Stanford | Financial Management Services
Streamlined solutions. Stellar support.

Year-End Close FY15

Budget Officers/Service Centers/Auxiliaries Meeting

Systems and Reporting Operations

July 22, 2015

AGENDA

- Survey
- Process Improvements
- FY15 Year-End Close Calendar
- Black Out Periods
- Managing Org Suspense Accounts
- Accruals
- Resources
- FAIR and UBO
- Questions and Discussion
- Appendix

Survey

Survey

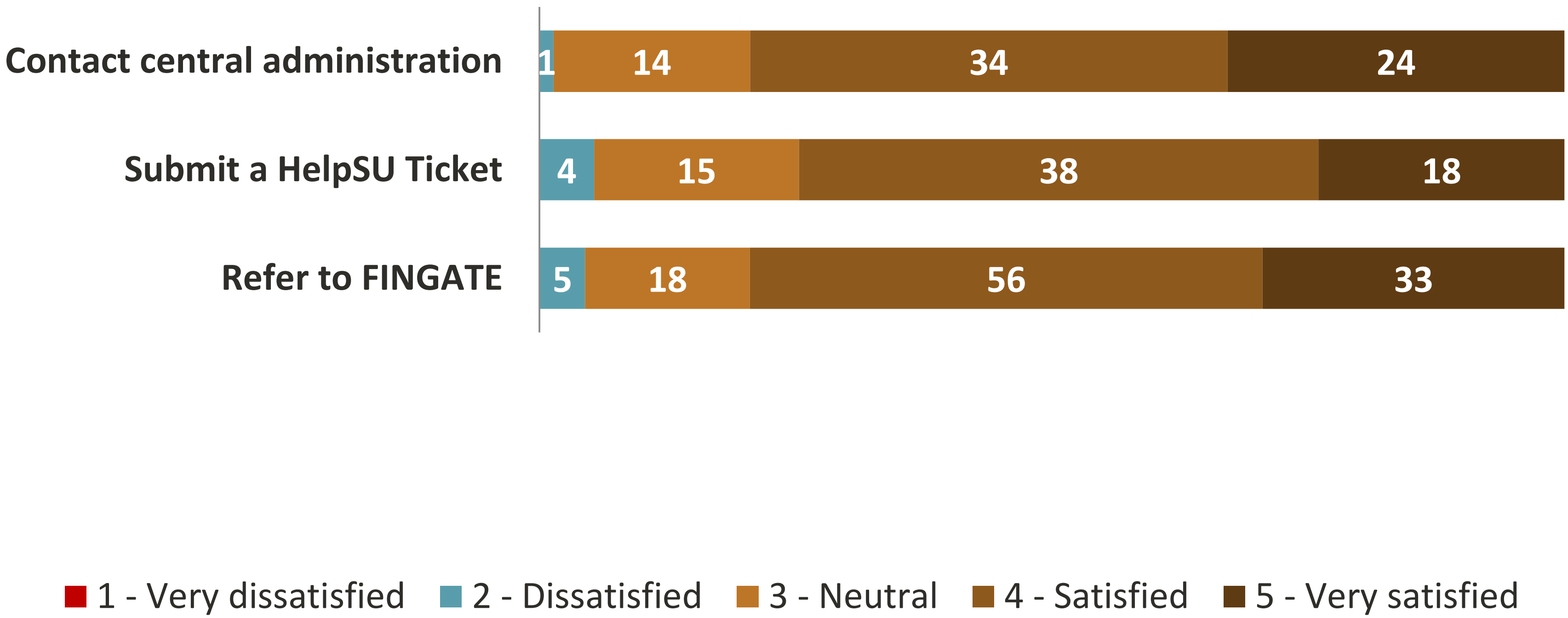
Communication

Deadline Expectations

Approval Timeliness

Survey

How satisfied are you with the support or assistance you receive ?



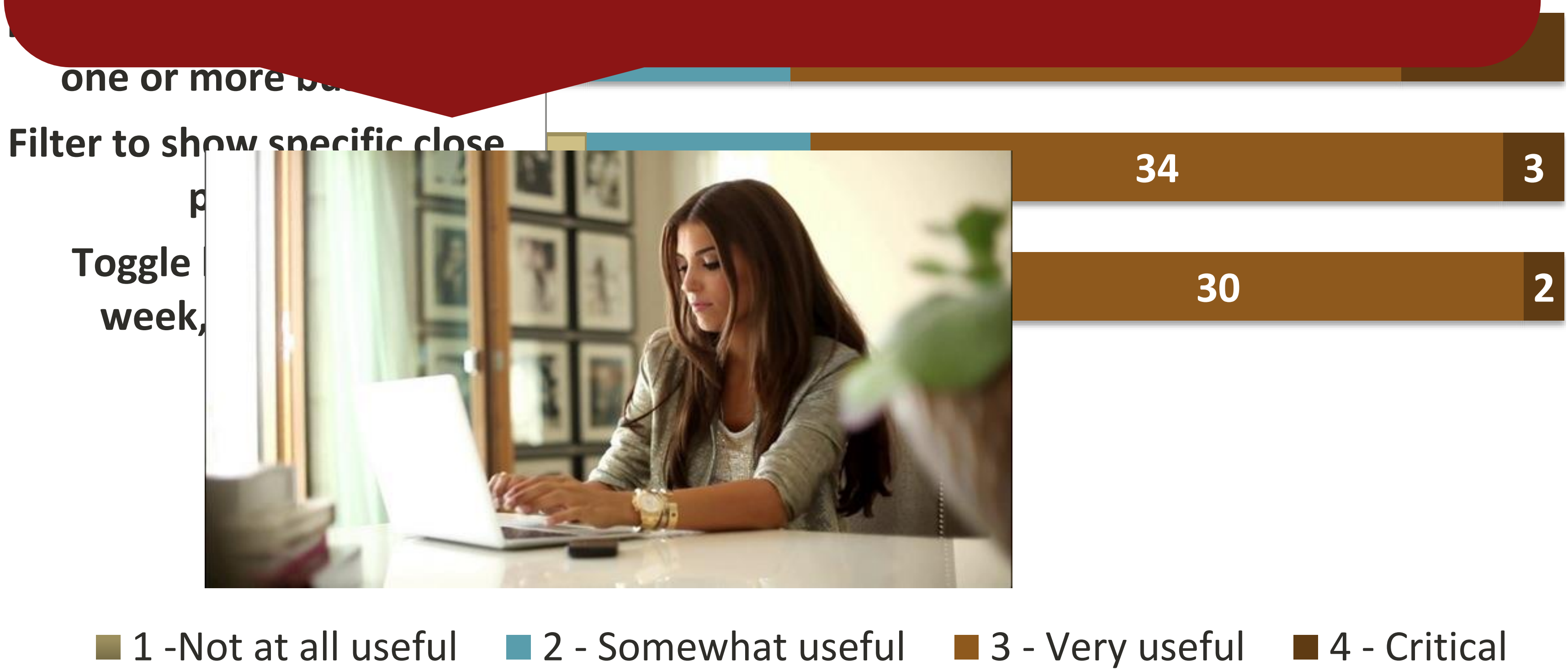
Survey

Did you use the interactive calendar?

Answer Options	Response Count	Response Percent
Yes	48	34%
No	94	66%

Survey

Absolutely loved the interactive calendar!! Great addition!



Survey

Rating Results:

Area Rated	2013 Results	2014 Feb Results	2014 Oct Average
Weekly email updates on year-end close schedule	4.23	4.46	**4.52**
Year-end close calendar/schedule posted on the Gateway to Financial Activities website (FINGATE)	4.34	4.19	**4.47**
Satisfaction with the clarity of Year-End Close communications and terminology	3.81	4.06	**4.31**
Contact central administration (the Year-End Close team within Financial Management Services)	3.88	3.96	**4.11**
Submit a HelpSU Ticket	3.79	3.94	**3.93**
Refer to Gateway to Financial Activities website	3.72	3.81	**4.04**

Process Improvements

Process Improvements

New!

- Expense Request System (ERS)
  - Managing Prepaid Expenses Using OBI
- Labor Distribution Adjustments Save Function
- Automated Feeder Approvals Workflow

