Oregon State University
Financial Accounting and Reporting
Year-End Close Instructions
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ACCOUNTS PAYABLE & TRAVEL

Invoices

Exercise caution, *Period 01 FY25 will be open concurrently* with Periods 12 and 14 of FY24. Pay close attention to vendor invoice dates and transaction dates when processing invoices at year-end. Be aware that Banner will default to an FY25 transaction date beginning on July 1st, 2024.

For invoices that represent goods or services received on or before June 30th process as FY24 expenses by using a June transaction date. FY25 invoices for goods or services received on or after July 1st, 2024 must be processed with a July 1st, 2024 or after date.

FY24 goods and services received by June 30th and exceeding $10,000 for which invoices have not been received or processed by Period 12 FY24 close require an Accounts Payable (AP) Accrual Entry. Enter an estimated amount on the [Year-End AP Accrual Spreadsheet](mailto:Year-End%20AP%20Accrual%20Spreadsheet). When the invoices are received, process them in the FY25 accounting records by using the current date as the transaction date. All completed Year-End AP Accrual Spreadsheets must be turned into Accounts Payable.

*Note:* the spreadsheet must be submitted electronically as a MS Excel file to Accounts.Payable@oregonstate.edu. A scanned copy with the Budget Authority signature must also be submitted (email with the MS Excel file, if possible).

Travel & Expense

Travel Expense Reports
All expense reports for travel incurred up through June 30th must be recorded in the FY24 accounting records. Expense reports must be submitted and approved with all appropriate documentation by 7/8/2024.

The business trip end date will determine which fiscal year the travel reimbursement should be accounted in.
- If the traveler completes their business trip on 6/30 or earlier - FY24 transaction.
- If the traveler completes their business trip on 7/1 or later - FY25 transaction.

The Travel and Expense Office will monitor for and create the prepaid entry for FY25 travel expenses submitted and approved in Concur prior to July 1st if material. OSU’s materiality level for transactions is $10,000.

The Travel and Expense Office will monitor for and create the accrual entry for FY24 travel expenses submitted and approved in Concur between July 9th and July 15th if material. OSU’s materiality level for transactions is $10,000.

Non-Travel Expense Reports
All non-travel expenses incurred up through June 30th must be recorded in the FY24. FY24 expense reports must be submitted and approved with all appropriate documentation by 7/8/2024.

The date of when goods or services are received will determine which fiscal year the expense is incurred:
- If the good/service is received on 6/30 or earlier – This was incurred in FY24
- If received 7/1 or later – This was incurred in FY25.

The Travel and Expense Office will monitor for and create the prepaid entry for non-travel FY25 transactions that posts prior to July 1st if material. OSU’s materiality level for transactions is $10,000.

The Travel and Expense Office will monitor for and create the accrual entry for non-travel FY24 transactions that post between July 9th and July 15th if material. OSU’s materiality level for transactions is $10,000.

**Prepaid Expenses**

These and other prepaid transactions can be posted to the appropriate fund and account A5006 Prepaid Expenses at the time of expenditure, or these prepaid amounts can be moved during accrual Period 14 by completing a JV to move any amounts $10,000 and larger to A5901 Prepaid Expense Year-End Accrual on the General Ledger using rule code 3JV1.

When the prepaid transactions are recorded at the time of expenditure, the prepaid expenses need to be amortized for the consumption of a prepaid periodically during the fiscal year by crediting account A5006 Prepaid Expenses and debiting the appropriate expenses accounts.

An alternative to the periodic amortization method is to reduce the prepaid asset during accrual Period 14 by crediting account A5901 Prepaid Expense Year-End Accrual and debiting the appropriate expense accounts. The following two transactions should be recorded at the same time.
1. The entry dated June 30th to record the prepaid expense – use rule code 3JV1:

   Debit Fund (the same fund code associated with the index below) __________ Account Code A5901 Prepaid Expense Year-End Accrual
   Credit Index __________ Account Code 2xxxx
   Text: “FY24 to record prepaid expense - Detail attached in OnBase First and Last Name, Phone Number”

   **Note:** There is no index on the debit line. Several debit and credit lines can be put on one JV when the purpose is the same. Remember to enter the document number of the original entry in the document reference field.

