

Fiscal Year 2020 Financial Closing Instructions

Overview

The FY 2020 year-end closing schedule and deadlines are generally the same as in the prior year. Please review the information *carefully*. Please contact the Comptroller's Department with any questions. We are happy to respond!

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:

Friday, June 5, 8PM to Monday, June 8, 7AM	Load of FY 2021 Original Budget to BEN Financials/Warehouse
Tuesday, June 30, 5PM to Wednesday, July 1, 7AM	JUN-20 (12 th month) closing
Tuesday, July 21, 8PM to Wednesday, July 22, 9AM (estimate)	Final ADJ-20 (13 th month) closing

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Posting Journal Entries to ADJ-20:

JUN-20 {the 12th month} will close on Tuesday, June 30 at 5PM. The Treasury cash bank activity [TRSCASH] for Tuesday, June 30, will be backposted to JUN-20 on Wednesday, July 1. Only *certain* Investment Services-related activities will be backposted to JUN-20. Instead, the concept of a 13th month---**ADJ-20**-- remains. **ADJ-20** will run from July 1 to July 21. However, most end users will only have direct access to **ADJ-20** from Wednesday, July 1 through Friday, July 10.

DO's and DON'Ts of Proper 13th Month Journal Entries:

DO's:

1. Use proper naming convention:
 - ADJ20.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-20**' from the dropdown selection {as is illustrated below for ADJ-18}.

Line	Account	Credit (USD)	Description

3. Enter into BEN Financials by 8PM on July 10.
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 FY20, mark the entry to reverse in JUL-20 not ADJ-20.

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, 2020, 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-20 to the account identified on the PO distribution. The journal (Source=COST MANAGEMENT) is then reversed in JUL-20, 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**. 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 Tuesday, June 30, 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 Friday, July 10. 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-20.

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 received in BEN Financials but have not yet been billed. Details on the 900 report are available here:

<https://www.finance.upenn.edu/content/ben-reports-900-report>

Additionally, the 901.Overinvoiced Uninvoiced Receipts Report can be used to view uninvoiced 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:

<https://www.finance.upenn.edu/applications-group/ben-reports-901-report>

After reviewing the reports, if you need to have receipts corrected, send an e-mail to dofapsupp@pobox.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 FY2020, but payable in FY2021 must be accrued and recorded in either the JUN-20 or ADJ-20 period, but no later than Friday, July 10. 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 21, 2020:

Monday, June 22, 4PM

Final FY20 Weekly Payroll Cycle begins. All payroll adjustments for the current and prior periods must be submitted.

Wednesday, June 24, 12PM

Final FY20 Weekly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY21.

Monthly Payroll for the Period Ending June 30, 2020:

Wednesday, June 17, 4PM

Final FY20 Monthly Payroll Cycle begins. All payroll adjustments for the current and prior periods must be submitted.

Thursday, June 25, 3PM

Final FY20 Monthly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY21.

Payroll Reallocations:

Tuesday, June 30, 4:30PM

Regular: Final day for Regular Reallocations to be submitted in PRA and posted to FY20

Monday, June 29, 5PM

Restricted: Final day to submit Restricted Reallocations to Payroll Office to be approved and posted to FY20

Merit Increase Program via Workday:

FY 2021 salary increases can be processed in Workday. Refer to FY 2021 Faculty/Staff Salary Increase Program Guidelines for detailed instructions (available the week of April 21):

<https://www.hr.upenn.edu/docs/default-source/pay-and-performance/merit-increase-guidelines.pdf?sfvrsn=2>

Monday, May 4, 10AM Merit Increase Program via Workday opens.

Friday, May 29, 11:59PM Merit Increase Program via Workday closes.

FY 2021 Payroll:

First weekly payroll for FY 2021 will be for the week ending June 28, 2020.

First Monthly Payroll for FY 2021 will be for Pay Period Ending July 31, 2020

Annual increases for weekly paid personnel will be effective for the week ending July 5, 2020 and payable on July 10, 2020. This pay reflects pay at FY 2020 (6/29-6/30) and FY 2021 (7/1 – 7/5) hourly rates.