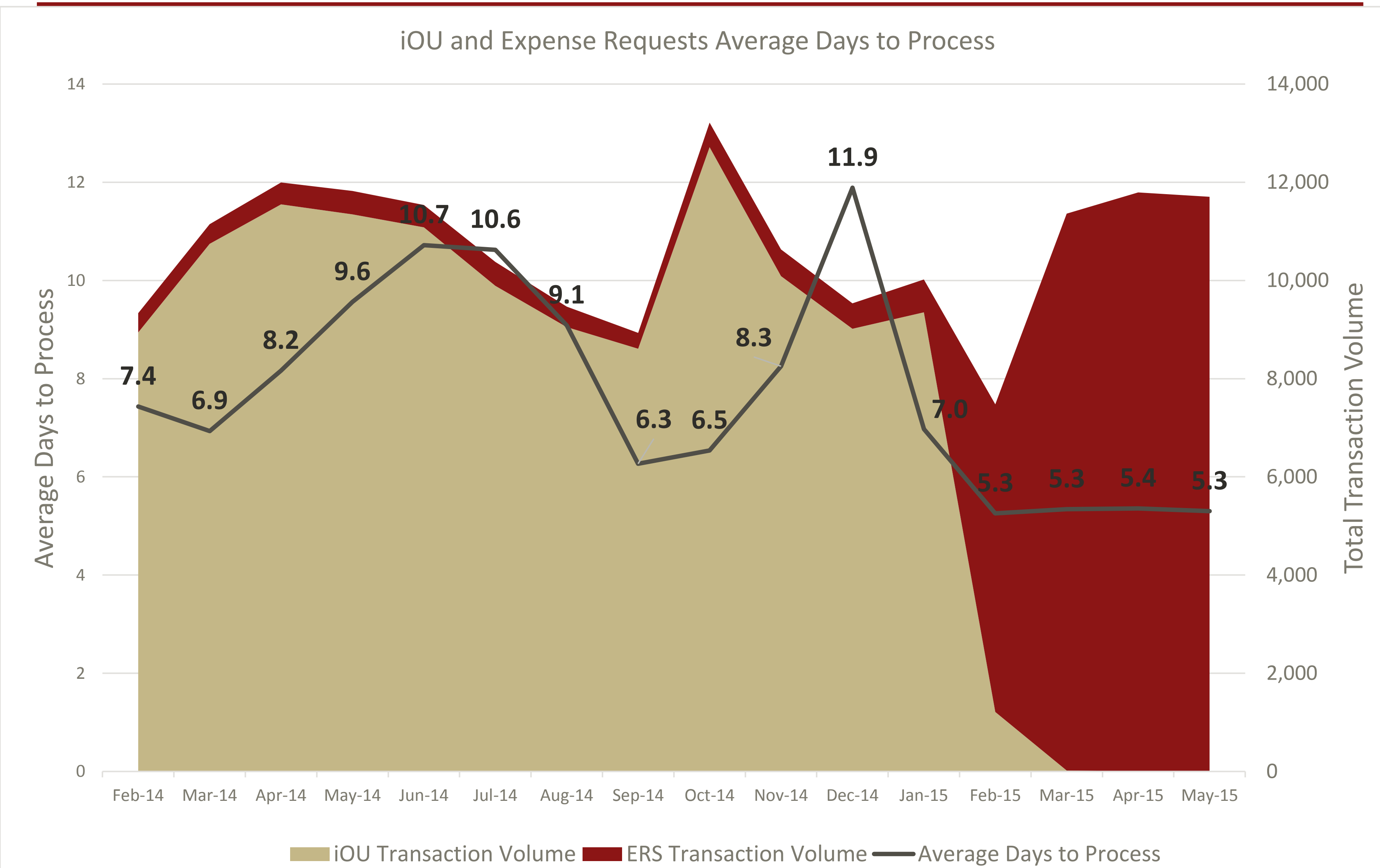
Process Improvements

Expense Request System (ERS)

- ☑ **Integrated Home Page**
- ☑ **Events**
- ☑ **Foreign Transaction Tracking**

- ☑ **Visitor Reimbursement**
- ☑ **Line-level auditing rules**
- ☑ **Per Diem and Mileage automation**
- ☑ **Streamlined PTAE Allocations**
- ☑ **Simplified TCard Charge Clearing**
- ☑ **Customized Search feature to include both iOU and ERS transactions**

Process Improvements
Expense Request System (ERS)



Managing prepaid expenses using OBI

(Advances, PCards, TCards)

Process Improvements
Prepaid Expenses

- Advances, PCard and TCard transactions should be fully expensed by the Advance Cleared Date or Expense End Date
- Expense activity should be recorded as soon as possible and posted to the appropriate charge PTA
- How:
  - Use the ‘Aging- Advance and SU Credit Cards’ tab in the ‘Expense Request and SU Card Activity’ dashboard in OBI to identify outstanding charges
  - Use Expense Requests to clear Advances and TCard transactions
  - Use PCard application to verify and approve transactions

- URL:

  OBI reports: https://bi.stanford.edu

Expense Requests

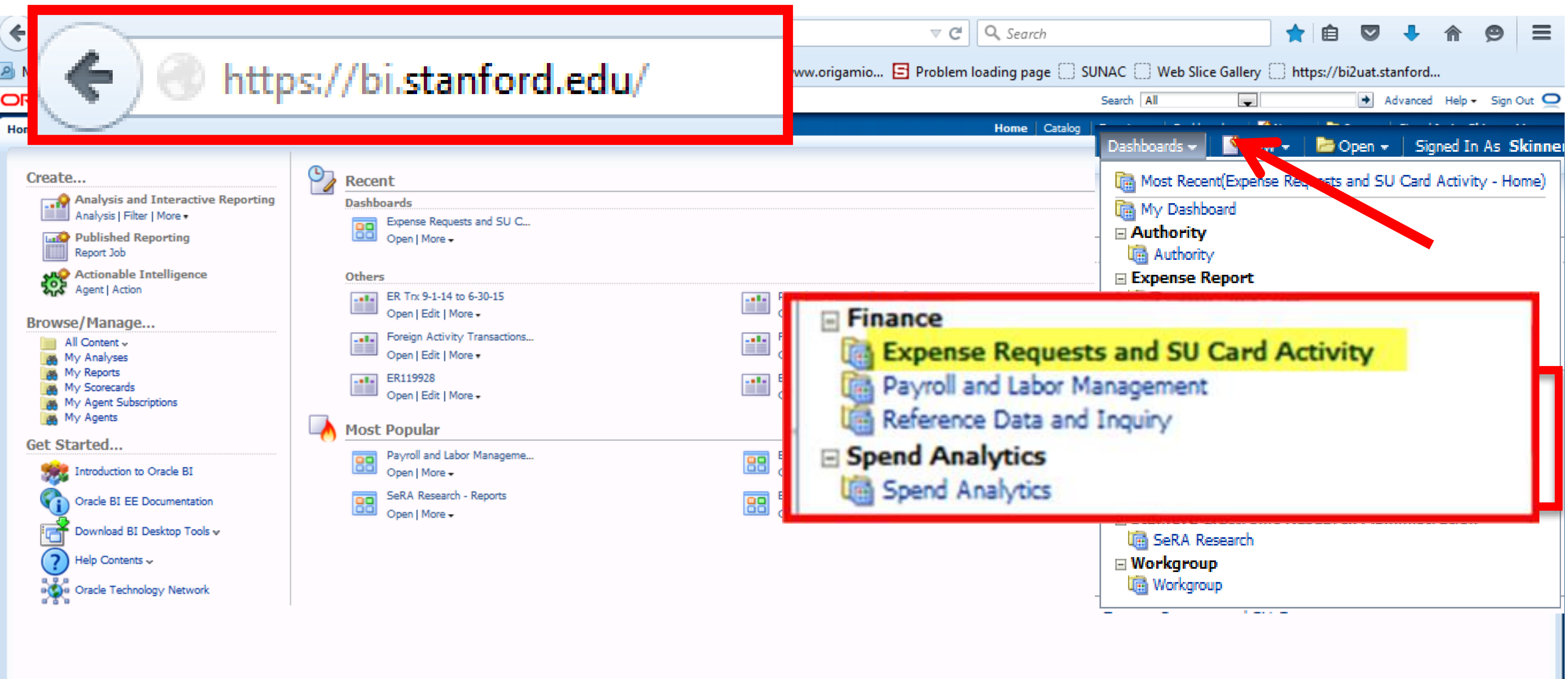
OBI reporting delivered through Evolve Financial Reporting Program

Steps available on FinGate

Aging Reports

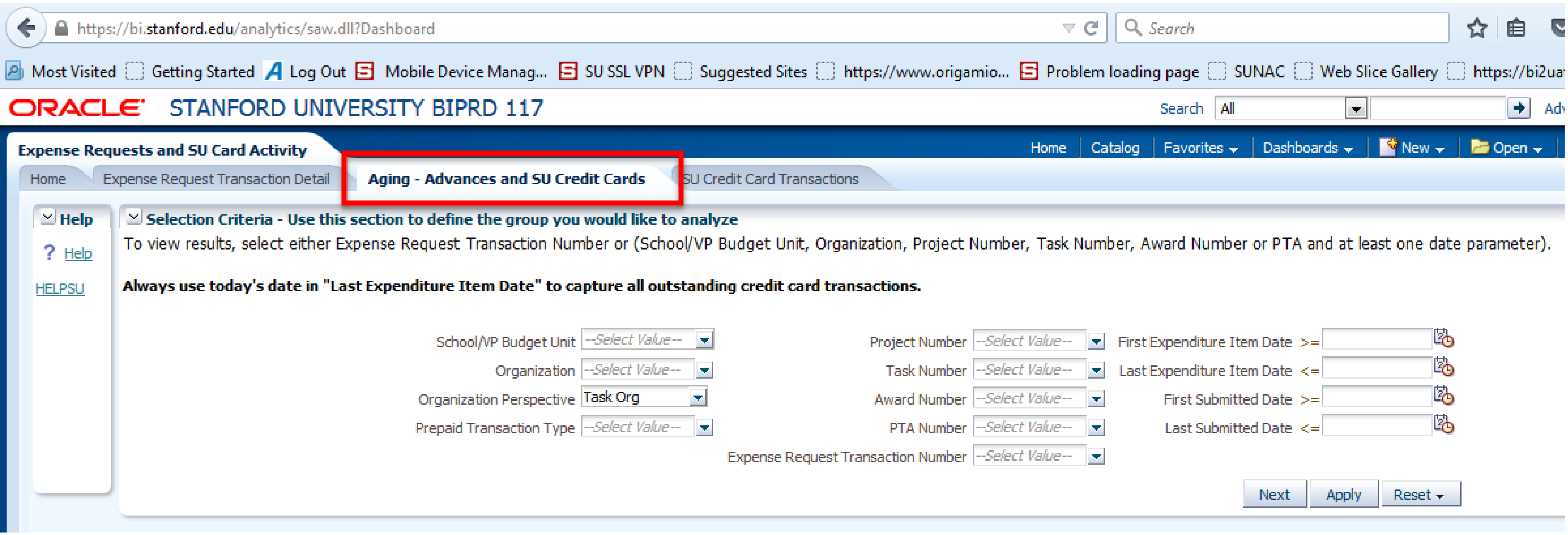
OBI Reports delivered through EFR Program

