

Yale University Office of the Controller

To: Department Business Managers and Administrators
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Subject: FY 2009 Year-End Closing Information
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Closing the fiscal year is the exercise of reviewing account activity so the final record for the fiscal year is an accurate reflection of the University's financial activities. This means to the best of your abilities, all transactions should appear in the correct account and you should understand and be familiar with all the activity that falls within your unit. Given that the end of the fiscal year overlaps with the start of the new fiscal year, it can be a complicated period for financial management.

Information regarding procedures, deadlines and expectations for closing are outlined in the following document. The staff of the Controller's Office and the Office of Budget and Planning look forward to assisting you in closing FY 2009. Please feel free to contact your budget analyst or e-mail ga.usersupport@yale.edu with any questions.

FY 2009 YEAR-END CLOSING PACKET

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WHAT'S NEW FOR FY 2009 YEAR-END CLOSING?

- **Adjustment Period Transactions**

The posting of Adjustment Period transactions to the General Ledger will start as soon as JUN09-09 has been closed. This will allow self-support schools and central departments enough time to close the books earlier. Until the Adjustment Period is closed, balances for JUL09-10 and AUG09-10 may not be final.

Adjustment Period transactions will be available in the Data Warehouse on a daily basis.

NOTE: Only authorized central departments can process transactions in the Adjustment Period. Entries from unauthorized departments will be automatically reversed.

- **Accounts Payable Year-End Accruals –**

The cutoffs for AP accruals are similar to last fiscal year's. They are as follows:

AP Processing Dates	July 1 – July 17	July 18 – July 23	July 24 – August 7
Non-Self-Support Schools:			
< \$50,000	PTAEO Level	University Level	Not Applicable
> or = \$50,000	PTAEO Level	University Level	University Level
Self-Support Schools:			
< \$50,000	PTAEO Level	University Level	Not Applicable
> or = \$50,000	PTAEO Level	PTAEO Level	University Level

For more details, please refer to the "FY 2009 EMS / Year-End Accounts Payable Processing Schedule" section on pages 20 and 21.

- **Miscellaneous Accruals and Deferrals –**

Departments with expenses or income that have not been expensed or accrued at the PTAEO level prior to close, may accrue for such items by processing JSAs. [General Accounting must be notified about such JSAs to prevent duplication of entries and to ensure proper reversals in the new fiscal year.](#) Please refer to the "Miscellaneous Accruals and Deferrals" section on pages 23 and 24 for more details.

- **Schedule of Distributed Transactions –**

To enable department administrators to complete their year-end closing process more efficiently, Internal Service Providers and/or Source System owners were requested and are expected to have their data available in the Data Warehouse by July 14th. In order to meet this target date, Internal Service Providers and/or Source System owners should have their batches ready (SFTP'd) for import into the JSA no later than 5:00 AM on July 13th.

- **June Preliminary Reports**

In order to capture as many posted transactions as possible, the 1st June Preliminary portal event will not begin until July 8th and could take up to three days to complete.

- **New Information and Reminders**

New accounting and procedural information have been added to the packet. They are as follows:

- Petty Cash Reimbursements - Page 11
- Transactions Posted to "Miscellaneous/Other" Expenditure Types - Page 11
- Best Practice for Accounting (Cost) Transfers - Page 16
- JE Batch Name Defined – Page 16
- Presentation of LD Accruals on Monthly Statements - Page 18
- Account Holder Reports – Year-End Information – Page 28
- Source System Reconciliations to the General Ledger – Page 31

PROCEDURES FOR YEAR-END REVIEW

General Information

The Office of Budget and Planning (OBP) and the Controller's Office work closely together to leverage each other's work and to minimize efforts by departments to close the University's accounts.

The Budget Office focuses on the status of operating revenues and expenses across all sources, fund balances especially in restricted funds, and the University's bottom line.

The Controller's Office focuses on the preparation of the year-end financial statements with primary emphasis on Balance Sheet accounts. In addition, the Controller's Office also analyzes revenue and expense activity at the institutional level and coordinates the work of the external auditors, PriceWaterhouseCoopers, LLC.

FY 2009 Closing Deadlines

Following are the expected closing dates for the various schools and departments -

July 24	Non-Self-Support Schools
August 7	Self-Support Schools other than the School of Medicine
August 14	School of Medicine
August 21	Budget Office
September 22	Investment Office

Closing Requirements

[Monthly procedures](#) focus on reviewing accounts to assure completeness, accuracy and validity of activity. As part of this review, some projects such as labor suspense and accounts payable bounces are cleared out to the appropriate accounts. Additionally, grant award balances and contributed income fund balances are reviewed, and actual activity is compared to budget.

You are encouraged to use the Review Tool to complete your monthly review. You can run the review tool for 200912 (JUN09-09) to see June activity and balances at any point until the June Period is closed. The same applies to the Adjustment Period – 200913 (ADJ09-09).

For the year-end closing, we recommend you review your account activity using the following approaches. First, compare activity against budget, next review fund balances, and lastly review the expenditure categories. This review should be ongoing so you have the opportunity to see any new activity posted by other units and ensure the corrections you have made were posted correctly.

Year End Review Steps and Actions Required

Review Activity against Budget

The first step in reviewing your accounts is to understand how your year-to-date (YTD) activity compares to budget. Take the opportunity in May and early June to review your activity and your budget. Have you received all the money you expected to? Have you spent all the money you expected to? This exercise may reveal transactions that do not belong to you, or which are in the wrong PTAO or the wrong expenditure code - an expenditure code correction now may mean one less variance to explain later on. In addition, you should also review any funding commitments due your accounts from restricted funds or other departments, and execute on any which are still outstanding.

A budget-to-actual review should happen for all Awards and all Organizations in your unit, including buildings. The most common reports used for reviewing budget against actuals are the Account Holder Report (summary reporting section) and the Position Plan (Project within Award). Additionally, the Review Fund Balances section on the Review Tool contains a budget comparison for all operating funds except Sponsored Agreements. If you have questions specific to financial data and/or reports, please contact ga.usersupport@yale.edu. For assistance with technical issues related to the DWH Portal, please contact dw.usersupport@yale.edu.

Reviewing your YTD actual against budget is just the first step in reviewing your activity. By reviewing transactions, variances and fund balances, you should be able to uncover PTAE0 errors and discover opportunities to relieve GA expenses. Likewise, a review of your salaries in May is a good exercise as the overpayment correction deadline for FY 2009 is in early June. Additionally, for units with faculty, a review of positions which should be end-dated for May and June may reduce clean-up transactions later on.

At the end of the closing process, you will be asked to submit a narrative of your unit's variances to the OBP (Office of Budget and Planning) along with some other documentation for year-end wrap-up which is detailed in the "Final Reports to the Budget Office" section.

Review of Fund Balances

Overview

There are five operating source groups (GENAP, SPPRO, EXPOP, SPAGR, DESOP), six types of non-operating source groups (SLOAN, EXPPC, INVPL, POOLS, DESCI, AGENC), and one hybrid type source group (ENDOW). ENDOW is considered a hybrid type of source group since endowment principal transactions are considered as non-operating while endowment income and expense transactions are considered as operating activities.

You are expected to follow review and reconciliation procedures to ensure that errors and unexpected activity are identified, researched and corrected as necessary in all the source groups in your unit.

As part of the review process, if you can identify GA expenses that can appropriately be funded by a direct charge endowment fund or a current use gift fund, please endeavor to reduce the GA bottom line by transferring GA expenses to these funds. The underutilization of donated funds reflects badly on the institution as well as being a waste of resources. A good rule of thumb is to spend gift and endowment funds first when possible and GA second.

After the final June balance is available, the Budget Office will contact you regarding unresolved negative fund balances. All deficits in all source groups should be resolved prior to your unit's closing deadline.