If you have several “like” invoices to accrue, you can sum the amount together on the JV for the debit and credit, rather than listing each one separately. List the details of your accruals on the
Prepaid Expense Reconciliation and attach it as supporting documentation in OnBase to the JV entered. Supporting documentation is not required when the amount on the transaction line equals the amount on the original document.

Since Period 14 FY24 and Period 01 FY25 are open concurrently, you need to immediately reverse the above JV in Period 01, FY25; using a July 1st date and rule code 3JV1.

2. Reversing entry dated July 1st – use rule code 3JV1. Note: No supporting documentation is needed in OnBase.

- Debit Index __________ Account Code 2xxxx (used above)
- Credit Fund _________ Account Code A5901 Prepaid Expense Year-End Accrual
  - Reference J# from original #1 entry above in the document reference field
  - Text: “FY25 to reverse FY24 prepaid expense
  - First and Last Name, Phone Number”

Payment for supplies, services, memberships, or subscriptions that begin on July 1st or after must not be processed until Period 01 FY25 is opened. Exceptions will not be made without prior approval from either Financial Accounting and Reporting (FAR), Accounts Payable (AP), or the Travel & Expense Office.

Wire Transfers

Since wire transfers are cash-based transfers there is no way to back date a wire transfer once June 30th passes. Please make sure to closely consult the wire transfer major deadlines, as all wires need to be submitted by that date to make sure they are included in FY24. Any wire transfer not received by the cutoff will be processed in FY25.

ACCOUNTS RECEIVABLE

Non-SIS Receivables

Non-SIS Receivables are amounts due to OSU from entities external to the university for goods or services already provided. These receivables are managed by each unit and are not part of SIS Receivables which are managed by Student Accounts within Business Services.

All Non-SIS receivables $10,000 and larger that have not been deposited by FY24 cash close must have an accounts receivable (A/R) Accrual recorded by Journal Voucher no later than Period 14 close.

IMPORTANT: The credit entry should be on the index into which the cash will be deposited when received. The debit will be to the same fund code that is associated with the Index used on the credit side of the JV. The debit will not be made against an Index, just the fund and account.

Note: Do not accrue any A/R on grants as OSRAA will complete this task as needed.
Year-End Close (YEC) Instructions

Note: Do not accrue any A/R on FSxxxx or 809xxx funds.

The following two transactions should be recorded at the same time.

1. The entry dated June 30th, will record the amount of receivable:

   Debit Fund (the same fund code associated with index below) _________ Account Code A3802 A/R Receivable Year-End Accruals
   Credit Index ________ Account Code (0xxxx series)
   Text: “FY24 to record A/R – Detail attached in OnBase
   First and Last Name, Phone Number”

   Note: Non-SIS A/R Reconciliation Sheet should be scanned into OnBase and attached as supporting documentation for the entry made in FIS Banner by the deadline in Period 14.

2. The reversing entry dated July 1st. Note: No supporting documentation is needed in OnBase.

   Debit Index ________ Account Code 0xxxx (used above)
   Credit Fund _________ Account Code A3802 A/R Receivable Year-End Accruals
   • Reference J# from original entry above in the document reference field
   Text: “FY 25 to reverse FY24 A/R
   First and Last Name, Phone Number”

BUDGET
Journal Vouchers

All FY24 budget change journal vouchers processed after the close of business on June 30th must carry a June transaction date.

Funds 000000 – 199999, for budget changes crossing college/unit boundaries:
• Submit budget change requests for inclusion in Period 12 to the Office of Budget & Resource Planning.
• The Office of Budget & Resource Planning uses Period 14 for completing administrative budget actions but can process a limited number of emergency budget adjustments between funds or between colleges during Period 14.