Oracle Business Intelligence



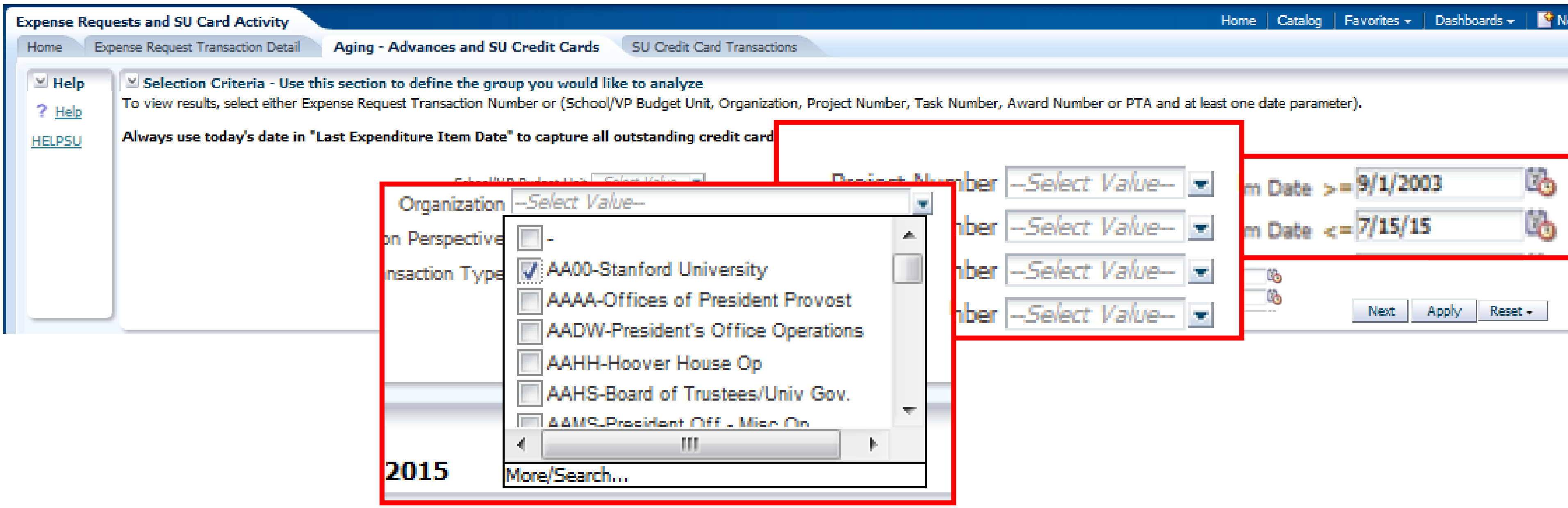
Aging Reports

OBI Reports delivered through EFR Program



Aging Reports

OBI Reports delivered through EFR Program



Aging Reports

OBI Reports delivered through EFR Program

Advance Transaction Detail

Time run: 7/5/2015 3:36:25 PM

Organization Perspective Task Org **Subtotal by** Expense Request Transaction Type Description OK

Task Org	Expense Request Transaction Type Description	Supplier Name	Expense Request Transaction Number	Expense Incurred Date	Advance Expected Clearing Date	Transaction Age Day Quantity	e Applied	Employee Advance Returned Amount	Advance Balance Amount
AXXX-Research	Advance	SKINNER, LISA	ADV12345	2/6/2015	2/6/2015	149	$0.00	$0.00	$1,358.40
		ALVAREZ-VALDEZ, ISABEL	ADV12346	2/6/2015	2/6/2015	149	$0.00	$0.00	$87,494.40
	Advance Total						**$0.00**	**$0.00**	**$88,852.80**
	Advance (Foreign)	ALVAREZ-VALDEZ, ISABEL	ADV12399	3/3/2015	7/6/2015	0	$9,588.79	$0.00	$311.21
		SKINNER, LISA	ADV99123	5/6/2015	6/10/2015	25	$0.00	$0.00	$4,985.80
	Advance (Foreign) Total						**9,588.79**	**$0.00**	**$5,297.013**

Aging Reports

OBI Reports delivered through EFR Program

Aging SU Credit Card Transaction Report

Time run: 7/5/2015 3:49:35 PM

Organization Perspective: Task Org | Subtotal by: SU Credit Card Program Description | OK

View by: Basic

Expense Incurred Date	SU Credit Card Posted Date	SU Credit Card Transaction Expense End Date	Verifier Full Name	Expense Request Status Description	SU Credit Card Transaction Status Description	Transaction Age Day Quantity
1/30/2015	2/2/2015		HOYING, MATT	Unknown	SUBMITTED	152

Task Org	SU Credit Card Program Description	SU Credit Card Custodian Full Name	SU Credit Card Holder Name											
AXXX-Research	SU PCARD	SKINNER, LISA	SKINNER, LISA			INTERNATIONAL								
					2765599	AMAZON.COM	6/12/2015	6/15/2015		HOYING, MATT	Unknown	PENDING APPROVAL	19	160.93
					2769082	GAYLORD BROS INC	6/17/2015	6/18/2015		HOYING, MATT	Unknown	NEW	16	320.80
					2772485	GAYLORD BROS INC	6/19/2015	6/22/2015		HOYING, MATT	Unknown	NEW	12	187.48
					2773903	HASSETT ACE HARDWARE	6/22/2015	6/23/2015		HOYING, MATT	Unknown	NEW	11	25.82
					2774036	PAYPAL *BACC	6/22/2015	6/23/2015		HOYING, MATT	Unknown	NEW	11	280.00
					2774037	PAYPAL *BACC	6/22/2015	6/23/2015		HOYING, MATT	Unknown	NEW	11	110.00
					2778875	ULINE *SHIP SUPPLIES	6/27/2015	6/29/2015		HOYING, MATT	Unknown	NEW	5	469.12
					2780437	SILICON VALLEY SHELVIN	6/29/2015	6/30/2015		HOYING, MATT	Unknown	NEW	4	524.08
					2780438	SILICON VALLEY SHELVIN	6/29/2015	6/30/2015		HOYING, MATT	Unknown	NEW	4	1,171.97
					2780439	SILICON VALLEY SHELVIN	6/29/2015	6/30/2015		HOYING, MATT	Unknown	NEW	4	4,708.08
					2782829	PACIFIC WATER SYSTEMS	6/30/2015	7/2/2015		HOYING, MATT	Unknown	NEW	2	687.51
	SU PCARD Total													14,718.20
	SU TRAVEL CARD	SKINNER, LISA	SKINNER, LISA	XXXX-XXXX-XXXX-9790	2783055	AMERICAN 00123533217680	6/30/2015	7/2/2015		HOYING, MATT	Unknown	MOVEDTOIEXP	2	908.24
					2783056	AMERICAN 00106145830630	6/30/2015	7/2/2015		HOYING, MATT	Unknown	MOVEDTOIEXP	2	129.80
	SU TRAVEL CARD Total													1,038.04

Rows 26 - 44 (end)

Additional Report Resources

Reports by Business Process

<table>
<tr><th>Business Function</th><th>ReportMart3</th><th>OBI</th><th>When to Use</th></tr>
<tr><td>Payroll and Labor Management</td><td></td><td>✔</td><td rowspan="3">Pre-Close
Soft Close</td></tr>
<tr><td>Expense Requests and
SU Credit Cards (PCard, TCard)</td><td></td><td>✔</td></tr>
<tr><td>Purchasing and Payments
(138, 148, 201, 206, 207, 257)</td><td>✔</td><td></td></tr>
<tr><td>Expenditure Management:
Expenditure Statements
(279,285)</td><td>✔</td><td></td><td rowspan="5">Pre-Close
Soft Close
Hard Close
Final Close</td></tr>
<tr><td>Fund Management:
Fund Statements
(101, 153, 283)</td><td>✔</td><td></td></tr>
<tr><td>Cash Management
(101, 153, 283, 284)</td><td>✔</td><td></td></tr>
<tr><td>Budgeting
(165, 166, 211)</td><td>✔</td><td></td></tr>
<tr><td>Journal Entries
(101, 153, 230, 252)</td><td>✔</td><td></td></tr>
</table>

Getting access to OBI Financial Reporting

- Visit OBI Financial Reporting web site at: http://web.stanford.edu/group/fms/fingate/finsystem/obi/

- **Find:**
  - **Authority requirements under ACCESS**
  - **Available and required courses under TRAINING**
  - **And much more …**

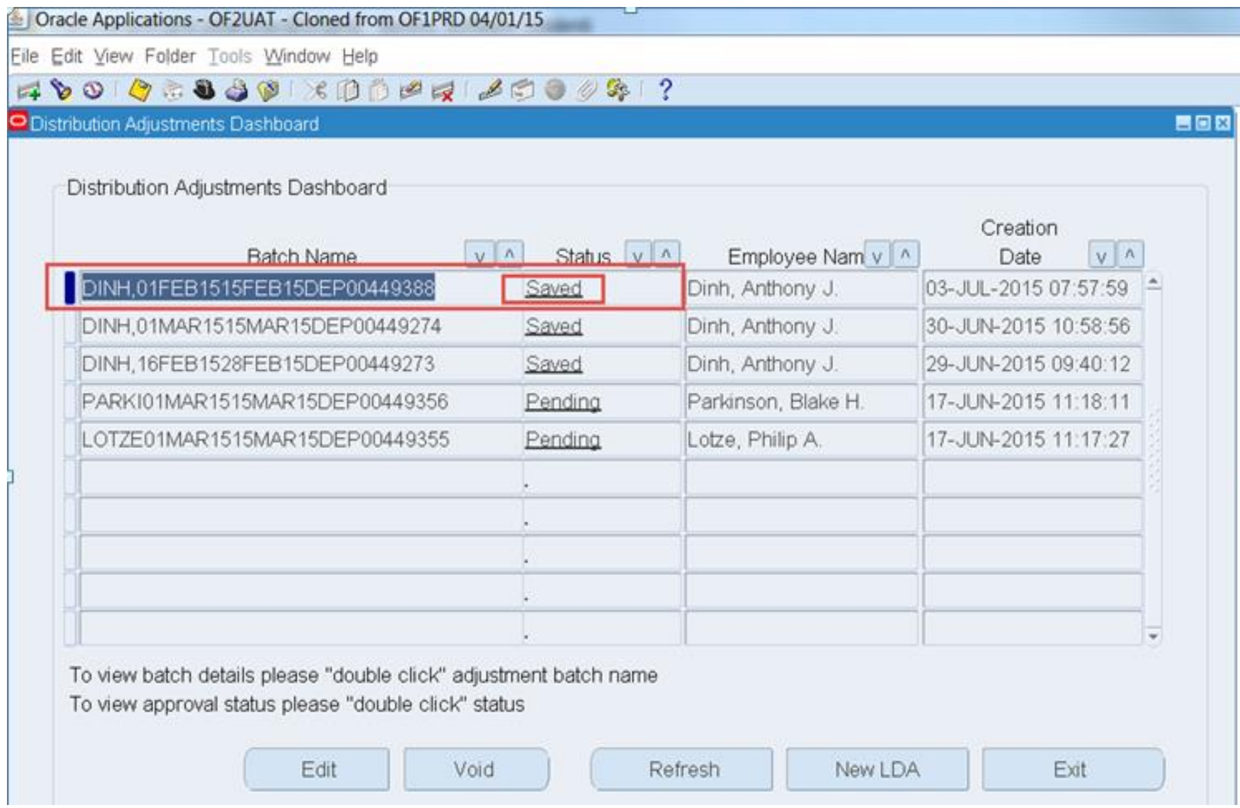
Process Improvements

Labor Distribution Adjustments Save Function

New **Save** feature!

