

# FY23 Year-end Reporting and Communication

April 4, 2023



McGill

# Agenda

1. Year-End Contacts
2. TEAMS group
3. Year-End Memo
4. Year-End Cut-Off Deadlines
5. Year-End Journals
6. Financial statement groupings
7. Variance Analysis Process
8. Endowment Matters
9. RSF (Research Support Fund)
10. Important Tips
11. How-to's
12. Questions & Comments

# 1. Year-end contacts

## Office of the Controller

### Controller (Interim)

Tonia Sciannamblo

Teams or [tonia.sciannamblo@mcgill.ca](mailto:tonia.sciannamblo@mcgill.ca)

### Financial Reporting- Unrestricted

Marco Ariemma

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Pik Chuan Chin

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### Financial Reporting- Endowments & Restricted

Dara Wall

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Jing Gao

Teams or [jing.gao@mcgill.ca](mailto:jing.gao@mcgill.ca)

### Unrestricted Accounting

Orsola Sasso

Teams or [orsola.sasso@mcgill.ca](mailto:orsola.sasso@mcgill.ca)

### FIS Reporting Support

[fis-reports@mcgill.ca](mailto:fis-reports@mcgill.ca)

# 1. Year-end contacts

## Systems and Transaction Services

### Director

Julie Ghayad

Teams or [julie.ghayad@mcgill.ca](mailto:julie.ghayad@mcgill.ca)

### Associate Director (Interim)

Peter Guertin

Teams or [peter.guertin@mcgill.ca](mailto:peter.guertin@mcgill.ca)

### Accounts payable

Carmen Barturen

Teams or [carmen.barturen@mcgill.ca](mailto:carmen.barturen@mcgill.ca)

### PCard

Maria Cristina Romeo

Teams or [maria.romeo@mcgill.ca](mailto:maria.romeo@mcgill.ca)

### Banking services (Interim)

Michael McKnight

Teams or [mike.mcknight@mcgill.ca](mailto:mike.mcknight@mcgill.ca)

### Accounts Receivable

Peter Guertin

Teams or [peter.guertin@mcgill.ca](mailto:peter.guertin@mcgill.ca)

# 1. Year-end contacts

## Systems and Transaction Services (cont'd)

**Travel Desk**

[traveldeskhelpp.acct@mcgill.ca](mailto:traveldeskhelpp.acct@mcgill.ca)

**Systems Support**

**FIS Security**

[Fissecurity.acct@mcgill.ca](mailto:Fissecurity.acct@mcgill.ca)

**FIS Help**

[\*\*FIS Service Desk Portal\*\*](#)

# 1. Year-end contacts

## Financial Services for Facility Management

**Director**

Luana Sorella

Teams or [luana.sorella@mcgill.ca](mailto:luana.sorella@mcgill.ca)

## Research Financial Management Services

**Director**

Elvie Coletta

Teams or [elvie.coletta@mcgill.ca](mailto:elvie.coletta@mcgill.ca)

## Student Accounts

**Director**

Mary Jo McCullogh

Teams or [mary.mccullogh@mcgill.ca](mailto:mary.mccullogh@mcgill.ca)

## Procurement Services

**Director**

François Pouliot

Teams or [francois.pouliot@mcgill.ca](mailto:francois.pouliot@mcgill.ca)

General procurement inquiries

[JIRA ticket](#)



## 2. Teams Group

The screenshot displays the Microsoft Teams application interface. On the left, a vertical sidebar contains navigation icons for Activity, Chat, Teams (highlighted with a red circle), Assignments, Calendar, Calls, Files, and Apps. The main pane shows a list of teams under the heading 'All teams'. The first team, 'Financial Services Year-End\_Group', is highlighted in yellow. Below it, the 'General' channel is also highlighted in yellow, with a purple arrow pointing to it. The 'FY23' channel is listed below 'General'. At the top right of the main pane, a red circle highlights the 'FY23' tab, with 'Posts', 'Files', and a '+' icon also visible. The right side of the screen shows the chat area with a header 'FY23' and tabs for 'Posts', 'Files', and '+'. Below the header is a 'Meet' button. The chat area contains an illustration of two people and the text 'Let's get the conversation started' followed by 'Try @mentioning a student or teacher to begin sharing ideas.' At the bottom right of the chat area is a 'New conversation' button.