Operating Sources

General Appropriations (GENAP)

Using the Account Holder Report by PTAO at the Source Level, determine whether all revenues and expenses in GA are appropriate to the GA budget for the year. Please remember that "GA" can mean more than merely the 00001 source. You should review the activity in all GENAP sources (00001 through 00041). Sources 00011 to 00041 have only a limited use and most departments should not expect to see any activity in these sources. However, it is still important to review all activity that posts to a unit.

Please note also that if chart of accounts updates (specifically project / award linkages) have not been completed in the recent past, it is possible to have activity associated with incorrect project / award combinations (e.g. 0001AA – FAS award vs. 0001AB – Law School award). If you limit reporting to just your division's award number, you can be overlooking incorrect charges. Therefore, in addition to reviewing GA at the source level, it is recommended that the award level is reviewed for exceptions.

Finally, work with your budget analyst to clear any unapproved, unfavorable bottom line variances, and provide explanations.

Reminder: Early in the Adjustment Period (ADJ09-09), entries will be made by General Accounting to move recovery funds to reflect the year's activity as follows: endowment recovery funds to source 00025; unrestricted endowment income funds to source 00028 and unrestricted expendable gifts to source 00029. No action is required on your part other than an understanding that this activity will take place.

Special Programs (SPPRO)

Review fund balances of special programs sources for identification of deficit balances that need to be cleared. **Remember, the institutional requirement is to close the year with a positive fund balance at the project level for SPPRO.** Be sure to adhere to any additional requirements established for your division or department. Departments will be responsible to the Budget Office for providing explanations for any deficits or significant changes in balances that were not projected during monitoring.

On the Review Tool	Alternate Approach
Click Review Fund Balances to see all your balances at the project level for the SPPRO source group.	Run the Summary of Activity with Respect to Fund Balance by Source and Project to review the project balances for all SPPRO projects.

Reminder: Associated with awards in this source group are Repair, Replacement, and Alteration Contingency projects which are used primarily to account for smaller repairs and facility upgrades covered out of an annual facilities repair budget. The projects are set up in your unit to ensure the proper allocation of building costs. A fund transfer for these costs will be done by the Office of Facilities during year-end. These accounts will be initially funded by June 19th using May balances and then again by July 24th for costs incurred in June.

SPPRO Reserves

Review your reserve balances, if applicable. All SPPRO reserves should appear in Source 00072, not 00061. If you have not yet made the change, please contact your budget analyst. You will be expected to report on your reserve balances to the Budget Office as part of your closing report.

Endowment Fund (ENDOW) Income and Expendable Operating Gifts (EXPOP)

All ENDOW and EXPOP award deficits must be cleared at the award level. In most cases, deficits at the Project/Award level should also be resolved. Remember, the institutional requirement for clearing deficit balances on these accounts is that expendable gift awards as a whole must have a positive fund balance and all endowment funds having a deficit greater than \$100 must be cleared. If divisions or departments have additional requirements, those should be adhered to. The Funds Management Office will be monitoring many of these awards centrally as well. The department should work with Funds Management to not only resolve deficits but to understand the activity in each source, including any stewardship requirements. Good stewardship includes utilizing the income to the fullest extent possible within the constraints of the indenture. Endowment fund balances should not be viewed as “rainy day” funds.

On the Review Tool	Alternate Approach
Click Review Fund Balances to see all your balances at the project level for the EXPOP and ENDOW source groups.	Run the Summary of Activity with Respect to Fund Balance by Award, Project, Task for EXPOP and ENDOW groups. It is permissible to review these source groups at the Source level by running the report by Source. In most cases, Source and Award balances should be similar.

Note: The Budget Office will monitor and if applicable, send you a listing of deficits on Awards (or Sources) that you own where outside Organizations have charged your Award. You are responsible for ensuring that deficits related to outside activity have been cleared.

Sponsored Agreement (SPAGR)

For each sponsored award, expenses that exceed the funded amount must be transferred to another award (such as a General Appropriation award or other non-Sponsored Agreement award). Only Grants and Contracts Financial Administration (GCFA) can provide an exception to the requirement to clear sponsored deficits. GCFA indicates these exceptions by marking the awards as continuations. GCFA will keep the Budget Office apprised of these exceptions since these exceptions will have to become part of a unit’s closing explanations.

On the Review Tool	Alternate Approach
Click Grant Reports to see all your Sponsored Agreement balances at the Award level.	Run the Award Summary report to see all your Sponsored Agreement balances at the Award level.

Designated Operating (DESOP)

Any activity and balance in the DESOP source group will need to be understood by the unit and the Budget Office. In addition, the Budget Office will review the activity and final balances in your reserve accounts.

Non-Operating Sources

Student Loans (SLOAN)

Review fund balances of student loans sources for identification of deficit balances that need to be cleared. **Yale University student loan deficits must be cleared at the award level.** Work with the Controller’s Office or SFAS (Student Financial and Administrative Services) if you have any question on these funds.

On the Review Tool	Alternate Approach
Click Review Fund Balances to see all your balances at the project level for the SLOAN source group.	Run the Summary of Activity with Respect to Fund Balance by Source to review the balances for all SLOAN sources.

Designated for Specific Purposes – Capital Improvements (DESCI)

In May and June, the Capital Management unit of the OBP will contact you if your unit is responsible for providing at least part of the funding for a capital project **and** if you have not already provided the funding. You will be told the PTAE0 to which the required funding should be transferred. If requested, the funds should be moved before July 24th (JSA cutoff for the JUN09-09 close) so that they are available to be swept during the June month-end process.

On another note, the OBP will work with departments to ensure CRC (Capital Replacement Cost) transactions are completed before year-end. To view your CRC account, check the DESCI source group. If your unit is a self-support unit, the source is 72417.

Other Non-Operating Balances

Financial Reporting and the Budget Office will review non-operating balances.

Review by Expenditure / Transaction Type

Assets and Liabilities

Review all assets and liabilities recorded in your organization. Each asset or liability must be substantiated (fully documented) or it must be written off. Unsubstantiated balances should be investigated and adjusted accordingly. Departments are responsible for retaining supporting documentation for their assets and liabilities and must be able to provide such documentation when contacted by the Controller’s Office. The Controller’s Office should be utilized as a resource to resolve asset or liability issues. On the Review Tool, click the Review Assets Liabilities button to see all your assets and liabilities.

Endowment Principal

Review your endowments and note any additions to principal in the course of the year. Any units added after September 30, 2008 will not be reflected in your FY 2010 income distribution budget, but will produce income available for spending in FY 2010 within the limitations of the indenture. Contact Funds Management if you have any questions.

Travel Advances

Travel advances issued prior to June 1, 2009 must be cleared by June 19th. Travel advances for non-sponsored awards issued prior to June 1 but not cleared by June 19th will be evaluated and possibly accrued as expenses in FY 2009. Emphasis should be placed on clearing advances for travel on sponsored awards as soon as possible.

Tuition, Room and Board

The final BANNER push to the General Ledger is scheduled on June 18th. Details should be in the Data Warehouse by June 22nd.

Calculate the final FTE and include that information in your closing report to the OBP when you report on any variances.

Contributions

Contribution Processing must receive no later than **July 8th** gift documentation for checks deposited on or before June 30 in order that the gifts may be credited in FY 2009.

The total of gifts credited to the General Ledger during the fiscal year is reconciled to the total of the gifts processed in the Benefactor System. Thus, it is very important to communicate with the Contributions Processing Department at 432-5896 before making any changes. Please refer to the section entitled Accounting for Gifts for the rules that need to be observed in recording gifts to the University.

Endowment and Investment Income

All endowment income due you should be posted in April unless there has been a correction of endowment units assigned to your unit. The recovery process will be completed by General Accounting early in ADJ09-09 and all recovery funds will be visible in sources 00025 and 00028 after that. If you have questions about the disposition of endowment income, contact Funds Management.

Non-endowment investment income, such as building rent, interest on funds, income from trusts, etc. should be reviewed for accuracy and proper application to your unit's accounts.

Other Revenue Items

The deadline for FY 2009 RIF transactions is June 30, Tuesday, at NOON. Please ensure that all your revenue is posted correctly and in a timely manner.

