

YSM FY24 YEAR-END CLOSING PROCEDURES

Supplement to the University Year-End Closing Procedures

[University Year-End Closing Procedures](#)

Please reach out to the YSM Controller's Office (ysmcontroller@yale.edu) with any questions.

Important Dates

June 14th (Friday) – Malpractice & Epic Clinical Revenue Mapping Updates

- Preliminary June 2024 billing and adjustments available in the Malpractice Insurance Coverage System (MICS). Contact dawn.saczynski@yale.edu with questions on malpractice.
- Any changes to the Epic mapping for FY24 must be submitted to cynthia.damore@yale.edu.

June 14th (Friday) – Academic Program Support

Academic program support funding/payment requests should be forwarded to david.crockett@yale.edu in the YSM Controller's Office as soon as possible, but no later than June 14th. **Reimbursement or payment adjustment requests will not be accepted after this date.** Please estimate the outstanding transactions for FY24 and include them with your requested amount. For example, if on June 14th all projected expenses except for one AP accrual have been processed, the requested amount should be the current balance plus the outstanding AP accrual. In your email to Dave Crockett, please include a brief explanation of the difference between your request and the current balance. All academic program support funding/payments will be processed by **Friday, July 12th**.

Academic program support payment requests may be requested **starting May 20th**. This is not a requirement; however, if a department is able to make a reasonable estimate in May, please do so. Due to the volume of requests, we encourage departments to submit requests at an earlier date. Earlier requests will be funded as soon as possible.

All academic program support agreements should be in writing, detailing arrangements, time frame and amounts, and should be on file in YSM Finance. Expenses will not be funded if documentation is not available.

NEW FOR FY24: Please note we are implementing a new process requiring a form with each submission. Please submit the FY24 Year End APS Reimbursement Request Form (distributed via email with these closing instructions) to request APS funding. One form per department/section with multiple requests is acceptable. This form requires Commitment ID. The YSM FP&A team will be providing departments with commitment lists and IDs to aid in the population of this form in conjunction with the distribution of these closing instructions. If you have questions regarding this new form or Commitment IDs, please reach out to Dave Crockett (david.crockett@yale.edu) or Trinity Kiley (trinity.kiley@yale.edu).

June 17th (Monday) – Requests for Clinical Trial (FD29) Residual Balance Transfers

[Requests to transfer residual balances](#) related to industry clinical trials (FD29) should be submitted to ysmcontroller@yale.edu by this date for processing in FY24. Any requests received after this date will be processed as time permits (awards that are closed require additional time for Sponsored Projects Financial Administration (SPFA) to extend the award date).

June 20th (Thursday) 12:00 Noon - Centralized Billing (Non-Sponsored)

All invoices to be processed by the YSM Centralized Billing unit should be emailed in the normal manner to ysminvoicing@yale.edu. Departments are expected to submit invoice requests for all external services rendered through June 30th by June 19th. If requests are not submitted by this deadline and an accrual is needed, please contact ysminvoicing@yale.edu or suzan.decrecente@yale.edu as detailed in the "Deficit Clearing" section below. The deadline for accrual requests is **July 10th**.

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June 20th (Thursday) Invoice Cancellations & Write-offs

Please review all outstanding invoices on the Non-Sponsored Receivables Aging by Cost Center - Yale report in Workday and contact ysminvoicing@yale.edu for any FY24 invoices that need to be cancelled, written off, or are uncollectible. Refer to YSM's [Non-Sponsored Accounts Receivable Write-Offs and Balance Sheet Reserves – Procedure](#) for specific details. Any invoices written off after June 30th will be posted in FY2025.

NOTE: When reviewing accounts receivable balances in Workday, please note that any corrections or adjustments must be made through the Workday Accounts Receivable system and **not** via journal entry. Please contact ysminvoicing@yale.edu with questions/issues.

June 20th (Thursday) 12:00 Noon – Central Administrative Units (CAU) – Pilot Awards

NEW FOR FY24: All expenses must be submitted for pilot awards where the CAU clears the related deficit on behalf of departments (Office of Physician Scientist Development (OPSSD), Office of Team Science (OTS), and the Center for Brain and Mind Health (CBMH)) by **June 20th**. Deficits will be cleared by the CAU by July 12th. Please contact Chris Davis (christopher.davis.cd852@yale.edu) and Candy-Ann Francis (candy-ann.francis@yale.edu) with questions.