## 2. Teams Group

The screenshot displays the Microsoft Teams application interface. On the left is a vertical navigation bar with icons for Activity, Chat, Teams, Announcements, Calendar, Calls, Files, and Apps. The main area is titled 'Teams' and shows a grid of team tiles under the heading 'Your teams'. Each tile includes an icon, a name, and a three-dot menu icon in the top right corner. A red arrow originates from the 'Join or create team' button in the top right corner of the Teams header and points to the 'Financial Services Year-End\_Group' tile.

Team Name	Icon Description
Telephone Evolution - Early Adopters_Group	Icon with a plus sign and a telephone handset
Supporting Indigenous Partnerships +...	Icon showing a landscape with trees and water
Banner 9 Readiness	Icon with a purple circle containing the number 9
R21-03 Central Pcard program_Group	Icon with the letters RC in a grey square
Expense Payment Services_Group	Icon showing a blue card with a plus sign
IT Liaison_Group	Icon with the letters IL in a red square
Le Rendez-vous Manager_Group	Icon showing a green plant in a blue pot
WORKDAY PAYMENTS-INDIGENOUS_Group	Icon with the letters WP in a red square
OPC -Finance_Group	Icon with the letters OF in a purple square
Payment Request_Group	Icon with the letters PR in a grey square
Financial Services Year-End_Group	Icon showing a calendar page with the word END
FS Directors_Group	Icon with the letters FD in a grey square
Expense Management Tool - Workshops and...	Icon showing people in a workshop setting
Expense Payment Services_Group	Icon with the letters FT in a red square
Expense Management_Group	Icon showing a receipt with the word RECEIPTS
Payment Request Controller's_Group	Icon showing a group of people
Application Services - Budget & Financial...	Icon showing a building
MMP Invoicing follow up_Group	Icon showing a document with a checkmark
APAP_Group	Icon showing a globe with planets
Automate Payment Project team_Group	Icon with the letters AP in a red square



# 3. Year-end memo



- Review the year-end memo for detailed procedures according to area along with respective deadlines.
- Memo can be found at:  
<https://www.mcgill.ca/financialservices/gfm/schedules/yearend>

# 3. Year-end memo



APRIL 2023				
Mon	Tue	Wed	Thurs	Fri
3	4	5	6 5:00pm: Expense reports for non-FST enabled units 5:00pm: Payment requests received by Accounts Payable	7 <b>GOOD FRIDAY</b> Statutory Holiday
10 <b>EASTER MONDAY</b> Statutory Holiday	11 4:30pm: PO Liquidation request Form for liquidation of encumbrances 5:00pm: MARCH close	12 8:00am: Open POs reports e-mailed 9:00am: <b>Fiscal 2024 OPENS</b>	13 5:00pm: Expense reports for FST enabled units 5:00pm: Submit adjustments on past payroll transactions 12 midnight: Enter time for Bi-Weekly Salary payroll for pay period ending April 22, 2023 to be paid on April 21, 2023	14 4:00pm: Notify FS re: financial discrepancies
17	18	19 12 midnight: Enter time for Bi-Weekly Hourly payroll for pay period ending April 15, 2023 to be paid on April 27, 2023	20	21 12:00pm: Submit Finance AR Request for Invoice on WEB 4:00pm: Notify Procurement Services to cancel PRs & POs 5:00pm: Submit Finance AR feeds 5:00pm: Submit details of equipment leases 8:00pm: Reconciliation of Pcard Transactions
24 12:00pm: Cash & cheque deposits made via Macdonald campus security box	25 5:00pm: Minerva Award Processing Form for BSA payments 8:00pm: Approval of Pcard transactions using MOPS for Research Grants/Contracts for 2F/2M fund types if the reconciler is not a FST Manager	26 5:00pm: Complete & Submit FY23 PRs 5:00pm: MMP System unavailable until 9:00am May 1 <sup>st</sup> 5:00pm: Submit Student AR feeds 5:00pm: Response from Director, Resource Allocations on Endowment carryforward requests	27 9:00am: Cheques received by FS for deposit 12:00pm: Procurement approval of FY23 PR's 2:00pm: Submit AP Feeds 5:00pm: FY23 PR's local approval 8:00pm: Approval of PCard transactions using MOPS for <u>Non-Research Grants/Contracts</u> (ALL fund types except 2F/2M) and for 2F/2M fund types if the Reconciler is a FST Manager	28 4:30pm: Complete online Banner AR forms 5:00pm: Cash/cheque deposits directly at bank 5:00pm: Central approval of FY23 PR's 5:00pm: Complete online IDC & Journals 5:00pm: Complete budget adjustments