- Saved transactions will be retrievable for up to 7 days for later completion

- Accessible via the Dashboard



Process Improvements

Automated Feeder Approvals Workflow

- Use of automated Workflow Notifications for approval routing
- Approvers (either Business Owners or Feeder Owners other than the originator) can approve or reject from the Workflow Notification
- Approved feeder journals will post automatically
- Rejected feeder journals will route back to the originator for purging and upload of a new feeder

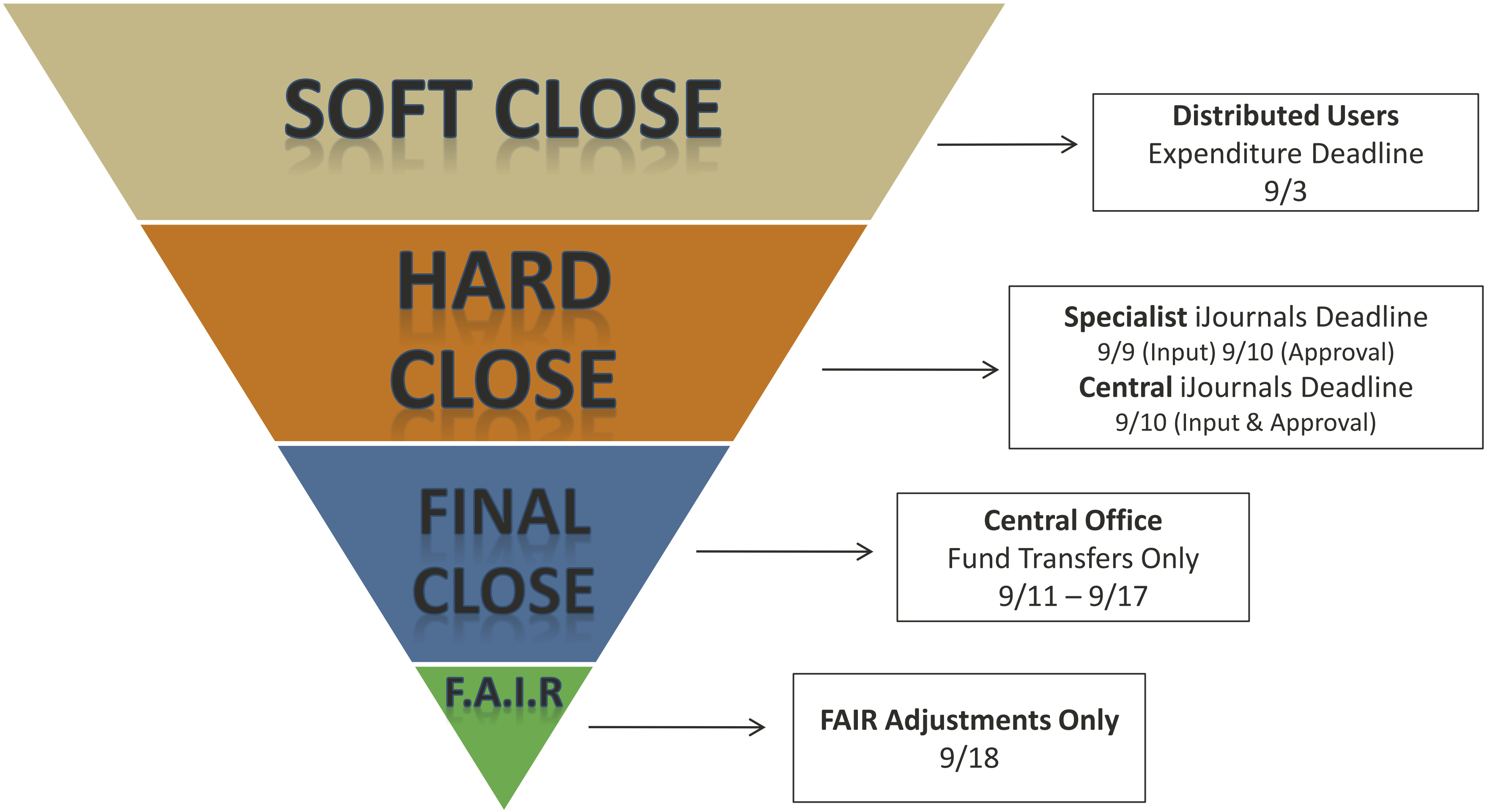
FY15 Year-End Close Calendar

FY15 Year-End Close Overview

- Calendar provides a list of deadlines for each business process
- Two preliminary closes before the final close
- Five distinct timelines for activities included in the schedule:

Pre-Close: • Activities before August 27	OSA clearing, expense and AP transaction deadlines, etc.
August-2015 Month-End (Soft) Close: • August **27** – September 3	AP close, Labor and Public iJournals deadline, etc.
Year-End Expenditure (Hard) Close: • September 4 – September 10	Specialist and Central iJournals deadline, expenditure processing finalized)
Year-End Fund Transfer (Final) Close: • September 11 – September **18**	GL entries only, Fund Transfer deadline for distributed users on 9/16
Post-Close Activities: • September 19 – October 31	Catch-up processing for SEP-2015 activity

FY15 YEC Timeline



FY15 Year-End Close Calendar (18 Day Close/13 Business Days) – **Public**

AUGUST 2015						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
					JULY 31	**AUGUST 1**
					[To review July MEC deadlines on Fingate click here]()	
2	**3**	**4**	**5**	**6**	**7**	**8**
					5:00pm: Deadline to submit Expenditure Type & Object Code requests for AUG-2015	
9	**10**	**11**	**12**	**13**	**14**	**15**
	5:00pm: Form 1 Capital Projects approvals deadline **11:59pm**: **July 2015 Month-End Close Complete**				**3:00pm**: Submission deadline for OSA LDA's for transactions posted between 6/1/15 to 7/31/15 pay periods **5:00pm**: Deadline to approve OSA LDA's for transactions posted between 6/1/15 to 7/31/15 pay periods **5:01pm**: OSA "sweep" process begins **9:00pm**: Deadline to input Labor Schedules into Oracle for **hourly** employees for pay period ending 8/15/15	
16	**17**	**18**	**19**	**20**	**21**	**22**
	6:00am: OSA "sweep transactions available on expenditure reports **5:00pm**: All AP, ERS & TCard transactions deadline (except PCard)	**9:00pm**: Deadline to input Labor Schedules into Oracle for **Salaried** employees for pay period ending 8/15/15		8/15/15 Payroll available on PLM and RM3 reports and available for adjustment	**7:00pm**: Endowment payout posted	
23	**24**	**25**	**26**	**27**	**28**	**29**
	9/1 Salary Uploads	**5:00pm**: • Deadline to request new Gift fund PTAs • Final deadline for departments to submit Capital templates • Deadline for departments to submit Cost Sharing journals to OSR	**Monthly Income Exceptions** **4:00pm**: PCard approval deadline	AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit) **7:00am**: No PTA Changes until 9/11 **10:00am**: Cash Mgmt Payments in AP deadline **12:00pm**: AP Closes	AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit) **6:00am**: Fund & Expenditure reports available online (reflecting all FY15 expenditure transactions except 8/31/15 payroll & all AUG-2015 feeders) **3:00pm**: Deadline to **originate** OSA LDA's for transactions posted during the 8/15/15 pay period **5:00pm**: • OSA LDA's approval deadline • Deadline to submit repayment checks to Payroll **5:01 pm**: OSA "sweep" process	Central Office rollover Labor Schedule end date to next fiscal Year-End

FY15 Year-End Close

AUGUST-2015

DATE	TIME	ACTIVITY
8/7/2015	5:00pm	Deadline to submit Expenditure Type & Object Code requests for AUG-2015
8/10/2015	11:59pm	July 2015 Close and ADJE-2015 is opened
8/14/2015	3:00pm	Submission deadline for (Org Suspense Accounts) LDA (Labor Distribution Adjustments) for transactions
	5:00pm	OSA (Org Suspense Accounts) LDA (Labor Distribution Adjustments) approval deadline
8/17/2015	5:00pm	All AP transactions deadline (except PCard)
8/20/2015	----------	8/15/15 Payroll available on PLM and RM3 reports and available for adjustment
8/24-09/11	----------	**9/01 Salary Uploads**
8/25/2015	5:00pm	AP Invoice uploads deadline (Central)
8/26/2015	4:00pm	PCard approval deadline
8/27/2015	7:00am	**No PTA Status Changes until 9/11**
	10:00am	Cash Management Payments in AP deadline
	12:00pm	AP Closes for AUG-2015
8/28/2015	6:00am	Fund and Expenditure reports available online (reflecting all FY15 transactions except 31-AUG-2015 payroll and all AUG-2015 feeders)
	5:00pm	OSA LDA **approval** deadline.
8/31/2015	5:00pm	Deadline to **submit** iJournal Responsibility requests

