Year-End Close FY14
Budget Officers/Service Centers/Auxiliaries Meeting

Systems and Reporting Operations
Financial Analysis & Information Reporting
July 17, 2014
AGENDA

- Annual Process for Defining Year-End Close Calendar
- Feedback
  - What’s going well....
  - What can be improved...
- FY14 Year-End Close Overview and Timeline
- Process Improvements
- Calendar and Key Dates
- Black Out Periods and Approval Deadlines
- Policy for Accruing Expenses
- Policy for Accruing/Recording Revenue
- Questions and Discussion
- FY14 Year End Analysis – Actuals and Budget
- Resources
Fiscal Year-End Close
Annual Timeline: Defining Year-End Close Calendar

October 30th
Meet with AS
- Target dates
- Groups involved: Administrative Systems, Systems & Reporting Operations
- Deliverable: Identify system enhancements

November 15th
Meet with Budget Office
- Groups involved: Controller’s Office, Payment Services, Systems & Reporting Operations
- Deliverable: 2-3 proposed YEC calendar versions
- Met with:
  - School of Earth Sciences
  - Dean of Research & Graduate Policy

December 15th
Meet with RFCS
- Groups involved: Research Financial Compliance & Services, Controller’s Office, Systems & Reporting Operations
- Deliverable: First draft YEC Calendar

January 15th
Meet with some Budget Units and Hospitals
- Groups involved: Schools, Hospitals, Controller’s Office, Systems & Reporting Operations
- Deliverable: Second draft YEC Calendar

January 30th
Meet with BPCS
- Groups involved: Client Advocacy and Education, Systems and Reporting Operations
- Deliverable: Final draft YEC Calendar

February 28th
Publish Calendar
- Groups involved: Client Advocacy and Education, Systems and Reporting Operations
- Deliverable: Calendar published on Fingate and sent to Month-End Close distribution list

Groups involved:
- VPUE
- H&S
- R&DE
- OOD
- UHR

Groups involved:
- Controller’s Office

Groups involved:
- System & Reporting Operations

Groups involved:
- Client Advocacy and Education
- Systems and Reporting Operations
Fiscal Year End Close
Survey Results

Rate the usefulness of the following communications from the FMS Year-End Close team:

Weekly email updates on year-end close schedule and near-term deadlines:

- 8% Not at all useful
- 22% Hardly useful
- 37% Neutral
- 124 People Somewhat useful
- 85% top box
- Very useful

Rate your satisfaction with the clarity of Year-End Close communications and terminology:

- 4% Very dissatisfied
- 36% Dissatisfied
- 96 People Neutral
- 55 People Satisfied
- 80% top box
- Very satisfied
Fiscal Year-End Close
Survey Results

When you need information or help with Year-End Close activities, how satisfied are you with the support or assistance you receive when you:

- Contact the Year-End Close team within FMS: 66% top box
- Submit a HelpSu Ticket: 73% top box
- Refer to Gateway to Financial Activities website: 68% top box
Fiscal Year-End Close
Challenges and Opportunities

Clarity on Deadlines

- *Calendar Review Sessions*: offering sessions to review deadlines in more detail
- *Interactive Calendar*: new online calendar provides users ability to search for deadlines by business function and/or close period
- *Central vs. Distributed calendars*: public calendar for distributed users excludes deadlines pertaining to Central Offices
- *Deadline changes*: if changes are needed, they’ll be communicated in a timely manner
Fiscal Year-End Close
Challenges and Opportunities

Tight Schedule and Miscommunication/Training

- **Impact to Users:** FY14 YEC calendar same as last year – no impact to distributed or central users
- **AP Deadlines:** All AP and TCard transactions deadline extended by 1 day
- **Email Distribution Lists:** need your help to ensure that users are added to the email distribution list

- **Calendar Review Sessions:** offering sessions to review deadlines in more detail
- **Payroll and Labor Management Reports:** offering more workshops, focusing on mapping from RM3 to OBI
FY14 Year-End Close Overview

