

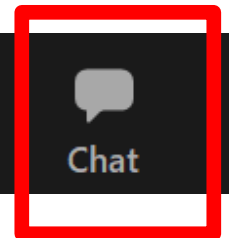
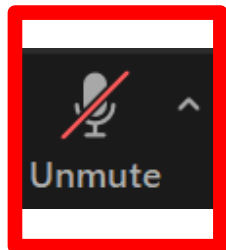
Year End Information Session Fiscal Year 2022-2023

Judy Wu, Interim Comptroller
Lucia Lo, Manager, Financial Reporting & Systems
Paula Perri, Manager, General Accounting & Accounts Payable
Rachelle Marfa-Surco, Manager, Procure to Pay

March 2023

Asking Questions

- We have muted your microphone upon entry
- If you have questions or comments, please use the Chat function to type in your question



Year-End Information Seminar Agenda

- Year-End in Context
- Year-End Process
- Year-End Finance Team
- Finance Division Annual Year-End Accountability Letter
- Q & A



Year-End in Context

Why have a year-end?

- Finalize year-end results as at April 30, 2023
- Establish carryforward positions for next fiscal year
- Measure annual performance
- Report to stakeholders

Year-End in Context (continued)

Internal Operating Statements:

- Un-audited (e.g. eReports – Statement of Operations)
- Prepared for reconciliation and planning

Year-End in Context (continued)

Audited Financial Statements:

- Prepared by Office of the Comptroller working with Finance and York Community
- Audited by Ernst & Young, LLP
- Approved by the University Board of Governors

Year-End in Context (continued)

Key University Stakeholders:

- Board of Governors
- Donors
- Faculty and Staff
- Province of Ontario
- CRA – Charities Branch – Federal
- US Tax Authorities
- Council of Ontario Universities
- Bondholder
- Bond Rating Agencies

Year-End in Context (continued)

It's a joint effort ...

- Finance oversees the year end process – but we rely heavily on the community's efforts
- We rely on the community to:
 1. Ensure all significant transactions for the fiscal year are recorded correctly and in a timely manner
 2. Provide details for significant balances
 3. Provide explanations for significant variances and respond to questions from Finance in a timely manner
- Audit sections/working papers cannot be completed without the community completing their tasks

Year-End in Context (continued)

- Auditors arrive **May 23rd** (day after the May long weekend)
- Financial statements must be ready for the Board by the **first week of June**
- **Less than 3 weeks**

Accounts Payable – Cut Off

- All expenses where goods or services have been received prior to May 1, 2023, should be recorded in Fiscal Year 2023

Non-PO Invoices in Sm@rtBuy – Cut Off

Goods and services that are not associated with a purchase order (Non-PO invoices processed via Sm@rtbuy):

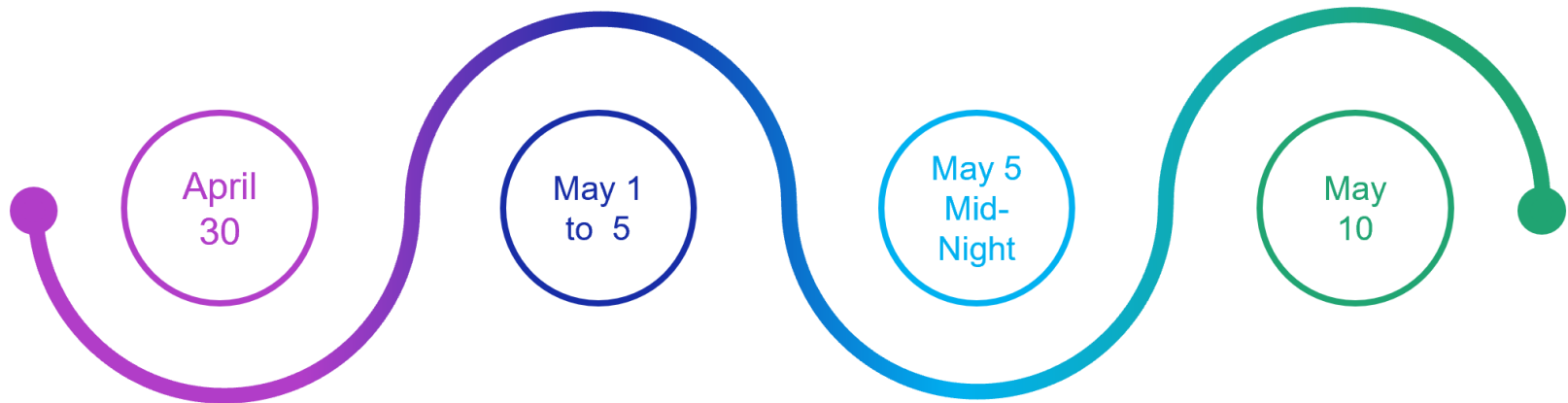
- a) Community should review and approve any invoices dated prior to May 1, 2023 by April 28 in Sm@rtBuy
- b) An outstanding report will be sent to EOs & FOs on May 2 for all invoices entered in Sm@rtbuy by April 28 that do not have department approval or where a requisitioner has been assigned. This report will help in identifying expenses to be accrued.
- c) Community should accrue for expenses that are not reflected on eReports run on May 2