Funds 000000 – 199999, not crossing college boundaries (1xGF, 1xGP & 1xAS rule codes):
• Complete and approve Period 12 budget change journal vouchers by the close of Period 12.
• During Period 14, departments must contact their Financial Strategic Partners (FSPs) for guidance.
• FSPs may elect to continue using their 1xGF, 1xGP and 1xAS rule codes during Period 14.
Year-End Close (YEC) Instructions

Funds 030000 – 039999:
- Complete and approve Period 12 budget change journal vouchers by Period 12 close.
- Only Statewide Public Service (SWPS) administrative budget offices are allowed to process FY24 budget adjustments during Period 14.
- Contacts for those units are:
  Agricultural Experiment Station (030xxx funds) – Natasha Gaspar, 737-2363
  OSU Extension Service (034xxx funds) – Tiffany Gillis, 737-3994
  Forest Research Lab (037xxx funds) – Christina Fierro, 737-1588

Direct questions regarding year-end budget balancing and deadlines to: budget-jv@oregonstate.edu

CASH

Cash Receipts

All cash receipts received must be delivered to the Cashier’s Office by the cash close deadline for inclusion in the FY24 accounting records.

The Cashier’s Office will be closed at noon on June 30th in order to complete cash close procedures. It is important that cash receipts are deposited daily. DO NOT accumulate receipts for one final year-end deposit.

After making final deposits at local banks, off-campus locations (e.g. Agricultural Experiment Stations and Extension offices) must email a legible copy of the detailed deposit slip and a completed Cash Receipts Record to the Cashier’s Office at departmental.deposits@oregonstate.edu. If it is not possible to scan and email the deposit information, it may be faxed to 541-737-0615.

Please also forward the originals as usual, clearly noting that the deposit information was emailed or faxed and when (to help avoid duplicated deposits).

Petty Cash and Vault Funds

Settle and reimburse petty cash funds. Inactive petty cash funds that a unit wishes to discontinue should be returned to the Cashier’s Office with a reconciliation form.

Physically count cash being held as petty cash or vault funds. Cash should be counted with at least two persons present. One person should be someone other than the person who normally has physical custody of the funds. See the Cash Handling Policy for additional information.

Verify and document all receipts that have not been reimbursed. All receipts must be reimbursed in the proper fiscal year. Payment Requests for reimbursement should be processed in Period 12 by the Period close deadline.
Year-End Close (YEC) Instructions

Prepare the Petty Cash Reconciliation and submit to the Cashier’s Office no later than the close of Period 14.

**Point of Sale, including Virtual Merchants**

All Point of Sale (POS) terminals must be settled by NOON on the cash close deadline and deposits submitted to the Cashier’s Office by **2:00 pm** to be included in the FY24 cash records. Any POS transactions received after the cash close deadline should be accrued as a Non-SIS Receivable (see procedures above).

**FIXED ASSETS**

**Equipment under Construction**

All capital assets received during FY24 must be set up through the Banner Fixed Asset Module. Please check all open purchase orders to see whether any represent capital equipment that has been received by June 30th. If equipment is received without a vendor invoice, contact FAR – Fixed Asset Property Management with questions (fixed.assets@oregonstate.edu).

All equipment expenses on account code 40199 must be cleared by moving to the appropriate 4010x or A801x (for service centers or auxiliary enterprises) account code before the financial records are closed. The journal voucher for this transaction should be dated June 30th, 2024 or before and posted prior to the close of Period 12.

Account code 40199 is **not** allowed as an accruable item and is **not** allowed on the A/P accrual spreadsheet.

1. For those units making installment/pre-payments for equipment that will not be received until FY25, the following JV should be submitted with a transaction date of June 30th, 2024 or before:

   Credit Index __________Account Code 40199 Construction in Progress (Equipment)
   Debit Fund (the same fund code associated with index above) ________ Account Code A5008 Prepaid Equipment Expense

2. This entry will then need to be reversed when the equipment is received in FY25.

**Inventory**

Organized storeroom and unit storeroom inventories are to be counted and priced annually.

The Inventory is recorded as an asset using the following account codes:

   A4010 - Facilities Services Inventory
The inventory account (A4xxx) should be adjusted to equal the value of the physical count. The adjustment to the inventory account is recorded as a debit or credit to operating expense.

Attach the detailed listing of final inventory (matched to the General Ledger) as supporting documentation in OnBase to the JV entered.

JVs must be completed during Period 12 using the 3JV1 rule code. June 30th, 2024 should be used as the transaction date.

