

Fiscal Year End Deadlines and Procedures

July 2019



EMORY

Agenda

- Year-End Overview
- General Ledger
- Accounts Payable
- Deposits and Receipts
- Grants
- Suspense
- Budgets
- Questions

Year End Process

September 2019						
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	1	2	3	4	5

Year-End Resources

The following information will be on the Finance website and sent to you in a modifiable format:

- ✓ This Presentation
- ✓ Schedule
- ✓ Year-end Checklist
- ✓ Contact List

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

Fiscal Year-End Deadlines and Procedures

GENERAL LEDGER

General Ledger

- ✓ FY19 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

➤ Monday August 19	▪ Last day to submit requests to create (Compass) or inactivate (SalesForce) SpeedTypes or ChartFields with FY19 date
➤ Thursday September 5	▪ 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 FY19 close (1st close complete at 5PM)
➤ Tuesday September 17	▪ <u>5PM</u> Healthcare/ Clinic/ and University intercompany transactions complete for FY 2019
➤ Thursday September 19	▪ <u>Noon</u> Final FY2019 deadline for RGC journals (fund 5). Final campus deadline for FY 2019 journals to be through workflow and and posted. Only journals approved by school/unit CBO will be allowed after noon 9/19/19

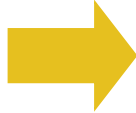
Journal Entries and SpeedTypes – Year-End Process (continued)

Year-End Journal Entry Tasks and Deadlines

➤ Friday September 20	▪ 2nd FY19 Close complete
➤ Wednesday September 25	▪ 5PM deadline for School/Unit CBO approved FY2019 Journal Entries through Workflow and posted
➤ Monday September 30	▪ 3rd Close Complete - Noon Deadline - Close All Business Units
➤ Monday September 30	▪ Purge all FY19 journal entries not approved in workflow

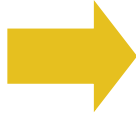
Journal Entries

Journal Date for
JEs created after
8/31/19



- When you create a Journal Entry, the Journal Date defaults to the current date
- Accept the default for journals to be posted in FY20
 - Change the date to 8/31/19 for journals to be posted in FY19
- Beginning 9/26/19, all journals must have FY20 date

Expired August
Journals



- You are able to 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 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.

Recharges



Recharges must have a debit and an offsetting credit. The account numbers for both the debit and the credit should be in the 8xxxx range.

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

FY19 Recurring Journal Entries



RJEs will run in Compass “as is” for the remainder of FY19. 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

FY20 Recurring Journal Entries



Most RJEs currently in Compass will end on 8/31/19. If your RJE should continue in FY20

- In September, copy your August entry and make necessary changes.
Process through workflow like a normal online journal entry. Send an email to debbie.long@emory.edu requesting Journal XXX be set up as a Recurring Journal Entry for the remainder of FY20

If the amount of your entry changes each month



EFS will not change the amount of your FY20 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

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 9/1/19
➤ Sunday September 1	▪ 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 September 1 - 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

- Monday September 9
- FY19 Invoices dated 8/31 and prior –
- Submit payment requests through Compass department workflow by 9/9 to ensure posting to FY19.
 - Submit check requests through department workflow (Emory Express or Compass) by 9/9 to ensure posting to FY19.
- FY19 Invoices dated after 8/31 –
- Submit payment requests through department workflow by 9/9 and check requests through department workflow by 9/9
- 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 FY 2019.
- **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	▪ Controller's Office to post last daily accrual file for prior transactions. **Year-end Accrual Process ends**
➤ Monday September 16	**Manual Accrual process begins** ▪ Must inform the Controller's Office of ANY accrual at ctrl@emory.edu
➤ Thursday September 19	▪ <u>Noon Deadline</u> – Final deadline for grant related journals (fund begins with 5). Final campus deadline for FY19 journals. Journals for fund 1xxx & non-grants projects not posted by Noon 9/19 must be approved by School/Unit CBO, but cannot contain fund 5xxx or BU HCxxx.
➤ Monday September 23	▪ 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 correspondences NOT included.

Accounts Payable Accrual Process

Accounts Payable Accruals



- **Accounts Payable** and Controller's Office will accrue invoices with a FY19 date submitted to Accounts Payable through **Monday, 9/16**.
- 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 9/17.