Non-PO Invoices in Sm@rtBuy

- A Sm@rtBuy Outstanding Invoices report will be sent to the Community on May 2, 2023.
- Community should confirm if the invoice is accrued in FY2023 and return the report to Finance Department (finrept@yorku.ca) by May 5, 2023

Order Identifier	Order Status	Created Date/Time	Supplier	Total Amount	Account	Cost Centre	Current Workflow Step	Department	Pending Approver	Accrue (Y/N)
100139600	Pending	16-03-2023 4:02 PM	Editions Du Renouveau Pedagogique Inc	348.68			Requisitioner Not Assigned	USC-Procure to Pay	Alvarez, Esly R	
100139590	Pending	16-03-2023 4:00 PM	Robert Half Management Resources	2,090.50			Requisitioner Not Assigned		Hajo, Firas	
100139476	Pending	14-03-2023 4:07 PM	Spectroglyph LLC	4,500.00	420000	532235	Research Accounting Approval	USC-General Accounting		
100139472	Pending	14-03-2023 3:29 PM	Aplicar Technologies Inc.	97,381.68	197500	350538, 350506, 350507	Cost Centre Approval			

Year-end Process for Non-PO Invoices in Sm@rtBuy



Smartbuy Approval Deadline

Sm@rtBuy will end its feed by the end of the day of April 30, 2023.

Any Non-PO invoices NOT approved by April 28 will be included in the outstanding invoice report

Community Accrual

No Sm@rtBuy feeds to Peoplesoft from May 1 to 5.

Community will be provided outstanding invoices report (approximately May 2) to accrue by May 5

Run 1 Deadline

For Run 1: any journals to be submitted by EOD.

Sm@rtBuy will reopen its feed to Peoplesoft in the late evening of May 5 for new FY transactions

Run 2 Deadline

Community will review eReports and accrue any remaining material expenses not captured

Community to send back outstanding invoices report with unaccrued invoices identified by May 5

Non-PO Invoices in Sm@rtBuy – Cut Off

START WORKING ON APPROVING INVOICES ASAP
PLEASE DO NOT WAIT UNTIL APRIL 28, 2023

Accounts Payable – Cut Off

Goods and services that are associated with a general purchase order:

- a) Where goods have been received and the signed copy of the PO (acknowledging receipt of the goods and services) has been sent to Accounts Payable by April 24, 2023:
 - Accounts Payable will match the PO to the invoice and record the invoice as an expense
 - If Accounts Payable has not received the associated invoice, an expense accrual will be processed

Accounts Payable – Cut Off

Goods and services that are associated with a general purchase order:

- b) Where goods have been received and the signed copy of the PO has not been sent to Accounts Payable by April 24, 2023:
 - Community to make an accrual journal as Accounts Payable would not know that the goods have been received
 - When submitting accrual journals ask for auto-reversal on May 1, 2023

Accounts Payable – Cut Off

Goods and services that are associated with a blanket purchase order:

- a) All invoices that have been sent to Accounts Payable by April 24, 2023 will be recorded as an expense by Run 1 of the Financial Statements

START WORKING ON APPROVING INVOICES ASAP

PLEASE DO NOT WAIT UNTIL APRIL 28, 2023

Accounts Payable – Cut Off

Goods and services that are associated with a blanket purchase order:

- b) Where an invoice dated prior to May 1, 2023 that **has not been** sent to Accounts Payable by April 24, 2023:
 - Community to make an accrual journal with supporting documentation attached
 - When submitting accrual journals ask for auto-reversal on May 1, 2023