June 21st (Friday) - Incentive Compensation Accrual

Departments will receive specific guidelines on how to calculate the Clinical Incentive Compensation accrual for FY24. For any questions on this process, please contact suzan.decrecente@yale.edu and al.morris@yale.edu or suzanne.kerley@yale.edu.

June 28th (Friday) - USP FY25 Registration and Rate Calculation

The cut-off for submission in Salesforce is June 28th. All USPs must submit their FY25 registration and FY25 Rate Calculation Forms on or before this date. Please note: if you are selling externally, you will be required to submit a Fair Market Value (FMV) Template. If a USP does not complete its FY25 registration by this date, the USP may lose its ability to transact until the receipt of such registration. USP Directors, Business Office Contacts and Lead Administrators have already received separate guidance via email on this process. Please contact sara.verderame@yale.edu or isp@yale.edu.

June 28th (Friday) 5:00 pm - Malpractice Roster Changes

Department cut-off for changes to the FY24 Malpractice Roster. Contact dawn.saczynski@yale.edu with questions on malpractice.

July 1st (Monday) - Malpractice

Final June 2024 billing and adjustments will be processed and posted by this date.

July 1st (Monday) - July 26th (Friday) – YSM Assessments/Allocations & University Gift Assessments

YSM allocations (YSM Fringe, assessments on income, etc.) and University Gift Assessments typically run once a month during the month-end closing process. During the period above, these will run Monday – Friday on the following schedule for activity in the June FY24 fiscal period:

- 7/1 – 7/3 and 7/5 daily at 5:00 pm
- 7/8 – 7/11 daily at 5:00 pm
- 7/15 – 7/18 daily at 3:30 pm
- 7/22 – 7/25 daily at 3:30 pm

Note: The timing on Friday, July 12th, July 19th and Friday, July 26th will be variable as allocations will run after activity closes at 3:00 pm.

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July 5th (Friday) - YNHH Shared Services

Final Performance Fund metrics should be submitted to suzanne.kerley@yale.edu. She will coordinate the review and approval process with YNHH for payment.

All Shared Services invoicing lines need to be reviewed prior to this date to be sure we have charged YNHH accurately and received the agreed upon funding. Any discrepancies need to be submitted with detail to suzanne.kerley@yale.edu and stephen.zimmermann@ynhh.org (Chip). For example, departments should review items such as faculty salaries, clinical program support, etc.

Please contact suzanne.kerley@yale.edu with questions.

July 9th (Tuesday) 12:00 noon – Requests for F&A/Assessment Rebate Processing

Indirect Cost (IDC) Assessment waivers/adjustments for gifts and other non-sponsored activity that have been approved and need to be processed in FY2024 must be requested to the YSM Controller's Office inbox (ysmcontroller@yale.edu) by July 9th at noon. Although the YSM Controller's Office receives copies of approved IDC waivers/adjustments directly, when there is a delay between the approval date and the date when IDCs are posted, or the approval indicates that future funding is expected, the YSM Controller's Office does not monitor the activity, and department managers must communicate that IDC refunds are due.

Requests for F&A assessment reductions or waivers must also be completed by this date. All agreements should be in writing, detailing arrangements, time frame and amounts, and should be on file in YSM Finance. Rebates will not be processed if documentation is not available.

July 9th (Tuesday) 12:00 noon – Requests for Deficit Carryforward Approval

Requests for deficit carryforward approval must be received by ysmcontroller@yale.edu. See "Deficit Clearing" section below for expectations. Note that deficit carryforward approvals will only be granted in rare circumstances. Requests should include the full COA, estimated year end deficit balance, and rationale for the request. Please remember to review COAs for any APS shortfalls. Deficits related to this situation must be approved.

July 10th (Wednesday) – Sabbatical Consolidation

Consolidation of balances in YD000391 as outlined in the [YSM Academic Leaves of Absence - Procedure](#) will be completed by the YSM Controller's Office on this date.