- **Pre-Close:**
  - Activities before August 27

- **Aug-2014 Month-End Close:**
  - August 27 – September 4 *(Soft Close)*

- **Year-End Expenditure Close:**
  - September 5 – September 10 *(Hard Close)*

- **Year-End Fund Transfer Close:**
  - September 11 – September 18 *(Final Close)*

- **Post-Close:**
  - September 19 – October 31
YEC Timeline

**SOFT CLOSE**

- **Distributed Users**
  - Expenditure Deadline
  - 9/4

- **Specialist**
  - iJournal Deadline
  - 9/9 (Input) 9/10 (Approval)

- **Central**
  - iJournal Deadline
  - 9/10 (Input & Approval)

**HARD CLOSE**

- **Central Office**
  - Fund Transfers Only
  - 9/11 – 9/18

**FINAL CLOSE**

- **FAIR Adjustments Only**
  - 9/18

**F.A.I.R**
## FY14 Year-End Close Calendar (18 Day Close/13 Business Days) – Public

### AUGUST

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>JULY 31</td>
<td>AUGUST 1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Close preparation</td>
<td>8:00pm -- AP Closes</td>
<td></td>
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<tr>
<td>3</td>
<td>4</td>
<td>5</td>
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<td>30</td>
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</tr>
</tbody>
</table>

**Note:** Deadlines are subject to change. Please check FinGate and the Year-End Close Interactive Calendar at: [https://web.stanford.edu/dept/controller/cgi-bin/calendar/distributed](https://web.stanford.edu/dept/controller/cgi-bin/calendar/distributed) for the most up-to-date version.
**FY14 Year-End Close Calendar (18 Day Close/13 Business Days) – Public**

### SEPTEMBER

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daily 3:00pm journal deadline (for distributed users) for Core journals for same night processing</strong></td>
<td><strong>FAIR Adjustment Journals only 9/18</strong></td>
<td><strong>Core Journal Posting: 9/1 – 9/17</strong></td>
<td><strong>Daily 7:00 PM deadline for iJournals for same night processing: Approved iJournals, including End-Route approval</strong></td>
<td><strong>9/1 Salary Close</strong></td>
<td><strong>Org Hierarchy updates for 9/01/14 complete</strong></td>
<td><strong>5:00pm – SEP-2014 Endowment payout posted (tentative)</strong></td>
</tr>
</tbody>
</table>

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*Deadlines are subject to change. Please check Fingeate and the Year-End Close Interactive Calendar at: [https://web.stanford.edu/dept/controller/cgi-bin/calendar/distributed](https://web.stanford.edu/dept/controller/cgi-bin/calendar/distributed) for the most up-to-date version.*

_Last updated on: 7/23/14_
## AUGUST-2014 Key Dates

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/01/14</td>
<td>8:00pm</td>
<td>AP Closes for JUL-2014</td>
</tr>
<tr>
<td>8/07/14</td>
<td>5:00pm</td>
<td>Deadline to submit Expenditure Types &amp; Object Code request for AUG-2014</td>
</tr>
<tr>
<td>8/08/14</td>
<td>11:59pm</td>
<td>July 2014 Close</td>
</tr>
<tr>
<td>8/12/14</td>
<td>5:00pm</td>
<td>Deadline to originate OSA (Org Suspense Accounts) LDAs (Labor Adjustments) for transactions posted between 6/1/14 to 7/31/14 pay periods and OSA’s disabled</td>
</tr>
<tr>
<td>8/15/14</td>
<td>5:00pm</td>
<td>OSA LDA approval deadline.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All AP &amp; TCard transactions deadline (except PCard)</td>
</tr>
<tr>
<td>8/21/14</td>
<td>--------</td>
<td>8/15/14 Payroll available on PLM and RM3 reports and available for adjustment; Users begin entering LDA’s</td>
</tr>
<tr>
<td>8/26/14</td>
<td>4:00pm</td>
<td>PCard approval deadline</td>
</tr>
<tr>
<td></td>
<td>5:00pm</td>
<td>Deadline to originate OSA LDA’s for transactions posted during the 8/15/14 pay period and OSA’s disabled</td>
</tr>
<tr>
<td>8/27/14</td>
<td>7:00am</td>
<td>No PTA Status Changes until 9/11</td>
</tr>
<tr>
<td></td>
<td>12:00pm</td>
<td>AP Closes for AUG-2014</td>
</tr>
<tr>
<td></td>
<td>5:00pm</td>
<td>OSA LDA approval deadline</td>
</tr>
<tr>
<td>8/28/14</td>
<td>6:00am</td>
<td>Fund and Expenditure reports available online (reflecting all FY14 transactions except 31-AUG-2014 payroll and all AUG-2014 feeders)</td>
</tr>
<tr>
<td>8/29/14</td>
<td>5:00pm</td>
<td>Deadline to submit iJournal Responsibility requests</td>
</tr>
</tbody>
</table>
## SEPTEMBER-2014 Key Dates