ACRONYMS: FS: Financial Services, AR: Accounts Receivable, AP: Accounts Payable, PR: Purchase Requisition, PO: Purchase Order, RSF: Research Support Fund



# 3. Year-end memo



MAY 2023				
Mon	Tue	Wed	Thurs	Fri
1 8:00am: Open online Banner AR forms 9:00am: MMP re-opens	2	3 3:00pm: Submit FY23 GL Feeds	4	5 <b>9:00 AM 1st CUT-OFF FISCAL 2023</b> 9:00am: Posting rights to BANNER removed 5:00pm: Goods/services received prior to April 30, 2023 to be physically received in MMP
8	9	10	11	12
15	16	17	18	19 <b>7:30 AM 2nd CUT-OFF FISCAL 2023</b>
22 <b>VICTORIA DAY</b> <b>Statutory Holiday</b>	23 5:00 pm: Variance analysis reports due	24	25	26 12:00pm: All FY23 incomplete documents will be deleted
JUNE 2023				
Mon	Tue	Wed	Thurs	Fri
29	30	31	1	2 <b>FINAL CUT-OFF FISCAL 2023</b> (BCF roll on June 3, 2023 and Fund type/Org changes permitted)
5	6	7	8	9
12	13	14	15	16 5:00pm: Deadline to submit RSF

ACRONYMS: FS: Financial Services, AR: Accounts Receivable, AP: Accounts Payable, PR: Purchase Requisition, PO: Purchase Order, RSF: Research Support Fund

An hourglass with white sand is positioned in the foreground, with a calendar showing dates 19 through 31 in the background. The text '4. Year-end cut-off deadlines' is overlaid in red.

## 4. Year-end cut-off deadlines

### 1<sup>st</sup> Cut-Off

- On-line submission of journals:
  - Friday, May 5<sup>th</sup> (prior to 9:00 a.m.)
- Blackout Period
  - FGAJVCQ, FGAJVCD, & FGAENCB will **NOT** be accessible for processing transactions from:  
Friday, May 5<sup>th</sup> 9:00 a.m. to Monday, May 8<sup>th</sup> 9:00 a.m.

### 2<sup>nd</sup> Cut-Off

- On-line submission of journals:
  - Friday, May 19<sup>th</sup> (prior to 7:30 a.m.)
- 7.5% overhead recovery fee will be processed after 2<sup>nd</sup> cutoff





## 4. Year-end cut-off deadlines

### Final FY23 Close

- Scheduled for – Friday, June 2<sup>nd</sup>

### External auditors

- 1<sup>st</sup> week of July

### Managing tight timelines

- Compressed timelines for cutoff, final close, and preparation of our financial statement analysis in anticipation of auditor's arrival in July
- Your cooperation is key!
- Get started now!

## 5. Year-end journals

### Accruals

- An accounting concept – Record the expense or revenue **in the period it occurs** (i.e. when goods are delivered or services rendered)
- Matching principle – Recognize the revenues generated in the same period as the relevant expenses are incurred
- Do this by accruing and deferring revenues and expenses
- Have to establish a cutoff – a precise point in time and using that date as the finish line

## 5. Year-end journals

### **Accruals prepared for**

- Payroll
- Accounts Receivable
- Inventories
- Prepaid Expenses
- Unearned Revenues
- Accounts Payable



## 5. Year-end journals: Recurring journals

### Recurring Journal Definition

- A journal entry that is required every quarter and/or at year-end
- Example recurring journals:
  - re-allocate certain costs
  - charge overhead
  - redistribute net surplus/deficits between departments

## 5. Year-end Journals: Past payroll transactions

- **Contact: FADM (all non 1A or 1B funds) or BADM (1A and 1B funds)**
- The deadline for submitting payroll journals is **5:00PM THURSDAY, APRIL 13, 2023.**
- These payroll journals must pertain to salary adjustments already booked in Banner.

