We’re writing with this year’s plan for the 2017/18 fiscal year-end close. This year, H&S Finance launched a new suite of OBI Department Fund Management reports including an OB view report and a Non-OB view report (year-end close reports). These reports replace the previous year-end close Excel reports, and will be used for this year’s close process. More details are included in the OB and Non-OB Close Tasks sections below.

**Training Sessions**
Year-end process review sessions will be held on:

**Monday, August 13 from 3pm – 4:30pm**
**Thursday, August 16, from 9am – 10:30am**

Both will be in the Dean’s Office Conference Room. We will review the basic close process, demonstrate how to use the new year-end close reports and how to communicate instructions for closing the operating budget and covering deficits in restricted funds. We’ll also provide reminders on how to download from the Box Repository and upload to your WIP folder.

**Key Dates**
As in prior years, turn-around times are very tight so key dates are provided here and on Fingate: [http://www.stanford.edu/group/fms/fingate/staff/moyrendclose/year.html](http://www.stanford.edu/group/fms/fingate/staff/moyrendclose/year.html)

Some university key dates to keep in mind are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday, 08/13</td>
<td>AP, Expense Request &amp; T-Card approval deadline</td>
</tr>
<tr>
<td>Friday, 08/24</td>
<td>P-Card approval deadline</td>
</tr>
</tbody>
</table>
| Thursday, 09/06 | Last day of Soft Close  
  Salary & A/P org suspense accounts clearing  
  LDA deadline for salary corrections/reallocations (cutoff at 3pm)  
  iJournal deadline for non-salary expenditure corrections/reallocations (cutoff at 5pm) |
Here are some key days to turn in your year-end close instructions to your Finance liaison. Details can be found in the sections below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Instruction</th>
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<tbody>
<tr>
<td>Monday, 08/20</td>
<td>Provide your liaison with faculty salary grants and contracts saving transfer amounts and PTAs (only applies to departments)</td>
</tr>
<tr>
<td>Monday, 08/20</td>
<td>Provide your liaison with Cost Share PTAs and confirm transfer amounts</td>
</tr>
<tr>
<td>Monday, 08/27</td>
<td>Confirm with your liaison all HandSOOn commitment transfer amounts and provide instructions to process or hold transfers</td>
</tr>
<tr>
<td>Tuesday, 09/04</td>
<td>Upload annotated year-end close OB and non-OB reports with instructions for the close into the Finance Intranet WIP folder</td>
</tr>
<tr>
<td>Friday, 09/07</td>
<td>Upload year-end close OB and non-OB reports with updated instructions based on Soft Close balances, only if there is a significant change. Provide justification for budget savings request if applicable</td>
</tr>
<tr>
<td>Monday, 09/10</td>
<td>Provide endowment capitalization and income exception instructions to your liaison</td>
</tr>
</tbody>
</table>

**Operating Budget Close Tasks**

**Review year-end close report; provide closing instructions**

- *Fund Balance Review Report – OB view* with fiscal year-to-date actuals is available in OBI, accessible through the H&S Finance Portal. Export the report in Excel, project year-end numbers and create your year-end close plan with instructions for covering any anticipated deficits or for pulling back unused departmental funding. Upload your plan to the Finance Intranet WIP folder by **September 4th**.
- Run the same OBI reports on September 7th with August soft close numbers. Compare these numbers to the projections you made on the earlier report. If the numbers differ materially, update your plan, inform your liaison and upload the new plan to the WIP folder no later than **September 7th**.

Use the link below to access OBI year-end close OB and Non-OB reports:


**Budget savings requests**

- If you have general fund budget savings, please include the reason and request in your year-end close instructions to your liaison by **September 7th**. Saving decisions will be reviewed by Steve Olson & Jim Henry.
Non-Operating Budget Close Tasks

**Funding instructions for restricted fund deficits**
- Use the *year-end close non-OB report* to identify any non-sponsored funds in overdraft. Export the OBI report in Excel, provide instructions for resolving overdrafts and upload your plan to the Finance Intranet WIP folder by **September 4th**. Don’t forget to factor in infrastructure charges!

**Faculty salary-savings transfers**
- A reminder and detailed instructions for this process will be sent. Verify grants and contracts salary savings and annotate your report with any corrections and projections. Upload corrected reports to the WIP folder by **August 20th**.

Use the link below to access Faculty Salary G&C Savings report:


**Capitalization & endowment exception instructions**
- Provide instructions for payout reinvestment and endowment income exceptions to your finance Liaison by **September 10th**. Capitalization requests will be reviewed by Steve Olson & Jim Henry and then forwarded to Fund Accounting by Finance.

**HandSOn summer ninth & other commitment transfers**
- Your Finance liaison will upload a commitments report to your Repository WIP folder by August 20th. Annotate your report with transfers to be made for fiscal year-end and upload the completed report to the WIP folder by **August 27th**.

**Cost Share Accounts**
- Funding transfers for cost share accounts are made by H&S, rather than by OSR.
- Your Finance liaison will contact you with instructions for cost share transfers. Funding instructions for the department’s portion of cost shares should be submitted to your H&S Finance liaison by **August 20th**.

Please contact your Finance liaison if you have questions about the close process. Tight University deadlines and the large number of H&S units make this annual process uniquely challenging. Many thanks in advance for your hard work and attentiveness to the year-end process.