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/01/14</td>
<td>7:00am</td>
<td>Expenditure Type &amp; GL Object Code Blackout Begins</td>
</tr>
<tr>
<td>9/01-05/14</td>
<td>--------</td>
<td><strong>9/01 Salary Uploads</strong> this week</td>
</tr>
<tr>
<td>9/04/14</td>
<td>6:00am</td>
<td>8/31/14 Payroll available on PLM and RM3 reports and available for adjustment; Student Financial data available on RM3 reports</td>
</tr>
<tr>
<td></td>
<td>3:00pm</td>
<td>Deadline for LDAs to be end-routed to OSR/Fund Accounting for same night processing</td>
</tr>
<tr>
<td></td>
<td>5:00pm</td>
<td>Public iJournals, Specialist iJournals, Feeders, iBudget input and approval deadline for Soft Close; LDA responsibility disabled until 9/20</td>
</tr>
<tr>
<td></td>
<td>7:00pm</td>
<td>LDA approval deadline; Central iJournals, Core Journals input &amp; approval deadline</td>
</tr>
<tr>
<td></td>
<td>11:59pm</td>
<td><strong>August 2014 Month-End “Soft” Close (MEC) Complete</strong></td>
</tr>
<tr>
<td>9/05/14</td>
<td>6:00am</td>
<td>PLM and RM3 reports available online (AUG-2014 “Soft” Close); Org Hierarchy updates for 9/01/14 complete</td>
</tr>
<tr>
<td>9/09/14</td>
<td>5:00pm</td>
<td>Specialist iJournal deadline, including AP Accrual and AR Accrual iJournals; *iBudgets and iJournals Fund Transfers continue to be available through 9/16/14</td>
</tr>
<tr>
<td>9/10/14</td>
<td>5:00pm</td>
<td>Central iJournal input and approval final deadline; Specialist iJournal approval final deadline</td>
</tr>
<tr>
<td></td>
<td>11:59pm</td>
<td><strong>Year-End Hard Close (YEC) for Expenditures Complete</strong></td>
</tr>
<tr>
<td>9/11/14</td>
<td>6:00am</td>
<td>RM3 reports available online (YEC for Expenditures)</td>
</tr>
<tr>
<td></td>
<td>7:00am</td>
<td>PTA Status Changes resume</td>
</tr>
<tr>
<td>9/16/14</td>
<td>5:00pm</td>
<td>iBudgets, iJournals Fund Transfers, Bulk Fund Transfers and ADI Fund Transfers input final deadline for departments</td>
</tr>
<tr>
<td>9/17/14</td>
<td>7:00pm</td>
<td>Final Core Journal input and approval deadline (Central)</td>
</tr>
<tr>
<td>9/18/14</td>
<td>7:00pm</td>
<td>Final FAIR Adjustment Journals</td>
</tr>
<tr>
<td></td>
<td>11:59pm</td>
<td><strong>Year-End “Final” Close complete</strong></td>
</tr>
<tr>
<td>9/19/14</td>
<td>--------</td>
<td><strong>SEP-2014 activity begins</strong>; LDA responsibility reactivated</td>
</tr>
</tbody>
</table>

*Stanford University  Financial Management Services  Confidential  July 23, 2014*
New Interactive Calendar Tool

Year-End Close Interactive Calendar
Return to Overview: Year-End Close

Click boxes under "Business Function" and "Close Period" to view related information. You can click as many boxes as you want.