# 5. Year-end Journals: Payroll accrual

## Payroll - Account 200307

Contact: Marco Ariemma

PAY TYPE	PAY REF	PAY PERIOD	PAY DATE	PAY PERIOD ACCRUED FOR	ACCRUAL IN FY23	PAY USED TO CALCULATE FORWARD ACCRUAL
Salaried	B0-09	APRIL 23-MAY 6	MAY 5	APRIL 23-APRIL 30	50%	B0-09
Hourly	B2-10	APRIL 16-APRIL 29	MAY 11	APRIL 16-APRIL 30	100%	B2-09

- Processed centrally but pushed to individual funds
- Based on last pay period **available** in FY23
- Meant to simulate the days in April that are yet to be paid:
  - Salaried: 5/10 days accrual in April → **April 23-30**
  - Hourly: 10/10 days accrual in April → **April 16-30**

## 5. Year-end Journals: Payroll accrual

**Since the implementation of Workday, we are using a forward accrual method**

- How is the forward accrual different?
  - Based on the LAST pay period processed BEFORE first cut-off
  - Prior to implementing the forward accrual method, the accrual was based on the FIRST pay period paid AFTER the year-end
  - The forward accrual is an estimate
  - This estimate is subject to being different from actuals
  - Variances between the estimate and actuals tend to net out year over year
  - Forward accrual is now calculated over 10 days

## 5. Year-end Journals: Payroll accrual

- Posted prior to first cut-off in Period 12 with a transaction date of April 30, 2023
- Encumbrance released by the amount of the above accrual, with a transaction date of April 30, 2023
- ME16 journal type to be used
- Reversal of accrual with transaction date of May 1, 2023 will be posted June 5, 2023 (first working day after April is closed)

## 5. Year-end Journals: Payroll accrual

### **Payroll - Account 200307**

#### **Vacation**

- Don't accrue for vacation – this is done Centrally

#### **Retirement**

- Don't accrue for retirement settlements – this is done Centrally

#### **Pay Equity**

- Don't accrue/adjust pay equity– this is done Centrally

# 5. Year-end Journals Accounts receivable

## Accounts Receivables – Account 100046

### Accounts Receivables

- Represent amounts due from external parties for goods or services rendered in the current year
- However...
  - Invoice not issued and payment not received as at April 30, 2023
  - Our Accounts Receivable Office is available to assist you with your invoicing



## 5. Year-end Journals

### Accounts receivable

#### Accounts Receivable – Account 100046

##### Example:

- Goods are delivered to an external customer in FY23 but cash has not been received
- Consulting work is completed by April 30<sup>th</sup> but payment not received in FY23

What would be the journal entry to record these transactions?

Dr. A/R (100046)

Cr. Revenue (5xxxxxx)

## 5. Year-end Journals Inventory

### Inventory – Account 100103

- All items held for **external resale** should be recorded as inventory
- Inventory must be valued at the lower of cost and net realizable value, i.e. what you can sell it for if lower than cost
- Not all Faculties/Units have inventory
- Bookstore, Dentistry, Residences, Faculty Club, Athletics **DO** hold inventory
- Stationery stock in your department is **NOT** considered inventory

## 5. Year-end Journals Inventory

### Inventories – Account 100103

#### Example

- Residences – goods purchased for the vending machines and cafeterias that are to be sold to students
- Dentistry – materials purchased for students

Journal Entry:

Dr. Inventories	100103
Cr. Purchases at Cost	700570

- Amounts posted should be gross as taxes are calculated behind the scenes

## 5. Year-end Journals

### Prepaid expenses

#### Prepaid Expenses – Account 100111

- Expenses paid in one fiscal year but which specifically relate to the operations of a future fiscal year.