Tips:



- If you send an invoice to Accounts Payable as noted above, do not make a manual entry. Manual accrual process begins 9/17.
- Be sure the invoice has a FY19 date (8/31 and prior) for automatic accrual.
- FY19 invoices with an FY20 date (9/1 and forward) should also always include an email with backup to ctrl@emory.edu in order to be accrued.

Manual Accrual Process

Manual Accrual Entry in Compass



- Begins 9/17/19 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 as below

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 FY19)

➤ Monday August 19	5:00 PM Deadline for departments' final approval of Payment Requests (Compass)
➤ Wednesday August 28	5:00 PM Cutoff for Stop Payment Requests to Accounts Payable. Submit ticket in Salesforce.
➤ Thursday August 29	3:00 PM Deadline for Accounts Payable' final approval of Payment Requests (Compass) and Check Requests (Emory Express)
➤ Friday August 30	FY 19 Travel and Expense Reports must be <u>submitted</u> into Workflow.
➤ Monday September 9	Deadline for departments' final approval of Check Requests (Emory Express)

Accounts Payable – Year-End Process

Tasks and Deadlines Prior to August 31 (Automatically Posts to FY19)

➤ Thursday August 29	Deadline for reconciling and approving P-Card charges in Compass
➤ Thursday August 29	Last day for processing FY19 Accounts Payable recurring payments
➤ Friday August 30	Noon Deadline. Deletion of pending FY19 (not submitted) Travel and Expense Reports

Accounts Payable – Year-End Process

Tasks and Deadlines After August 31

➤ Monday September 9	Deadline for Check Request items to be through Workflow (Department approval process complete) to be included in Year-end accrual process for FY19.
➤ Thursday September 12	Noon deadline for departments' final approval of Travel and Expense Reports in Workflow. Items not approved will be sent back to submitter (not deleted).
➤ Thursday September 12	Final "Send Back" of all unapproved FY19 Travel and Expense Reports
➤ Thursday September 12	Deadline for Accounts Payable to mark Received invoices dated 8/31 or prior in Emory Express as payable to be included in Year-end accrual process for FY19.

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 FY19.
- If not approved by the deadline, the Expense Report will not post in FY19 and will be sent back.

Travel and Expense Reports



- If a trip begins in August and continues into September, the Expense Report charges will all post to the month of the latest expense date listed on the report.
- **Remaining unapproved FY19 Expense Reports will be sent back September 12, 2019.**

Airfare Direct Billed to SpeedType



- The last prepaid file for airfare will be uploaded and the vouchers created by 8/29/19 for any airfare booked that should be posted to FY19. All bookings must be completed via agencies by 8/14/19 to be included on 8/29/19 file. Check to see whether the airfare charges posted; If not, the charge must be accrued.

Fiscal Year-End Deadlines and Procedures

DEPOSITS AND RECEIPTS

Deposits and Receipts

- ✓ Cash Deposits for FY19
- ✓ Gift Processing for FY19
- ✓ Unclaimed Wires
- ✓ Petty Cash

Clearing Accounts – Year-End Process

Year-End Clearing Accounts Tasks and Deadlines

➤ During August	The Controller's Office sends out a list of clearing accounts (22xxx range) ▪ 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
➤ Thursday September 5	Deadline for resolving all banking clearing accounts ▪ By this date, all transactions in clearing accounts must be researched and resolved as to where each item should be reported ▪ All transactions must be appropriately reclassified out of the clearing accounts (for example, if the transaction is AR related, it should be recorded in AR) ▪ Temporarily removing transactions from a clearing account for August close and reinstating them to the clearing account in September is not considered an appropriate business practice. If the transactions are truly in transit, contact the Controller's Office before processing a temporary reclassification
➤ Friday September 6	Deadline for resolving all liability clearing accounts, i.e. account 22xxx

Accounts Receivable – Year-End Process

Year-End Accounts Receivable Tasks and Deadlines

➤ Friday September 6	Deadline for billing not recorded through General Accounts Receivable Office to the Controller's Office. Please send billings to generalarbilling@emory.edu
➤ Tuesday September 10	Deadline for A/R invoices to be submitted to General Accounts Receivable

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 FY19 |
| ➤ Friday September 6 | ▪ The Controller’s Office will post revenue (deposit) accrual file |

All FY19 gift checks/cash should be delivered to the Gift Processing Office for appropriate processing

Accruing Deposits to FY19

To accrue a deposit to the old year (FY19)



