

Dear Rutgers Colleague,

To finalize the annual financial report, we are providing the following year-end closing schedule and guidance related to FY22.

Please review this memo in conjunction with the [April 14 email from Procurement Services containing year-end guidance](#) and any communications issued from Research Financial Services (RFS) regarding Sponsored Projects.

YEAR-END CLOSING SCHEDULE

Please note: Your Chancellor's Office or Central Business offices may direct you to have earlier deadlines to conduct internal reviews before the deadlines outlined below. Be sure to consult with your respective office.

DATE *	TOPIC	ACTION
July 2022		
Tuesday, July 12	Cash Receipt Journals	Cash journals prepared and submitted to Cashier's Office for approval in the June FY22 period.
Tuesday, July 19	Cash Receipt Journals	Cashier's Office to have all FY22 Cash Journals approved.
Wednesday, July 20	Accounts Payable	Accounts Payable application will close for FY22.
Thursday, July 28 5:00pm	Final Day for Units to Enter Project Ledger Transactions	Final day for the field to prepare and approve/release Project entries for the June FY22 period. Units/Schools deficits must be cleared by this date in the Projects Ledger. Any project entry journal entered after this date, must be reviewed and approved/released by the UCO.
August 2022		
Monday, August 1 5:00pm	Final Day for Units to Enter General Ledger Transactions.	Final day for the field to prepare and approve general ledger entries for the June FY22 period. Only the Chancellor's Offices and UCO can prepare a GL journal after this date in the JUN-22 period.
Tuesday, August 2 through Thursday, August 11 12:00 noon	Controller's Office and Chancellor Office Accounting Entries	Controller's Office to work on final close out entries in the Project sub-ledger and general ledger in the June FY22 period. Chancellor's Offices may also have entries to record in the June FY22 period.
Friday, August 12	Reports	Schools/Units can run reports on final FY22 activity/balances.
Friday, August 12 until the end of the financial statement audit	JUN-ADJ Period Opens	University Controller's Office will record adjusting entries for financial statement purposes to the June Adjusted 2022 period. Please note that during this period, entries may be recorded to your unit's U-D-O as appropriate, when recording entries such as invoice accruals, as we continue the search for unrecorded liabilities through the end of the audit.

* Dates are subject to change.

OTHER YEAR-END GUIDANCE

NON-SPONSORED PROJECTS

Units should ensure that all non-sponsored projects, including faculty funds, designated, gifts, endowment operating, and capital have positive balances and all deficits are cleared.

CASH JOURNALS

Cash journals, to be reflected in the June FY22 period, should be prepared and submitted by Tuesday, July 12, 2022. This will permit time for the Cashier's Office to review and approve these journals by Tuesday, July 19, 2022.

PAYROLL

The last salary payroll of the year will be on Friday, June 24, 2022. Accordingly, there will be an auto salary payroll accrual at the fiscal year end for the 4 remaining business days in the month, June 27th through June 30, 2022. Central Accounting will be preparing a manual journal entry to accrue 14 business days for hourly payroll through Thursday, June 30. Please refer to the table below for important dates related to Employee Charging Instructions (ECI).

Date(s)	Event Description
Monday, June 6, 2022	Final day for Preparers to enter <u>Salary and Wage Redistribution Justification (SWRJ) forms</u> for approval. Preparers will be shut out of the SWRJ Application at close of business and will not have access until July 13, 2022. During the shutdown there will be no access to the Application.
Wednesday, June 8, 2022	Final day for Approvers to approve <u>Salary and Wage Redistribution Justification (SWRJ) forms</u> for processing. Approvers will be shut out of the SWRJ Application at close of business and will not have access until July 13, 2022. During the shutdown there will be no access to the Application.
Friday, June 24, 2022	Rollover of existing FY 2022 ECIs to FY 2023. ECIs will be temporarily disabled for FY 2023 beginning on this date until July 13, 2022 The most recent approved instructions as of this date will rollover to the new Fiscal Year 2023. ECI entered in FY 2022 after this date will not carry into Fiscal Year 2023.
Monday, June 27, 2022 To Friday, July 8, 2022	ECI (not SWRJ) reallocations for FY 2022 will be permitted by departments. Posting dates will be in June of Fiscal Year 2022. ECIs entered after July 8, 2022 will post to FY2023
Wednesday, July 13, 2022	ECI for Fiscal Year 2023 instructions will open. ECI for Fiscal Year 2022 will be restricted to no earlier than April 1, 2022. SWRJ Application access will also resume on this date. All ECIs and SWRJ's entered as of this date will post to Fiscal Year 2023.