#### Examples

- Software license purchased in April 2023 covering the period of May 1, 2023 to April 30, 2024
- Course materials purchased or other fees paid for in April to be used for the Summer or Fall session

Journal Entry:

Dr. Prepaid Expenses 100111

Cr. Expense 7xxxxx

# 5. Year-end Journals

## Prepaid expenses

### Prepaid Expenses – Account 100111

#### Example

- In FY23, you have prepaid an expense for the total amount of \$150,000 for rental of the equipment (15-month contract from Feb. 1, 2023– April 30, 2024).
- What is the correct entry to be booked in FY23 at Year-End?

Journal entry:

Dr. Prepaid Expense (100111)	\$120,000*
Cr. Expense	(7xxxxx) \$120,000

\*Calculated as  $(12/15 * \$150,000)$  to represent that 12 of the 15 months are prepaid.

# 5. Year-end Journals Accounts payable

## Accounts Payable – Account 200008

Faculties/departments/units are not required to book AP accruals.

➤ Prior to second cutoff:

- For invoices posted to Banner with an **invoice date of April 30th or prior, regardless of amount**, AP will accrue via a Feed to the respective FOAPAL.
- For invoices posted to Banner with an **invoice date of May 1<sup>st</sup> or later, where the goods/services were received before May 1<sup>st</sup> and valued at \$25,000 or greater before taxes**, AP will **review and accrue, if necessary**, via a Feed to the respective FOAPAL.

## 5. Year-end Journals Accounts payable

### Accounts Payable – Account 200008

- If you are in possession of any invoices for goods and/or services received/rendered on or before April 30, 2023, please forward them **immediately** to Accounts Payable via email to [accountspayable@mcgill.ca](mailto:accountspayable@mcgill.ca)



## 5. Year-end Journals

### Unearned revenue

#### Unearned Revenue – Account 200086

- Cash or revenues collected in advance of the delivery of the good or service

#### Examples

- Athletics – Annual Membership fee received for calendar year Jan to Dec 2023
- Residences – Revenue received for summer rentals

Journal Entry:

Dr. Revenue 5xxxxxx

Cr. Unearned Revenue 200086

## 5. Year-end Journals

### ME journals

- Closing journals that are recurring in nature (i.e. monthly, quarterly, yearly) should be processed as an **ME instead of a JE**
- Allows reports to be run to single out these types of entries as they often need to be identified during financial reporting
- To access report:  
<https://www.mcgill.ca/financialservices/reporting/yearendvariances>

## 5. Year-end Journals

### ME journals

- **Best to use FGAJVCD** over FGAJVCQ which does not allow for inputting a reference #
- Fill in previous year's journal number in Doc Reference Field or "NEW" if it's a new type of entry this year
- Prepare your reversal at the same time with a transaction date of May 1, 2023, with the original accrual number in Doc Reference Field
- Consult "HOW TO process a Month End/Year End Closing Journal (ME15/ME16) FGAJVCD" at <https://www.mcgill.ca/financialservices/gfm/fis-system/banner>



## 5. Year-end journals

➤ Questions so far?

## 6. Financial statement groupings

- **Examples of Groupings**

- The University's financial statements are prepared based on certain groupings and we will be asking you to perform variance analysis based on these same groupings
- Each line item is driven by account types and account codes
- Chart of Accounts – Account Codes
  - <https://www.mcgill.ca/financialservices/gfm/foapal/account-code>

## 6. Financial statement groupings

### Examples of Specifications for P&L Statements

- Below is a sample of the specifications for some of the line-items given to our report writers to produce the P&L. It is the same definition for all fund types and it represents a definition of each line item disclosed.
- All line-items are driven by the account code hierarchy
  - Internal sales/purchases is an exception
- You need to understand the account code hierarchy to understand the specifications. When you are doing your analysis, it is important to know what account codes are included and which ones are not before you begin your analysis

Line item	Line item specifications
Sales of goods and services	Account type 2 is one of 5C, 5F, 5M, 5P and account code 3 <>50010
Non-academic salaries	Account type 1 = 60, Account code 1 = 603 or account code is one of 600018, 600921, 600027
Contract services	Account code 3 = 70034 OR Account code =700027, 700068





