadlines and Procedures

DEPOSITS AND RECEIPTS

Deposits and Receipts

- ✓ Cash Deposits for FY24
- ✓ Gift Processing for FY24
- ✓ Unclaimed Wires

Accounts Receivable – Year-End Process

Year-End Accounts Receivable Tasks and Deadlines

- | | |
|-------------------------|--|
| ➤ Tuesday, September 10 | Deadline for A/R invoices to be submitted to General Accounts Receivable. |
| ➤ Monday, September 16 | Deadline for billing not recorded through General Accounts Receivable to the Controller's Office. Please send billings to generalarbilling@emory.edu . |

Cash and Gift Processing – Year-End Process

Year-End Cash and Gift Processing Tasks and Deadlines

- | | |
|------------------------|--|
| ➤ Sunday, September 1 | ▪ Begin changing “accounting date” on the deposit control tab in EPay for inclusion in FY24. |
| ➤ Monday, September 16 | ▪ The Controller’s Office will post revenue (deposit) accrual file. |

All FY24 gift checks/cash should be delivered to the Gift Processing Office for appropriate processing.

Accruing Deposits to FY24

To accrue a deposit to the old year (FY24)



- Create your departmental deposit as normal, and then
- From the accounting entries page, click the **Deposit Control** tab
- Locate the ***Accounting Date** field

Accounting Entries | Payment Misc Wrk | **Deposit Control** | [Delete Deposit](#)

Unit: ARGAR Deposit ID: 5913

*Accounting Date: **8/31/24** [31] Control Currency: USD [Q]

*Bank Code: WAC [Q] WAC Format Currency: USD [Q]

*Bank Account: EPAY [Q] 001 Rate Type: CRRNT

*Deposit Type: K [Q] CHECK Exchange Rate: 1.00000000 [Q]

Control Totals			
Control Total Amount:	15,450.00	*Count:	1
Entered Total Amount:	15,450.00	Count:	1
Difference Amount:	0.000	Count:	0
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

Control Data	
*Received:	09/05/2014 [31]
*Entered:	09/05/2014 [31]
Posted:	
Assigned:	RDIXON2 [Q]
User:	RDIXON2

- Change the date to **08/31/24** and click **Save**
- Continue to process your EPay as normal
- The Controller's Office will identify all deposits with an **accounting date of 8/31/2024** (and an **entered date of 9/1/2024** and greater) and confirm they post to FY24.

Wire Receipts – Year-End Process

Year-End Wire Receipts Tasks and Deadlines

- Wednesday, September 4
 - Last day for campus to go online to claim wire receipts for FY24.
 - Wires for FY24 must be claimed with a FY24 date.
 - Throughout August, the Controller’s Office will send reminders periodically concerning wires waiting to be claimed.

Wire Receipts and Cash

Compass Procedures



The procedures for claiming wire receipts in Compass is available in the [job aid library](#) under **Accounts Receivable and Billing > Wire Claims**

How to Make Deposits



- Drop box at 1599 building
- Free courier service
- Contact cashmgt@emory.edu with additional questions.

Wire Receipt Reminders

Complete all steps of the process in one session



It is critical that the wire claim process be completed from start to finish in one session.

- Once you begin claiming a wire, do not exit the process until the last step is completed.
- If the full process is not completed, the general ledger and/or wire claim page may not update accurately or in a timely manner.

Check the wire claim page



Immediately after completing the wire claim process, check to make sure your wire receipt has been removed from the wire claim page.

Resolve issues quickly



If you are expecting a wire receipt that does not display on the wire claim page, contact Monique Day immediately for assistance (reconctrl@emory.edu ; meday@emory.edu).

Fiscal Year-End Deadlines and Procedures

GRANTS

Grants

- ✓ Retroactive Salary Transfers
- ✓ Grants Proposal/Award Deadlines

Grants – Year-End Process

Year-End Grants Tasks and Deadlines

➤ Thursday, August 1	Submission cut-off for guaranteed processing of FY24 PAN requests.
➤ Thursday, August 8	<p>Deadline for submitting awards to OSP.</p> <ul style="list-style-type: none">▪ Send awards to OSP as early as possible, but no later than August 8, 2024.▪ All awards received by 8/8/24 and have all required information by <u>8/14/24</u> will be set up in FY24. After these dates, OSP will make every attempt to set up the award.
➤ Friday, August 30	<p>Deadline for proposals to reach OSP (complete through workflow in EPEX).</p> <ul style="list-style-type: none">▪ Proposals with a due date of 8/31/24 or prior: If received in OSP by August 30, 2024, the proposal will be submitted in August 2024.▪ Proposals with a due date of 9/1/24 or later: If received in OSP in August, the proposal will be submitted if complete and if time allows.
11:59 PM August 30	<p>Deadline for OSP and RGC to submit proposals and awards to be included in FY24 reports.</p> <ul style="list-style-type: none">▪ Compass has a true calendar date cutoff. Proposals and awards submitted after 8/31/24 cannot be adjusted to include on 2024 reports.