Accounts Payable – Cut Off

Goods and services that are associated with a blanket purchase order:

- c) Where goods or services have been received but an invoice has not been sent to Accounts Payable by April 24, 2023 :
 - Community to make an accrual journal as USC would not know that the goods have been received
 - When submitting accrual journals ask for auto-reversal on May 1, 2023

PLEASE START YOUR PLANNING NOW. IF YOU NORMALLY GET INVOICES AFTER MONTH-END, PLEASE CONTACT YOUR VENDORS AND ESTIMATE YOUR COSTS

NEED HELP? CONTACT ACCOUNTS PAYABLE by email
acctpay@yorku.ca

Accounts Payable – Purchase Via Sm@rtBuy

- Normally, all invoices for Sm@rtBuy purchases are sent directly to Accounts Payable by vendors
- For all purchases less than \$5,000 made through Sm@rtBuy (i.e. goods ordered through Sm@rtBuy) where the invoice has been received by April 30, 2023, Accounts Payable or Finance department will ensure that the expense is recorded for the current fiscal year (Fiscal Year 2023)
- For purchases over \$5,000, Accounts Payable or Finance department will record the expense only if the receiving function has been completed by the community in Sm@rtBuy by April 30, 2023 (i.e. make sure you receive the goods in Sm@rtBuy)
- The expense will either be recorded as a payment by Accounts Payable or an accrual journal entry by Finance department
- If the receiving function has not been completed in Sm@rtBuy, Accounts Payable and Finance will not know that the goods have been received

Accounts Payable – SmartBuy (continued)

- If you find that there are Fiscal Year 2023 expenses that have not been recorded in your cost centres by Run 1 (May 5, 2023), please create an accrual journal.
- To accrue any material invoices (>\$5,000) that are received after Run 1, please send the accrual journal to Lucia Lo by email journals@yorku.ca

Accounts Payable – Concur Expense Reports

- All expense claims that have been submitted via Concur System by end of day April 28, 2023 will be recorded as an expense for Fiscal Year 2023
- The expense will be recorded in one of the following ways:
 - 1) Expense will be recorded as a payment by USC if the expense claims have been fully approved by the end of April 28, 2023
 - 2) Expense will be recorded as an accrual journal by Finance department if the expense claims have not been fully approved

Accounts Payable – Paper Expense Reports

- Most expense claims should be filed through Concur
- We **ONLY** accept paper expense reports for international individuals (outside Canada and the US)
- All paper expense reports received in USC (with no issues) by April 14, 2023, 4:00 PM will be processed and recorded as an expense for Fiscal Year 2023
 - Community to make an accrual journal for any paper expense claims that have not been received in USC by April 14, 2023
 - When submitting accrual journals ask for auto-reversal on May 1, 2023

Purchasing Card Transactions

- Purchases included on the PCard Transaction List by period closing Thursday, April 20, 2023 will be posted to Fiscal Year 2023
- Charge codes may be amended on Access OnLine until Monday, April 24, 2023 – 9:00 PM

Purchasing Card Transactions (continued)

- Finance Department will create an accrual in your cost centres for transactions posted between April 21, 2023 and April 30, 2023
- The data for this journal will be extracted on the morning of Monday, May 1, 2023
- If you would like to amend the charge codes for these purchases (April 21 – April 30, 2023), please do so by the end of April 30, 2023. If the charge code(s) has not been amended, the purchase will be charged to the default cost centres and accounts

Accounts Receivable – Cut Off

- All revenues from fees, grants, contracts and other agreements should be recorded in the year it is earned
- If revenue is earned, but not received by Friday, April 28, 2023 and not billed by USC, the amount due should be set up as an accounts receivable
- If you have unrecorded revenue which should be set up as an accounts receivable, please submit a journal entry setting up the receivable with a note to auto-reverse the journal on May 1, 2023



Cash Receipts

- All monies deposited by April 28, 2023 will be recorded in Fiscal Year 2023. Deposits after this date will be recorded in Fiscal Year 2024
- If you have a deposit after April 28, 2023 over \$10,000 and it relates to Fiscal Year 2023, please ensure the amount is recorded correctly at year-end:
 - Debit – Accounts Receivable (Account #002600)
 - Credit – Revenue Account
- If you need assistance, please contact Paula Perri at ext. 22000 or perrip@yorku.ca