## 6. Financial statement groupings

### Revenues

- 5C Sales of Goods & Services:
- 50005 – Sales of Goods & Services
- 50006 – Rental Revenue
- 50007 – Royalties, License Revenue
- 50008 – Registration/Membership Fees
- 50009 – Fines revenue
- 50010 – Contract/Consulting Services Revenue
- 50010 – Computing Services
- 50057 – Sponsorship Revenue





## 6. Financial statement groupings

### Salary Expenses

- 603 Admin & Support Staff Salaries
- 6005 – Admin & Support Staff Salaries
  - 60010 – Support Staff Salaries
    - 600018 – Managerial Salaries
    - 600020 – Technicians
    - 600021 – Clerical
    - 600022 – Trades & Services
  - 60011 – One time & Casual Staff Payments
    - 600023 – Overtime
    - 600024 – Casual & One time (Trades excl.)
    - 600146 – Trades, Casual & One-time Payments

## 6. Financial statement groupings

### Building & Occupancy Costs

- Driven by account code hierarchy
- 70002 – Repairs/Maintenance
- 70003 – Renovation
- 70028 – Rental expense
- 70031 – Insurance
- 70037 – Loans (spec. internal loans)
- Includes related internal sales accounts
  - 770002 – Repairs/Maintenance Internal Sales
  - 770026 – Rental Expense Internal Sales
  - 770054 – Insurance Internal Sales
  - 770479 – Renovations Internal Sales



## 6. Financial statement groupings

### Other Non-Salary Expense

Detail of major expenses included in “Other Non-Salary Expense” line item:

- Miscellaneous (70006)
- Printing & Stationery (70004)
- Computer Charges (70007)
- Telephone/Equipment (70009)
- Advertising (70023)
- Photocopying (70010)

# 7. Variance analysis

- Fiscal 2023 traditional 12-month fiscal year with quarters ending in July, October, January and April
- Comparatives for FY22
- What's this for?
  - Helps us produce the Financial Statement Analysis which is a crucial part of our audit and general financial reporting
- Remember: Variance analysis is not a bad thing, it's simply an explanation of what has happened in the year

## 7. Variance analysis

- There is no reporting required for COVID related activities
- Q&A session to be held on May 10



# 7. Variance analysis



## Crucial Dates for FY23

- Email request to all FFO's will be sent out on April 7<sup>th</sup>
- Self-serve process is still in place! You still need to know which reports to use and how to refresh
- Reports are refreshable daily – you can start the analysis now!
- All responses are due Wednesday May 24<sup>th</sup> (i.e. this allows for 1 business day after 2<sup>nd</sup> cut-off to make required adjustments)
- Explanations for line-items with variance of:
  - +/- \$100k

# 7. Variance analysis



## Reports

When refreshing, you will be prompted with the following 4 queries:

- Select Current Fiscal Year – 23
- Select Prior Fiscal Year – 22
- Select Org Code – see variance analysis grid
- Select Org Level – see variance analysis grid

- Link : [Variance Analysis Grid](#)



# 7. Variance analysis

## Grid Sample

VARIANCE ANALYSIS GRID - FY23

Org Level 2	Org Level 3	Org Level 4	Org Title	Responsible Person
90008	-	-	Advancement Services	Matthew Lagace/Christine Bergeron
-	90020	-	Agriculture & Environmental Science	Christine Butler/Jackie Krebs
-	-	90053	Ancillary (includes orgs 00412, 00368, 00379)	Moheb Basstawrosse
-	90021	-	Arts	Nancy Prsa
-	-	90303	Athletics	Ameen Shaheen
-	90595	-	Campus Planning and Development	Luana Sorella
-	90022	-	School of Continuing Studies - Dean's Office	Mandana Bassiri
-	90023	-	Dentistry	Suzana Kafadar de Rodriguez
-	90028	-	Desautels Faculty Of Management	Nina Dolea/Mark Michaud
-	90024	-	Education	Daniela Frischer/Rukhsana Diwan
-	90025	-	Engineering	Leila Al-Bassit