July 11th (Tuesday) 12:00 noon - Requests for YSM Controller journal entry processing – clearing cost share accounts only

Requests for YSM Controller team assistance in processing Journal Entries for cost share adjustments must be received by ysmcontroller@yale.edu. This includes properly formatted journal entry batch uploads and manual journal entries. A link to the template is on page 6 of this document. See requirements below.

July 12th (Friday) 12:00 pm (submission deadline) – Inter-Departmental Charges

Journal entry cutoff for University Service Providers (USPs), source system owners and charges to departments other than your own, including any charging outside of your Planning Unit. Journal entries must be approved by 2:00 pm on this date. ***NOTE: The YSM Controller's Office is no longer providing journal upload services to departments (other than for cost sharing, as noted above). Please ensure that your business office has journal entry upload capabilities.***

July 12th (Friday) – YSM Child Rearing Funding

Funding for approved Child Rearing leaves of absence charged to YD000421 will be processed by the YSM Controller's Office team by this date.

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July 15th (Monday) - Admin Allocation

The final admin allocation for FY24 will be completed on this date. There will be no additional true-up after this date.

July 17th (Wednesday) 12:00 noon – Requests for Revenue Accruals (exceptional circumstances)

If services have been provided by June 30th and revenue has been earned in FY24, the revenue needs to be recorded in FY24. If invoice requests were not submitted by the June deadline and an accrual is needed, please contact ysminvoicing@yale.edu or suzan.decrecente@yale.edu as detailed in the “Deficit Clearing” section below. Once an accrual has been recorded and approved by your department, we will not make any further adjustments unless they are material, which will be based on the judgement of the YSM Controller’s Office. Please send appropriate documentation and COA with the request.

July 19th (Friday) 12:00 pm (submission deadline)– Deadline for Department Final Entries

Departmental close date. All departmental transactions need to be completed by this date. All accounts need to be reviewed and deficits cleared at the COA level. See “Deficit Clearing” section below for additional details. Journal entries must be approved by 2:00 pm on this date.

Journal Entries that are not fully approved by 2:00 pm on Friday, July 12th and July 19th will be canceled. This includes approvals as required by Financial Systems and Solutions (FSS).

Payroll Accounting Adjustments (PAA) for payroll results applicable to FY24 that are not posted ahead of this deadline will post in FY25.

July 25th (Thursday) – Narratives Due

Department **Lead Administrators** need to email the completed year-end financial narrative reports to andy.pels@yale.edu. The reports are in YBT under the YSM report library (YBT Report Library\04-YSM\1-YSM Report Library\Year End):

- YSM30 Summary Narrative – Year End Actual
- YSM31 Detail Narrative – Year End Actual

July 31st (Wednesday) cFTE Reporting

Input faculty cFTE effort tracking updates in the web-tool. A snapshot of the data will be taken on Wednesday, July 31st and the values will be locked. Contact rosamaria.didiano@yale.edu with questions.

Procedures for Year End Review

Deficit Clearing

YSM is required to close the fiscal year with a positive or zero net balance in the **full COA combination** (excluding location). This includes spendable gifts, endowments, unrestricted funds (e.g., non-sponsored contracts, USPs, FD01, FD18). All deficits should be resolved prior to the department close deadline at **12:00 pm on Friday, July 19th**.

Deficits that result from a delay in billing services provided in FY24 will not be allowed unless a specific allowable exclusion is given as noted below. In situations where services have been provided by June 30th and revenue has been earned in FY24, the revenue needs to be recorded as appropriate in FY24, which will, in turn, naturally clear any deficits that would have occurred as a result of a delay in billings. Departments are expected to submit invoice requests for all external services rendered through June 30th by the Centralized Billing deadline on **June 19th**. If requests are not submitted by this deadline and an accrual is

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needed, please contact ysminvoicing@yale.edu or suzan.decescente@yale.edu ahead of the accrual deadline on **July 17th**. Please include all supporting documentation. Generally, a copy of the contract (if new), specific COA to be credited, and an explanation of the services provided should be submitted with the request. *NOTE: Spendable gifts & endowments are not eligible for revenue accruals, even if there is a multi-year pledge commitment. If a spendable gift or endowment is overspent, expenses need to be moved off using the natural expense ledger account.*