- 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: **8/31/19**

*Bank Code: WAC WAC

*Bank Account: EPAY 001

*Deposit Type: K CHECK

Control Currency: USD

Format Currency: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000

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
*Entered:	09/05/2014
Posted:	
Assigned:	RDIXON2
User:	RDIXON2

- Change the date to **08/31/19** and click **Save**
- Continue to process your EPay as normal
- The Controller's Office will identify all deposits with an **Accounting Date of 8/31/2019** (and an **Entered Date of 9/1/2019** and greater) and accrue those to FY19

Wire Receipts – Year-End Process

Year-End Wire Receipts Tasks and Deadlines

- | | |
|--------------------------------|---|
| <p>➤ Wednesday September 4</p> | <p>Last day for campus to go online to claim wire receipts for FY19</p> <ul style="list-style-type: none">▪ Wires for FY19 must be claimed with a FY19 date▪ Throughout August, the Controller’s Office will send reminders on a periodic basis concerning wires waiting to be claimed |
|--------------------------------|---|

Wire Receipts

Compass
Procedures



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

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 (meday@emory.edu)

Petty Cash– Year-End Process

Year-End Petty Cash Confirm Tasks and Deadlines

➤ Friday August 9	<u>5 PM</u> cutoff for all requests for setup of new Petty Cash accounts. Requests received after 8/9/19 will be processed after 8/31/19 in September (new year) business
➤ Monday August 19	<u>4 PM</u> Cut-off Petty Cash--all requests for replenishment of existing funds.
➤ Tuesday September 17	Cash checking account reconciliations due in the Controller's Office

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

➤ Friday August 2	Submission cut-off for guaranteed processing of FY 2019 PAN requests
➤ Friday August 9	Deadline for submitting awards to OSP ▪ Send awards to OSP as early as possible, but no later than August 9, 2019 ▪ All awards received by 8/9/19 and have all required information by <u>8/14/19</u> will be set up in FY 2019. After these dates, OSP will make every attempt to set up the award.
➤ Friday August 30	Deadline for proposals to reach OSP (complete through Workflow in EPEX) ▪ Proposals with a due date of 8/30/19 or prior: If received in OSP by August 30, 2019 the proposal will be submitted in August 2019 ▪ Proposals with a due date of 9/1/19 or later: If received in OSP in August, the proposal will be submitted if complete and if time allows
11:59 PM August 31	Deadline for OSP and RGC to submit proposals and awards to be included in FY19 reports. ▪ Compass has a true calendar date cutoff. Proposals and awards submitted after 8/31/19 cannot be adjusted to include on 2019 reports

Grants – Year-End Process

Year-End Grants Tasks and Deadlines

➤ Friday August 16	Deadline for FY19 Clinical Trial checks to be received in Controller’s Office Lockbox in order to be processed in FY 2019
➤ 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)
➤ Thursday September 19	<u>Noon</u> - Final FY19 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.
------------------------	---

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 FY2019
- Compass no longer offers the ability to make adjustments after the calendar date of 8/31/19 for 2019 reports

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:

- Department enters a valid SpeedType and Account on the spreadsheet and returns to Terrence Jenkins at tjenkins@emory.edu

***Tip:** Return spreadsheet in the same format and with the same file name*

Clearing UTBG and PFBG suspense items:

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

Suspense Clearing – Year-End Process

Year-End Suspense Clearing Tasks and Deadlines

➤ Monday August 12	Deadline for September-July suspense clearing information to be received/ GOOB and 16000 accounts GOOB
➤ 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