Grants – Year-End Process

Year-End Grants Tasks and Deadlines

➤ Friday, August 23	Deadline for FY24 clinical trial checks to be received in Controller’s Office lockbox to be processed in FY24.
➤ Thursday, September 5	Deadline for journals through workflow to the Controller’s Office or RGC for 1st close (Journals still in workflow may not make 1st close).
➤ Wednesday, September 18	<u>Noon</u> - Final FY24 deadline for journals to be through workflow and posted.

Year-End RST Task and Deadline

➤ Tuesday, September 10	FINAL RST deadline for campus. All RSTs must be in compass and through workflow for Controller’s Office to approve by this date.
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Grants Reminders

ORA Reports



Compass Grants module uses a true cutoff by calendar date.

- Whatever is processed by the due dates for proposals and awards will be included in the ORA reports for FY24.
- Compass no longer offers the ability to make adjustments after the calendar date of 8/31/24 for 2024 reports.

Fiscal Year-End Deadlines and Procedures

SUSPENSE

Suspense

- ✓ Used to be Grants (UTBG)
- ✓ Partially Funded by Grants (PFBG)
- ✓ Account 16000
- ✓ Grants Dates Out-of-Bounds (GOOB)

Suspense Clearing

What causes
an item to be
in suspense?



Suspense items result from transactions that attempt to post to the Compass GL but contain invalid speedtypes, projects, or accounts.

Four types of suspense items:

- **UTBG** (Used to be Grant)
- **PFBG** (Partially Funded by Grants)
- **16000 Suspense** – Accounts Payable and 3rd party feeder systems
- **GOOB** (Grant Out of Bounds) – 3rd party feeder systems
- The same goal for all four types – determining an active speedtype for the charge

Clearing
Suspense
Items



Clearing GOOB or account 16000 suspense items:

- Departments will receive a notification of a pending suspense item from the Controller's Office.
- Department processes a correcting journal entry with a valid speedtype and/or account to clear the suspense items and then provides the journal ID for the correction to Terrence Jenkins at tjenkins@emory.edu

Clearing UTBG and PFBG suspense items:

- Department prepares RST or journal entry to move the expense to the correct speedtype.

Suspense Clearing – Year-End Process

Year-End Suspense Clearing Tasks and Deadlines

➤ Thursday, August 8	Deadline for September-July suspense clearing information to be received/GOOB and 16000 accounts.
➤ Tuesday, September 10	1st close
➤ Tuesday, September 10	Deadline for August suspense clearing information to be received from campus. GOOB and 16000 accounts.
➤ Monday, September 30	Final close

Fiscal Year-End Deadlines and Procedures

BUDGET

Budget

- ✓ FY24 Budget Deadlines
- ✓ Closing Out E&G Budgets
- ✓ Funding Deficits

Budget – Year-End Process

Year-End Budgets Tasks and Deadlines

➤ Monday, August 12	Cutoff for pre-approved one-time funding requests for FY24.
➤ Thursday, August 29	Deadline for budget revisions through workflow to Integrated Financial Planning (Budget) Office for 1 st close.
➤ Thursday, September 12	Final FY24 deadline for budget revisions to be through workflow and to the Integrated Financial Planning (Budget) Office.

Funding Deficits

What is a deficit?



- A deficit occurs when there is not enough funding to cover the expenses for an initiative.
- Deficits generally occur with projects.
 - All deficits must be funded or have a funding plan prior to the fiscal year-end close.

How is a deficit funded?



There are two methods for funding a non-sponsored project deficit:

- If a budget has been loaded for the project, use account 91600 to transfer the necessary funds (does not impact KK budget)
- If a budget was not loaded, use appropriate accounts 9xxxx and 9xxxx to transfer the necessary funds (does impact KK budget)
- For sponsored projects, contact RGC.

Year End Contact List

Subject Matter Experts		
ChartField Requests (Non-Grants)	Andre Sullivan	andre.sullivan@emory.edu
Journal Entries	Gyorgyi Katai	gkatai@emory.edu
Recurring Journal Entries	Debbie Long	Debbie.long@emory.edu
Expense and Revenue Accruals	Stephen Frangis Terrence Jenkins	ctrl@emory.edu
Expense Reports	Denise Hadley	Dhadley@emory.edu
Payment Requests	Kathy Grant	kgrant@emory.edu
P-Card Purchases	Denise Hadley	Dhadley@emory.edu
Cash/Bank Clearing Accounts	Cash Team Monique Day	reconctrl@emory.edu meday@emory.edu
Liability Clearing Accounts	Kelly Chin	kchin@emory.edu
Accounts Receivable and Billing	GAR Team	generalarbiling@emory.edu
Grants Receivable	Grants A/R	Ar.rgc.help@emory.edu
Cash Applications	Grants A/R	Ogcateam4@emory.edu
Cash Deposits	Shannon Turner	shannon.turner@emory.edu
Gift Processing	Untra Lindsey Ted Peterson	urandle@emory.edu theodore.peterson.jr@emory.edu
Unclaimed Wires (Non-Grants)	GAR Team	generalarbiling@emory.edu