**Note:** Do you like this new resource? Have any ideas for improvement? Please take this [short survey](https://web.stanford.edu/dept/controller/cgi-bin/calendar/distributed/) to let us know.

<table>
<thead>
<tr>
<th>Business Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>Budgeting</td>
</tr>
<tr>
<td>Cash Management</td>
</tr>
<tr>
<td>Journal Entries</td>
</tr>
<tr>
<td>Payroll and Labor Management</td>
</tr>
<tr>
<td>Purchasing and Payments</td>
</tr>
<tr>
<td>System Setups</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Close Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Close</td>
</tr>
<tr>
<td>August Month-End Close</td>
</tr>
<tr>
<td>Year-End Expenditure Close</td>
</tr>
<tr>
<td>Year-End Fund Transfer Close</td>
</tr>
<tr>
<td>Post-Close Activities</td>
</tr>
</tbody>
</table>

[https://web.stanford.edu/dept/controller/cgi-bin/calendar/distributed/](https://web.stanford.edu/dept/controller/cgi-bin/calendar/distributed/)
<table>
<thead>
<tr>
<th>Sun</th>
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<tr>
<td>31</td>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>9/1 Salary Uploads</td>
<td>AP payments (ACH, Wires, Checks) due, Direct Debit on hold until 9/1</td>
<td>31 - AUG-2014 payroll posted in Oracle Financials</td>
<td>9/1 Salary Uploads</td>
<td>PTA Maintenance blackout period for closing PTA's and changing statuses until 9/11</td>
<td>PTA Maintenance blackout period for closing PTA's and changing statuses until 9/11</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>9/1 Salary Uploads</td>
<td>PTA Maintenance blackout period for closing PTA's and changing statuses until 9/11</td>
<td>PTA Maintenance blackout period for closing PTA's and changing statuses until 9/11</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>7:00pm - Deadline to post EIFP and ERP subsidy journals</td>
<td>7:00pm - PTA Maintenance blackout period for closing PTA's and changing statuses until 9/11</td>
<td>7:00pm - Core Journal posting</td>
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<td>7</td>
</tr>
</tbody>
</table>

- **9/1 Salary Uploads**: Educational, Encumbrance, and Authorization (CUE) NOT run on 8/31.
- **PTA Maintenance blackout period for closing PTA's and changing statuses until 9/11**: Includes PTA's for Federal Tax and State Tax.
Black Out Periods for FY14

Organization Suspense Accounts

- An Organization Suspense Account (OSA) is a PTA that is set up for each organization to hold payroll transactions that have been rejected by the Oracle Financials system.

- Departments are to submit OSA Labor Distribution Adjustments by:
  - 5:00pm on 8/12/2014 for 01-SEP-2013 thru 31-JUL-2014 pay periods
  - 5:00pm on 8/26/2014 for 01-SEP-2013 thru 15-AUG-2014 pay periods
  - 5:00pm on 9/04/2014 for 01-SEP-2013 thru 31-AUG-2014 pay periods

  **Note:** **3:00pm on 9/04/2014** - Deadline for LDAs to be end-routed to OSR/Fund Accounting for same night processing

- Important for End Routes to approve Labor Distribution Adjustments by:
  - 5:00pm on 8/15/2014 for 01-SEP-2013 thru 31-JUL-2014 pay periods
  - 5:00pm on 8/27/2014 for 01-SEP-2013 thru 15-AUG-2014 pay periods
  - **7:00pm on 9/04/2014** for 01-SEP-2013 thru 31-AUG-2014 pay periods (this is the final deadline to approve Labor Adjustments to be included in FY14).