- ✓ FY19 Budget Deadlines
- ✓ Closing Out E&G Budgets
- ✓ Funding Deficits

Budget – Year-End Process

Year-End Budgets Tasks and Deadlines

➤ Friday August 16	Cutoff for pre-approved one-time funding requests for FY19
➤ Thursday August 29	Deadline for budget revisions through Workflow to Budget Office for 1 st close
➤ Friday September 13	Final FY19 deadline for budget revisions to be through Workflow and to the 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)	Gyorgyi Katai	gkatai@emory.edu
Journal Entries	Debbie Long	Debbie.long@emory.edu
Recurring Journal Entries	Debbie Long	Debbie.long@emory.edu
Expense and Revenue Accruals	Stephen Frangis Terrence Jenkins	ctrl@emory.edu
Expense Reports	Sondia Hollingsworth	sondia.barner@emory.edu
Payment Requests	Kathy Grant	kgrant@emory.edu
P-Card Purchases	Sondia Hollingsworth	sondia.barner@emory.edu
Cash/Bank Clearing Accounts	Monique Day	meday@emory.edu
Liability Clearing Accounts	Richard Wentz	richard.allan.wentz@emory.edu
Accounts Receivable and Billing	GAR Team	generalarbilling@emory.edu
Grants Receivable and Cash	Grants A/R	ogcateam4@emory.edu
Cash Deposits	Antonio Green	agree3@emory.edu
Gift Processing	Untra Lindsey Janice Evans	urandle@emory.edu jrevan3@emory.edu

Contact List Continued

Subject Matter Experts		
Unclaimed Wires (non Grants)	GAR Team	generalarbilling@emory.edu
Retroactive Salary Transfers	James Goff	jbgoff@emory.edu
Grants – Proposals and Awards	Shannon Swoope	Shannon.k.swoope@emory.edu
Suspense – UTBG, GOOB, Account 16000	Terrence Jenkins	tljenkins@emory.edu
Reporting	Tony DiPaola	tdipaol@emory.edu
Budgets	Jose G. Rodriguez	jgrodri@emory.edu
Budget Journals	Ronald Moody	ramoody@emory.edu
Closing Out E&G Budgets	Gyorgyi Katai	gkatai@emory.edu
Funding Deficits (non-sponsored projects)	Stephen Frangis	sfrangi@emory.edu
Funding Deficits (sponsored projects)	Bill Lambert	blambrt@emory.edu
Financial Attestation	Deepa Pawate	dpawate@emory.edu
Inventory Deadlines	Richard Wentz	richard.allan.wentz@emory.edu
Endowment Distribution	Thomas Barr	tlbarr@emory.edu
Interfaces	David Giles	dgiles@emory.edu

Fiscal Year-End Deadlines and Procedures

INFORMATION ONLY

Information Only

- ✓ Reporting
- ✓ Inventory Deadlines
- ✓ School of Medicine & Emory Clinic Reconciliations
- ✓ Endowment Distribution
- ✓ 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) and pass a quiz. The class is online through the [Emory Learning Management System](#).
 - 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](#).

Compass/EBI Crosswalk

Report Cross Reference		
Queries & nVision Reports		EBI Reports
BOP2230	Department Budget - Summary	Budget Position Summary & Detail Report - Unrestricted Operating Budget (UOB)
BOP2232	Department Budget - Pool	
BOP2234	Department Budget - Detail	
N/A		Unrestricted Operating Budget Financial Trend
NSP2240	Department Summary - NSP	Budget Position Summary & Detail Report - Non-Sponsored Projects (NSP)
NSP2242	Non-Sponsored Projects - Pool	
NSP2244	Non-Sponsored Projects - Detail	
N/A		Non-Sponsored Projects Financial Trend
EU_ALLTRANS_DETAIL		Revenue & Expense Transaction Detail Report
EU_PO_ENCUMBRANCE_BALANCE		Encumbrance Transaction Detail Report
N/A		Labor Transaction Detail Report
MGT44XX	Fund Balances	All Funds - Fund Balance Report
MGT43XX	Balance Sheets	Balance Sheet Transaction Detail Report
SPP2240	Department Summary - SPP	Budget Position Summary & Detail Report - Sponsored Projects (SPP)
SPP2242	Sponsored Projects - Detail	
	Sponsored Projects Trend	Sponsored Projects Financial Trend
N/A		Sponsored Research Financial Summary

Inventory – Year-End Process

Year-End Inventory Tasks and Deadlines

➤ Thursday August 29	Departments must take physical inventory ▪ Inventory must be observed on 8/29/19; if inventory cannot be observed on 8/29/19, it must be observed prior to 8/29/19 ▪ If not observed on 8/29/19, departments must be prepared to roll forward the inventory or shut down operations until 8/29/19 to ensure the inventory reflects 8/29/19 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 extending past 8/31/19 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 9/6 to confirm.
➤ Friday September 13	Deadline for bank statements and reconciliations received outside the Controller's Office due to the Controller's Office
➤ Tuesday September 17	Final FY19 Interface (end of day)/ Final 3rd party interface for FY19 for 1st close was 9/4

Thank you for attending