Prepaid Expenses

- Prepaid expenses should only be recorded when the University has the right to receive a benefit in the future. The only expenses that should be set up as prepaid expenses will be the ones where payment has been made but the goods or services have not yet been received

Prepaid Expenses (continued)

Examples of what can be considered prepaid expenses include:

- Payments in connection with software and maintenance agreements paid prior to year-end, that cover periods in future fiscal years
- Payments for publications and subscriptions, paid prior to year-end, which will be received in future fiscal years
- Payments for radio or print advertising that will be delivered in the next fiscal year
- Payments for future insurance coverage
- Deposits for future services
- Prepaid postage

Prepaid Expenses (continued)

- Examples of what can **not** be considered prepaid expenses include:
 - Advertising or promotional activities that have already occurred such as mail order catalogues, brochures, etc.
 - Printing brochures and advertising received related to courses delivered after year end

Prepaid Expenses (continued)

To record a prepaid expense:

- Prepare a journal dated April 2023 to set up the prepaid expense by
 - Debit - Prepaid expense (Account # 004600)
 - Credit - Expense account
- Ask for an auto-reversal of the journal on May 1, 2023

Deferred Revenue

- Revenue received or recorded prior to April 30, 2023 for an event or course that will take place after April 30, 2023 must be deferred (Account # 012000 or 012300)
- Other examples of revenue to defer include unspent restricted external donations and grants
- Only external revenue should be deferred (i.e. internal cost recoveries and budget allocations should not be deferred)
- Deferred Revenue only applies to external revenue associated with Funds 200 & 300 cost centres
- To defer the revenue, submit a journal dated April 2023 to
 - Debit - revenue account
 - Credit - deferred revenue account
 - Ask for an auto-reversal of the journal on May 1, 2023

Purchase Order Commitments

- Purchase order commitments on the Statement of Operations will be cleared by Run 1 for Funds 200 and 300. The commitments will still show in the Outstanding PO Commitments in eReports
- Please review all Outstanding PO Commitments in eReports to ensure they are still valid. If changes are required, please contact Procurement Operations

April Final Payrolls

- The monthly payroll will be posted on Tuesday April 25, 2023
- The bi-weekly pay ending April 29, 2023 will be posted on or around Thursday, May 4, 2023 and will be recorded in Fiscal Year 2023
- The bi-weekly pay ending May 13, 2023 will be posted in May 2023, Fiscal Year 2024
- Finance will create an accrual for bi-weekly pay for April 30, 2023 centrally
- If units wish to create an accrual in their own cost centres, please contact Lucia Lo at: (416) 508-5742 or luciawhl@yorku.ca

Reports



- Run 1 – Finance Department will complete processing of April 2023 transactions (that have been received by the due dates identified) on Friday, May 5, 2023. These will all be available on eReports by Monday, May 8, 2023
- Run 2 – As it is very important that all April 2023 transactions are reported correctly on the University's Financial Statements, the community has the opportunity to submit journals to record any significant adjustments (such as recording of accounts receivables, expense accruals and the deferral of revenues) for Fiscal Year 2023. These entries can be submitted from May 8, 2023 to May 10, 2023
- Final reports will be available on eReports by Thursday, May 11, 2023

Key Dates

Friday, April 14, 2023	Paper-based expense claims submitted to USC for Fiscal Year 2023
Wednesday, April 19, 2023	Requests for external billings sent to USC by this date will be processed for Fiscal Year 2023
Wednesday, April 19, 2023	Requests for foreign outgoing wires sent to USC by this date will be processed for Fiscal Year 2023
Wednesday, April 19, 2023	Purchasing requisitions for orders in Fiscal Year 2023
Monday, April 24, 2023	Payment requisitions sent to USC by this date will be processed for Fiscal Year 2023
Friday, April 28, 2023	All invoices approved in Sm@rtbuy by this date will be processed for Fiscal Year 2023
Friday, April 28, 2023	Deposits made by April 28, 2023 will be recorded in Fiscal Year 2023
Friday, April 28, 2023	Cut-off for journal entries (to be processed for Run 1 of the Financial Statements)
Thursday, April 20, 2023	Purchases included on the PCard Transaction List by this date will be posted for Fiscal Year 2023
Friday, April 28, 2023	Expense claims submitted via Concur System for Fiscal Year 2023
Thursday, May 4, 2023	Posting of bi-weekly payroll ending April 29, 2023 in Fiscal Year 2023
May 8 to 10, 2023	Run 2 (such as accruals, deferrals, and prepaid adjustments)
Thursday, May 11, 2023	Account analysis due
Tuesday, May 23, 2023	Audit commencing