FY15 Year-End Close Calendar (18 Day Close/13 Business Days) – Public

SEPTEMBER 2015						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
Daily-3:00pm Core journals and iJournals deadline for **distributed** users for same night processing						
30	31	SEPTEMBER 1		3 SOFT CLOSE	4	5
	AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit) **6:00am:** ... rep...	AP pay...	.../31/15 payroll processed in Oracle Financials	**6:00am:** • 8/31/15 Payroll available on PLM and RM3 reports and available for adjustment	**Public iJournals available for September and future periods only** ...ly updates for 9/1/15 ...M3 reports ...line (AUG-2015 ...) ...s" transactions ... expenditure	
6						12
					...reports available ... Expenditures) ...hanges resume ...ital files deadline ...come Exceptions	
13	14					19
	Budget Officers Meeting **10:00am:** Year-End "Hard" Close data available on DSS reports	**Budget Officers Meeting**	**Budget Officers Meeting** • 5:00pm: **iBudgets, iJournals, Fund Transfers, Bulk Fund Transfers and ADI Fund Transfers** final **submission** deadline for departments • 7:00pm: **iBudgets, iJournals, Fund Transfers, Bulk Fund Transfers and ADI Fund Transfers** final **approval** deadline	**7:00pm:** • Final Core Journal input & approval deadline **(Controller's Office only)**	**FAIR Review/Adjustment Journals ONLY** *FY15 Burden Schedules **final** deadline **7:00pm: Final FAIR Journals** input & approval deadline **11:59pm: Year-End "Final" Close complete**	**SEP-2015** activity begins LDA responsibility reactivated
20	21	22	23	24	25	26
	9/15/15 payroll processed in Oracle Financials **10:00am:** Year-End "Final" Close data available on DSS reports **SMC Endowment Release - (TBD)**	9/15/15 Payroll available on PLM and RM3 reports		**12:00pm:** Oracle Hyperion ready with FY2015 actuals for Year-End variance reporting (due 10/13/15)		
27	28	29	30			

-Daily 3:00pm journal deadline (for distributed users) so Central can complete for same night processing

-Daily 7:00 PM deadline for iJournals for same night processing: Approved iJournals, including End-Route approval – except on 9/10: the final posting is at 5:00pm

FY15 Year-End Close

September-2015

DATE	TIME	ACTIVITY
9/1/2015	7:00am	Expenditure Type & GL Object Code Blackout Begins
8/24-09/11	----------	**9/01 Salary Uploads**
9/3/2015 **Soft Close**	6:00am	8/31/15 Payroll Student Financial data available in PLM and RM3, available for adjustment
	3:00pm	Same-Night Processing Deadline for LDA end-routing to OSR/Fund Accounting
	5:00pm	LDA responsibility disabled until 9/19
		Final Input & Approval Deadline for **Public iJournals** and **Feeders**
		iJournals Specialist and **iBudget entries** Input & Approval Deadline for Soft Close
	7:00pm	LDA Approval Deadline, Central iJournal Input & Approval Deadline for Soft Close
	11:59pm	**August 2015 Month-End "Soft" Close (MEC) Complete**
9/4/2015	6:00am	PLM and RM3 reports available with AUG-2015 "Soft" Close; 9/1/15 Org Hierarchy updates complete
9/9/2015	----------	***Fund Transfers in iBudgets and iJournals available through 9/16/15**
	5:00pm	**Deadline for Specialist iJournals**, including AP & AR Accrual Entries
9/10/2015 **Hard Close**	5:00pm	**Final Specialist iJournal Approval Deadline** **Final Central iJournal Input & Approval Deadline for Hard Close**
	11:59pm	**Year-End Hard Close (YEC) for Expenditures Complete**
9/11/2015	6:00am	RM3 reports available w/ YEC Expenditures data
	7:00am	PTA Maintenance Blackout Period ends
9/16/2015	5:00pm	**Final Submission Deadline for iBudgets, iJournals, Bulk, and ADI Fund Transfers** for departments
	7:00pm	Final Approval Deadline for iBudgets, iJournals, Bulk, and ADI Fund Transfers for departments
	7:00pm	**Final Fund Accounting Core Journal Input & Approval deadline**
9/18/2015 **Final Close**	7:00pm	**Final FAIR Adjustment Journals Input & Approval Deadline**
	11:59pm	**Year-End "Final" Close complete**
9/19/2015	----------	**SEP-2015 Activity Begins**

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 to let us know.

Business Function

- [ ] Accounts Receivable
- [ ] Budgeting
- [ ] Cash Management
- [ ] Journal Entries
- [ ] Payroll and Labor Management
- [ ] Purchasing and Payments
- [ ] System Setups

Close Period

- [ ] Pre-Close
- [ ] August Month-End Close
- [ ] Year-End Expenditure Close
- [ ] Year-End Fund Transfer Close
- [ ] Post-Close Activities

Go Reset

https://web.stanford.edu/dept/controller/cgi-bin/calendar/distributed/

Interactive Calendar

‹ › today

September 2015

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit) No PTA Changes until 9/11	AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit) No PTA Changes until 9/11 6:00am - OSA sweep transactions available on expenditure reports 12:00pm - CashNet deposit deadline for August 12:00pm - Deadline to submit paper forms to Payroll to be included in the current fiscal year 5:00pm - Deadline for OSR to submit Cost Sharing journals 5:00pm - Deadline to submit iJournals Responsibility requests 5:00pm - Resolve unapplied Graduate Financial Support aid and enter fully approved aid in the GFS system 9:00pm - Deadline to input Labor Schedules into Oracle for Hourly employees for pay period ending 8/31/15	AP payments (ACH, Wires, Checks) resume No PTA Changes until 9/11 9:00pm - Deadline to input Labor Schedules into Oracle for Salaried employees for pay period ending 8/31/15	8/31/15 payroll processed in Oracle Financials No PTA Changes until 9/11	No PTA Changes until 9/11 6:00am - 8/31/15 Payroll available on PLM and RM3 reports and available for adjustment 6:00am - Student Financials data available on RM3 reports 3:00pm - Deadline for LDAs to be end-routed to OSR/Fund Accounting for same night processing 5:00pm - Deadline to input and approve Specialist iJournals, Feeders, iBudget for Soft Close 5:00pm - Final Deadline to input and approve Public iJournals 5:00pm - LDA responsibility disabled until 9/19 5:00pm - OOD review period file 7:00pm - Central iJournals input & approval deadline 7:00pm - Deadline to post EIFP and EFP payout journals 7:00pm - LDA approval deadline 7:00pm - OSA sweep process 9:00pm - Core Journals input & approval deadline 11:59pm - AUG-2015 Month-End "Soft" Close	No PTA Changes until 9/11 Org Hierarchy updates for 9/1/15 complete Public iJournals available for September and future periods only 6:00am - OSA "sweep" transactions available on expenditure reports 6:00am - PLM and RM3 reports available online (AUG-2015 "Soft" Close)	No PTA Changes until 9/11

- Purchasing and Payments
- Payroll and Labor Management
- Journal Entries
- Budgeting
- Cash Management
- Accounts Receivable (AR)
- System Setups
- DSS Reports

Black Out Periods

Black Out Periods for FY15

PTA Status Changes

- **8/27/15** at 7:00am – PTA Blackout begins. PTA's may not be altered in any way that would prevent transactions from posting. This includes changes to Status (i.e. from Active to Closed, On Hold, etc.), End Dates, Close Dates.
- **9/11/15** at 7:00am – PTA status changes resume.

Note: If PTA's are closed or end-dated during the PTA blackout period, transactions will reject resulting in additional work and processing time.

Expenditure Types and GL Object Code Setups

- **08/07/15** at 5:00pm – deadline to submit new Expenditure Type and GL Object code requests.
- **09/01/15** at 7:00am – Blackout begins: Object/Expenditure code setups/changes not allowed.
- **10/31/15** at 7:00am - Expenditure Types and GL Object Code Blackout ends

Managing Org Suspense Account (OSA) balances

Recording Labor Expenses

Managing Organization Suspense Account balances

- Why?
  - Ensure salary transactions are posted to the correct account in a timely manner (before YEC) *and* to avoid OSA 'sweep' fees!
- How:
  - Use the Payroll and Labor Management (PLM) Dashboard in OBI to **identify** OSA balances
  - Create a Labor Distribution Adjustment to **clear** Organization Suspense Accounts (OSA) balances
- Prevent future postings:
  - Use the Payroll and Labor Management (PLM) Dashboard in OBI to **prevent** OSA balances by identifying incomplete or invalid Labor Schedules
  - Modify the employee's Labor Schedule
  - Modify GFS, PeopleSoft record, or Axess Timecard

Organization Suspense Accounts for Labor

Deadlines

- Departments are to submit OSA Labor Distribution Adjustments by :
    - **3:00pm** on **8/14/2015** for **01-JUN-2015** thru **31-JUL-2015** pay periods
    - **3:00pm** on **8/28/2015** for **01-AUG-2015** thru **15-AUG-2015** pay periods
    - **3:00pm** on **9/03/2015** for **16-AUG-2015** thru **31-AUG-2015** pay periods

Note: 3:00pm deadline for LDAs to be **end-routed** to OSR/Fund Accounting for same night processing