Labor Suspense

Determine whether there are transactions that need to be cleared. Remember, you only need to clear transactions related to an externally sponsored activity (grant, gift or endowment) and other transactions that are greater than \$100 per employee per pay period.

On the Review Tool	Alternate Approach
Click on the Labor Suspense button in the review tool to see all employees whose pay is currently charged to the suspense account.	Run the BUG102a Labor Suspense Report.

You should be reviewing Labor Suspense on a daily basis leading up to the LD deadline. All LD adjustments for FY 2009 are due by 3 PM on July 24th. Corrections not authorized by this time will be processed and reflected in FY 2010.

Faculty Salaries

Due to 9-month positions, summer compensation, and the appointment process, June through September present the most risk for over/under payments to faculty. If the department has not already done so, schedule the Monthly Payroll Preview Report (located in the HR Unrestricted Folder in the DWH Portal) as a Payroll Preview Event. This report will run on the 11th of the month, prior to monthly payroll update deadlines. The report is based on a commitment view and is therefore dependent upon the accuracy of underlying data in HR and LD applications. As soon as the June Payroll is in the DWH, review the actuals and make corrections as needed. Review your annualized salaries and confirm it matches your expectations for each individual. The Review Tool also provides a trend on salary by person.

The Sabbatical Credit will be posted by the Controller's Office in early July, with the possibility of subsequent adjustments following LD adjustments for the June payroll.

Staff Salaries

Review your salaries to date and the annualized totals to confirm that they match your expectations for each individual and that no one has been overpaid.

Fiscal Year for Purposes of Paid Time-Off for Clerical and Technical Employees

Every year we have some confusion about the actual beginning and end of the fiscal year for Clerical and Technical staff. Technically Yale's fiscal year runs from July 1 of each year through June 30th of the next year. However, as outlined in Article XIV, Paragraph 4 of the Agreement Between Yale University and Local 34, FUE, Unite Here, for the purposes of paid time off for Clerical and Technical employees, the new fiscal year will begin on Sunday, July 5, 2009.

This means that FISCAL 2008/2009 WILL END ON SATURDAY, JULY 4th – AND FISCAL 2009/2010 WILL BEGIN ON SUNDAY, JULY 5th this year.

C&T employees who have been notified that they have excessive vacation time should plan to use this time by July 4th. In addition, C&T employees should realize that their remaining personal time, if needed, should be used by July 4th. Compensatory time earned must be used by July 4th as well. The new allotments for both personal time and sick time will be available for use on July 5th. Note: Employees taking personal or sick time June 28th – July 4th will still be using Fiscal 2008/2009's time. NEW entitlements will not be available until July 5th. Questions regarding use of time may be directed to hrclientsupport@yale.edu.

Departments should be reviewing paid time off activity to date and submitting any changes or corrections to HR as soon as possible. The deadline for submitting changes via fax (6-4240) is Tuesday, July 7th. Final Paid Time Off activity reports for Fiscal 2008/2009 may be printed beginning Friday, July 10th by changing the effective date to 04-Jul-2009 on the report request

screen. Note: Departments running the CT Paid Time Off report as of July 5th will not see the new allotments or balances carried forward until Friday, July 10th. Questions regarding changes and printing of reports should be directed to hris.usersupport@yale.edu.

Non-Salary Expenses

Expense Reimbursements

University policy requires the submission of reimbursement requests with pertinent supporting documentation within 10 business days of incurring the expense or returning from a trip, whichever is later.

Department administrators are enjoined to facilitate the compliance with this policy. Please follow up on your unit's outstanding travel or expense advances and monitor the timely submission of expense reports to clear the advances. Also, please contact faculty and staff and remind them of the current policy. Faculty and staff with reimbursable out-of-pocket business expenses for FY 2009 should submit the appropriate reimbursement requests by June 30, 2009. Our intention is to have all FY 2009 business expenses recorded in FY 2009. If faculty or staff members are expected to be away for an extended period of time, they should be encouraged to submit reimbursement requests incrementally and not wait until they return to the University.

Petty Cash Reimbursements

Department administrators are requested to remind their respective faculty, staff, and students to submit any request for petty cash reimbursement before they leave for summer vacation. Vouchers and receipts that are older than 90 days will not be reimbursed unless approved by the Controller or by a designee.

Transactions Posted to "Miscellaneous / Other" Expenditure Types

"Miscellaneous / Other" expenditure types (e.g. 477001 – Other Income; 911400 – Miscellaneous Expense) are set up in the system to account for transactions that could not be properly recorded in any of the existing transaction-specific expenditure types (e.g. 477500 – Interest Income; 905000 – Taxes – Real and Personal Property). Prominent among the "Miscellaneous / Other" expenditure types are the following:

- 477001 – Other Income
- 822100 – Supplies – Misc
- 833600 – Misc Services & Allowance
- 845800 – Misc Med Fees
- 896000 – Fees – Misc Professional
- 911400 – Miscellaneous


A review of the transactions recorded against the expenditures types listed above have shown that although there are existing transaction-specific expenditure types available for use, transactions have ended up in the "Miscellaneous / Other" category. This practice could potentially diminish the integrity of the University's financial statements because transactions are not being classified properly.

Department administrators are therefore requested to pay particular attention to transactions that are posted to "Miscellaneous / Other" expenditure types with the objective of classifying them into the proper expense categories. Going forward, administrators should consider putting expenses in the correct category.

AP Holds

Determine whether there are holds that need to be cleared. All holds must be cleared by year-end. **YOU SHOULD NEVER DO A JSA TO CLEAR ACTUAL HOLD TRANSACTIONS.** Please contact Accounts Payable if you have problems clearing transactions on hold.

Authorization to pay invoices on AP Hold status through Worklist must be approved by June 30.

On the Review Tool	Alternate Approach
Click the  button to see information on all AP holds posted to the General Ledger.	Run the Invoice Holds report located in the Procurement / Invoice Reports folder in the DWH Portal.

AP Bounces

Determine whether there are bounces that need to be cleared. The institutional requirement is that you clear any item(s) pertaining to a sponsored agreement and any item(s) over \$1,000 that relate to non-sponsored funds. Your division or department may impose more stringent requirements than the \$1,000 threshold.

You can see a listing of all activity posted to the AP bounce account by clicking on



in the Review Tool.

All AP Bounces required to be cleared should be transferred to the proper accounts on or before 3 PM on July 24.

Interest & Amortization

Final I&A for FY 2009 will be posted by June 19. Debt fees and internal interest expense true-up will be allocated before July 24, the JSA cutoff for the JUN09-09 close.

Student Aid

The final BANNER push to the General Ledger is scheduled on June 19. Details should be in the Data Warehouse by June 23.

Accruals

Payroll accrual transactions will be processed at year-end to include bi-weekly payroll activity for June 21 through June 30, 2009.

Expense Reports for EMS transactions will be included in the Accounts Payable accrual process. Refer to the AP Accrual Section for more detailed information.

Division and Department Assessments

Internal assessments are processed by the charging department. If you are expecting a charge, please contact the administrator of that department.

Special Note on Reclassifications and Fund Transfers

The MR3500 group of expenditure types is used for moving accumulation of beginning (operating) fund balances to support current year activities within or outside of the unit. These transfers occur most often to cover beginning or ending deficits in other accounts, when subsidizing the activities of another department *not initially budgeted* with current year funds, or to establish reserves.

When moving current year income allocation (gifts / endowments) or current year net income (GA) from one account to cover current year budgeted activities in others within and outside of the unit, the journal entry should be completed using the appropriate revenue reclassification expenditure type. There are specific expenditure types to use based on source of funds. Additionally, expense reclasses can also be used. Contact your budget analyst if you have questions about the appropriate expenditure type to use. When fulfilling commitments budgeted in these expenditure types, please be sure to refer to the budget and use the same expenditure type as was used for the budget so as to minimize variance reporting. For more details, you can also refer to the following document on the Policy and Procedure web page. - <http://www.yale.edu/ppdev/Guides/ga/ReclassificationTransferFunds.pdf>

By year-end, you should be familiar with the transfers and reclasses in your unit. As part of your closing information to the Budget Office, you will be asked for a list of the transfers and reclass transactions that are **not** offset within your unit.