# 7. Variance analysis

## Important Tips & Reminders

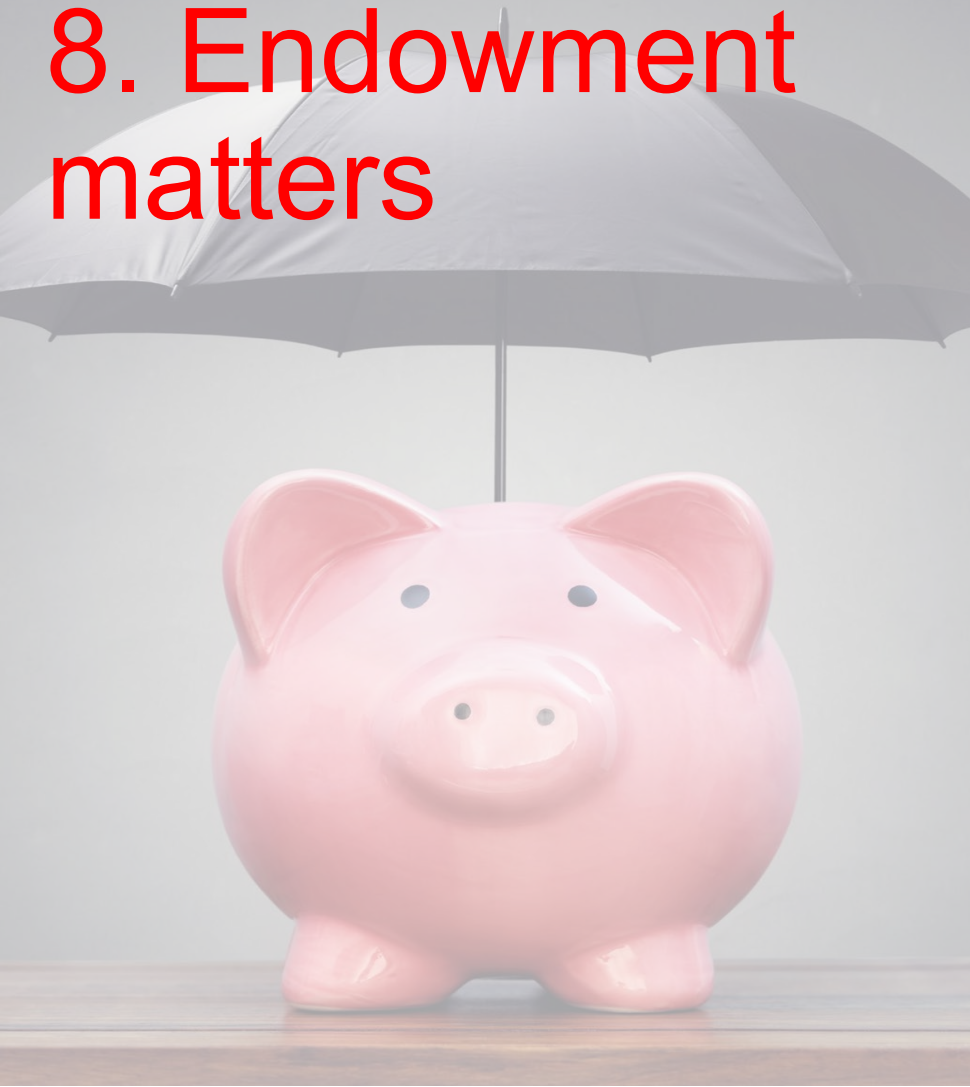
- Why do your responses matter?
- The FSA is a 75-page document supporting the audited financial statements produced for Board of Governors (BOG)
- The explanations you provide are verified and substantiated by our external auditors and form an integral part of the FSA which is presented to BOG
- FSA completed for internal review by June 23<sup>rd</sup>, 2023 and provided to external auditors the 1st week of July 2023

# 7. Variance analysis

## Important Tips & Reminders

- For more examples of invalid and valid explanations, refer to “variance analysis how to” document on web
- Avoid vague, ambiguous answers and aim for responses that are substantiated
- Quick-turnaround required – timing is critical
- In your absence, assign a delegate to handle this query and notify us ASAP

## 8. Endowment matters



- **Thursday, March 23, 2023** - Was deadline to let Endowment Accounting know which spendable income funds you do NOT want to be capped with justification
- Refer to memo circulated March 6, 2023
- Decision to not cap must be made on an annual basis
- MIP rate for FY24 is \$16.58 per unit.