- All OSA adjustments that are **not** approved by the deadlines above will be rejected and **swept** to the department’s transfer PTA’s.
Black Out Periods for FY14

PTA Setup Changes for Accounts

- **8/27/14** at 7:00am - PTA Blackout begins. PTA setups may not be altered in a way that would prevent transactions from posting
- **9/11/14** at 7:00am - PTA Status changes resume

**Note:** No PTA setup changes will be performed - transactions will reject resulting in additional work and processing time

Expenditure Types and GL Object Code Setups

- **9/01/14** at 7:00am - Expenditure Types and GL Object Code Blackout begins. Object/Expenditure code setups/changes not allowed.
- **10/31/14** at 7:00am - Expenditure Types and GL Object Code Blackout ends
Approvals

- Important for iJournals and Labor Distribution Adjustments to be fully approved or they will be swept to next fiscal year

- Approvers going on vacation – Use feature in Oracle Workflow that allows Vacation Delegation and Worklist Sharing
  [http://fingate.stanford.edu/staff/finauthority/delegate_approval_wklist.html](http://fingate.stanford.edu/staff/finauthority/delegate_approval_wklist.html)

- Approvers can also log on remotely and approve iJournals
<table>
<thead>
<tr>
<th></th>
<th>iJournal Public</th>
<th>iJournal Specialist</th>
<th>iJournal Specialist</th>
<th>Funds Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Generic</td>
<td>Generic</td>
<td>Feeder Owner</td>
<td>Funds Transfer</td>
</tr>
<tr>
<td><strong>iJournal Avail during Close</strong></td>
<td>until 5:00 pm on 3/4/14</td>
<td>if corrections are needed, can be fixed using iJournals Specialist until 5:00 pm on 3/03/14</td>
<td>if corrections are needed, can be fixed using iJournals Specialist until 5:00 pm on 3/03/14</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditure Codes Avail</strong></td>
<td>Interdept, LPCH, SHC, student expenses, salaries, non-capital operating expenses</td>
<td>Public access + Fabrications, collection expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Objects Avail</strong></td>
<td>Interdept revenue, revenue from DAPER, conferences, LPCH, SHS</td>
<td>Public access + Cash assets, tax liabilities, revenue fund transfers, revenue from patents, student fees, LPCH, SHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Validation</strong></td>
<td>Full validation based on PTA; type of iJnL selected</td>
<td>Full validation based on PTA; type of iJnL selected</td>
<td>Full validation based on PTA; type of iJnL selected</td>
<td></td>
</tr>
<tr>
<td><strong>Approvers</strong></td>
<td>Determined by PTA used</td>
<td>Determined by PTA used</td>
<td>No system approver*</td>
<td>Determined by PTA used</td>
</tr>
<tr>
<td><strong>End-Routing</strong></td>
<td>Determined by PTA used</td>
<td>Determined by PTA used</td>
<td>No approver</td>
<td>Determined by PTA used</td>
</tr>
<tr>
<td><strong>Transaction Volume</strong></td>
<td>Up to 1,500 lines/iJnl</td>
<td>Up to 1,500 lines/iJnl</td>
<td>Unlimited</td>
<td>Up to 1,500 lines/iJnl</td>
</tr>
<tr>
<td><strong>Number of Journals</strong></td>
<td>Unlimited</td>
<td>Unlimited</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
<td>SU employee</td>
<td>SU employee</td>
<td>SU employee</td>
<td>SU employee</td>
</tr>
<tr>
<td></td>
<td>Cost Policy</td>
<td></td>
<td>Cost Policy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SRO Feeder set-up</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Responsibility Granted by</strong></td>
<td>Typically granted by manager/financial officer in dept</td>
<td>System and Reporting Operations staff only</td>
<td>System and Reporting Operations staff only</td>
<td>System and Reporting Operations staff only</td>
</tr>
<tr>
<td><strong>Responsibility Required by User Because</strong></td>
<td>User needs to originate transactions</td>
<td>Need access to specialist codes; more time to book month-end</td>
<td>Volume; business needs</td>
<td></td>
</tr>
</tbody>
</table>

* Feeder entries are approved outside of the iJournal system.
Policy for Accruing Expenses

**PURPOSE:** To record expenses that should have been recognized in FY14 but were not recorded in Oracle during August 2014