Special Note on Building ORGs

Most, but not all, divisions have building ORGs in their hierarchy. Unless you are a self-support unit, it can be tempting to overlook the activity in these ORGs as most of the activity is centrally allocated from the Office of Facilities. However, even if you are not expected to control or contain the costs of the building accounts, you do need to review them and make necessary corrections. The grant overhead calculation rests heavily on the costs of the buildings, and thus, from an institutional point of view, it is extremely important for building costs to be accurately recorded.

You should have a general understanding of the costs in your building ORGs so you can note when there is a significant variance in costs. A periodic review of the building activity in comparison to prior years may be the first line of defense in discovering a defective utility meter or other problems. In addition to the university-wide building services projects, most buildings also have a "miscellaneous" expense project. Often things such as elevator telephones are billed there. You should review this Project for activity, and research and correct any errors.

All building ORGs start with "0". For the most part, the Office of Facilities has set up Building Services Projects for physical plant, custodial, grounds, utilities, and fire marshal charges linked to this ORG and your divisional GA award. The Office of Facilities is responsible for processing these charges which are expected to be available in the DWH no later than July 14th. However, due to the early cutoff, some costs for FY 2009 may not all be charged in the same fiscal year. In this eventuality, costs will be trued-up in FY 2010.

Final Reports to the Budget Office

When you have completed all your transactions for the fiscal year, please contact your budget analyst and set up a plan to submit the following items to the Office of Budget and Planning. These reports should be submitted within two weeks of your closing.

Variance Reporting

When you contact your budget analyst, you will be shipped an updated copy of the [Summary Monitoring Report](#) for your unit. Complete your variance narrative on the [Closing Notes](#) page, explaining the variances as they appear in the variance section of the report.

Reserve Reporting

Provide a list of reserve fund balances and PTAEOs. Please include SPPRO, EXPOP and ENDOW reserve balances and annotate any commitments or restrictions for the balances.

Transfers and Reclass Transactions that do not Offset in your Unit

Please provide a list of the transfers and Reclass transactions between your unit and other units. We are only interested in the movement of funds from your unit to another. If the offset for these transactions is within your unit, you do not have to include it. Please include the budget and actual figures and indicate the offsetting unit and some brief identifying information.

Transaction Processing and Schedules

The following pages contain deadlines and additional information regarding year-end JSA, Labor Distribution, Payroll, Accounts Payable, and Year-End Accrual processing.

For year-end purposes, beginning July 1 users will be able to create and authorize transactions for multiple periods (e.g. both June FY 2009 and July FY 2010) at any time. Both FY 2009 and FY 2010 transactions will be posted to the General Ledger daily. You will need to consider the fiscal period **carefully** when submitting items to AP and also preparing LD adjustments and Journal Staging Area (JSA) transactions.

JSA and LD transactions for June FY 2009 authorized by 1 PM and July FY 2010 transactions authorized by 9 AM will be available in DWH the following business day. Fund balance changes will continue to be available on a daily basis during the entire year-end closing through the use of Data Warehouse Portal reports.

General Accounting and [Financial Support Services](#) are committed to providing support throughout the year-end closing process to ensure that things run as smoothly as possible for everyone. The following options are available:

GA USER SUPPORT: Email specific questions or issues to ga.usersupport@yale.edu

HELP DESK: Call with **technical** questions or issues: Central: 2-9000; YSM: 5-3200. Important information along with scheduled outages and open issues are posted online at: www.yale.edu/its/status

FY 2009 YEAR-END JSA PROCESSING SCHEDULE

Following are important dates pertaining to FY 2009 year-end JSA transaction processing. Strict observance of these guidelines will ensure the processing of JSA transactions in the appropriate accounting period.

During the year-end closing process, users will be able to enter and authorize transactions for multiple periods (e.g. both June FY 2009 and July FY 2010) at any time. **Users must enter or select from the List of Values the appropriate “PERIOD” to ensure that they are processing in the correct accounting period.** Please refer to the screen shot on the following page.

In general, departments must enter and authorize all year-end transactions by July 24th.

June 30 at 12 noon	Cutoff for RIF transactions for June FY 2009 (JUN09-09).
July 1 to July 24	Users may enter and authorize JSA transactions for JUN09-09.
July 1 to August 5	Users may enter and authorize JSA transactions for July FY 2010 (JUL09-10).
July 24 at 3 PM	Cutoff for JSA authorization for JUN09-09. Departments, however, should abide by earlier deadlines imposed by their respective Central Business Offices.
July 27	Final JUN09-09 GL balance information available in the Data Warehouse.
August 5 at 3 PM	Cutoff for JSA authorization for JUL09-10.
August 6	JSA available for authorization of August FY 2010 (AUG09-10) transactions.
August 10	Final JUL09-10 GL balance information available in the Data Warehouse.
September 3 at 3 PM	Cutoff for JSA authorization for AUG09-10.
September 4	JSA available for authorization of September FY 2010 (SEP08-09) transactions.
September 9	Final AUG09-10 GL balance information available in the Data Warehouse.

Questions regarding the foregoing should be directed to General Accounting Services via e-mail at ga.usersupport@yale.edu

FY 2009 YEAR-END JSA PROCESSING

Batch (JSA - YALE)

Batch: 527015-MANMRG

Period: []

Balance Type: Actual

Control Total: []

Batch Totals

	Debit	Credit
Entered	[]	[]
Converted	[]	[]

Journals

Change Period...

Status

Posting: Unposted

Funds: N/A

Approval: N/A

Details

Created: 05-APR-2007

Posted: []

Posted By: []

The Period Field will be blank during year end processing. Use the list of values to select the correct fiscal period.

Best Practice for Accounting Transfers (Cost Transfers)

Accounting (Cost) transfers occur when erroneous transactions are posted to the general ledger. These errors can be due to bad charging instructions, incorrect dollar amounts or a host of other issues. Best practice is to make the corrections to these transactions through the source system from which the entry originated. This will allow for the proper maintenance of the source system and preserve its integrity in relation to the general ledger. Therefore, all corrections should be made in the source system from which the error originated. When this is not possible and a JSA is needed to make the correction, all pertinent information about the original transaction should be included with the JSA in the description and attribute fields.

The JE Batch Name Defined

The JE Batch Name is the primary identifier of the source of a transaction that has been posted to the General Ledger. Transactions from Oracle-based subsystems are identified by the prefix in the batch name such as OAP for Accounts Payable batches and generally O:PAY for batches originating from the Labor Distribution module. For external systems, the batches have to go through the Journal Staging Area with the JE Batch Name configured in the following format:

OOOOO-SSSSS-DD-MMM-YYYY-NNNN

The first six digits represent the Batch "owning" organizational unit. The next six digits represent the Batch Source followed by the Batch date and the Batch sequence number.