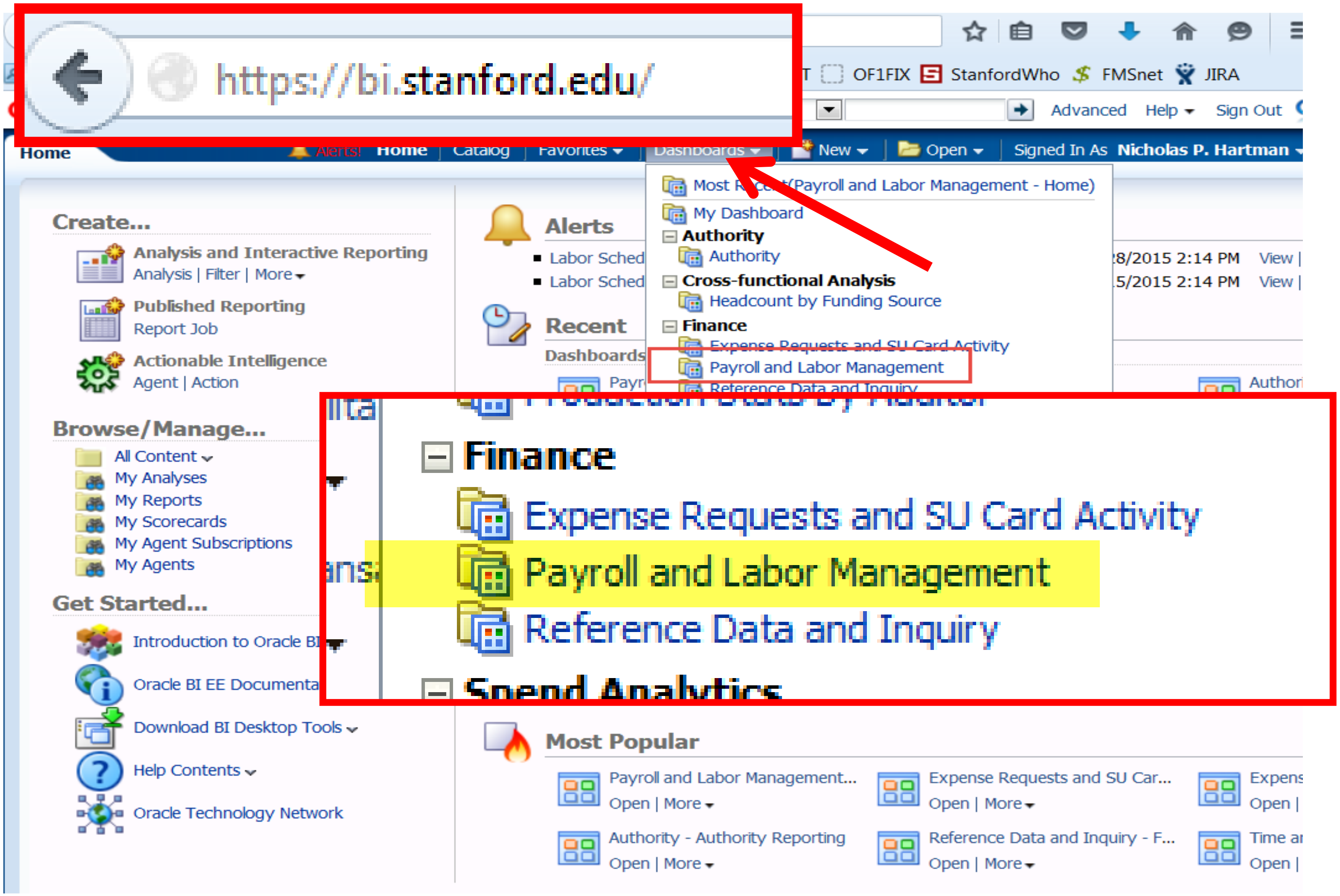
- Important for End Routes to approve Labor Distribution Adjustments by:
    - **5:00pm** on **8/14/2015** for **01-JUN-2015** thru **31-JUL-2015** pay periods
    - **5:00pm** on **8/28/2015** for **01-AUG-2015** thru **15-AUG-2015** pay periods
    - **7:00pm** on **9/03/2015** for **16-AUG-2015** thru **31-AUG-2015** pay periods (this is the final deadline to approve Labor Adjustments to be included in FY15).
- All OSA adjustments that are ***not*** approved by the deadlines above will be rejected and ***swept*** to the department's transfer PTA's.

Approvals

- Approvers going on vacation may use feature in Oracle Workflow that allows Vacation Delegation and Worklist Sharing
  http://fingate.stanford.edu/staff/finauthority/delegate_approval_wklist.html
- Approvers can also log on remotely and approve transactions!

Organization Suspense Account Reports

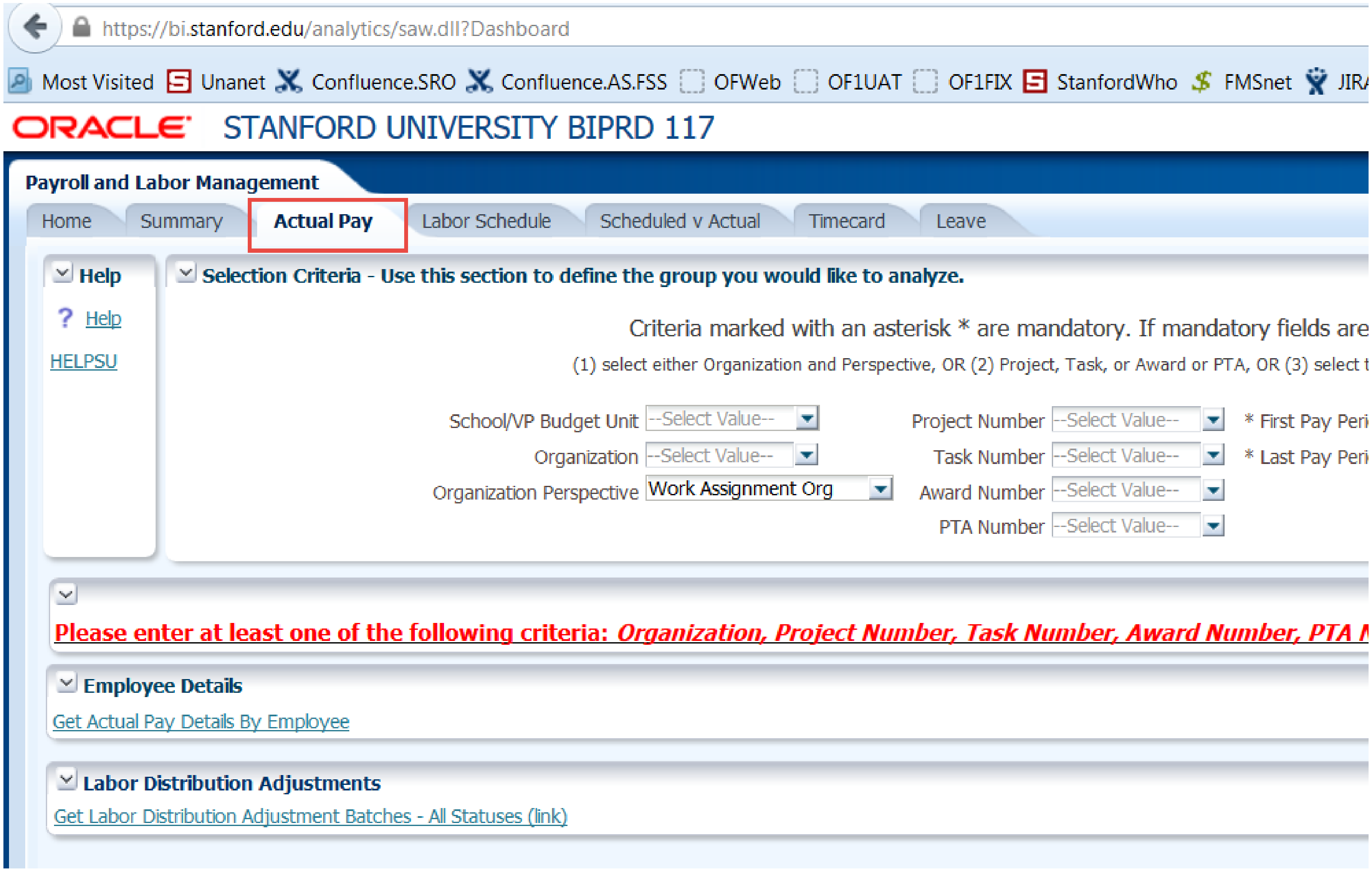
OBI Reporting through Evolve Financial Reporting Program



Organization Suspense Account Reports

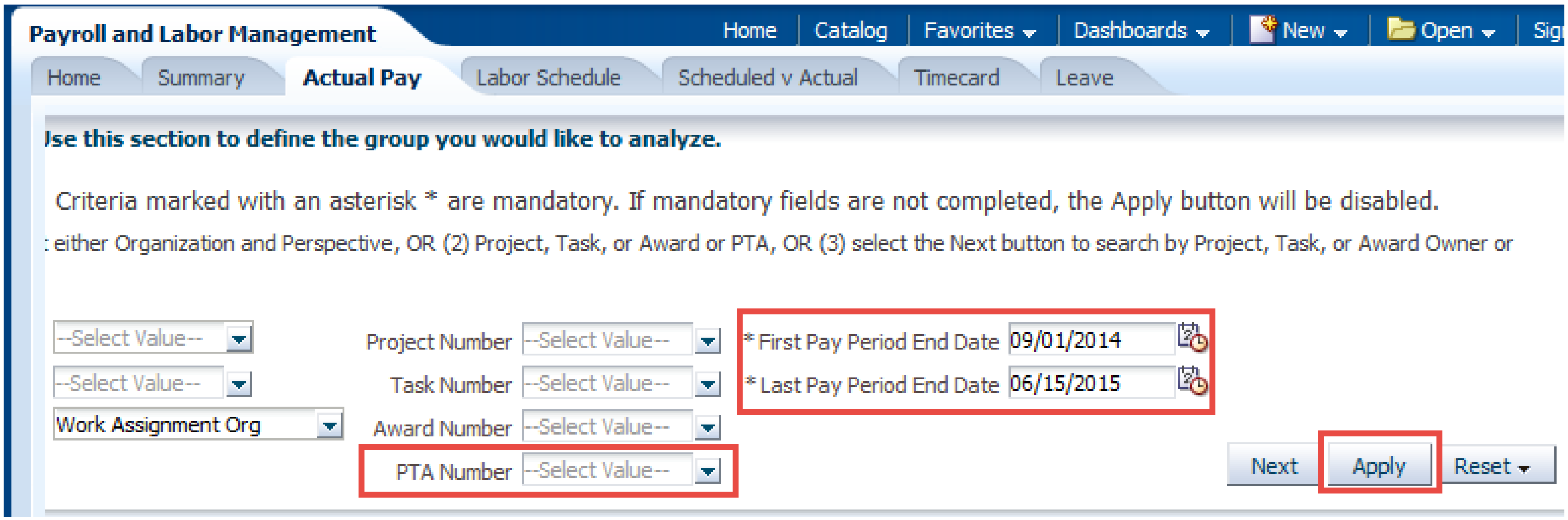
OBI Reporting through Evolve Financial Reporting Program

Organization Suspense Account Reports



Organization Suspense Account Reports

OBI Reporting through Evolve Financial Reporting Program



Organization Suspense Account Reports

OBI Reporting through Evolve Financial Reporting Program

School/VP Budget Unit --Select Value--
Organization --Select Value--
Organization Perspective Work Assignment Org

Project Number --Select Value--
Task Number --Select Value--
Award Number --Select Value--
PTA Number 1234567-100-AB

* First Pay Period End Date 06/30/2015
* Last Pay Period End Date 06/30/2015

Employee Details

Get Actual Pay Details By Employee

Actual Pay

Actual Pay for Pay Period between 06/30/2015 and 06/30/2015

Time run: 7/6/2015 2:49:24 PM

Organization Perspective Work Assignment Org **Subtotal by** Earnings Type **Time Period Type** Pay Period End Date OK

