

JULY 2025



Fiscal Year- End Deadlines & Procedures

EMORY UNIVERSITY

Agenda



TODAY'S SESSION

- Year-end Overview
- General Ledger
- Accounts Payable
- Deposits and Receipts

AVAILABLE ONLINE

- Grants
- Suspense
- Budgets
- Questions

Year-End Close Dates

September 2025						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9 1st close	10	11	12	13
14	15	16	17	18	19 2nd close	20
21	22	23	24	25	26	27
28	29 3rd close	30				

Year-End Resources

You will receive these resources via email:

- ✓ This presentation & recording
- ✓ Schedule
- ✓ Year-end checklist (*modifiable*)
- ✓ Contact list

Please follow guidelines from your unit's Chief Business Officer, as internal deadlines could be earlier than those stated in this presentation.

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The screenshot displays the Emory University Finance Division website. The header includes the Emory University logo, the Finance Division name, and navigation links for Procurement, Finance & Business Ops Home, and a Finance & Business Ops People Directory. A secondary navigation bar lists various finance functions: ACCOUNTING, PAYROLL, TREASURY, FINANCE SYSTEMS, INT. FIN. PLANNING & BUDGETING (IFPB), ANALYTICS & REPORTING, and CONTACT US. The main content area is titled "Year-End Dates and Checklist" and features a section for "FY25 KEY DATES" with a list of important dates for the fiscal year 2025. Below this, a "RESOURCES" section provides links to various documents and recordings. A sidebar on the right titled "ACCOUNTING QUICK LINKS" offers direct access to key accounting resources.

EMORY UNIVERSITY
Finance Division

Procurement Finance & Business Ops Home FINANCE & BUSINESS OPS PEOPLE DIRECTORY

ACCOUNTING PAYROLL TREASURY FINANCE SYSTEMS INT. FIN. PLANNING & BUDGETING (IFPB) ANALYTICS & REPORTING CONTACT US

Home / Accounting / Year-End Dates and Checklist

Year-End Dates and Checklist

FY25 KEY DATES

Please keep these important dates in mind for year-end close:

- **FY25 First close:** Tuesday, September 9, 2025
- **FY25 Second close:** Friday, September 19, 2025
- **FY25 Third close:** Monday, September 29, 2025

RESOURCES

Important: These are Finance Division deadlines. Please follow your unit Chief Business Officer's deadlines, as they may be earlier than those stated here.

Use these resources for help meeting all of your dates for year-end close.

- [Year-End Process](#) - This PowerPoint details the year-end process and the Finance Division's deadlines.
- [Year-End Checklist](#) - This checklist provides a list of the activities, grouped by date, that must be accomplished by the Finance Division's deadlines.
- [Year-End Contacts](#) - This list provides contacts who can help you with specific year-end problems. Their email addresses are listed.
- [Year-End Webinar Recording](#) - This recording features Finance subject matter experts

ACCOUNTING QUICK LINKS

- [FY25 JOURNAL AND GENERAL LEDGER DEADLINES](#)
- [CLASS CODES/FUNCTIONAL CATEGORIES OF EXPENDITURES](#)
- [F&A RATES](#)
- [FRINGE BENEFIT RATES](#)
- [COMPASS](#)
- [EFFORT REPORTING SYSTEM](#)

Resources will be available on the Finance website:
<https://finance.emory.edu/home/financedivision/accounting/year-end/index.html>



General Ledger

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General Ledger



- FY25 ChartField Requests
- Journal Entries
- Recurring Journal Entries
- Expense and Revenue Accruals

Journal Entries & Speedtypes

YEAR-END PROCESS



Thursday, August 14	Last day to submit requests to create (Compass) or inactivate (Salesforce) speedtypes or chartfields with FY25 date
Thursday, September 4	5PM deadline for journals through workflow to RGC or Controller's Office for 1st close (Journals still in workflow may not make 1st close.)
Thursday, September 4	Healthcare/Clinic/and University intercompany transactions complete for 1st close (excludes endowments)
Tuesday, September 9	1st FY25 close (1 st close complete at 5PM)
Tuesday, September 16	5PM Healthcare/Clinic/and University intercompany transactions complete for FY25
Wednesday, September 17	Noon: Final FY25 deadline for RGC journals (fund 5). Final campus deadline for FY25 journals to be through workflow and posted. Only journals approved by school/unit CBO will be allowed after noon 9/17/25.