For a complete list of Source Systems and contact persons, please go to:

http://www.yale.edu/ppdev/Guides/ga/1310GD.01JE_SourceSystem_Codes_Contacts.pdf

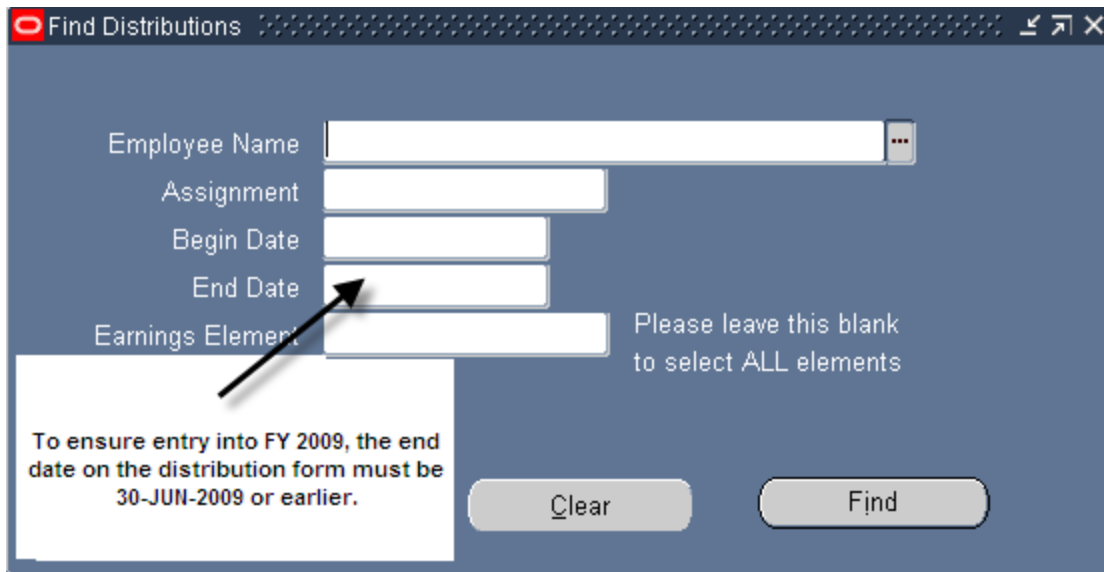
FY 2009 YEAR-END LD DISTRIBUTION ADJUSTMENT PROCESSING

Following are important dates and procedures pertaining to FY 2009 year-end LD distribution adjustments. Strict observance of these guidelines will ensure that LD adjustments are processed in the appropriate accounting period.

July 24 at 3 PM	Cutoff for LD distribution adjustments transactions for June FY 2009. All suspense charges must be cleared by this time if necessary. Distribution adjustments for FY 2009 that are approved by this time will be reflected in the appropriate June balance reports.
July 25	LD distribution adjustments processed on or after this date will be reflected as FY 2010 transactions.

Until the July 24th cutoff, departments can process distribution adjustments for FY 2009 and FY 2010. To ensure entry into FY 2009, the end date on the distribution adjustment form must be on or before **30-JUN-2009**. Please see the screen-shot below.

If you have questions concerning these procedures please e-mail ga.ld@yale.edu.



Find Distributions

Employee Name

Assignment

Begin Date

End Date

Earnings Element Please leave this blank to select ALL elements

To ensure entry into FY 2009, the end date on the distribution form must be 30-JUN-2009 or earlier.

Clear Find

PRESENTATION OF LD ACCRUALS ON MONTHLY STATEMENTS

Overview -

Payroll accruals are processed to charge the proper fiscal period with the expense.

Presentation -

June Statement

Bi-Weekly payroll accruals, if any, will be recorded and appear on the June (e.g. JUN08-08) statement with a batch name beginning with **N:ACCRUAL: the pay period for which the accrual is being made:AJUN09-09.**

July Statement

In the July statement, the actual salary charge for the pay period for which the accrual was made is charged and appears as **O:PAY: the pay period for which the accrual was made: OLD.** The corresponding payroll accrual recorded in the June period is reversed and will appear as a credit to the same account with a batch name beginning with **N:ACCRUAL: the pay period for which the accrual was made:RJUN09-09.**

Before making an LD adjustment thinking that you have been charged twice for a salary payment, please check your July statement to determine whether a credit has been recorded. The beginning of the batch name of a payroll accrual reversal will have the same beginning as the batch name of the original accrual batch except for the alpha prefix before the fiscal period. The original batch will have an "A" before the fiscal period while the reversal batch will have an "R".

Please see below for an actual presentation of an accrual that was made in FY 2008.

Fiscal Period	Je Batch Nm	Distribution Debit Amt	Distribution Credit Amt
FY2008			
200812	N:ACCRUAL:15 2008 Bi-Week:AJUN08-08 OLD 8250957: A 805643	1,034.58	0
FY2009			
200901	N:ACCRUAL:15 2008 Bi-Week:RJUN08-08 OLD 8299355: A 808863	0	1,034.58
200901	O:PAY:15 2008 Bi-Week: OLD 8299267: A 808843	1,724.26	0

FY 2009 YEAR-END PAYROLL PROCESSING

The following are important year-end payroll dates for FY 2009.

The final **Monthly, Pension, and Semi-Monthly** payrolls for FY 2009 will include all paid payroll transactions through June 30.

The final **Bi-Weekly** payroll for FY 2009 will include all paid payroll transactions through Saturday, June 20.

The final **Weekly** payroll for FY 2009 will include all paid payroll transactions through Saturday, June 27.

Payroll accrual transactions will be processed at year-end to include Bi-Weekly payroll activity for June 21 through June 30, 2009.

June 22 at 9 AM	Time entry cutoff for FY 2009 final Monthly payroll.
June 24 at NOON	Time entry cutoff for FY 2009 final Bi-Weekly payroll.
June 25 at 8 AM	Time entry cutoff for FY 2009 final Pension payroll.
June 25 at 11 AM	Time entry cutoff for FY 2009 final Semi-Monthly payroll.
June 30 at NOON	Time entry cutoff for FY 2009 final Weekly payroll.

Please make sure that any HR documentation affecting the foregoing payroll processes are submitted within the specified time. Please refer to the following URL for the HR deadlines:

<http://www.yale.edu/finance/controller/fss/payroll/payschedule.html>

Please see section on Payroll / Compensation Accounting regarding cutoff for FY 2009 overpayment adjustments.

PAYROLL / COMPENSATION ACCOUNTING

Payment Adjustments:

June 5 at 5 PM	FY 2009 payment adjustments for periods prior to June 1, 2009 due in Compensation Accounting.
July 7 at 5 PM	FY 2009 payment adjustments for June period due in Compensation Accounting.

Overpayments to Employees / Staff:

In order to make timely and appropriate accounting entries reflecting adjustments for periods prior to June 1, 2009, all related overpayment information must be received in the Payroll Office (Attention – Compensation Accounting) by Friday, June 5, 2009.

Overpayment information should include:

- Completed Payroll Payment Adjustment Form:
<http://www.yale.edu/ppdev/forms/pr/PayAdjust.pdf>
Please provide as much detail as possible, along with contact information in case additional detail is necessary.
- Original Yale paychecks and / or personal (employee) checks to be deposited by the Payroll Office.
- Any other information related to the overpayment that may be useful in determining correction needed.

If you need assistance determining the net amount that someone owes back to the University, please contact Edie Kobylanski (2-2886) for a calculation.

Adjustments not received by the above dates may not be made or reflected until FY 2010.

Contacts:

For any questions regarding payroll adjustments please contact Edie Kobylanski at *Edythe.Kobylanski@yale.edu*.

Address: Payroll Office, 155 Whitney Avenue Attn: Compensation Accounting

FY 2009 YEAR-END EMS / ACCOUNTS PAYABLE PROCESSING SCHEDULE

EMS (Expense Management System) transactions are not automatically included in Accounts Payable processing until they are approved by the end users. Expense Reports for EMS transactions must be approved by June 29th for them to be included in the final AP push for FY 2009. Similar transactions pertaining to FY 2009 that are approved between June 30th and July 16th will be accrued at the PTAE0 level during the normal AP accrual process. Unreleased FY 2009 charges sitting in EMS on July 17th will be accrued at the University level.

Questions about EMS should be directed to yems@yale.edu.

Following are important dates and procedures pertaining to FY 2009 year-end Accounts Payable processing.