Show Data As Employee - Table view

Employee Name	Assignment Number	Job Annual Rate	Job Hourly Rate	Work Assignment Org	Project Number	Task Number	Award Number	Earnings Type	Pay Period End Date	Actual Earnings Amount
[redacted]	[redacted]	19,240.00	37.00	ABCD-Stanford	1234567	100	ABCDE	101-Day Hours	6/30/2015	$1,480.00
[redacted]	[redacted]	19,240.00	37.00	ABCD-Stanford	1234567	100	ABCDE	103-Day Hours Overtime	6/30/2015	$444.00
[redacted]	[redacted]	6,630.00	15.00	AZZZ-Stanford	1234567	100	ABCDE	101-Day Hours	6/30/2015	$281.25

Managing Org Suspense Account Balances
Resources

- Overview of Organization Suspense Accounts
  http://web.stanford.edu/group/fms/fingate/staff/moyrendclose/org_susp_acct.html

- How To: Clear Organization Suspense Accounts for Labor
  http://web.stanford.edu/group/fms/fingate/staff/moyrendclose/quick_steps/clear_org_susp_acct.html

- Policy Notes
  http://web.stanford.edu/group/fms/fingate/staff/moyrendclose/policy_notes/org_suspense_acct.html

- **Questions:** Email financial_info_systems@lists.stanford.edu

Accruals

Policy for Accruing Expenses

Purpose: To record expenses that should have been recognized in FY15 but were not recorded in Oracle during August 2015

Expenses:

- Prepare 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
- Utilize **iJournals AP Accruals** responsibility to create an Accounts Payable (AP) accrual journal for AUG-2015 **by September 9, 2015**

Questions:

- Email Nini Cruz, tcruz@Stanford.edu or Michelle Zhang, mizhang@stanford.edu

Policy for Accruing Revenue

Purpose: To record external revenue on non-sponsored projects that should have been recognized in FY15 but was not recorded in Oracle during August 2015. Please note this applies to earned revenue only; unearned revenue (i.e. prepayments) will need to be handled differently.

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
- Minimum threshold is $50,000
- Utilize iJournals AR Accruals to create an Accounts Receivable (AR) accrual journal for AUG-2015 **by September 9, 2015**

Questions:

- For Service Centers, email Christine Siu, csiu@Stanford.edu
- For all other revenue accruals, email Emily Cantey, ecantey@Stanford.edu

Resources

Resources

- **Year-End Resources on FINGATE website:**
- http://www.stanford.edu/group/fms/fingate/staff/moyrendclose/res_jobaid.html
  - FY15 Year-End Close Detailed Schedule
  - FY15 Year-End Close Calendar
  - Year-End Close Public PowerPoint Presentation
  - iJournals Responsibility Request

Managing Year-End Close Activities Resources

- Year-End Close Interactive Calendar
  https://web.stanford.edu/dept/controller/cgi-bin/calendar/distributed/

- FY15 Year-End Close Calendar (18-day Close)
  http://web.stanford.edu/group/fms/fingate/docs/year_end_close_calendar.pdf

- FY15 Year-End Close Detailed Schedule
  http://web.stanford.edu/group/fms/fingate/staff/moyrendclose/res_jobaid/year_end_close_schedule.html

- *FY15 Year-End Close Presentation to Budget Officers (PowerPoint)
  **coming soon! Meeting with Budget Officers scheduled on July 22, 2015*

- **Questions:** Email financial_info_systems@lists.stanford.edu

Resources

Year-End Close Support for:

- **Processing Issues and Deadlines**
  - Systems and Reporting Operations
  - Email: financial_info_systems@lists.stanford.edu
- **System Issues**
  - http://helpsu.stanford.edu
    - Request Category: Administrative Applications
    - Request Type: Oracle Financials
- **OBI Reporting and Expense Requests**
  - Financial Support Center: (650) 723-2772
  - Email: finhelp@stanford.edu
  - http://helpsu.stanford.edu
    - Request Category: Financial Support
    - Request Type: Financial Support Center
- **Accruals**
  - Expense: Nini Cruz, tcruz@Stanford.edu or Michelle Zhang, mizhang@stanford.edu
  - Non-Sponsored Revenue: Emily Cantey, ecantey@Stanford.edu
  - Service Centers Revenue: Christine Siu, csiu@Stanford.edu

Controller's office (FAIR) and University Budget Office Presentation

FY15 Year-End Variance Reporting

- Similar to last year, UBO and FAIR will make a joint ask for FY15 year-end analysis
  - Through Hyperion reports and forms
- FY15 Year-end data expected to be available in Hyperion around Thursday, September 24th
- Both FY15 Budget vs Actuals and FY15 Actuals vs FY14 Actuals analysis will be due Thursday, October 15th
  - Remember to focus on the "story" in your narrative
  - Actuals over Actuals analysis will include categories within the Special Program Fees & Other Income (SPF&OI) and Other Operating Expense. For example:
    - SPF&OI: Other Instruction Fees vs Patents, royalties & other rights vs Facility rental
    - Other Operating Expenses: Travel & Food vs Materials & Supplies vs Professional Services
  - The reports in Hyperion will provide you with the data to analyze in these groupings
- Joint communication will come from UBO and FAIR around September 18th

Questions?

Appendix

	iJournal Public	iJournal Specialist			iJournal Central
	Generic	Generic	Feeder Owner	Funds Transfer	Generic
iJournal Available during Close	Soft Close	Soft Close and Hard Close	Soft Close and Hard Close	Soft Close and Hard Close	Soft Close and Hard Close
Expenditure Codes Available	Interdept, LPCH, SHC, student expenses, salaries, non-capital operating expenses	Public access + Fabrications, collection expenses			Specialist access + Capital project, fringe benefits, tuition, student & debt expenses
Objects Available	Interdept revenue, revenue from DAPER, conferences, LPCH, SHS	Public access + Cash assets, tax liabilities, revenue fund transfers, revenue from patents, student fees, LPCH, SHS			Specialist access + Real Estate, investments, endowment, student loans
Validation	Full validation based on PTA; type of iJnl selected	Full validation based on PTA; type of iJnl selected	Full validation based on PTA	Full validation based on PTA; type of iJnl selected	Full validation based on PTA; type of iJnl selected
Approvers	Determined by PTA used	Determined by PTA used	Routed for approval to Feeder Business Owner	Determined by PTA used	Over 10K require additional FMS approver
End-Routing	Determined by PTA used	Determined by PTA used	No End-Route approval	Determined by PTA used	-
Transaction Volume	Up to 1,500 lines/jnl	Up to 1,500 lines/jnl	Unlimited	Up to 1,500 lines/jnl	Up to 1,500 lines/jnl
Number of Journals	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Prerequisites	SU employee	SU employee	SU employee Cost Policy SRO Feeder set-up	SU employee Cost Policy	SU employee Cost Policy
Responsibility Granted by	Access is automatically granted to staff with a valid Employee ID and SUNet ID.	SRO staff	SRO staff	Fund Accounting staff	FMS staff
Responsibility Required by User Because...	User needs to originate transactions	Need access to specialist codes; more time to book month-end	Volume; business needs		

iJournals Deadlines

Note: iJournals submitted for End-Route approval by 3:00pm, guarantees same night processing.

	iJournals Public		iJournals Specialist		iJournals Central	
	Input Deadline	Approval Deadline	Input Deadline	Approval Deadline	Input Deadline	Approval Deadline
Soft Close	9/3/15 5:00pm	9/3/15 5:00pm	9/3/15 5:00pm	9/3/15 5:00pm	9/3/15 7:00pm	9/3/15 7:00pm
Hard Close			9/9/15 5:00pm	9/10/15 5:00pm	9/10/15 5:00pm	9/10/15 5:00pm
Final Close						

Feeder iJournals Deadlines

	iJournals Specialist		iJournals Central	
	Input Deadline	Approval Deadline	Input Deadline	Approval Deadline
Soft Close	9/3/15 5:00pm	9/3/15 5:00pm	9/3/15 5:00pm	9/3/15 5:00pm
Hard Close			9/11/15* 5:00pm	9/11/15* 5:00pm
Final Close				

*Hospital feeder deadline

To request extension after Soft Close, contact Systems and Reporting Operations.

Fund Transfers/Bulk Fund Transfers

Note: Fund transfers submitted for End-Route approval by 3:00pm, guarantees same night processing.

	iJournal Specialist		iJournal Central	
	Input Deadline	**Approval Deadline**	**Input Deadline**	**Approval Deadline**
Soft Close	9/3/15 5:00pm	9/3/15 5:00pm	9/3/15 7:00pm	9/3/15 7:00pm
Hard Close	9/15/15 5:00pm	9/16/15 5:00pm	9/10/15 5:00pm	9/10/15 5:00pm
Final Close	9/16/15 5:00pm	9/16/15 7:00pm	9/16/15 5:00pm	9/16/15 5:00pm

Resources:

How to Request a Fund Transfer

How to Upload a Bulk Fund Transfer

ADI Fund Transfers/Core Journals

ADI and Core journals are created by FMS Controller's Office for fund transfers

Note: Requests submitted to FMS by 3:00pm, guarantees same night processing.