Journal Entries & Speedtypes

YEAR-END PROCESS



Friday, September 19	2nd FY25 close complete
Wednesday, September 24	5PM deadline for school/unit CBO-approved FY25 journal entries through workflow and posted
Monday, September 29	3rd close complete - 5PM deadline - close all business units
Monday, September 29	Purge all FY25 journal entries not approved in workflow

Journal Entries



Journal date for JEs created after 8/31/25

- When you create a journal entry, the journal date defaults to the current date.
- Accept the default for journals to be posted in FY25.
 - Change the date to 8/31/25 for journals to be posted in FY25.
- Beginning 9/30/25, all journals must have FY26 date.

Expired August journals

- You may view journals that need to be approved and/or pending journals by OU or department from queries within the GL WorkCenter.
 - Navigate to: **Main Menu > General Ledger > GL WorkCenter > Reports/Queries Tab**
 - Under **GL Queries**, run the queries named **JRNL Needing Approval** or **Pending Jrnls by OU or Dept.**

Journal Movers for FY25

To record a journal to the old year (FY25):

1. Create your Journal Mover as normal, then
2. From the "Create Journals" page, locate the ***Accounting Date*** field.
3. To post the Journal Mover in August, change the date to **08/31/25** and click **Save**.
4. Continue to process your Journal Mover as normal.

----- Budget De

System Source Journal

Journal Mover Header ID 0

Journal Header Description Journal Mover

Header Long Description

Business Unit

Tran Nbr

Trans Date

Budget Status

Accounting Date **8/31/25** Use this date to post to prior month or prior year
(More Info)

Attachments (0)

Amount/Chartfield Info Journal/Budget Info

Line Status	Edit Status	Balance	Monetary Amount
New			-345.03
New			345.03

Save Submit Return Re-Submit

Journal Entry Reminders



Supporting Documentation

- For auditing purposes, all journal entries must have supporting documentation attached.
DO NOT INCLUDE: Personally identifiable data (PID), including protected health information (PHI) and salary.
- **Reporting tip:** Use a meaningful line description to improve report results.
- **Exception:** Documentation is not required if the journal header sufficiently explains the reason for the journal entry. For example, "To reverse journal XYZ, which was entered in error."

Transfers

- When crediting an account in the 9xxxx range, there must be an offsetting debit in the 9xxxx range and journal source code ONX should be used.

Recharges

- Recharges must have a debit and an offsetting credit. The account numbers for both the debit and the credit should be in the 85xxx (including account 88590) recharge range and journal source code ONR should be used.

Monitor your JE approvals

- Run the journal inquiry to monitor the status of your journal entries:
General Ledger > Review Financial Information > Journals
Search for a specific journal ID or search for all JEs for your user ID.

Recurring Journal Entries



FY25 Recurring Journal Entries

- RJE's will run in Compass "as-is" for the remainder of FY25. If the existing RJE does not meet your needs:
 - Ask EFS to stop the RJE. Then you can create the August entries manually, or
 - Create a supplemental journal entry for August to adjust the amount to actual.
- Most RJE's currently in Compass will end on 8/31/25. If your RJE should continue in FY26:
 - In September, copy your August entry and make necessary changes. Process through workflow like a normal online journal entry. In PeopleSoft, go to this page: Menu > General Ledger > Journals > Emory Recurring Jnl Request.
 - Fill in the required information. When finished, check the "Ready to Submit" box and click SAVE. If you need help, email debbie.long@emory.edu.

If the amount of your entry changes each month:

- EFS will not change the amount of your FY26 RJE once created in Compass. If the amount changes monthly:
 - Do not set up a RJE. Instead, copy the previous month's entry and change the amount, or
 - Set up a RJE and create a supplemental journal entry each month to adjust the amount to actual.