June 15 at 5 PM	All Purchase Requisitions intended for processing in FY 2009 must be approved and submitted to the Purchasing Department by this date.
June 22 at 5 PM	All transactions that pertain to FY 2009 are due in Accounts Payable.
June 29 at 5 PM	All Expense Reports pertaining to FY 2009 EMS transactions must be submitted and approved by this time to ensure inclusion in the final AP push for the fiscal year.
June 30 at 12 NOON	Cutoff for authorization to pay invoices on AP Hold status through Worklist.
June 30 – July 16	Expense Reports for EMS transactions that pertain to FY 2009 that are approved during this period will be accrued at the PTAE0 level.
July 17	Unreleased charges in EMS pertaining to FY 2009 will be accrued at the University level.
July 1 – July 17	FY 2009 transactions (including WIP) processed during this period will be accrued at the PTAE0 level by Accounts Payable via JSA in June FY 2009 (JUN09-09).
July 18 – July 23	FY 2009 transactions belonging to self-support schools that are greater than or equal to \$50,000 processed during this period will be accrued by Accounts Payable via JSA in June FY 2009 (JUN09-09) at the PTAE0 level. All other FY 2009 transactions processed during this period will be accrued by Accounts Payable via JSA in June FY 2009 (JUN09-09) at the University level.

July 23	After this date, transactions below the \$50,000 threshold will not be examined centrally for accrual purposes and will be accounted for in FY 2010. However, departments may request the accrual of such expenses provided they meet the accrual criteria. For details, please refer to the <i>FY 2009 Year-End Accounts Payable Expense Accruals</i> and the <i>Miscellaneous Accruals and Deferrals</i> sections of the packet or email ga.usersupport@yale.edu for assistance.
July 24 – August 7	All FY 2009 transactions \$50,000 and over processed during this period will be accrued by Accounts Payable via JSA in the Adjustment Period- (ADJ09-09) at the University level.

FY 2009 YEAR-END ACCOUNTS PAYABLE EXPENSE ACCRUALS

AP expense accruals are recorded at fiscal year end to recognize expenses that have been incurred by the University but not recorded as of June 30. This practice is performed to ensure that all material expenses are recorded in the appropriate fiscal year.

The Accounts Payable Department (AP) is responsible for reviewing invoices and expense reports received in July and August and recording expense accruals as appropriate.

Criteria

AP will apply the following criteria to determine if an accrual is required as of June 30, 2009. (To assist in this determination, please mark "FY 2009" in red ink on any FY 2009 transaction document submitted to AP.)

Goods (Including Equipment and Supplies)

The accrual of invoices for goods purchased by the University is dependent on the Expenditure Item Date (EID) that is determined by the date on the invoice, Check Request or Employee Reimbursement form. The accrual of invoices related to Purchase Orders will also be based on the EID. EMS transactions will be accrued based on the actual transaction date associated with each specific expense line item.

Other Expenses

Services - If the service was rendered prior to or on June 30, 2009, the invoice will be accrued in FY 2009.

Expense Reports - If the date of travel or the date the expense was incurred is prior to or on June 30, 2009, the expense will be accrued in FY 2009.

PRESENTATION OF AP ACCRUALS ON MONTHLY STATEMENTS

June Balance Statements

Expense accruals will be recorded via JSA and will appear on either the June (JUN09-09) or Adjustment Period (ADJ09-09) statements with a batch name beginning with **527004-APACCR**.

July and August Statements

Invoices and expense reports are processed for payment and the expenses are reflected again on either the July or August statements, depending upon the processing date.

After actual expenses are posted in AP, the corresponding expense accruals recorded manually in the June balance are reversed, resulting in credits to the respective expense accounts. All expenses accrued into the June Period will be reversed in the July accounting period. Expenses accrued into the Adjustment Period will be reversed in either the July or August accounting period.

Before assuming that you have been charged twice for an invoice or expense report, please check your July and August statements to determine whether a credit has been recorded. Accruals and reversals will have the same reference numbers as the corresponding actual expense transactions. An accrual reversal will have the same batch name as the original accrual entry with the addition of "REVERSE" (i.e., the batch name will include **527004-REVERSE-APACCR**).

Accounts Payable can periodically provide lists of accruals to departments that express in writing their desire to receive them. Submit such requests to melissa.besaw@yale.edu.

If you find a problem with the accruals, contact AP by e-mail to melissa.besaw@yale.edu.

Other Considerations

It is our joint responsibility as financial managers of the University to ensure that all expenses are recorded in the appropriate fiscal year.

Accounts Payable can only accrue expenses based on the invoices and expense reports that have been submitted for processing. Consequently, any department business manager who has knowledge of a significant expense (\$5,000 or more) that has been incurred in FY 2009 but not yet invoiced should bring this transaction to the attention of Accounts Payable. AP will consult with you to determine if it is appropriate to record an estimated expense accrual based on the information available.

Likewise, faculty, students, and staff should be reminded that any business expense incurred for business travel, etc. in FY 2009 should be submitted for reimbursement by June 30, 2009.

MISCELLANEOUS ACCRUALS AND DEFERRALS

In addition to the AP accrual process, year-end adjustments may have to be processed to record income and other expenses in the appropriate fiscal year. The different types of transactions, sample entries with the actual accrual or deferral accounts, and the journal categories they should be processed under are shown in the following page captioned "FY 2009 Accrual and Deferral Accounts".

These adjustments, however, have to be handled differently from the normal departmental journal entries that you process. **General Accounting Services, instead of the department, will authorize all accrual / deferral transactions.** This will facilitate the review of the propriety of the transactions and ensure the reversal of the entries in the new fiscal year.

To achieve uniformity and minimize confusion and frustration in processing these types of adjustments, please observe the following guidelines:

- Identify the transaction for which you need to set up an accrual or deferral. *For expense accrual, ensure that the transaction has not been included in the standard AP accrual process.*
- Refer to "FY 2009 Accrual and Deferral Accounts" and identify the type of transaction you want to process. Use the appropriate categories and the corresponding accrual / deferral account. If this is the first time you will be using the account, please send a completed Operating Project / Award Linkage Request form to ga.ogm@yale.edu for the proper project / award linkage.
- Upon notification that the proper linkages have been established, prepare the JSA.
- Print the Yale Staging Journal Detail Report.
- Inform General Accounting that you have completed the JSA by faxing the Yale Staging Journal Detail Report and supporting documentation to:

Bernie Azurin
General Ledger / JSA Section
General Accounting Services
Fax Number (43)2-5786

General Accounting Services will authorize the JSA within one business day from receipt of the faxed materials. It will also process the reversal batch in the new fiscal year.

Questions regarding the foregoing should likewise be directed to Bernie Azurin at (43)2-5404.

FY 2009 ACCRUAL and DEFERRAL ACCOUNTS

The accounts highlighted below have been set up for use in the accrual or deferral of income or expense for FY 2009:

Prepaid Expense - Expense paid in FY 2009 but applicable to FY 2010.

Journal Category: YExpenseAdjust

Debit: **1005946.00.0040XX*.102001.Your Org Unit**

Credit: Departmental Expense PTAE0

Deferred Income - Income received in FY 2009 but applicable to FY 2010.

Journal Category: YBalShtRevAdj

Debit: Departmental Income PTAE0

Credit: **1005947.00.0040XX*.233301.Your Org Unit**

Accrued Expense - Expense incurred in FY 2009 but paid in FY 2010.

Journal Category: YExpenseAdjust

Debit: Departmental Expense PTAE0

Credit: **1005948.00.0040XX*.203001.Your Org Unit**

Accrued Income - Income earned in FY 2009 but payment received in FY 2010.

Journal Category: YBalShtRevAdj

Debit: **1005949.00.0040XX*.034601.Your Org Unit**

Credit: Departmental Income PTAE0

*** XX - For the last two characters, use the Division Code assigned to your department for award numbers.**

ACCOUNTING FOR GIFTS

Contribution Processing of the Development Office records all gifts into the Benefactor system which in turn updates the University's general ledger accounts. As such, the guidelines shown below have to be followed to ensure the proper processing, recording, and reconciliation of gifts to the University.

All gift documentation, including RIF if applicable, should be sent to Contribution Processing as soon as possible, but no later than **July 8th**, in order to have timely year-end entry. **Note:** *The address for Contribution Processing is 157 Church St. – 8th Floor.*

All gifts received should be immediately deposited to the Gift Clearing Account using expenditure type 451102 with the following PTAO: 1011509.00.54999A..541005.02. Upon entry into the Benefactor System, the gifts will be transferred from the Gift Clearing Account to the appropriate departmental account crediting expenditure type 451101.

