PETs
Data Clean-up
Payroll Encumbrances
CIW
Journal Entries / FYE Close
HCM – Budget Roll Forward
Sponsored Programs
PETs processed on July 7th

- HCM sent over a batch that contained out of balance PETs
- The PET out of balances were caused by 69 reversal checks (correction of over payment).
- PETs approved on July 7 will not appear on your financial statements for first close
- Posted after period 12 in 996 - Data available in CIW 7/11/16
300 Pay Checks involving 111 PETs were not fed to the G/L

- HOWEVER, in HCM it appears the PET was submitted to the G/L

- To correct, Employee Services unchecked the pay periods/pay checks on the PETs that were impacted –
  - If the entire pay period did not interface - no impact to G/L
  - If part of the pay period posted to GL – impact to GL – entire pay period reverses

- PET owners received email with the PET information

- If a PET is now needed, departments should review their mFin and process a new PET
PLEASE DO NOT PROCESS PETs for the JULY payroll in FY 2017 UNTIL AFTER 3RD CLOSE (7/28/16)

If posted, the journal date will incorrectly be 6/30/2016 (FY 2016) as PETs are still open until after 3rd close
Salary and fringe benefits in different speedtypes

- Employee Services corrected benefit transactions that were not allocated correctly due to an override speedtype entered for earnings amounts.
- Employee Services has completed additional analysis to determine if there are additional errors. This second correction will be done and posted by the end of the week.
- Notify HCM Community if you find errors.

Speedtype Override working ok
Fringe Benefits (Termination, Unemployment, Workers Comp, Retiree Health & Life)

- Reversed in HCM - Dec thru May
- Reprocessed in G/L Dec thru May:
  - Total of 74 journal entries were created via allocation process.
  - Journal Line Ref is “DEC-MAY” for fringe charges.
  - Unemployment initially posted to suspense - Corrected 7/12/16
Fringe Benefits (Termination, Unemployment, Workers Comp, Retiree Health & Life)

- June allocations ran successfully and generated total of 70 journal entries.
- Journal ID begins with “ALO” and dated 6/30/2016 and posted in Period 12.
- Journal Line Ref is “JUNE”.
Data Clean-Up

- Abnormal Account Code Balances
  - 105200 – Payroll Withholding - $27K (471 speedtypes)
- Amounts to be moved to System speedtypes
Payroll Encumbrances still showing at 6/30/16 for non sponsored projects.

Encumbrance – Project End Date

- Sponsored Projects currently encumbering to project end date
- Changing to budget end date - Target Completion 7/31.
Payroll detail in GL_PAYROLL_PAY_LINES_BASE table (Payroll Detail) is not in sync with GL_BUDG_ACT_ENCUMB_LINES_BASE table (Summary Balances)

- The data reconciles back to FY 2013.

- Variances start to show from FY 2012 and earlier

- FIN continues to reconcile earlier years

- Work-around to use the old Artemis CIW 8.4 table for FY 2012 and earlier
Make sure your entry has a June date. The system is currently defaulting all new journal entries with a July date.

Change Journal Date to a June date, such as 6/30/2016.
In the Header section, make sure to set your entry as "Adjusting Entry". The System will then automatically default the period to 996. If you don’t set your entry as Adjusting Entry, it may not pass edit check.
If you would like the system to automatically reverse your June accrual entry on July 1, 2016, please set your entry as “Reversal: Beginning of Next Period” in the Header section. A journal entry’s default setup is “Reversal: Do not Generate Reversal”.
Journal Entries for 2\textsuperscript{nd} Close

- Notify function

  - The Notify function is still not working.

- Non-Sponsored Project Budget Journal Entries – Can only be done in period 12
Remaining FYE Close Dates

- 2nd Close – 7/18/16
  - Final Deadline for journal entries & PETs to be reviewed and approved by Finance or OGC for 2nd close (Period 996) posting

- 3rd Close – 7/25/16
  - Final Deadline for submitting PETs requiring OGC approval in HCM to ensure June close posting
HCM had system issues when the funding end date was 6/30/2016 or earlier.

To resolve the issue, HCM had to extend the end date to be after 7/31/2016.

- Only the current rows of funding that were rolled forward from June to July and where the funding end date was less than July 1, 2016 were updated.

To correct, departments need to enter your corrected funding prior to the next payroll running (July 19)
Incorrect Budgets

Working with Office of University Controller at President’s office on the various budget issues including –

- Duplicate budgets related to past re-org - OUC will be providing solution to fix
- Budgets not interfacing to GL – OUC is working on developing monitoring tools to detect each day and correct the issue

OGC will continue to reconcile the PC Budget-GL Budget-Billing Limit reconciliation
Revenue reconciliation

- Continue to reconcile revenue issues – progress made in that unreconciled was 2330 projects and now ~600.
  - Some related to pricing conversion for project that were overspent and now have available budget
  - Will make adjusting entries if not resolved for close which will reverse in FY2017 for the permanent corrections

Speedtype Creation

- Significant progress in getting current – about 1 week behind
Billing / Cash Application

- Continue to work through manual bill reconciliation and April, May & June final bills

- **Change in process** -- OGC will no longer be able to manually add/adjust expenses on a bill. We will work through the specific process but need expenses recorded in the General Ledger

- **For June final bills**, all financial activity including PETs must be in the system in order for us to bill. Please get these PETs processed soon so you have time to review and/or handle any re-processing.

- Continue to work through cash application errors – developed some new strategies on handling and testing this week with consultants

- Hiring additional Billing Specialist to join the team
Clinical Trials
  - Working to adjust revenue accordingly for 2nd close to reflect new methodology – equal to billed/cash received.
    - No longer will revenue = expenses on clinical trials

F&A processes
  - University Controller Office working to run F&A on nightly basis
  - Currently running each morning – which means 2 day delay from direct cost to view the F&A on your mFin reports
Pre-Award New Team Members

- Dung Pham returns to OGC in new role – Business Analyst
  - Replacement for Mary Powell
  - Mary is transitioning to retirement – good news is that she will stay part-time to help us with other initiatives

- Venessa Huynh returns to OGC in new role – Pre-Award Specialist
  - Venessa worked as a temporary Contracts Associate

- Posting for Pre-Award Coordinator
  - Unfortunately Samantha Omega is moving to Chicago – we wish her the best but will miss her
QUESTIONS?