Journal Entries Across Operating Units



Journal Mover

- The primary purpose for Journal Mover is to reclassify an existing expense transaction.
- Journal Mover should not be used to make year-end accruals as automatic reversal. (Capability is not available with Journal Mover.)
- Year-end deadlines for Journal Mover journals are the same as for regular journals.

Reminder

Journal entries usually take place within an operating unit. In scenarios where the journal entry crosses operating units, **it is important to use the ONL entry type if the other areas should approve the entry.** This notification is especially important at the end of the fiscal year.



Accounts Payable Accruals

Accounts Payable Accruals

YEAR-END PROCESS



Monday, September 1	Close AP module (University & Healthcare) and change accounts payable run controls to 9/3/25.
Wednesday, September 3	Year-end accrual process begins. This process will be driven by invoice date.
Wednesday, September 3	The Controller's Office will post first accrual file (for 9/1-9/2) by noon. This will include ALL invoices through department workflow (Emory Express or Compass).
Thursday, September 4	Controller's Office will post 2nd accrual file for only invoices dated 8/31 and prior.

Accounts Payable Accruals

YEAR-END PROCESS



Tuesday, September 9

- FY25 Invoices dated 8/31 and prior
- Submit payment requests through Compass department workflow by 9/9 to ensure posting to FY25.
 - Submit check requests through department workflow (Emory Express or Compass) by 9/9 to ensure posting to FY25.
- FY25 Invoices dated after 8/31
- Submit payment requests through department workflow by 9/9 and check requests through department workflow by 9/9.
- AND**
- Send a request to ctrl@emory.edu along with the speedtype, account, amount, and voucher number (if available). Include documentation to show invoice relates to FY25.
- **We will continue to post daily files until 9/15.****



Accounts Payable Accruals

YEAR-END PROCESS

Monday, September 15	Controller's Office to post last daily accrual file for prior year transactions. **Year-end accrual process ends**
Monday, September 15	**Manual accrual process begins** Must inform the Controller's Office of ANY accrual at ctrl@emory.edu .
Wednesday, September 17	Noon deadline – Final deadline for grant-related journals (fund begins with 5). Final campus deadline for FY25 journals. Journals for fund 1xxx & non-grants projects not posted by noon 9/17 must be approved by school/unit CBO but cannot contain fund 5xxx or BU HCxxx.
Monday, September 22	Controller's Office will post final accrual file (period 9/15 – 9/19) to central speedtypes and non-sponsored projects. Fund 1xxx, Healthcare, Campus Services, other specified areas NOT included.

Accounts Payable Accrual Process



Accounts Payable Accruals

- Accounts Payable and Controller's Office will accrue invoices through Monday, 9/22 (final accrual file) with a FY25 date if submitted to Accounts Payable by **Friday, 9/19**.
- Campus is responsible for sending an email to the Controller's Office at ctrl@emory.edu to manually accrue all remaining accruals (**with a JE**) beginning 9/15.

Tips

- If you send an invoice to Accounts Payable as noted above, do not make a manual entry. Manual accrual process begins 9/15.
- Be sure the invoice has a FY25 date (8/31 and prior) for automatic accrual.
- FY25 invoices with an FY26 date (9/1 and forward) should also always include an email with backup to ctrl@emory.edu to be accrued.

Manual Accrual Process



Manual Accrual Entry in Compass

- Begins **9/15/25** in conjunction with the Controller's Office
- Create a reversing journal entry
- Use the same speedtype for debit and credit
- To accrue an invoice
 - Debit your expense
 - Credit account 21030 (Accounts Payable - Other Accrued Payables)
- To accrue revenue
 - Debit account 14350 (Other Current Receivables)
 - Credit your revenue account

Creating a Reversing Entry

- On the journal header page, click the **Reversal: Do Not Generate Reversal** link
- On the journal entry reversal page, select **Beginning of Next Period**, and then click **OK**.
- The link on the journal header page displays:

Reversal: Beginning of Next Period



Accounts Payable

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Accounts Payable



- Payment Requests (Compass)
- Check Requests (Emory Express)
- Expense Reports
- P-Card Purchases



Accounts Payable

YEAR-END PROCESS

Wednesday, August 13	5PM deadline for departments' final approval of payment requests (Compass).
Wednesday, August 27	5PM cutoff for stop payment requests to Accounts Payable. Email pheath@emory.edu and emory.fsc@emory.edu and include STOP PAYMENT in the subject line.
Thursday, August 28	3PM deadline for Accounts Payable final approval of payment requests (Compass) and check requests (Emory Express). Items in new supplier setup may not make this deadline.
Thursday, August 28	Deadline for reconciling and approving P-Card charges in Compass.
Thursday, August 28	Last day for processing FY25 Accounts Payable recurring payments.