## 9. RSF Research support fund

- The Research Support Fund assists with the expenses associated with managing the research funded by three federal research granting agencies
- The RSF has an initial reporting period of April 1 to March 31, 2023
- Extension provided to June 30, 2023 if funds have not been spent
- Research Support Fund Outcomes Report
- 5 areas of priority to report on:
  - Research Facilities
  - Research Resources
  - Regulatory Requirements & Accreditation
  - Intellectual Property
  - Management & Administration
- Email to be sent out mid-April
- Responses due by **June 16, 2023**



# 10. Important tips

## Manual Encumbrances

- Review manual encumbrances and consider:
  - Are they still valid?
  - Have they been liquidated against the expenditure
  - If at zero, liquidate them using journal type rule class EL32 as they form part of calculation unnecessarily and slow down processing

# 10. Important tips

## Manual Encumbrances

- Best practice is to do so **NOW** or at 1<sup>st</sup> cutoff at the very latest



[https://www.mcgill.ca/financialservices/files/financialservices/how\\_to\\_adjust\\_liquidate\\_a\\_manual\\_encumbrance.pdf](https://www.mcgill.ca/financialservices/files/financialservices/how_to_adjust_liquidate_a_manual_encumbrance.pdf)



# 10. Important tips

## Letters of Guarantee

- Cleared by 1<sup>st</sup> Cut-Off

## MMP

- Purchase requisitions must follow Purchase Order Procedures
- FY23 Long Term Pos will be rolled over if there are remaining encumbrances
- Purchase requisition are to be setup for the full term of the contract (enter contract end date in delivery date field)
- Amounts should reflect budget available for fiscal year

# 10. Important tips

## BAVL – NSF Override

- Even though FY24 budget may not be processed you will be able to process transactions as severity is set to warning which allows you to spend.
- Keep in mind that BAVL balances are affected by “pipeline” documents therefore, in Minerva, under “Budget query for Fundholders”, check the “pending documents” button.
- Bavl quirk: looks at line sequence, so do credit first then debit (ex: increase intra fund transfer) so as not to reject the journal

<https://www.mcgill.ca/financialservices/gfm/fund-management/bavl>

# 10. Important tips



## Accrual Period 14

- Accruals for AP invoices will be done Centrally via a feed processed before second cutoff to the respective FOAPAL.
- A journal initiated in Period 12 must be re-tabbed entirely to post in Period 14.
- As of May 8<sup>th</sup>, documents will be posted to period 14. Remember to change your local Crystal report templates to reflect period 14.

**Check your approval queues periodically!**

# 10. Important tips



## Purchase Orders

- Ensure you review all outstanding purchase orders.
- If no longer valid, liquidate or cancel as funds are unnecessarily being encumbered.



# 11. How to's

## **How to Process a Year End Closing Journal (ME15/ME16)**

<https://www.mcgill.ca/financialservices/gfm/fis-system/banner>

## **Overview of McGill's Chart of Accounts**

<https://www.mcgill.ca/financialservices/gfm/foapal>

## **How to Process a Manual Encumbrance (FGAENCB)**

<https://www.mcgill.ca/financialservices/gfm/fis-system/banner>

## **Understanding Budget Availability Checking (BAVL)**

<https://www.mcgill.ca/financialservices/gfm/fund-management/bavl>

# 11. How to's

## **Year End Variance Analysis**

<https://mcgill.ca/financialservices/reporting/yearendvariances>

## **Understanding Accruals**

<https://www.mcgill.ca/financialservices/gfm/schedules/yearend/accruals>

## **Copy and Reversal feature for Banner Journals**

<https://www.mcgill.ca/financialservices/gfm/fis-system/banner>

## **Liquidating Purchase Orders**

<https://www.mcgill.ca/financialservices/gfm/payments/invoices>





# 12. Questions

Please refer to Section 1 for relevant contacts

**Or contact the FIS Service Desk Portal:**  
[FIS Service Desk Portal](#)