PLEASE DO NOT CORRECT THE PLACEMENT OF CURRENT YEAR GIFTS WITHOUT FIRST CONTACTING CONTRIBUTION PROCESSING (432-5896).

If the funds from a current year gift will be spent in a PTAE0 that is different from where it was credited, it may be transferred to that account using the appropriate Restricted Current Use Gifts reclass expenditure types 451106 and 451107. **DO NOT USE 451101.**

When transferring prior year gifts, use the appropriate inter-fund transfer expenditure types (begins with 351). **DO NOT USE 451101.**

For a more detailed discussion of the proper handling and management of gifts to the University please refer to the WEB at the following URLs:

<http://www.yale.edu/ppdev/Procedures/fpm/GiftProcessingStewardship/Gifts.pdf>

<http://www.yale.edu/ppdev/policy/2200/2200.pdf>

Questions regarding the foregoing may be directed to either Contribution Processing (432-5896) or Funds Management (432-1347).

NOTE: Documentation can also be faxed to Contribution Processing at 436-4622

FY 2009 YEAR-END DATA WAREHOUSE REPORTING

Schedule of DWH Portal Month-End Events for Year End Close

DWH Portal reports available starting on	Event for fiscal month	Reports will be retained in DWH Portal for approximately	Reports will expire in DWH Portal on or about
June 8 *	May (final close)	30 days	July 8
July 8*	June (1 st preliminary)	14 days	July 22
July 20	June (2 nd preliminary)	7 days	July 27
July 27*	June (final close)	30 days	August 26
August 10	July (final close)	30 days	September 9

* **NOTE:** On these dates the Portal event will be running during the day and output will be available to users as the jobs complete in the DWH.

Year-End Data Warehouse Reporting

Note for FY 2010 Reports: Projects that have not had a budget, balance, commitments or actuals in the last year should be closed prior to May 31, 2009. Requests to close projects submitted after this date will not be processed until after the Adjustment Period. For more information about how to close a project and the associated forms required, see the Project/Award/Task Maintenance area of Finance on the Policy & Procedure website: www.yale.edu/ppdev

There are two closing periods in the year-end process.

All departmental adjustments	June Period (JUN09-09)
Only final closing entries submitted by authorized central offices will be processed in the Adjustment Period	Adjustment Period (ADJ09-09)

During the June closing, departments will be able to see updated balances and transactions on a **daily** basis. You may view your updated *balances* and *transactions* on all Data Warehouse Portal Financial Reports, in the BUG Library and the Review Tool.

Account Holder Reports Year-End Information

The Account Holder By Person Reports scheduled for the three June Month end events will reflect June or July as the open month depending on the budget type you select. Similarly, if you run Account Holder by Person Reports on demand from July 1st through July 25th, they will also reflect June or July as the open month depending on the budget type you select:

Budget Type	Open Period Reflected
Grants	July
Other Funds (Fund Balance)	July
GENAP (MPO or Dept Plan)	June
Other Funds (MPO or Dept Plan)	June

The open period for Account Holder by PTAO depends on the accounting period manually selected by the person submitting the report.

Schedules on Hold

Because there are three June Month end events, departments may wish to consider placing schedules for Account Holders (specifically faculty members) on a temporary INACTIVE status for one or more of the events. Remember to place the schedules back on ACTIVE status for the event you wish to run. If you need assistance please contact ga.usersupport@yale.edu.

Fund Balances

Account Holder by Person reports run during this period with the budget selector 'Fund Balance' will display the FY2009 beginning balance, FY2009 activity to date, activity for July, and FMT or Commitment projections for FY2010.

Sortable Detail Transaction Report

The Sortable Detail Transaction report is available for use in retrieving incremental updates for your transactions. This is done by using a limit on the DW Creation Dt field which shows the date the transaction was entered into the Data Warehouse.

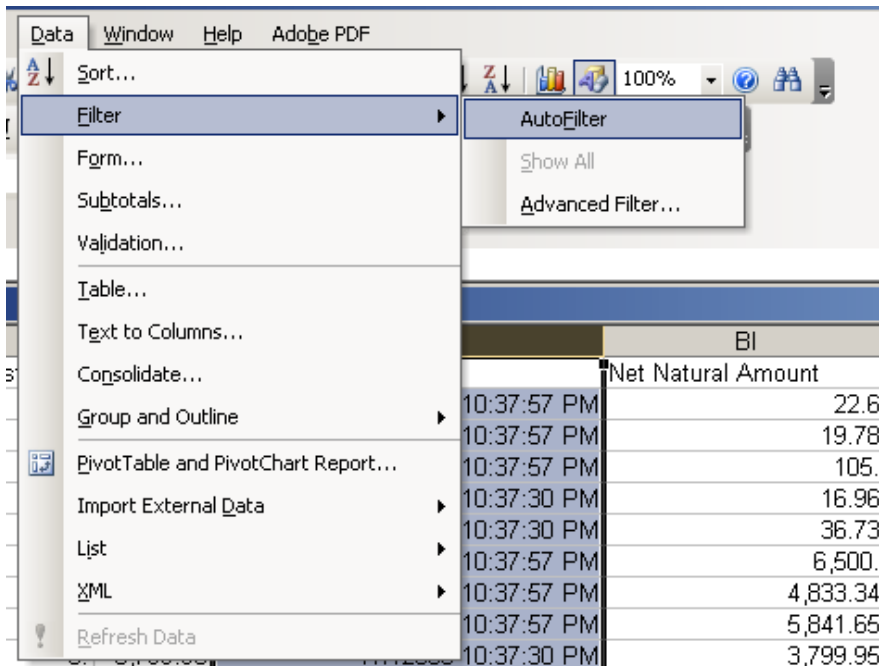
Example

Your School's central business office requested that its various departments finish year-end adjusting entries by July 24, 2009. The central business office can then make school level adjustments in the Adjustment Period. If you wanted to see entries that were made for your department between July 25 and August 14 only, the Sortable Detail Transaction report can be run and limited to the information for the applicable period.

1. Run the Sortable Detail Transaction Data Warehouse portal report for the June period.
2. Export the data to Excel.

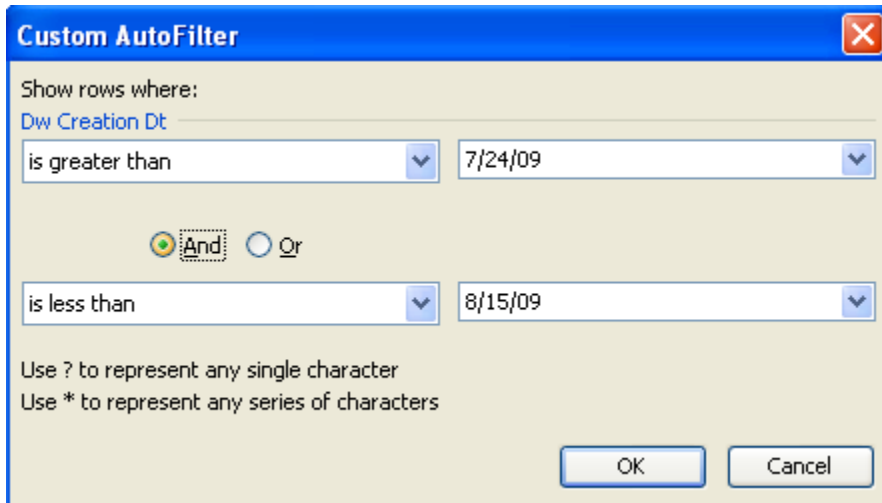


3. In Excel, scroll all the way to the right using the scroll bar at the bottom of the window to the column called DW Creation Dt, which is in column BH.
4. Click on the column header ("BH" field) to highlight the entire column. Select "Data" from the menu bar, then select "Filter" and "AutoFilter".



A small arrow will appear next to "DW Creation Date". Click once on the arrow to show a list of values. Select "(Custom...)"