Accounts Payable

YEAR-END PROCESS



Friday, August 29	FY25 travel and expense reports must be submitted into workflow.
Friday, August 29	Noon deadline. Deletion of pending FY25 (not submitted) travel and expense reports. Only deleting expense reports that were created (and not submitted) prior to 8/1/25. Any report created in August that is still in “pending” status will not be affected.

Accounts Payable

YEAR-END PROCESS



Tuesday, September 9	Deadline for check request items to be through workflow (department approval process complete) to be included in year-end accrual process for FY25.
Wednesday, September 10	Noon deadline for departments' final approval of travel and expense reports in workflow. Items not approved will be sent back to submitter (not deleted).
Wednesday, September 10	Final "send back" of all unapproved FY25 travel and expense reports. Reports still in workflow as of close of business will be given a FY26 accounting date and will post in September.
Wednesday, September 10	Deadline for Accounts Payable to mark invoices approved dated 8/31 or prior in Emory Express as payable to be included in year-end accrual process for FY25.

Payment Request & Expense Reports



Approval Process

- The approval workflow drives the posting of payment requests (Compass and Emory Express) and expense reports.
- If not approved by the deadline, the payment request will not post in FY25.
- If not approved by the deadline, the expense report will not post in FY25, Accounting Date will be set to 09/01/25 and will post in FY26.

Travel & Expense Reports

- The accounting date is based upon the submission date of the expense report. Reports submitted prior to 9/1 will have an FY25 accounting date. If a report is sent back and re-submitted after 9/1, it will have an FY26 accounting date.
- Expense reports in workflow with an FY25 date will have their accounting date updated to 09/01/25 after the deadline on 09/10/25.

Airfare Direct Billed to Speedtype

- The last prepaid file for airfare will be uploaded and the vouchers created by 09/18/25 for any airfare booked that should be posted to FY25. All FY25 bookings must be completed via agencies by 08/31/25 to be included on 09/18/25 file. Check to see whether the airfare charges posted. If not, the charge must be accrued.

Clearing Accounts

YEAR-END PROCESS



During August	<p>The Controller's Office sends out a list of clearing accounts (22xxx range).</p> <ul style="list-style-type: none">• The list will be distributed to the owners of the clearing accounts and will indicate the date for resolving the clearing accounts.• Any exceptions to the deadline will be listed.• The Controller's Office will work with account owners who have questions on clearing their accounts.• Reminders will be sent to clearing account owners during the month.
Thursday, September 4	<p>Deadline for resolving all liability clearing accounts, i.e., account 22xxx.</p>



Deposits & Receipts

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Deposits & Receipts



- Cash Deposits for FY25
- Gift Processing for FY25
- Unclaimed Wires

Accounts Receivable



YEAR-END PROCESS

Tuesday, September 9	Deadline for A/R invoices to be submitted to General Accounts Receivable . <i>(Not applicable to Grants)</i>
Monday, September 15	Deadline for billing not recorded through General Accounts Receivable to the Controller's Office. Please send billings to generalarbilling@emory.edu .

Cash & Gift Processing

YEAR-END PROCESS



Monday, September 1	Begin changing “accounting date” on the deposit control tab in EPay for inclusion in FY25.
Monday, September 15	The Controller’s Office will post revenue (deposit) accrual file.

All FY25 gift checks/cash should be delivered to the Gift Processing Office for appropriate processing.

Accruing Deposits to FY25

To accrue a deposit to the old year (FY25):

1. Create your departmental deposit as normal, then
2. From the "Accounting Entries" page, click the **Deposit Control** tab.
3. Locate the **Accounting Date** field.
4. Change the date to **08/31/25** and click **Save**.
5. Continue to process your EPay as normal.