Journals Processing

Journals that require to be reversed in New Year (Fiscal Year 2024):

- Submit journals related to April 2023 transactions and request for **Auto-Reversal** in the subject header of the approved journal e-mails
- Reversal journal will have the same Journal ID as the original journal

To	journals@yorku.ca
Cc	
Subject	AUTO-REVERSAL Journal - FY2023 Equipment Purchases Accrual

Journals Processing (continued)

Journals that are sent to Finance Department on or after May 1, 2023:

- Please specify whether journals belong to **Old Year** (Fiscal Year 2023) or **New Year** (Fiscal Year 2024) in the subject header of the approved journal e-mails
- Finance Department will process your journals in New Year (i.e. **dated May 2023**) if neither Old Year or New Year is specified in the subject header of the approved journal e-mails

To	journals@yorku.ca
Cc	
Subject	Old Year - FY2023 - Year-End Salaries & Benefits Adjustments

Account Analysis



Balance Sheet Accounts

All balance sheet accounts - detailed account analysis of contents and explanation for year-over-year change

Revenues and Expenses Accounts

Explain the nature of the revenues and expenses and year-over-year changes to balances of more than 10% and \$100,000

A reminder e-mail will be sent in early May 2023 detailing accounts that require account analysis and are to be returned to Finance Department by Thursday, May 11, 2023

Account Analysis (continued)

Account Analysis to be submitted to Finance Department using MachForm



Applications
MachForm

Message Forms Login

Add a Form Edit Questions Edit Properties

Privatlektion förfrågan

If you are interested in the possibility of having a private lesson from David & Hazelan, please complete the form below and email required items. Questions marked with a * are required.

Your name *

E-mail address *

Phone number (0)123456789

Address *

Form fields: Name, Address, City, State, Zip, Country, Phone, Email, Website, etc.

USER NAME & PASS

Create User	Update
Change User	Checkbook
Multiple Users	Web Direct
Name	Date
File	Phone
Address	Web Site
Price	Email
Booked to use	Full Special

Balance Sheet Accounts – Things to Remember



- All clearing accounts should have a balance of zero as at April 30, 2023
- There should not be any negative balances for Accounts Receivable
- There should not be any positive balances for Accounts Payable
- There should not be any Accounts Receivable or Accounts Payable set for inter-departmental charges
- There should not be any deferrals for internal revenues

What Finance Department Needs From Community

IMPORTANT



- Ensure completeness:
 - All expenses recorded in the correct year
 - All revenues recorded in the correct year
- Send Journal Entries and Vendor Invoices early to Finance Department:
 - Contact vendors to send invoices early
- Review eReports for completeness and accuracy
- Explain Revenues & Expenses variances and reconcile Balance Sheet accounts

Planning Tips



What the community can do?

- ✓ Journal charges monthly – keep up to date
- ✓ Send a copy of the journal to the area being charged as soon as possible
- ✓ PLAN AHEAD
 - Journals
 - Invoices
 - Claims for Reimbursement
 - Reconciliations of Balance Sheet Accounts

Year-End Guide for Faculty and Staff

The closing timetable and year end guide are available on the Finance Department website at:

<https://www.yorku.ca/finance/forms/>

Annual Year-End Checklist and Sign-Off Letter

- ✓ Petty Cash and Floats
- ✓ Cash Receipts and Deposits
- ✓ Journal Entries
- ✓ Purchasing/Accounts Payable and Disbursements
- ✓ Expense Reimbursements
- ✓ Monthly Statements
- ✓ Payroll Distribution Report



Annual Year-End Accountability Letter - Certification

Annual Year-End Accountability Letter is due by Thursday, May 4, 2023

To the best of my knowledge and belief and within the limits of reasonable materiality, I (we) confirm that I (we) have taken reasonable actions to ensure the accuracy and completeness of the items answered above.

NAME OF Cost Centre Owner

SIGNATURE

DATE

NAME of VP, AVP, EO or Dean in the event the Cost Centre Owner is other than a VP, AVP, EO or Dean

SIGNATURE of VP, AVP, EO or Dean

DATE

Questions ?