1. To decrease inventory valuation:
   Debit expenditure Index _______ Account Code 28724 Inventory Adjust/Write-Off
   Credit inventory Fund (the same fund code associated with index above) _________ Asset
   Account Code A4xxx

2. To increase inventory valuation:
   Debit inventory Fund (the same fund code associated with index below) _______ Asset
   Account Code A4xxx
   Credit expenditure Index ______ Account Code 28724 Inventory Adjust/Write-Off

FUND BALANCES

The cash balance for all funds must be monitored through the close of Period 14. At the close of FY24 all funds should have a positive cash balance. If there is an overdraft the expenses may be moved to the unit’s general fund index to bring cash to zero. Reminder – direct payments such as Printing & Mailing, Motor Pool, and Telecom processed with a date of June 30th or earlier immediately affect cash even though the process may be run up to Period 12 close.

Funds with Negative Fund Balances

Funds should not have negative fund balances on June 30th. Any adjusting entries to resolve negative balances must be recorded in the FY24 accounting records during Period 14 using a June 30th transaction date and a 3JV1 rule code. These entries might reflect accruals to show A3802 Accounts Receivable revenue that belongs in FY24 or A5901 Prepaid expenses that belong in FY25.

OSU allows self-support funds to carry a negative fund balance in lieu of transferring funding in to eliminate the deficit balance. If you are responsible for a Designated Operations Fund (05xxxx), a Service Center Fund (09xxxx), or an Auxiliary Fund (1xxxxx) that is negative at
year-end, plan to schedule time to evaluate the cause of the negative balance (i.e. fees were too low, estimated customer level fell short, supply expenses grew more than expected, etc.).

In addition, email FAR (financial-acctg-analysis@oregonstate.edu) and let them know which funds you anticipate will have a negative fund balance and what the cause and/or reason is for it. Lastly, develop a plan to eliminate the deficit and move the operation into a positive or neutral balance in FY25.

Other Funds with Negative Fund Balances

- **Agriculture Research Foundation (ARF) Funds:**
  Determine the Fund Balance of FGxxxx as of June 30th by using Banner screen FGITBSR. If the fund balance shows as negative (Debit Balance), funding is necessary. FAR will record A/R entries dated June 30th and a reversing entry dated July 1st to eliminate the negative fund balances exceeding $10,000.

- **OSU Foundation Reimbursement Funds:**
  FSxxxx and FExxxx funds must have a positive or zero fund balance at year-end. It is important to closely monitor unreimbursed transactions during the months of April, May, and June to make sure expenditures are requested for reimbursement in a timely manner by established deadlines.

  Gift Funds (M Funds) and Agency Funds (fund begins with 9) are **not** to be spent before cash is received. Cash received and posted **after 12:00 pm (noon) on June 28th** will be reported in FY24 and will not show as cash (A0901) in FY24. Therefore, it is important that gift fund balances are closely watched and that expenditures are not made against these funds unless cash is positive.

**GENERAL LEDGER RECONCILIATIONS**

All general ledger account codes must be reconciled at year-end by the unit responsible for that Fund and GL Account Code. The exceptions are those account codes which are automatic entries made within FIS Banner by the system. These are A0901 Cash on hand and B0100 Invoices Payable, as well as Fixed Asset and Accumulated Depreciation accounts (A8xxx).

Reconciliation reports on all other asset (Axxxx) and liability (Bxxxx) account codes are required to be filed within the FSS department’s shared drive. The reconciliations for account codes A3802 A/R Receivable Year-End Accruals, A5901 Prepaid Expense Year-End Accrual, and B5901 Accrued Undistributed Income should be attached in OnBase to accrual JVs.

**GRANTS**
All restricted fund grants that are from State of Oregon Sponsors (Kxxxxx) and Oregon Forest Resources Institute (OFRI) (K9xxxx) require OSRAA to invoice for FY24 grant expenditures by the close of Period 12. Departments and Financial Strategic Services (FSS) cannot post FY24 expenditures during Period 14 for these funding sources.

If you are aware of FY24 expenditures that have not posted by the close of Period 12 you need to provide that information to the appropriate OSRAA grant accountant so they can include it on the June billing to sponsors. Information should include: salary/Other Payroll Expenses (OPE) that are for June and not posted by this time, and invoice information for items received in June and not posted in FIS Banner by this time.