Accounts Payable*:

Friday, June 12, 5PM Final day to request Final Closing of Purchase Orders in FY 2020

Friday, June 19, 5PM Purchase order invoices to be processed in FY 2020

Requests to correct and reverse receipts for FY 2020

PDA-FC Forms submission deadline

Tuesday, June 30, *approved by* 3PM** Non-PO payment requests to be recorded in FY 2020

** The dates and times listed above for Accounts Payable are the year-end processing cut-off dates and times 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 and times 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.*

***approved in Penn Marketplace*

Concur Expense Reports:

Monday, June 29, 5PM Final day for approved Concur Expense reports to be posted to FY20

Purchasing Cards:

Friday, June 19	Batches that were available for reallocation from Saturday, June 13 - Friday, June 19 will be posted to JUN-20
Friday, June 26	Batches that were available for reallocation from Saturday, June 20 - Friday, June 26 will be posted to JUN-20
Friday, July 3	Batches that were available for reallocation from Saturday, June 27 - Friday, July 3 will be posted to ADJ-20
Friday, July 10	Batches that were available for reallocation from Saturday, July 4 - Friday, July 10 will be posted to JUL-20

Investment Services/GAA:

Friday, May 29	Last day to submit manual buys or liquidations of Investments to be processed in FY20
Wednesday, July 1	Posting of final TIF income distribution
Wednesday, July 8	Last date to deliver FY20 gift and pledge documentation (must have June 30 or prior postmark) to GAA for recording in ADJ-20
Friday, July 10	Last day to clear operating gift funds with overdrafts
Monday, July 13	Posting of final gift feeders, gift overhead and gift cash prorate
Tuesday, July 14	Final FY20 gift and pledge accruals posted by GAA Final FY20 AIF income distribution will be backposted to JUN-20 Endowment income overhead and endowment income prorate posts back to JUN-20 63xxxx Unrestricted gift funds will be transferred to the designated special purpose fund by Investment Services group
	<u>No gift or endowment entries will be recorded after July 14.</u>
August 2020	An AIF Market Value adjustment will be posted to JUN-20 in August. There will be no impact to FY20 AIF income as a result of this adjustment. <u>FY20 manual buys-ins or liquidations will be posted after the market value is final for ADJ-20, and will post to JUL-20 after AIF income is posted to July.</u>

Student Financial Services:

Wednesday, June 10	Pennant Close Last day for Grad Funding through Pennant AR {charge to clearing account}
Thursday, June 11	Tuition Distribution Snapshot Posting of Summer Prelim #2 Posting of Prior terms tuition distribution
Thursday, June 11	Final FY20 feed of Pennant transactions to BEN Financials
Thursday, June 18	Posting of Final Spring Student Aid Distribution
Tuesday, June 30	Last day for Grad Funding through BEN Financials for FY20 terms {credit to clearing account}

Feeders:

Tuesday, June 30	Final JUN-20 import and posting of all feeders, except Gifts
Wednesday, July 1	First day to transmit ADJ-20 feeders for FY20 activity
Tuesday, July 7	Last day to transmit ADJ-20 feeders for FY20 activity

Cash & Check Deposits:

Tuesday, June 30, 3PM	Deadline to deliver deposits to Cash Management drop box for processing in JUN-20
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Note: No deposits will be posted to ADJ-20. Anything received after June 30 will post to JUL-20.

BEN Assets:

Friday, June 12	Last day to enter FY20 asset retirements and retirement reversals in BEN Assets
Friday, June 12	Report any in-process equipment that has been placed in service to Accounting Operations
Tuesday, June 23	Last day for manual journal entries to Object Codes 18xx
Monday, June 29	Last day to submit FY20 funding certifications to the Treasurer's office.
Tuesday, June 30	Last day for FY20 Capital Project funding entries. {No capital funding entries 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. Final school/center closing entries must be cleared with your respective Budget Office Contact, recorded by the Senior BA and submitted to the Comptroller's office for posting by Tuesday, July 21 at 5PM. See the following for instructions on running reports to close out your school/center:

<https://www.finance.upenn.edu/sites/default/files/Comptroller's-Office-Guide-to-Year-End-Closing.pdf>

General:

Friday, June 5	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 5
Tuesday, June 30; 5PM	Last day to process all JUN-20 manual journal entries directly to the JUN-20 period
Wednesday, July 8	All capital-related month-end mass allocations posted
Friday, July 10; 8PM	Last day to process all ADJ-20 manual journal entries directly to the ADJ-20 period, except for School/Center Closing Administrators (“SCAs”) designated by the Comptroller’s office
	Last day for:
	Final physical inventory adjustments
	Final trade receivable and related allowance adjustments
	Receipt accrual adjustments/corrections
	FY20 Salary/Bonus Accruals
	Final Health System inter-fund transactions
	Final grant and contract overhead and revenue recognition and indirect cost will be posted
	Final internal allocations, distributions and cost sharing between schools and centers must be processed
Saturday, July 11	Indirect Cost Distribution (Research Support & Resources) posted