Department default changes will continue to be entered as they are received by Payroll Services.

It is very important that units process timely salary reallocations as necessary through the standard practice using the functionality in PeopleSoft so that the accounting distribution by employee is most accurate. However, the final day to enter employee charging instructions (ECI) to effect FY22 is July 8, 2022. If ECI reallocations effecting FY22 pay periods are not completed by this deadline, manual payroll accounting redistributions via GL journals may be permitted under limited circumstances. These GL journals should be prepared by the department.

Important items to Note:

- These manual redistributions require a secondary approval from the University Controller's Office and must be material in nature.
- Units should provide a justification and documentation when submitting these manual salary redistributions.
- Use the journal category of RU Accrual/Deferral so that the entry is accounted in JUN-22 but automatically reverses in Jul-23 (please note format for period changing to lower case in FY23).
- Units will need to prepare the ECI entry in PeopleSoft for these FY22 pay periods. Any ECI changes for FY22 will be reflected in the FY23, which will keep the detail of accounting by employee accurate. The accounting of the redistribution done in PeopleSoft and the reversal of the manual redistribution journal done in Oracle will result in a \$0 effect in FY23 leaving the accounting to only effect FY22.

The accounts for Year End Reallocation of Salary & Wage, Fringe and FICA/Medicare are available for use as of June 27th and are as follows:

Account	Description	Parent
50182	S&W Manual Reallocation	5000T P SALARY & WAGES
51281	FB Fringe Manual Reallocation	5110T P FRINGE BENEFITS
51282	FB FICA Manual Reallocation	5110T P FRINGE BENEFITS
51283	FB Medicare Manual Reallocation	5110T P FRINGE BENEFITS

If you have questions about employee charging instructions, or the SWRJ form, please contact Payroll Services at (848) 445-2281 or commitacctg@payroll.rutgers.edu

INVOICE ACCRUALS

The Accounts Payable ledger will close on Wednesday, July 20. The Controller's Office will record manual accruals for invoices dated July 1 and after in the JUN-22 period after the Accounts Payable ledger is closed. We will ensure that the invoice has not been accrued and will record the entry on the unit's/school's behalf for any invoice \$25,000 and greater. Departments will be responsible for recording invoice accruals which are less than \$25,000. For sponsored projects, the accrual will be recorded in the general ledger but not to the project. All other non-sponsored invoice accruals will be to the project, if applicable. Departments should not record invoice accruals for \$25,000 and greater without contacting the Controller's Office and providing supporting documentation which can be emailed to the Financial Management Help Desk at finance_helpcenter@finance.rutgers.edu

REVENUE ACCRUALS

Please remember that any revenue earned related to FY22, but not received in FY22, should be accrued for appropriately with the recording of a receivable and revenue as the university reports its financials on an accrual basis of accounting as opposed to a cash basis. The Controller's Office will review all supporting documentation attached to the general ledger journal entry for any revenue accruals that are booked. Therefore, revenue accruals will need to have a secondary approval from the Controller's Office.