**Expenses:**

- Provide a list of the expenses that have not yet been recorded in Oracle AP.
  - Prepare a debit to these accounts
  - Create a credit (offset) using object code 21300
- Applies to Non-Capital Projects
- Minimum threshold is $50,000
  - Under extenuating circumstances accruals lower than $50,000 will be approved
- Create an iJournal for Aug-2014 by September 9, 2014 at 5:00 pm
  - Include Nini Cruz (SUNet ID: tcruz) on the approval routing

---

**Two options for creating the accrual iJournal entries:**

<table>
<thead>
<tr>
<th>iJournals AP Accruals (Preferred)</th>
<th>iJournals Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>•Auto Reverse</td>
<td>•Create iJournal for AUG-2014</td>
</tr>
<tr>
<td>•Auto End-Route to Nini Cruz</td>
<td>•Create separate iJournal for SEP-2014 reversal</td>
</tr>
<tr>
<td>•Complete iJournal Responsibility request form to receive authority</td>
<td>•Add Nini Cruz (SUNet ID: tcruz) to both journals for approval</td>
</tr>
</tbody>
</table>
Policy for Accruing/Recording Revenue

**PURPOSE:** To record external revenue on non-sponsored projects that should have been recognized in FY14 but was not recorded in Oracle during August 2014

**Revenue:**
- Prepare a list of all charges with customer PTAE’s and amounts to be credited (revenue).
- Using the same PTA, use one of these object codes as the debit:
  - 11221 Other Receivables General
  - 11222 Other Receivables Auxiliary and Service Centers
- Create an iJournal for SEP-2014 to reverse the accrual
- The minimum threshold for accruals is $50,000 (i.e., no accruals needed for revenue accruals of less than $50,000)
- Final day to create an iJournal for AUG-2014 is September 9, 2014 at 5:00pm

**Two options for creating the accrual iJournal entries:**

<table>
<thead>
<tr>
<th>iJournals AR Accruals (Preferred)</th>
<th>iJournals Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Auto Reverse</td>
<td>• Create iJournal for AUG-2014</td>
</tr>
<tr>
<td>• Complete iJournal Responsibility request form to receive authority</td>
<td>• Create separate iJournal for SEP-2014 reversal</td>
</tr>
</tbody>
</table>

**Note:** For Service Centers, please discuss all accrued revenue entries with Christine Siu (csiu@stanford.edu) prior to submitting them.
Questions?
FAIR Presentation
FY14 Year-End Variance Reporting

- UBO and FAIR will make a joint ask for FY14 year-end analysis
  - Through Hyperion reports and forms

- FY14 Year-end data expected to be available in Hyperion around Wednesday, September 24th

- Both FY14 Budget vs Actuals and FY14 Actuals vs FY13 Actuals analysis will be due Monday, October 13th
  - Remember to focus on the “story” in your narrative
  - Actuals over Actuals analysis will include more detail on Other Operating Expense than we have traditionally asked for
    - E.g. Travel & Food vs Materials & Supplies vs Professional Services
  - New reports in Hyperion will provide you with the data to analyze in these groupings

- Joint communication will come from UBO and FAIR on September 19th
Resources

Year-End Resources on FINGATE website:

  - FY14 Year-End Close Detailed Schedule
  - FY14 Year-End Close Calendar
  - Year-End Close PowerPoint Presentation
  - Audio for Year-End Close PowerPoint Presentation

- [http://www.stanford.edu/group/fms/fingate/staff/moyrendclose/forms.html](http://www.stanford.edu/group/fms/fingate/staff/moyrendclose/forms.html)
  - iJournals Responsibility Request
  - iJournals Upload Template
Resources (continued)

Year-End Close Support

- Year-End Close Drop-in Information Sessions
  - Wednesday, July 30th at 10:00 AM – 12:00 PM in Y2E2 101
  - Monday, August 11th at 10:00AM – 12:00 PM in Y2E2 299

- SRO Team for Processing Issues and Deadlines
  (financial_info_systems@lists.stanford.edu)

- Support for System Issues
  - http://helpsu.stanford.edu
    • Request Category: Administrative Applications
    • Request Type: Oracle Financials

- Support for Labor Distribution
  - http://helpsu.stanford.edu
    • Request Category: Financial Support
    • Request Type: Labor Distribution