Subject Matter Experts

Retroactive Salary Transfers	James Goff	jbgoff@emory.edu
Grants – Proposals and Awards	Urvi Patel	Upatel2@emory.edu
Suspense – UTBG, GOOB, Account 16000	Terrence Jenkins	tljenkins@emory.edu
Compass Queries	Larry Goldberg	larry.goldberg@emory.edu
EBI Reports	Data Analytics & Strategic Support	analytics@emory.edu
Budgets	Tammy Hollingsworth	tamatha.hollingsworth@emory.edu
Budget Journals	Tammy Hollingsworth Arth Shah	tamatha.hollingsworth@emory.edu arth.shah@emory.edu
Closing Out E&G Budgets	Stephen Frangis	sfrangi@emory.edu
Funding Deficits (non-sponsored projects)	Kim Konopka	kimberly.konopka@emory.edu
Funding Deficits (sponsored projects)	Brian Miller	brian.miller@emory.edu
Financial Attestation	Deepa Pawate	dpawate@emory.edu
Inventory Deadlines	Richard Wentz	richard.allan.wentz@emory.edu
Endowment Distribution	Thomas Barr Natalia Panteleyeva	tbarr@emory.edu Natalia.panteleyeva@emory.edu
Endowment Withdrawals	Thomas Barr Natalia Panteleyeva	tbarr@emory.edu Natalia.panteleyeva@emory.edu
Interfaces	David Giles	dgiles@emory.edu

Fiscal Year-End Deadlines and Procedures

INFORMATION ONLY

Information Only

- ✓ Reporting
- ✓ Inventory Deadlines
- ✓ Interfaces/Miscellaneous Deadlines

Year-End Reporting Information

- Labor Distribution reports are available in the Emory Business Intelligence (EBI) tool.
 - In order to view information on the Labor Distribution Reports, you must have labor data access. Labor data access can be obtained by following [these instructions](#).
- In order to have access to EBI you must do the following:
 - Take the [Introduction to Emory Business Intelligence class](#) (code 260744) in Brainier and pass a quiz.
 - Request access to EBI by completing an online access request form through Compass. Instructions are at the following link: [How Do I Submit a Request for EBI Access](#).
- For detailed instructions on running the EBI reports used at year-end, please see the knowledge articles available on the [EBI website](#).

Helpful EBI Reports

EBI Reports
Budget to Actual Reporting - Summary and Detail Reports by Fund Category - Unrestricted Operating Budgets
Budget to Actual Reporting - Fiscal Year Trend Reports - Unrestricted Operating Budgets
Budget to Actual Reporting - Summary and Detail Reports by Fund Category - Non-sponsored Projects
Budget to Actual Reporting - Fiscal Year Trend Reports - Non-sponsored Projects
Revenue & Expense Transaction Detail Report
Encumbrance Transaction Detail Report
Labor Transaction Detail Report
All Funds - Fund Balance Report
Balance Sheet Transaction Detail Report
Budget to Actual Reporting - Sponsored Projects

Inventory – Year-End Process

Year-End Inventory Tasks and Deadlines

➤ Friday, August 30

Departments must take physical inventory

- Inventory must be observed on 8/31/24; if inventory cannot be observed on 8/31/24, it must be observed prior to 8/31/25.
- If not observed on 8/31/24, departments must be prepared to roll forward the inventory or shut down operations until 8/31/24 to ensure the inventory reflects 8/31/24 balance.
- Departments must be able to provide backup for the inventory balance.

➤ Thursday, September 5

Deadline for inventory counts and adjustments to the Controller's Office.

Interfaces/Miscellaneous Deadlines

Year-End Miscellaneous Tasks and Deadlines

➤ Wednesday, September 4	Deadline for term summary contracts and lease agreements extending past 8/31/24 to the Controller's Office.
➤ Wednesday, September 11	Student financial accrual reversal/and repost to native chartfields – post to September/new fiscal year. Send test file on 9/5 to confirm
➤ Thursday, September 12	Deadline for bank statements and reconciliations received outside the Controller's Office due to the Controller's Office.
➤ Monday, September 16	Final FY24 interface (end of day)/Final 3rd party interface for FY24 for 1st close was 9/4.

Thank you for attending

THANK YOU