**JOURNAL VOUCHERS**

Journal vouchers for the FY24 accounting records may be processed after June 30th, so long as they contain a June transaction date. Starting July 1st, the default transaction dates in Banner will populate with an FY25 date, so be sure to enter a June transaction date if you need it to post in FY24. In addition, starting July 1st, head each JV “text” with the fiscal year that the transaction is for. JV Approvers are not mind readers so they will not know which fiscal year you meant to post your JV in. If you put the fiscal year in the text, they can then check the transaction date to make sure it aligns with the year you are intending on posting in.

During Period 14 pay close attention to the Major Deadlines listing to make sure you are aware of the last day to post FY24 JVs. Once this deadline has passed no prior year JVs will be allowed without express approval from FAR.

Any attempt to make prior year redistributions exceeding $10,000 in FY25 must be reviewed by FAR for the effect on financial statements.

**MISCELLANEOUS**

**Inactive Funds**

Please submit all requests for termination of FOAPA chart of accounts elements and indexes to the Financial Accounting & Reporting unit. It is important to clean up old chart elements that are no longer needed prior to rolling the ledgers at year-end. Only elements that are necessary and active should be rolled to the ensuing fiscal year.

The FOAPA Chart Element Request form can be found on the Controller’s Unit website: http://fa.oregonstate.edu/budget/foapa

**FUPLOADS**
Year-End Close (YEC) Instructions

Internal charges between OSU departments such as Printing and Mailing, Motor Pool, and UFIO (University Facilities, Infrastructure and Operations) are commonly referred to as FUPLOADs. This is because those entries are loaded to Banner through an automatic finance upload process.

Since these charges are original charges to a department, they are akin to an invoice or wire transfer. After the Period 12 close, it is important that, fund balances are as static as possible so that fund balance monitoring and corrections can take place. This is why FUPLOADS have the same posting deadline as invoices, which is the close date of Period 12.

FIS Systems Lockout

Typically, there are three major FIS System lockouts during year-end close.

The first lockout is usually referred to as Cash Close:

This lockout is on 6/30 unless the 30th falls on the weekend and then it will be moved to the Friday before the weekend. In order to correctly take a snapshot of TBRACCD as of 6/30 we have to lock users out of making updates to that table whether it’s through the TRAAREV form or through ecommerce applications. This lockout also applies to the Cashier’s Office, which is why deposits have to be completed by noon on Cash Close. When Cash is Closed, Banner SIS and any system that updates or makes changes to TBRACCD will be shut down to campus. Service to these systems is typically restored by the following morning.

The second lockout falls on the same day as Period 12 close:

This lockout is referred to as the General Ledger Roll. On the day Period 12 is closed, FAR and AP run a series of processes to roll General Ledger fund and account balances from one year to the next. This establishes beginning balances in the new fiscal year. Period 14 is also opened for posting during this process.

Since the Roll process creates beginning balances in the new fiscal year, it is important that campus is not allowed to make new entries in the middle of the roll process. For this reason, all of Banner FIS is locked out for campus users at approximately 3pm. This allows FAR and AP to complete their processes. Access to Banner FIS is typically restored by the following morning.

The third lockout usually falls five (5) business days after the General Ledger Roll:

This lockout is typically referred to as Period 14 campus lockout. The entire length of Period 14 is approximately 10 business days after the close of Period 12. Five days of this Period is reserved for campus units to make corrections and accrual entries and to complete other tasks such as reimbursing foundation transactions. There are a series of final entries and accruals that FAR and AP need to make in order to close out the year. These entries require static fund balances. This is why campus is locked out after the first five days of Period 14 leaving the remaining days of Period 14 for FAR and AP to complete year-end work.
In order to lockout campus units from Period 14, DFA Information Technology removes their ability to post in the accrual Period. This allows units to still retain Banner FIS access and post in the new fiscal year. There will not be a hard lockout of all Banner FIS on this date.

**OSU FOUNDATION (OSUF)**

OSUF Financial Entry system will be closed down for a Period of time during year-end. This closure is to allow for the reconciliation of accounts between OSU and OSUF. See Year-End Close Major Deadlines for exact dates.

It is imperative that reimbursement requests are completed prior to the established deadline. Any FY24 expenses not processed through the reimbursement system will be moved to E&G Funds and will no longer be available in the OSU-OSUF Reimbursement System for reimbursement from the foundation.

AP will process a receivable accrual for reimbursements that are approved through the foundation reimbursement system, but cash has not actually been received.