The Controller's Office will identify all deposits with an **accounting date of 8/31/2025** (and an **entered date of 9/1/2025** and greater) and confirm they post to FY25.

Accounting Entries | Payment Misc Wrk | **Deposit Control** | Delete Deposit

Unit: ARGAR Deposit ID: 5913

*Accounting Date: **8/31/25**

*Bank Code: WAC WAC

*Bank Account: EPAY 001

*Deposit Type: K CHECK

Control Currency: USD

Format Currency: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000

Control Totals		
Control Total Amount:	15,450.00	*Count: 1
Entered Total Amount:	15,450.00	Count: 1
Difference Amount:	0.000	Count: 0
Posted Total Amount:	0.00	Count: 0
Journalled Total Amount:	0.00	Count: 0

Control Data	
*Received:	09/05/2014
*Entered:	09/05/2014
Posted:	
Assigned:	RDIXON2
User:	RDIXON2

Wire Receipts

YEAR-END PROCESS



Wednesday, September 3

- Last day for campus to go online to claim wire receipts for FY25.
- Wires for FY25 must be claimed with a FY25 date.
 - Throughout August, the Controller’s Office will send reminders periodically concerning wires waiting to be claimed.

Wire Receipts & Cash



Compass Procedures

- The procedures for claiming wire receipts in Compass is available in the [job aid library](#) under **Accounts Receivable and Billing > Wire Claims**

How to Make Deposits

- Drop box at 1599 building
- Free courier service
- Contact cashmgt@emory.edu with additional questions.

Wire Receipt Reminders



Complete all steps of the process in one session

It is critical that the wire claim process be completed from start to finish in one session.

- Once you begin claiming a wire, do not exit the process until the last step is completed.
- If the full process is not completed, the general ledger and/or wire claim page may not update accurately or in a timely manner.

Check the wire claim page

Immediately after completing the wire claim process, check to make sure your wire receipt has been removed from the wire claim page.

Resolve issues quickly

If you are expecting a wire receipt that does not display on the wire claim page, contact Monique Day immediately for assistance (reconctrl@emory.edu; meday@emory.edu).



Grants

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Grants



- Retroactive Salary Transfers
- Grants Proposal/Award Deadlines

Grants

YEAR-END PROCESS



Friday, August 1	Submission cut-off for guaranteed processing of FY25 PAN requests.
Friday, August 8	<p>Deadline for submitting awards to OSP.</p> <ul style="list-style-type: none">• Send awards to OSP as early as possible, but no later than August 8, 2025.• All awards received by 8/8/25 and have all required information by 8/14/25 will be set up in FY25. After these dates, OSP will make every attempt to set up the award.
Friday, August 29	<p>Deadline for proposals to reach OSP (complete through workflow in EPEX).</p> <ul style="list-style-type: none">• Proposals with a due date of 8/31/25 or prior: If received in OSP by August 29, 2025, the proposal will be submitted in August 2025.• Proposals with a due date of 9/1/25 or later: If received in OSP in August, the proposal will be submitted if complete and if time allows.
11:59 PM August 29	<p>Deadline for OSP and RGC to submit proposals and awards to be included in FY25 reports.</p> <ul style="list-style-type: none">• Compass has a true calendar date cutoff. Proposals and awards submitted after 8/31/25 cannot be adjusted to include on 2025 reports.

Grants

YEAR-END PROCESS



Year-End Grants Tasks & Deadlines	
Friday, August 22	Deadline for FY25 clinical trial checks to be received in Controller’s Office lockbox to be processed in FY25.
Thursday, September 4	Deadline for journals through workflow to the Controller’s Office or RGC for 1st close (Journals still in workflow may not make 1st close).
Wednesday, September 17	Noon - Final FY25 deadline for journals to be through workflow and posted.
Year-End RST Tasks & Deadlines	
Tuesday, September 9	<p>FINAL RST deadline for campus.</p> <p>All RSTs must be in compass and through workflow for Controller’s Office to approve by this date.</p>

Grants Reminders



ORA Reports

Compass Grants module uses a true cutoff by calendar date.