Deficit Balance Exclusions:

- **IPAs/JPAs (YD000377)** – IPAs are invoiced quarterly, in arrears. If additional invoices are expected to be issued, do not clear deficit balances in these COAs. *If the IPA/JPA has ended and no additional invoices are expected to be issued, the deficits should be cleared.*
- **Suspense** – Departments are expected to review these accounts and clear activity as outlined in the [Suspense Transactions](#) section of the Accounting Manual. An exception to this requirement is if a grant set-up is in process, but not yet complete. Another exception is June payroll accruals for those whose pay periods cross months. Payroll accruals are system-generated and cannot be adjusted. **NOTE: The first weekly payroll for FY2025** will include all paid payroll transactions from Sunday, June 30 through Saturday, July 6 with payment date of July 11. The University's payroll accrual basis is 5 days, not 7 days, as such, there will be NO accrual as of June 30, 2024. In years when there is a payroll accrual, it is automatically calculated by Workday and is based on actual time-entry wage activity for the previous 5 days.
- Deficits on sponsored awards (FD02, FD28, FD29) do not need to be cleared for year-end closing.
- Deficits in YD02, YD03 and YD04 do not need to be cleared by units for year-end closing as this will take place as part of the University's GA sweep process. This excludes suspense programs and projects detailed in the [University's Year-end Closing Procedures](#) which departments should generally clear by removing expenses.
- There are specific situations where the YSM Controller's Office has approved a deficit carryforward. These approvals are rare, and requests should be submitted to ysmcontroller@yale.edu by **July 9th**. Requests should include the full COA, estimated year end deficit balance, and rationale for the request.

You are not required to clear positive account balances. However, ending balances at the COA code combination will roll forward as FY25 beginning balances unless you clear them to zero. Therefore, it is recommended that you decide on a case-by-case basis which accounts to clear and which to roll forward. It is likely that you will want to roll forward (not clear to zero) positive faculty-controlled balances, as appropriate.

Special Considerations

“DNU” and “Unspecified” segments must be cleared to zero. Contact the YSM Controller's Office (ysmcontroller@yale.edu) for assistance if needed.

Endowments – Review endowment balances and ensure adherence to the [Endowed Professorship Income Distribution Policy](#).

USPs – as noted above, all deficits must be cleared other than approved exceptions. When clearing USP deficits, note that these operating losses must be permanently funded by another COA code combination you control. These cannot be cleared for year-end closing and subsequently reestablished in FY25.

YSM I&A Funding on Capital Projects – The YSM Controller's Office will be reaching out to impacted departments by **June 21st**. These entries will be processed centrally and posted to the GL by **July 5th**.

Supplier Invoices and Supplier Invoice Requests – as noted in the [University's year-end Closing](#)

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[Procedures](#), the native functionality in Workday will be used to achieve proper transaction cutoff, ensure timeliness of accounting information, and reduce manual work. The Accounts Payable teams will focus on the Invoice date and the Budget date for any invoices received after the cutoff date. Please make sure the invoice date matches the invoice and the budget date must reflect the date when we received the product or service. Where the product or service was received on or before June 30, 2024, **please ensure that the budget date falls within FY 2024.**

Departments should make every effort to accrue expenses at year end where the goods and services have been received by the university prior to June 30, 2024. To the extent that goods or services have been received in advance of year end and invoices have not yet been received from the vendor, expense accruals should be made by the department. Specific instructions are included in the [University's Year-end Closing Procedures](#). Please contact the YSM Controller's Office if you have any questions regarding establishing the proper year-end expense accruals.

Chair P&L and Chair Balances

Please ensure that your ending balances are properly classified as Chair, Chief or Faculty and are in the correct mission. Additional guidance is available via the [YSM Mission Coding Guidance document](#) and the [YSM Program Mission Guidance Presentation – Reference document](#). You can use the bottom of YBT report YSM33 (Statement of Activities by Line of Business – Year End Actual) to see how your ending balances are spread across the Department Chair, Section Chief and Faculty categories. You can drill on these rows in YBT to see the details. Another YBT report to review is YSM56 (SOA by Fund Summary – Chair-controlled accounts), which is filtered on just the Chair accounts. This will show, by Fund Summary, what makes up your Chair-controlled balances. Use these reports to check that activity is correctly posted to Chair accounts.