	ADI Fund Transfers		Core Journals	
	Input Deadline	Approval Deadline	Input Deadline	Approval Deadline
Soft Close	9/3/15 9:00pm	9/3/15 9:00pm	9/3/15 9:00pm	9/3/15 9:00pm
Hard Close	9/10/15 9:00pm	9/10/15 9:00pm	9/10/15 9:00pm	9/10/15 9:00pm
Final Close	9/16/15 5:00pm	9/16/15 7:00pm	9/17/15 7:00pm	9/17/15 7:00pm

Who to Contact for Help:

School and Department Contacts for Non-Sponsored Funding

YEC Reports by Close Stage

YEC Reports by Close Stage

Business Function	Report (RM3)	Description	When to Use
Budgeting	FIN_BGT_165_Current_iBudget_Sum	Displays budget information and is generally run for non-sponsored and non-capital PTAs.	Pre-Close Soft Close Hard Close Final Close
	FIN_BGT_166_iBudget_Download	Displays detailed budget information and is generally run for non-sponsored and non-capital PTAs.	Pre-Close Soft Close Hard Close Final Close
	FIN_BGT_211_PTA_Budget_Report	Lists budget details and budget amounts by each budget period for sponsored projects only. It identifies budget lines for different GL periods as well as total project-to-date budget lines.	Pre-Close Soft Close Hard Close Final Close

YEC Reports by Close Stage

Business Function	Report (RM3)	Description	When to Use
Cash Management	FIN_FUND_153_Fund_Statement	The Fund Statement shows the beginning fund balance, transactional activity, and ending fund balance for the ledger, reporting period, and fund(s) selected by the report user.	Pre-Close Soft Close Hard Close Final Close
	FIN_REV_283_Mo_By_Mo_Revenue	Provides a month-by-month summary of actual revenue by Award / Award-Project at the revenue object level.	Pre-Close Soft Close Hard Close Final Close
	FIN_OP_101_Operating_Detail_FTD	Used for all award types but is set to report by fiscal year. It contains detailed revenues and expenditures (salary and non-salary) transactions for the last month selected in the reporting period, as well as annual revenue / expense controls (budget), fiscal year to date actuals and variances.	Pre-Close Soft Close Hard Close Final Close
	FIN_OP_284_Mo_By_Mo	Provides Operating Statement summary information by Award / Award-Project in a monthly or yearly columnar format. It also provides monthly and yearly asset and liability information not found on other reports.	Pre-Close Soft Close Hard Close Final Close

YEC Reports by Close Stage

Business Function	Report (RM3)	Description	When to Use
Journal Entries	FIN_JNL_252_Core_Journals	Provides detailed descriptions and other information for Core Oracle journals (which are originated by central office staff).	Pre-Close Soft Close Hard Close Final Close
	FIN_JNL_230_Journal_ Inquiry	Displays the entries that were made in iJournals. It retrieves entire journal entry for individual iJournals, but is limited for Feeder journals due to the volume of data in each feeder journal entry.	Pre-Close Soft Close Hard Close Final Close
	FIN_FUND_153_Fund_ Statement	Shows the General Ledger beginning fund balance, transactional activity, ending fund balance and available balance..	Pre-Close Soft Close Hard Close Final Close
	FIN_OP_101_Operating_ Detail	Can be used for all award types but reports by fiscal year. It contains detailed revenues, transfers and expenditures (salary and non-salary) transactions for the last month selected, as well as annual revenue / expense controls (budget), fiscal year to date actuals and variances.	Pre-Close Soft Close Hard Close Final Close

YEC Reports by Close Stage

Business Function	Report (OBI)	Description	When to Use
Payroll and Labor Management	Actual Pay>Get Labor Distribution Adjustment Batches	Displays Labor Distribution Adjustment Batches summary, details, and approval history information	Pre-Close Soft Close
	Summary> Actual Pay Overview	Provides Gross Pay for ALL employees by Organization as filtered by Prompt Selection.	Pre-Close Soft Close
	Summary> Charges Remaining on Org Suspense Accounts	Displays in Summary what amounts remain in Org Suspense accounts by Organization as filtered by Prompt Selection.	Pre-Close Soft Close
	Summary> Employee Assignments with Incomplete Labor Schedules	Displays in Summary which employees have incomplete labor schedule by Organization as filtered by Prompt Selection. This report excludes retirees and students.	Pre-Close Soft Close
	Summary> Scheduled V Actual Labor Expenditure	Displays in Summary of the planned employee schedules on target by Organization as filtered by Prompt Selection.	Pre-Close Soft Close
	Actual Pay> Actual Pay	Displays Gross Pay for all employees by Owning Organization, PTA, earning type, award type, and expenditure type, as filtered by Prompt Selection.	Pre-Close Soft Close

YEC Reports by Close Stage

Business Function	Report (OBI)	Description	When to Use
Payroll and Labor Management	Actual Pay> Employee Details - Paycheck Details	Displays the check numbers which are associated with an employee's earnings amounts.	Pre-Close Soft Close
	Actual Pay> Employee Details - Employee/Position Details	Displays Employee Details for the selected employee as filtered by Prompt Selection.	Pre-Close Soft Close
	Actual Pay> Employee Details - Payroll Transaction Details	Displays Gross Pay for an employee (by detail payroll transactions).	Pre-Close Soft Close
	Actual Pay> Employee Details - Labor Distribution Adjustments Batch Details	Displays detail information regarding Distribution Adjustments entries.	Pre-Close Soft Close
	Actual Pay> Labor Distribution Adjustment Batches – All Statuses	Displays Labor Distribution Adjustment Batches summary, details, and approval history information	Pre-Close Soft Close

YEC Reports by Close Stage

Business Function	Report (OBI)	Description	When to Use
Payroll and Labor Management	Labor Schedule> Labor Schedule Details by Employee – Employee Details	Shows employee details, such as assignments and positions information, for specific employee(s) as filtered by Prompt Selection.	Pre-Close
	Labor Schedule> Labor Schedule Details by Employee - Labor Schedule Details	Displays labor schedule details for specific employee(s) as filtered by Prompt Selection.	Pre-Close
	Labor Schedule> Labor Schedule Summary	Provides labor schedule summary for all employees by Organization as filtered by Prompt Selection.	Pre-Close
	Labor Schedule> Labor Schedule Details	Displays labor schedule details for all employees by Organization as filtered by Prompt Selection.	Pre-Close
	Scheduled v Actual> Scheduled v Actual Details by Employee - Employee Details	Displays employee details, such as assignments and positions information, for specific employee(s) as filtered by Prompt Selection.	Pre-Close Soft Close
	Scheduled v Actual> Scheduled v Actual Details by Employee - Labor Schedule Percentages	Provides labor schedule summary for specific employee(s) as filtered by Prompt Selection.	Pre-Close Soft Close

YEC Reports by Close Stage

Business Function	Report (OBI)	Description	When to Use
Payroll and Labor Management	Scheduled v Actual> Scheduled Labor Expenditures and Actual	Displays scheduled labor schedule amounts and actuals for all employees by Organization as filtered by Prompt Selection.	Pre-Close Soft Close
	Scheduled v Actual> Charges Currently Remaining on Org Suspense Account	Displays Org Suspense accounts for all employees by Organization as filtered by Prompt Selection.	Pre-Close Soft Close
	Timecard> Timecard Hour Details	Displays employee timecard hours for all employees by Organization as filtered by Prompt Selection.. This report applies to non-exempt, hourly, and those exempt employees who are eligible for paid leave.	Pre-Close
	Timecard> Timecard Punch Details	Display time punch details for all employees by Organization as filtered by Prompt Selection. The Timecard Punch Details report only applies to non-exempt and hourly employees.	Pre-Close
	Leave> Leave Details by Employee - Leave History	Provides Leave History details as to which date the employee has taken leave or has accrued leave.	Pre-Close
	Leave> Summary of Leave Balance	Display employee leave information for all except casual employees by Organization as filtered by Prompt Selection.	Pre-Close

YEC Reports by Close Stage

Business FunctionS	Report (RM3)	Description	When to Use
Purchasing and Payments	FIN_PO_207_AP_Requisition_Detail	Information pertinent to your requisitions, including Purchase Order, Invoice, and Payment information.	Pre-Close Soft Close
	FIN_PO_206_AP_Purch_Order_Detail	To find and display information specific to Purchase Orders..	Pre-Close Soft Close
	FIN_EXP_148_Purch_Order_Recon	Used to aid in the detailed review of Purchase Orders.	Pre-Close Soft Close
	FIN_PO_201_AP_Invoice_Detail	Provides detailed information associated with invoices based on the search criteria provided. Includes Supplier, Invoice, and Payment information.	Pre-Close Soft Close
	FIN_EXP_138_Invoice_Detail_Recon	Used to aid in the detailed review of invoices. It can also be used to provide additional details to facilitate PI Quarterly Certification for Sponsored Projects.	Pre-Close Soft Close
	FIN_PCARD_257_Custodians	Provides Distributed Users with a list of active purchasing cards and Tcards.	Pre-Close Soft Close

YEC Reports by Close Stage

Business Function	Report (OBI)	Description	When to Use
Purchasing and Payments	Expense Request Transaction Detail >Expense Request Transaction Detail	Displays all expense request transactions that have been submitted for approval workflow.	Pre-Close Soft Close
	Expense Request Transaction Detail > Expense Request Transaction Summary	Depicts a snapshot view of total transaction counts and amounts of all Expense Request transactions as detailed in the first report.	Pre-Close Soft Close
	Aging – Advances and SU Credit Cards > Advance Transaction Detail	Displays all advance transactions that have been prepaid, but still need clearing in an Expense Report, and expensing in a valid PTA and Expenditure Type.	Pre-Close Soft Close
	Aging – Advances and SU Credit Cards > Advance Transaction Clearing	Exhibits details of the Advance Number and Expense Transaction Number and amounts that have been applied against a specific Advance Request. The data included in this report correspond with the "Aging Advance Transaction Detail" report.	Pre-Close Soft Close
	Aging - Advances and SU Credit Cards > Aging SU Credit Card Transaction	Displays all outstanding SU Credit Cards (Purchasing card and Travel card) transactions that have been prepaid but still require expense request processing and approval.	Pre-Close Soft Close

YEC Reports by Close Stage

Business Functions	Report (OBI)	Description	When to Use
Purchasing and Payments	SU Credit Card Transactions > SU Credit Card Information	Displays both the active and inactive (as indicated by the column Credit Card Inactive Date) Purchasing Cards and Travel Cards for your PTA or Organization, and details of their respective Credit Card Holders and Verifiers, daily and monthly charged limits.	Pre-Close Soft Close
	SU Credit Card Transactions > SU Credit Card Transaction	Displays all Travel Card and Purchasing Card transactions with merchant, charging and approval details and aging status on transactions that have not been verified and expensed.	Pre-Close Soft Close
	Petty Cash Replenishment Transaction Detail > Petty Cash Information	Provides a list of Petty Cash Fund information. This report will only display the Petty Cash account which has been processed with replenishment transactions.	Pre-Close Soft Close
	Petty Cash Replenishment Transaction Detail >Petty Cash Replenishment Transaction Detail	Provides a list of Petty Cash replenishment requests and payments from the Expense Requests System, with the Expense Request Transaction Type Description under "Petty Cash."	Pre-Close Soft Close

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