Fiscal Year 2018 Financial Closing Instructions

Overview

The FY 2018 year-end closing schedule and deadlines are largely consistent with the prior year but do include several changes. Please review the information carefully. Please contact the Comptroller’s Department with any questions. We are here to serve!

BEN Financials Availability:

BEN Financials will be available to end users during the months of June and July for the normal operating hours, Monday through Saturday, 7AM to 8PM with the following exceptions:

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<tr>
<th>Date Range</th>
<th>Description</th>
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<tr>
<td>Friday, June 8, 8PM to</td>
<td>Load of FY 2019 Original</td>
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<tr>
<td>Monday, June 11, 7AM</td>
<td>Budget to BEN Financials/Warehouse</td>
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<tr>
<td>Saturday, June 30, 5PM to</td>
<td>JUN-18 (12th month) closing</td>
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<tr>
<td>Monday, July 2, 7AM</td>
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<tr>
<td>Monday, July 16, 8PM to</td>
<td>Final ADJ-18 (13th month) closing</td>
</tr>
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<td>Tuesday, July 17, 11AM (estimate)</td>
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Posting Journal Entries to ADJ-18:

JUN-18 (the 12th month) will close on Saturday, June 30 at 5PM. The Treasury cash bank activity [TRSCASH] for Friday, June 29, will be backposted to JUN-18 on Monday, July 2. Only certain Investment Services-related activities will be backposted to JUN-18. Instead, the concept of a 13th month—ADJ-18—remains. ADJ-18 will run from July 2 to July 16. However, end users will only have direct access to ADJ-18 from Monday, July 2 to Monday, July 9.

DO’s and DON’Ts of Proper 13th Month Journal Entries posted through July 9, 2018:

DO’s:

1. Use proper naming convention:
   – ADJ18.xxxx.zzz.mm/dd/yy.nn
   – where xxxx is the user’s org, zzz is the user’s initials, mm/dd/yy is the date the batch is created and nn is the user’s sequential batch number of the day.

2. Select the period ‘ADJ-18’ from the dropdown selection {as is illustrated below for MAY-14}.

3. Enter into BEN Financials by 8PM on July 9.

4. Please call the Comptroller’s department with any questions.

DON’Ts:

1. Don’t use a control total of ‘1’ on either the journal entry or batch unless you don’t want the entry to post overnight.

2. If you intend to reverse a journal entry but want to keep the original entry in FY18, mark the entry to reverse in JUL-18 not ADJ-18.
Receipt Accrual Process:

As a part of the year-end closing process, the Comptroller’s Office will run the Receipt Accrual program. This program is run annually to book an accrual entry to the general ledger to account for merchandise or services provided to the University on or before June 30, 2018, that has not yet been billed by the vendor. The program looks at each line item for all purchase orders that are not finally closed (POs), then compares the quantity received (input by PO Buyer) to the quantity billed (input by Accounts Payable) for each PO distribution. If the quantity received exceeds the quantity billed, the difference is multiplied by the unit price on the PO line and posted as a charge in JUN-18 to the account identified on the PO distribution. The journal (Source=COST MANAGEMENT) is then reversed in JUL-18, in anticipation of the invoice being processed in the next fiscal year. The accrual program will not include any accrual entries of less than $10,000. Please note the increase to $10,000 from $1,000 in FY 2017.

For PO receipts to be recorded as expenditures in this fiscal year, the goods/services must be received by the department and entered as a receipt in BEN Financials by Saturday, June 29, at 5PM. You still have the ability to record legitimate accrual entries below that threshold in this fiscal year by entering a manual journal entry by Monday, July 9. Please note that any receipts recorded by manual journal entry and any receipt accrual corrections are to be made to xxx-0001-1-000000-2301-0000-0000, where xxx represents the school/center CNAC. Please remember to reverse any manual receipt accrual corrections in JUL-18.

In order to prepare for year-end and to know what will be accrued for your school/center, you should run the 900.Uninvoiced Receipts Report (with the Minimum Extended Value parameter set to 10,000). This report allows you to review purchase order line, shipment, and distribution information for goods and services that have been receipted in BEN Financials but have not yet been billed. Details on the 900 report are available here: http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/quickv/900.shtml

Additionally, the 901.Overinvoiced Uninvoiced Receipts Report can be used to view un invoiced receipts where the quantity already billed is greater than or equal to the quantity ordered. Uninvoiced receipts on the 901 report do not show on the 900 report and are not part of the year-end receipt accrual. The 901 report is available only in the Senior BA Reporting responsibility. Details on the 901 report are available here: http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/quickv/901.shtml

After reviewing the reports, if you need to have receipts corrected, send an e-mail to apsup@exchange.upenn.edu and include the:

- Purchase Order Number
- PO Line number
- PO Distribution Account (only required if the line has multiple distributions)
- PO Receipt number
- What the Receipted Quantity should be
Payroll:

Salary/ Incentive Accrual Process:

Salary and/or incentive bonuses earned in FY2018, but payable in FY2018 must be accrued and recorded in either the JUN-18 or ADJ-18 period, but no later than Monday, July 9. Both the salary and related benefit expenses should be recorded as a debit to Other Salaries expense (Object code 5141) and a credit to Accrued Payroll (Object code 2302). The fund number used should be the general unrestricted fund (000000), a special purpose fund (01xx01, 01xx02) or a center specific fund (01xx03, 01xx04). **No manual accruals are to be posted to the EB Pool fund (020200).**

Weekly Payroll for the Period Ending June 24, 2018:

- **Monday, June 18, 5PM** Supporting documents for new appointments to Personnel Records
- **Friday, June 22, 5PM** Additional Pay Forms must be initiated by submitter
- **Monday, June 25, 3PM** Time reporting data entry of positive/exception employees
  
  Payroll reallocations must be performed to be effective at FY 2018 Employee Benefit (EB) rates. Any reallocations after this date will be at the FY 2019 EB rates
- **Monday, June 25, 5PM** On-line changes to the database for existing employees

Monthly Payroll for the Period Ending June 30, 2018:

- **Friday, June 15, 5PM** Supporting documents for new appointments to Personnel Records
- **Thursday, June 21, 5PM** Additional Pay Forms must be initiated by submitter
- **Friday, June 22, 3PM** Time reporting data entry for late pay, reduction in pay, and late pay approval
- **Friday, June 22, 5PM** On-line changes to the database for existing employees
- **Monday, June 25, 3PM** Payroll reallocations must be performed to be effective at FY 2018 EB rates. Any reallocations after this date will be at the FY 2019 EB rates
**Merit Increase via Penn Works:**

FY 2019 salary increases can be processed on-line using Penn Works. Refer to FY 2019 Faculty/Staff Salary Increase Program Guidelines for detailed instructions (available the week of April 9) [https://www.hr.upenn.edu/docs/default-source/pay-and-performance/merit-increase-guidelines.pdf?sfvrsn=2](https://www.hr.upenn.edu/docs/default-source/pay-and-performance/merit-increase-guidelines.pdf?sfvrsn=2)

Monday, April 16, 12 AM  Merit Increase via Penn Works Opens

Friday, June 8, 11:59 PM  Merit Increase via Penn Works Closes

**FY 2019 Payroll:**

First weekly payroll for FY 2019 will be for the week ending July 1, 2018.

Annual increases for weekly paid personnel will be effective for the week ending July 8, 2018 and payable on July 13, 2018.

**Accounts Payable:**

Wednesday, June 13, 5PM*  Final day to request Final Closing of Purchase Orders in FY 2018

Wednesday, June 20, 5PM*  Purchase order invoices to be processed in FY 2018

Requests to correct and reverse receipts for FY 2018

Thursday, June 28, Approved by 5PM*  Non-PO payment requests for Will Call checks to be picked up by June 29

Friday, June 29, Approved by 5PM*  All other Non-PO payment requests

* The dates listed above are the year-end processing cut-off dates for the AP Office. In order to ensure that your requests are processed before the end of the Fiscal year, we are requesting you submit all forms by the dates listed. Requests submitted after these dates may still be processed before the end of the fiscal year however, due to the increased volume of requests we receive during this time, we cannot guarantee they will be processed.

**Concur Expense Reports:**

Thursday, June 28, 7PM  Final day for approved Concur Expense reports to be posted to FY18

FY18 CLOSING INSTRUCTIONS FINAL
**Purchasing Cards:**

Friday, June 22
- Batches that were available for reallocation from June 16- June 22 will be posted to JUN-18

Friday, June 29
- Batches that were available for reallocation from June 23- June 29 will be posted to JUN-18

Friday, July 6
- Batches that were available for reallocation from June 30 - July 6 will be posted to ADJ-18

**Investment Services/GAA:**

Thursday, May 31
- Last day to submit manual buys or liquidations of Investments to be processed in FY18

Thursday, July 5
- Last date to deliver FY18 gift and pledge documentation (must have June 30 postmark) to GAA for recording in ADJ-18
- Last day to clear operating gift funds with overdrafts
- Last date to record journal adjustments to gift funds

Friday, July 6
- Posting of final TIF income distribution

Wednesday, July 11
- Posting of final gift feeders, gift overhead and gift cash prorate

Thursday, July 12
- 63xxxx Unrestricted gift funds will be transferred to the designated special purpose fund by Investment Services group
- **No gift or endowment entries will be recorded after July 12.**

Friday, July 13
- Final FY18 transactions posted to general ledger by GAA
- Posting and reconciliation of final FY18 AIF income distribution will be backposted to JUN-18.
- Endowment income overhead and endowment income prorate posts back to JUN-18

