TO: Service Center Managers

FROM: Christine Siu

SUBJECT: Fiscal Year End (FYE) Closing Needs, Time Frame &
                    FY2016 Budget/Rate(s) Submission

FY2015 Year-End Close on Oracle Financials

There will be "two" close periods on Oracle Financials.   Soft Close should contain the service centers AUG-2015 allocations as well as any AUG monthly adjustments. When the system is opened for the Hard Close adjustments, it will be the only time for any final year end adjustment entries.

Service Centers should run the "daily" reports online with Soft Close numbers to verify if the service center requires any additional adjustments: one-time user allocations, subsidy, cost transfers/adjustments, users rebate, etc. These reports should also enable users to quickly spot errors: duplicate journals, missing/incorrect adjustments, missing/incorrect AP payments, etc. As noted on the Controller's Year End Close Calendar: Payroll period with Aug 15th - 31st information will be included in the "daily" report run on Sept 3rd.

If you have questions after reading this memo, please contact your service center analyst ASAP so that s/he may provide guidance before the yearend process begins. Your analyst is listed at the end of this memo.

All Service Centers – Award Range ACAxx, ALAxx and AKAAF

Please review your August detail numbers and FYE totals. You have the period of Aug 28th through Sept 4th 5PM to enter your 12th month allocation journal(s) and any adjustments as needed.   All journals must be fully approved by 5PM, Sept 3rd. This is also the last day for "Public" iJournal originators to enter AUG-2015 period journals.

Day to Day Deadlines

■ "Soft Close" iJournal *fully approved* by deadline is 5:00 PM on Thursday, September 3rd. Please monitor your journals and contact your journal approvers if they are still outstanding Thursday morning. Please inform your service center analyst of any journals submitted during this time for entries resolving any breakeven problems, erroneous entries, etc.   Please also inform your service center analyst of any correcting journals you make for your service center, i.e. rebating an over-recovery; or re-charging your users or funding an under-recovery if you have projected your service center to end the year outside the breakeven level. If needed, please remember to change the "Period" date on your AUG iJournal to AUG-2015.

Reminder - Sept 7th is Labor Day!

Updated 07/27/15

■ **Friday morning** (6AM), Aug 28th, the list of specific reports (marked as "daily") will be available online for "Soft Close" reporting. Labor expense for Aug 15th-31st payroll will not be included until the morning of Sep 3rd, all other August expenses will be included. (You should check to see if your usual AUG-2015 feeder expenses – ITS Communications, Utilities, etc. are posted.)

A few of the "daily" reconciliation reports which should be available to run online are:

FIN OP 101 Operating Detail FTD (GA Detail, GL Rev & Exp & Breakeven %)
FIN OP 284 Month by Month (GL Rev, GA Exp & Breakeven %)
FIN EXP 279 Transaction Detail (GA expenses)

Some of the problems that should be reviewed for correction are:
- the center is outside the +/- 5% or +/- 15% break-even,
- an unallowable cost is posted,
- an employee's salary is incorrectly posted,
- there is a direct charged capital equipment expense, or
- an expected AP payment was not posted in August which causes an outside +/-5% or 15% breakeven situation. The AP Accrual report should be available to run (FIN PO 208 AP Accrual), and the service center will need to post any material $ AP accrual entry.

Friday Morning September 4th iJournals will be opened for entering journals via **Specialist** or **Central** access only. Reports with soft close entries will be available at 6:00AM.

■ **Wednesday,** September 9th. All **Specialist** user journals must be completely approved by 5PM. The journal end-router approvers will have until 5PM Sep 10th to approve journals. If a journal is not approved by end routers, the period date will be changed to SEP-2015. Check to ensure that the "Period" date on your iJournal is AUG-2015. Please monitor your journals to ensure that all approvals are obtained. Please contact the end-router approvers if you have outstanding journals before the 5PM deadline on Wednesday. Again, any AUG-2015 journals not approved will be swept to SEP-2015 and processed as a FY16 transaction.

The dates listed above are subject to change by Controller's Office. The yearend calendar is located on their website:
http://financialgateway.stanford.edu/staff/moyrendclose/year.html Click on the specific link for the appropriate year end close calendar Visit the site periodically to verify whether any dates which may affect your year end close process have been modified.

Please note that Oracle Financials allows OSR to "close" a sponsored award to all charges once the assigned close date has been reached and or stop accepting charges once maximum funds have been spent. If you believe your service center may not be within breakeven, and that re-charging or re-funding your users may be necessary during hard close, you will need

to have already run BEFORE Soft Close the **FIN_REF_216_Award_Config_Report** to check questionable awards close dates. You won't be able to check remaining balance since it is entirely possible that other journals or AP will be charging or refunding with an earlier EID date which could mean that the system will allow priority to their entry for any remaining funds. The best option therefore in the case of knowing your service center will need to charge all users an additional charge due to under recovery is to post the one time journal BEFORE the soft close deadline. Obviously the center would need to know exactly what the AUG entry will be and based on that amount would need to calculate the under-recovered amount with estimated expenses posted by payroll, AP, etc. for AUG activities.

If you need to post a *refund* to your service center users use the "New Journal" form. The New Journal form requires approvals only for PTAs you are debiting, which will shorten the approval process. Use the Allocation journal form for billing charges to your service center users including if your center has a greater than 15% loss and you are proportionately re-charging that loss amount to your users.

If you are not available to post your entries during this yearend timeframe, please ensure that you have delegated the responsibility to someone else. Failure to breakeven due to non-participation is not acceptable. Verify that the delegate has "Specialist" iJournal access.

If you or your delegate will need to post an iJournal during "Hard Close", Sept 4th – Sept 9th, and you or your delegate are only assigned "Public" access for iJournals, please contact your DFA or ASM so that the access can be changed to "Specialist". (Check the Oracle navigation screen for Specialist journal access before contacting the appropriate DFA or ASM.) FMS requires all "iSpecialist" requests to be made before 5PM on Aug 28th.

FY2016 Budgets and Rates Submissions

As soon as possible please submit your service center's new FY budget and proposed rates to your analyst anytime between August 1st and September 30th. Please remember to include the prior year's balance (FY2015 net balance), in your FY2016 budget and rate calculations. Include the allocation methodology you have used to determine your rate(s).

<div align="center">

Service Center Analysts List

</div>

Service Centers	Analyst
Academic Centers	
School of Engineering	Joanna Tseng, 3-5506
School of Medicine and VSC	Christine Siu, 3-9063
School of H&S	Lisa Ciambrone, 5-4246
Independent Labs (DoR, SNC & SNL)	Alex Ochoa, 6-4751
Administrative Centers	
Utilities and O&M Facilities, CP&M	Jessica Kuo, 5-7437
ITSS, CRS, & TT	Christine Siu, 5-9063

Updated 07/27/15