- Whatever is processed by the due dates for proposals and awards will be included in the ORA reports for FY25.
- Compass no longer offers the ability to adjust after the calendar date of 8/31/25 for 2025 reports.



Suspense

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Suspense



- Used to Be Grants (UTBG)
- Partially Funded By Grants (PFBG)
- Amount 16000
- Grants Dates Out-of-Bounds (GOOB)

Suspense Clearing



What causes an item to be in suspense?

Suspense items result from transactions that attempt to post to the Compass GL but contain invalid speedtypes, projects, or accounts.

Four types of suspense items:

- **UTBG** (Used to be Grant)
- **PFBG** (Partially Funded by Grants)
- **16000 Suspense** – Accounts Payable and 3rd party feeder systems
- **GOOB** (Grant Out of Bounds) – 3rd party feeder systems
- The same goal for all four types – determining an active speedtype for the charge

Clearing Suspense Items

Clearing GOOB or account 16000 suspense items:

- Departments will receive a notification of a pending suspense item from the Controller's Office.
- Department processes a correcting journal entry with a valid speedtype and/or account to clear the suspense items and then provides the journal ID for the correction to Terrence Jenkins at tljenkins@emory.edu

Clearing UTBG and PFBG suspense items:

- Department prepares RST or journal entry to move the expense to the correct speedtype.

Suspense Clearing

YEAR-END PROCESS



Friday, August 8	Deadline for September-July suspense clearing information to be received/GOOB and 16000 accounts.
Tuesday, September 9	1st close
Tuesday, September 9	Deadline for August suspense clearing information to be received from campus. GOOB and 16000 accounts.
Monday, September 29	Final close



Budget

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Budget



- FY25 Budget Deadlines
- Closing Out E&G Budgets
- Funding Deficits

Budget

YEAR-END PROCESS



Thursday, August 28	Deadline for budget revisions through workflow to Integrated Financial Planning & Budgeting office for 1st close.
Thursday, September 11	Final FY25 deadline for budget revisions to be through workflow and to the Integrated Financial Planning & Budgeting office.

Funding Deficits



What is a deficit?

A deficit occurs when there is not enough funding to cover the expenses for an initiative.

- Deficits generally occur with projects.
- All deficits must be funded or have a funding plan prior to the fiscal year-end close.

How is a deficit funded?

There are two methods for funding a non-sponsored project deficit:

- If a budget has been loaded for the project, use account 91600 to transfer the necessary funds (does not impact KK budget)
- If a budget was not loaded, use appropriate accounts 9xxxx and 9xxxx to transfer the necessary funds (does impact KK budget)
- For sponsored projects, contact RGC.

Year-End Contact List



ChartField Requests (Non-Grants)	Andre Sullivan	andre.sullivan@emory.edu
Journal Entries	Gyorgyi Katai	gkatai@emory.edu
Recurring Journal Entries	Debbie Long	Debbie.long@emory.edu
Expense and Revenue Accruals	Stephen Frangis Terrence Jenkins	ctrl@emory.edu
Expense Reports	Denise Hadley	Dhadley@emory.edu
Payment Requests	Kathy Grant	kgrant@emory.edu
P-Card Purchases	Denise Hadley	Dhadley@emory.edu
Cash/Bank Clearing Accounts	Cash Team Monique Day	reconctrl@emory.edu meday@emory.edu
Liability Clearing Accounts	Kelly Chin	kelly.chin@emory.edu
Accounts Receivable and Billing	GAR Team	generalarbilling@emory.edu

Year-End Contact List



Grants Receivable	Grants A/R	Ar.rgc.help@emory.edu
Cash Applications	Grants A/R	Ogcateam4@emory.edu
Cash Deposits	Cash Management	cashmgt@emory.edu
Gift Processing	Untra Lindsey Ted Peterson	urandle@emory.edu theodore.peterson.jr@emory.edu
Unclaimed Wires (Non-Grants)	GAR Team	generalarbiling@emory.edu
Retroactive Salary Transfers	James Goff	jbgoff@emory.edu
Grants – Proposals and Awards	Urvi Patel	Upatel2@emory.edu
Suspense – UTBG, GOOB, Account 16000	Terrence Jenkins	tljenkins@emory.edu
Compass Queries	Larry Goldberg	larry.goldberg@emory.edu
EBI Reports	Data Analytics & Strategic Support	analytics@emory.edu