August 2018
- An AIF Market Value adjustment will be posted to JUN-18 in August. There will be no impact to FY18 AIF income as a result of this adjustment.
- **FY18 manual buys-ins or liquidations will be posted after the market value is final for ADJ-18, and will post to JUL-18 after AIF income is posted to July.**
Student Financial Services:

Wednesday, June 13
Pennant Close
Last day for Grad Funding through Pennant AR {charge to clearing account}

Thursday, June 14
Tuition Distribution Snapshot
Posting of Summer Prelim #2
Posting of Prior terms tuition distribution

Friday, June 15
Final FY18 feed of Pennant transactions to BEN Financials

Wednesday, June 20
Posting of Final Spring Student Aid Distribution

Friday, June 29
Last day for Grad Funding through BEN Financials for FY18 terms {credit to clearing account}

Feeders:

Friday, June 29
Final JUN-18 import and posting of all feeders, except Gifts

Monday, July 2
First day to transmit ADJ-18 feeders for FY18 activity

Friday, July 6
Last day to transmit ADJ-18 feeders for FY18 activity

Cashier’s Office:

Friday, June 29, 3PM
On-line deposit summary sheets to Cashier’s Office for processing in JUN-18

Note: No deposits will be posted to ADJ-18. Anything received after June 29 will post to JUL-18.

BEN Assets:

Thursday, June 14
Last day to enter FY18 asset retirements and retirement reversals in BEN Assets

Friday, June 15
Report any in-process equipment that has been placed in service to Accounting Operations

Friday, June 22
Last day for manual journal entries to Object Codes 18xx

Thursday, June 28
Last day to submit FY18 funding certifications to the Treasurer’s office. {Deadline for processing FY18 funding sources yourself is June 28}. No capital funding entries should be recorded in the ADJ period.
**RCM: Closing Reports & Treatment of Year-end Individual Fund Surpluses/Deficits:**

Surplus or deficit balances in Fund 000000 must be closed out to another fund in your final closing entries. Cumulative cash deficits in any other unrestricted fund (General Purpose Funds, Special Purpose Funds, or Other Unrestricted Funds) are not allowed. Cumulative cash deficits in excess of $25,000 are not allowed in any individual gift or endowment fund. Discuss with your Budget Office Contact your plans to cure deficits that exist in Service Center and/or Sponsored Program Funds as adjusting entries are not permitted in the year-end closing journals. Consult with your Budget Office Contact on any RCM-related questions.


**General:**

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, June 8</td>
<td>Requests for fund sweeps and mapping changes with an effective date of July 1 should be sent to Gifts and Investment Services</td>
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<tr>
<td>Friday, June 8</td>
<td>Suspense account reconciliation and clean up completed – (this should include SUSP org and suspense object codes 94XX and 95XX) for suspense items recorded prior to June 8</td>
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<tr>
<td>Saturday, June 30; 5PM</td>
<td>Last day to process all JUN-18 manual journal entries directly to the JUN-18 period</td>
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<td>Friday, July 6</td>
<td>Record all final Health System inter-fund transactions</td>
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<td>Monday, July 9</td>
<td>Internal allocations, distributions and cost sharing between schools and centers posted (except UPHS interfund)</td>
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<td>Monday, July 9</td>
<td>Final physical inventory adjustments due to Comptroller’s office</td>
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<td>Final trade receivable adjustments</td>
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<td>Deadline to correct receipt accrual journal entries</td>
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<td>Deadline to post FY18 Salary/Bonus Accruals</td>
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<td></td>
<td>Grant and contract overhead and revenue recognition and indirect cost will be posted</td>
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<tr>
<td>Monday, July 9; 8PM</td>
<td>Last day to process all ADJ-18 manual journal entries directly to the ADJ-18 period</td>
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<tr>
<td>Tuesday, July 10</td>
<td>Indirect Cost Distribution (Research Support &amp; Resources) posted</td>
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<tr>
<td>Wednesday, July 11</td>
<td>All other non-AIF month-end mass allocations posted</td>
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FY18 CLOSING INSTRUCTIONS FINAL
Friday, July 13 Asset and liability object-code inventory due to Comptroller’s office SME

Monday, July 16, 5PM Final school/center closing entries recorded by Senior Business Officer, cleared with your Budget Office Contact and provided to Comptroller’s office to post

Tuesday, July 17 Signed school/center internal representation letter emailed to Comptroller’s office no earlier than Tuesday, July 10, but no later than Tuesday, July 17 {Hard copy does not have to be submitted.}

**BEN Financials Closings:**

Saturday, June 30, 5PM BEN Financials closed for JUN-18 processing

Monday, July 9, 8PM BEN Financials closed for ADJ-18 processing (except for Gift and Investment related activity)

Monday, July 16, 8PM BEN Financials closed for all ADJ-18 activity