Units should use the general ledger journal entry 'categories', entitled "RU Accrual/Deferral" for general ledger, and "RU PGM Revenue Accrual" for non-sponsored projects to be able to create year end (JUN-22) journal accruals and/or deferrals that will automatically reverse in the Jul-23 period. These categories, when used in the JUN-22 period, will require two levels of approval beginning on Wednesday, June 1. The first level will be the preparer's finance approver and the second level of approval will be in the University Controller's Office. The second level of approval is only required during the year end close. Please attach appropriate backup to these journals so the first and second level approvers can evaluate the appropriateness and understand the implications of the entries.

PROJECT/GL COST TRANSACTIONS

For year-end (JUN-22) project cost accruals, follow the [job aid](#) for Accrual/Deferral entries on the Canvas website. Ensure the following:

- In the header section of the journal, select "Yes" in the Accrual Batch field. The Non-Labor Costs spreadsheet does not have a category field, therefore, by selecting "Yes" in the Accrual Batch field, the system recognizes the journal as a cost accrual which will auto reverse in Jul-23.
- In the *Expenditure Batch* and in the journal line section of the journal, *in the Expenditure Item Date* use the date of 06/30/22.

For year-end (JUN-22) project revenue accruals, follow the [job aid](#) for Accrual/Deferral entries on the Canvas website. Ensure the following:

- Change the journal category to RU PGM Revenue Accrual.
- Use the date of 6/30/22 in the Accounting Date.
- Ensure the contract number, project number and task number are entered in the Account Details region.

ACCRUING RECEIVABLES OR PAYABLES

If you are accruing a receivable or a payable, please use your U-D-O-L with the same fund type as the revenue or expense and a business line of 9999. When accruing a receivable, please use, A/R Miscellaneous #12845, or A/R Auxiliary Enterprises #12958 if an Auxiliary unit. When accruing a payable, please use Accounts Payable Year End #20306, unless you find a more appropriate value to use. Additional guidance on accruals/deferrals can be obtained from the following [job aid](#) on the Canvas website. Also new this year, we are offering special training sessions on May 26th and June 6th, related to helping you create accruals and deferral entries. This was communicated in an email to entitled Financial Management System FY22 Year End Open Labs on April 21, 2022.

FINANCIAL REPORTS

To assist users with running appropriate financial reports, the Controller's Office has compiled a list of the most frequently used reports called the "[Go-To Reports](#)". The reports in this list are grouped by subject areas, such as GL, Sponsored Projects, Procure-to-Pay, etc., along with a brief description and associated job aids (e.g. user guides, step-by-step instructions) as applicable.

In addition, specifically to help users with year-end activities, the Financial Information Systems team has created the following resources:

1. [Video: Account Analysis Report \(RU GL 089\)](#) – This report provides detailed GL transactions, including relevant sub-ledger information, such as project#, task, PO#, revenue source, etc. for reconciling sub-ledger transactions to the GL.
2. [RU GL 145-GL and Sub-Ledger Transaction Report](#)- This report is similar to the Account Analysis Report in the details. This provides additional sub-ledger data for all transactions right from the implementation of Oracle Financial Cloud along with improved formatting.
3. [Sponsored Projects - Summary and Detail \(expenses and PO encumbrances\)](#)-This report provides a summary of sponsored projects' budget, cost, and encumbrance by expenditure type as well as the transactional details. This would minimize or eliminate the need to go to manage project cost (MPC) and manage commitment cost (MCC). The transactional details can be downloaded for further analysis.
4. [Video: Scheduling a BI Publisher report](#) (e.g. Project cost detail report – RU PJ 073) – This video outlines the reasons why scheduling a report would be beneficial and also walks the user through the process of scheduling a sample BI publisher report and email the report output.

It is important to communicate the dates and information in this memo to the appropriate members of your staff. Please ensure your staff is closely reviewing their Financial Reporting Studio and project queries in detail to record their correcting entries sooner than later during the closing process.

Thank you for your partnership as we prepare for a successful fiscal year-end close.

Regards,

Christy Dolce
University Controller