Assistance with Journal Entries (for Clearing Cost Share Accounts only)

Use the [Workday Journal Entry Batch Upload Template](#) to submit batch journal entries for cost share clearing entries to the YSM Controller's Office. You can enter your debit and credit amounts in the Excel export of the "Net Balances Detail – Yale" report and copy and paste data into the template. Please contact ysmcontroller@yale.edu for assistance in using the templates.

Journal Upload requests must be:

- Submitted on the required form – [Workday Journal Entry Batch Upload Template](#), Non ISP tab
- Filled out correctly and completely
- Include correct coding – LA92023/SC730 Funding for Cost Share on Grants
- Include strong descriptions and documentation
- Every journal needs a departmental preparer and approver. Departments are responsible for maintaining evidence of the approvals.

To Review Account Balances

To see your balances at the full COA code level (excluding location) in Workday, run the report "Account Balances Detail – Yale." Current balances are in the "Ending Balance" column. Do not use the information in the "Remaining Balance" column as this includes commitments. The "Net Balance Detail – Yale" report may also be helpful for this purpose.

There are additional reports that will provide more detailed information. Please see the section "Workday Reporting" at the bottom of the [University's Year-End Closing Procedures](#).

Correction vs. Closing

What is the difference between "correction" and "closing"?

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“**Correction**” means you need to move the activity at the full COA code combination including ledger account, revenue, and expense category. If the activity is in the wrong mission, on the wrong ledger account/spend or revenue category or will appear in the wrong Portfolio Report/Account Holder Report you need to “correct” the activity at the full COA code combination (including LA/SC/RC) to move the activity to a new segment value(s). This is not a reclassification or “below the line” transfer.

“**Closing**” means a cross-subsidy sweep on the appropriate reclass or transfer code as detailed in the next section. This is a reclassification or “below the line” transfer.

Reclassifications and Fund Transfers (including Closeouts and Deficit Funding)

There are specific ledger accounts and spend/revenue categories to use for reclassifications and transfers based on the Funds involved and the underlying business circumstances. Please see the detailed guidance in the University Accounting Manual for [Reclassification and Transfer of Funds](#).

Factors to consider when selecting the proper ledger accounts and categories to use when performing reclassifications and fund transfers:

- These transactions almost always require the same ledger account and category on both the debit and credit side of the entry.
- When reclassifying spendable gift or endowment balances, the transaction assumes release of restriction when moving funds off the spendable gift or endowment. When recording these types of entries, you should ensure that any restrictions have actually been released.
- Do not transfer or reclassify balances into a spendable gift or endowment. **If a spendable gift or endowment is overspent, expenses need to be moved off using the natural expense ledger account.**
- Reclassifications should not be used to move balances between different spendable gifts or endowments.
- The operating and non-operating transfer LAs (found in the 9-series) cannot be used by departments on a spendable gift or endowment*. The appropriate reclass codes below should be used on both sides of the transaction to reclass/allocate gift money to fund expenses that match the intended purpose.
 - Spendable Gift = GS# - LA43002/RC031
 - Endowment = GE# - LA44006/RC043

*Funding for Cost Share on Grants is the ONLY business circumstance where a funding/transfer uses a spendable gift or endowment funding component; Both the debit and credits must have the same spendable gift (GS#) or endowment (GE#), Fund # and use LA92023/SC730.

- For planned funding arrangements and to clear surpluses or deficits between unrestricted operating funds within your department or within YSM (other than the situations noted above), use LA92020/RC296.

Workday Reporting

There is no lag on financial information in Workday reporting. When financial transactions are completed, the information is immediately available in all Workday financial reports. The Data Mart that feeds the Account Holder Report (AHR) is populated with Workday financial data each night. This daily update continues throughout the month of July for the June close. The timing of these updates may create differences when comparing data in the Data Mart to the data in Workday.

Please refer to the Workday Reporting section of the [University’s Year-end Closing Procedures](#) for additional reporting details and guide for using Workday reports in conjunction with the year-end close.