5. The Custom AutoFilter window will open. Use the drop-down list to select a qualifier, which in this instance is greater than 7/24/09 and less than 8/15/09. These criteria will return all rows that have been recorded in the Data Warehouse between these two dates.



The same Custom AutoFilter function can be used to isolate rows that are equal to, in between, or less than certain dates.

If you would like assistance, please do not hesitate to contact ga.usersupport@yale.edu

Printing Option at RIS

Just a reminder: RIS is available for printing reports. Instructions can be found at <http://www.yale.edu/ris/ris4635.htm>. For more information contact the help desk Central (2-9000) or YSM (5-3200). Utilizing this service at year-end is especially helpful for large print jobs or printing multiple reports simultaneously. This option not only saves valuable time, but it also conserves system resources on your machine.

FY 2009 Schedule of Distributed Transactions

Expected Availability in DWH of Year-End Distributed Transactions

Source System	Source System Description	Expected to be Available in DWH No Later Than
BANRAR	Banner	22-Jun-09
CMIANDA	Capital Projects Interest and Amortization	22-Jun-09
PAYROLL	Final Pension	01-Jul-09
AP	AP Final June Batch	01-Jul-09
PAYROLL	Final Monthly Payroll	02-Jul-09
PAYROLL	Final Semi-Monthly	02-Jul-09
PAYROLL	Final Bi-Weekly Payroll & Accrual	07-Jul-09
PAYROLL	Final Weekly Payroll	08-Jul-09
	All Source System Owners and ISP Providers – For a complete list of source systems and ISPs and their functional contact persons, please refer to the following URL : http://www.yale.edu/ppdev/Guides/ga/1310GD.01JE_Source_System_Codes_Contacts.pdf	14-Jul-09
PAYROLL	Final Adjustments for June Payroll	15-Jul-09
APACCR	Accounts Payable Year-End Accruals (Non-Self-Support Schools) – See below for Self-Support Schools.	21-Jul-09
APACCR	Accounts Payable Year-End Accruals (Self-Support Schools)	27-Jul-09
CMSANDD	Capital Management Sweeps and Draws	27-Jul-09
DENTRY	Transfer of gift and endow recoveries to GENAP sources	28-Jul-09
ENDUN3	Gift Annuities	10-Aug-09
ENDUNS	Investment Unit System	23-Sep-09
INVACT	Investments	23-Sep-09

Source System Reconciliations to the General Ledger

It is imperative that all source system owners maintain reconciliations of their respective systems to the General Ledger on a monthly basis as well as at year-end.

The timely review of transactions and reconciliation of all University systems and accounts is critical to maintaining the integrity of the University's accounting records. Source system owners and business offices must maintain financial transaction documents that are sufficient to monitor and support the accuracy and completeness of data entered from their systems into the LD/JSA/GL applications.

Requirements for source system accounting information should be met by reference to data contained in the University's General Ledger via DWH Portal reports and not by the maintenance of departmental accounting systems.

CENTRAL DEPARTMENT CONTACT PERSONS

Please direct all inquiries to the generic e-mails listed below, if available. Otherwise, contact the specific contact person. Each central department will try to respond within one business day. If you don't hear from the department within the allotted period, please contact the specific contact person listed.

Central Department	Generic E-mail	Generic Phone No.	Specific Contact Person	Specific Phone No.	Questions Related To
Accounts Payable	aphelpdesk@yale.edu		Melissa Besaw <melissa.besaw@yale.edu>	432-3763	Expense reports, check requests, advances, wire transfers, invoice payments, use of Procurement Inquiry Tool, year-end AP accruals
Budget Office			Contact your respective Budget Office representative:		Negative operating fund balances, budget variances
			Annette Belevich <annette.belevich@yale.edu>	432-4827	
			"Jeremy J. Campbell" <jeremy.campbell@yale.edu>	432-6713	
			Catherine Abigail Scott <abigail.scott@yale.edu>	432-1348	
			Tim Vest <tim.vest@yale.edu>	432-8214	
Capital Management	cap.mgt@yale.edu	432-8012	Steven Munzner <steven.munzner@yale.edu>	432-1341	Capital Projects, interest and amortization, sweeps and draws
Capital Project Accounting			Thomas Kaufmann <thomas.kaufmann@yale.edu>	432-3076	Accounting issues pertaining to capital projects
Contribution Processing	contribution.processing@yale.edu	432-5498	Dana Lefebvre <dana.lefebvre@yale.edu>	432-5867	Gift inquiries
Financial Reporting and Analysis			Shirley Chock <Shirley.chock@yale.edu>	432-5788	Asset and liability balances, cost recovery rates, University financial statements, University bank accounts
Funds Management			Judy Tassmer judy.tassmer@yale.edu Vincent Alberino <Vincent.alberino@yale.edu>	432-1347 432-9827	Endowment Funds, Expendable Operating (EXPOP) awards, Expendable Physical Capital (EXPPC) awards
General Accounting:					
Financial Support Services	ga.usersupport@yale.edu		John DeNezzo <john.denezzo@yale.edu>	432-3794	Portal reports, Review Tool
General Accounting Operations and Development	ga.ld@yale.edu		Roseann McNulty <roseann.mcnulty@yale.edu>	432-9701	Labor distribution adjustments, labor scheduling

Central Department	Generic E-mail	Generic Phone No.	Specific Contact Person	Specific Phone No.	Questions Related To
General Accounting Operations and Development	ga.usersupport@yale.edu		Bernie Azurin <bernardo.azurin@yale.edu>	432-5404	Accounting entries (JSA), General Ledger balances, Sales Tax accounting and reporting, Agency accounts, year-end entries
Investment Accounting	invact@yale.edu		Tracy A Strickland <tracy.strickland@yale.edu>	432-3769	Endowment spending distributions
Payroll:					
Compensation Accounting Services			Edie Kobylanski <edythe.kobylanski@yale.edu>	432-2886	Payroll overpayment adjustments
Payroll Operations and Development - KRONOS			Michele Maria Chipello <michele.chipello@yale.edu>	432-4726	KRONOS issues
Payroll Operations and Development - Other			Kathy Guadagnino <kathleen.guadagnino@yale.edu>	432-5413	General payroll questions
Procurement:					
Electronic Commerce	purchasing.card@yale.edu	432-3227	Kathy Chambers <Katherine.chambers@yale.edu>	432-9977	Purchasing Card / SWAP
	yems@yale.edu		Scott Lucker <scott.lucker@yale.edu>	436-4184	Expense Management System
Procurement	purchasing.helpdesk@yale.edu	432-9955	Wendy Hall <wendy.hall@yale.edu>	432-1877	Purchase orders
Sponsored Programs - Finance:					
Grants and Contracts Cost Analysis	mei.admin@yale.edu		Bob Marchitto <robert.marchitto@yale.edu>	432-3062	Moveable Equipment Inventory (MEI)
Grants and Contracts Cost Analysis			Tom Jackson <thomas.jackson@yale.edu>	432-3072	Cost analysis
Grants and Contracts Financial Administration	gcfa@yale.edu		Lan H. Virasak <lan.virasak@yale.edu>	432-5019	Sponsored Agreement (SPAGR) – Cash Management

Central Department	Generic E-mail	Generic Phone No.	Specific Contact Person	Specific Phone No.	Questions Related To
Grants and Contracts Financial Administration			Nancy Kendrick <nancy.kendrick@yale.edu>	432-3066	Sponsored Agreement (SPAGR) – Financial Reporting and Analysis
Student Financial and Administrative Services			Heather Abati <heather.abati@yale.edu>	432-2710	Student Loan funds, student accounts, Banner GL transactions
Tax Department			Michael Damone <michael.damone@yale.edu> (state) / Liz Travers <elisabeth.travers@yale.edu> (federal)	432-7515 / 432-6120	Unrelated business income tax questions, sales tax issues
Treasury Services			Agnes Siniscalchi <agnes.siniscalchi@yale.edu>	432-4474	RIF deposit of cash and checks.