Year-End Contact List



Budgets	Tammy Hollingsworth	tamatha.hollingsworth@emory.edu
Budget Journals	Tammy Hollingsworth Arth Shah	tamatha.hollingsworth@emory.edu arth.shah@emory.edu
Closing Out E&G Budgets	Stephen Frangis	sfrangi@emory.edu
Funding Deficits (non-sponsored projects)	Kim Konopka	kimberly.konopka@emory.edu
Funding Deficits (sponsored projects)	Brian Miller	brian.miller@emory.edu
Financial Attestation	Deepa Pawate	dpawate@emory.edu
Inventory Deadlines	Richard Wentz	richard.allan.wentz@emory.edu
Endowment Distribution	Stephen Frangis Hillary Boylen	sfrangi@emory.edu hillary.boylen@emory.edu
Endowment Withdrawals	Stephen Frangis Hillary Boylen	sfrangi@emory.edu hillary.boylen@emory.edu
Interfaces	David Giles	dgiles@emory.edu



Appendix: Information Only

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Appendix



- Reporting
- Inventory Deadlines
- Interfaces/Miscellaneous Deadlines
- Invoice Owner Approval

Year-End Reporting Information



Labor Distribution reports are available in the Emory Business Intelligence (EBI) tool.

- To view information on the Labor Distribution Reports, you must have labor data access. Labor data access can be obtained by following [these instructions](#).

To have access to EBI, you must do the following:

- Take the [Introduction to Emory Business Intelligence class](#) (code 260744) in Brainier and pass a quiz.
- Complete an online access request form through Compass. Instructions: [How Do I Submit a Request for EBI Access](#).

For detailed instructions on running the EBI reports used at year-end, please see the knowledge articles on the [EBI website](#).

Helpful EBI Reports



EBI Reports
Budget to Actual Reporting - Summary and Detail Reports by Fund Category - Unrestricted Operating Budgets
Budget to Actual Reporting - Fiscal Year Trend Reports - Unrestricted Operating Budgets
Budget to Actual Reporting - Summary and Detail Reports by Fund Category - Non-sponsored Projects
Budget to Actual Reporting - Fiscal Year Trend Reports - Non-sponsored Projects
Revenue & Expense Transaction Detail Report
Encumbrance Transaction Detail Report
Labor Transaction Detail Report
All Funds - Fund Balance Report
Balance Sheet Transaction Detail Report
Budget to Actual Reporting - Sponsored Projects

Inventory

YEAR-END PROCESS



Friday, August 29	Departments must take physical inventory <ul style="list-style-type: none">• Inventory must be observed on 8/31/25; if inventory cannot be observed on 8/31/25, it must be observed prior to 8/31/26.• If not observed on 8/31/25, departments must be prepared to roll forward the inventory or shut down operations until 8/31/25 to ensure the inventory reflects 8/31/25 balance.• Departments must be able to provide backup for the inventory balance.
Thursday, September 4	Deadline for inventory counts and adjustments to the Controller’s Office.

Interfaces/Misc. Deadlines



YEAR-END PROCESS

Wednesday, September 3	Deadline for term summary contracts and lease agreements extending past 8/31/25 to the Controller's Office.
Wednesday, September 10	Student financial accrual reversal/and repost to native chartfields – post to September/new fiscal year. Send test file on 9/5 to confirm
Thursday, September 11	Deadline for bank statements and reconciliations received outside the Controller's Office due to the Controller's Office.
Monday, September 15	Final FY25 interface (end of day)/Final 3rd party interface for FY25 for 1st close was 9/3.

Invoice Owner Approval



Updated Process

- Invoice owner approval is required for:
 - **Sub-award POs**, regardless of PO amount
 - All other POs (excluding check requests) that **equal or exceed \$5,000**

Job aid: <https://online.flipbuilder.com/qsea/rcwb/>

Video demonstration: <https://www.youtube.com/watch?v=m6vlwwSGLR0>



Thank you
for attending this webinar