The reimbursement request must be approved by both OSU and OSUF in order to be included in the accrual – continue checking your requests to ensure they have been OSUF Approved and are not disapproved or on hold.

FSS and Departments must not do individual A/R accrual JVs for these funds.

**PAYROLL**

Payroll labor redistribution corrections must be made prior to cut-off of June payroll. Check dates on the Payroll calendar and on the list of Major Deadlines for Year-End Close. Take necessary actions in May and early June to identify and rectify potential situations that may necessitate a prior period redistribution request after the 6/30/xx cutoff.

**PURCHASING**

**Manual Encumbrances**

Manual encumbrances (“E” documents) remaining in the FY24 accounting records will be rolled into the FY25 accounting records following the GL Roll. Therefore, all manual encumbrances must be reviewed to make sure they are still valid. Any manual encumbrances that are not valid or needed should be liquidated ASAP so that they are not rolled forward. The FGROPNE report can help identify all open encumbrances.
Year-End Close (YEC) Instructions

**Purchase Orders**

Period 01 for FY25 will open **mid-June** for entry of FY25 purchase orders and encumbrances. Make sure to pay close attention to transaction dates when entering Purchase Orders in June. Any orders for FY24 need to have Purchase Orders created in FY25 instead of entered in FY24 and rolled forward.

Purchase orders remaining “open” at the end of FY24 Period 12 will be rolled into Period 01 of the FY25 accounting records. It is critical that the “open” purchase orders are indeed “open” and do not include those Purchase Orders for which final payment has already occurred.

- Use BennyBuy Document Search to identify all purchase orders for which final payment may have already occurred. Close any unnecessary open encumbrances by changing the status to “Closed”. All remaining open Purchase Orders will be rolled to FY25.

For additional Purchase Order and Encumbrance Monitoring information, review the materials on The Office of the Controller’s Training website: [https://fa.oregonstate.edu/controller/resources/training-department](https://fa.oregonstate.edu/controller/resources/training-department)

**UNEARNED INCOME**

Review deposits made in June to determine whether the income has been earned. If the services were not performed by June 30\(^\text{th}\), the deposit should be reclassified as undistributed income by Journal Voucher.

The following two transactions should be recorded at the same time.

1. The entry dated June 30\(^\text{th}\), will record the unearned (undistributed) income – use rule code 3JV1:

   Debit Index (originally credited) Original Account Code 0xxxx
   Credit Fund (the same fund code associated with index above) __________ Account Code B5901 Accrued Undistributed Income
   Text: “FY24 to record unearned income – Detail attached in OnBase
   First and Last Name, Phone Number”

   **Note:** There is no index on the credit line. Several debit and credit lines can be put on one JV when the purpose is the same. Remember to enter the Document Number of the original entry in the document reference field.

   List the details of the accruals on the **Unearned Income Reconciliation** sheet and attach it as supporting documentation in OnBase to the JV entered. Supporting documentation is **not required** when the amount on the transaction line equals the amount on the original document.
Year-End Close (YEC) Instructions

Because Period 14 FY24 and Period 01 FY25 are open concurrently, immediately reverse the above JV in Period 01 FY25 using a July 1st date and rule code 3JV1.

2. The reversing entry dated July 1st – Use rule code 3JV1. Note: No supporting documentation is needed in OnBase.

Debit Fund __________ Account Code B5901 Accrued Undistributed Income
Credit Index (originally credited) & Account Code 0xxxx (used above)
- Reference J# from entry above in the document reference field
  Text: “FY25 to reverse FY24 unearned income accrual
First and Last Name, Phone Number”

If you only have a few documents to accrue, it is acceptable to accrue in one JV with a new sequence for each deposit. If you have several invoices to accrue, you can choose to list them on the Unearned Income Reconciliation and attach the reconciliation spreadsheet as supporting documentation for the JV.

QUESTIONS/CONTACTS

Please send any questions or concerns you may have regarding the closing process via e-mail to financial-acctg-analysis@oregonstate.edu. Please include appropriate background and detail information with your questions.

General Questions
Charlotte Rooks 737-5422
Mark Fryman 737-0624
Richard Prewitt 737-3792

Fixed Assets
Iqbal Khurram 737-6047

Plant Funds & Assessments
Nancy Boedigheimer 737-7601

Accounts Payable
Alex Sims 737 4956

Travel/University Credit Cards
Renee Lyon 737-5578

Payroll
Steve Nash 737-9491
**Year-End Close (YEC) Instructions**

**Accounts Receivable**
- Lissa Perrone 737-6127
- Russell Brown 737-0643
- Dwight Brimley 737-2257

**Cash**
- Kendra Buford 737-4109

**Purchasing**
- Tamara Bradshaw 737-8044

**Gift and Foundation Funds**
- Richard Prewitt 737-3792

**Grant Funds**
- OSRAA 737-4933

**Email Addresses**
- budgets@oregonstate.edu
- cashiers.office@oregonstate.edu
- departmental.deposits@oregonstate.edu
- Accounts.Payable@oregonstate.edu
- financial-acctg-analysis@oregonstate.edu
- fixed.assets@oregonstate.edu
- paymaster@oregonstate.edu
- wire.transfers@oregonstate.edu

**Web Sites**
- Year-End Close - http://fa.oregonstate.edu/business-affairs/year-end-closing
- OSU Foundation - https://www.fororegonstate.org/
- Office of Budget & Resource Planning - https://fa.oregonstate.edu/budget
- FIS Policy Manual - https://fa.oregonstate.edu/fiscal-program

**TERMS AND DEFINITIONS**

**ACCRUAL ACCOUNTING:** All year, OSU operates on a modified-accrual basis. When invoices are approved for payment, the entry is to Debit (Dr) Expense and Credit (Cr) Accounts Payable. When the check to the vendor is cut, the entry is to Dr Accounts Payable and Cr Cash. At fiscal year-end, OSU is required by State statute to have FULL accrual. To do this, the following actions are necessary:

**Revenue:** Revenue received
- + Revenue earned but not received by June 30th (accounts receivable)
- - Revenue received but not earned; services not rendered (unearned income)
= Accrued Income/Revenue
Year-End Close (YEC) Instructions

**Expenses:** Expenses recorded
+ Expenses incurred, goods or services received, but not processed with June 30th or earlier transaction date *(accounts payable)*
- Expenses prepaid for activity *(prepaid expenses)*
= Accrued Expenses

**ACCOUNTS RECEIVABLE:** Revenue earned but not received by the close of the fiscal year. Revenue has been earned if goods were sold or services were provided, either completely or substantially in full, by the close of the fiscal year. If the receivable has not previously been recorded into Banner, then it should be recorded as a balance sheet asset, for year-end accrual use account A3802 A/R Receivable Year-End Accruals.

**ACCOUNTS PAYABLE:** Expenses should be incurred, if goods or services were received, either completely or substantially in full, by June 30th. If an invoice is not received and processed with June 30th by the year-end deadline and the purchase amount is over $10,000, the item should be listed on the Year-end AP Accrual Spreadsheet sent to A/P.

**PREPAID EXPENSE:** Represent cash payments required by a third-party vendor in advance of actually incurring the expense. These are not expenses at the point payment is made. It only becomes an expense when the activity actually happens.
- Conference registrations or airline tickets paid in May but where the activity will not occur until August.
- These payments should be recorded as a balance sheet asset, for year-end accrual use account A5901 Prepaid Expense Year-End Accrual.

**UNDISTRIBUTED INCOME:** Represent cash received from a third-party in advance of earning the funds as revenue.
- 4-H summer camp fees received in FY24 for a camp being held in FY25;
- Deposits from customers participating in the Master Gardener Program. The deposit portion of the fees received may be refundable to the customer. We are simply holding the funds until that determination is made.
- These receipts should be recorded as a balance sheet liability, for year-end accrual use account B5901 Accrued Undistributed Income.

If the customer meets his/her commitment to the program, the deposit is refunded from the liability account and the money never becomes revenue to OSU. If the customer fails to meet his/her commitment, the deposit becomes earned revenue to OSU and is removed from the liability account and recorded as revenue.

**FIXED ASSET:** Tangible property with a cost of $5,000 or more. All other equipment is considered minor equipment.

**MATERIALITY THRESHOLD:** The value at which a transaction is considered significant to the financial records. OSU’s materiality level for expenditure transactions is $10,000.