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## FY20 Year-End Fact Sheet

University Accounting & Financial Reporting

Welcome to the FY20 Year End Fact Sheet webinar!

## Presenters

Roger Fredenhagen, CPA

Senior Business & Financial Coordinator

Anne Larimore, CPA

Senior Business & Financial Coordinator

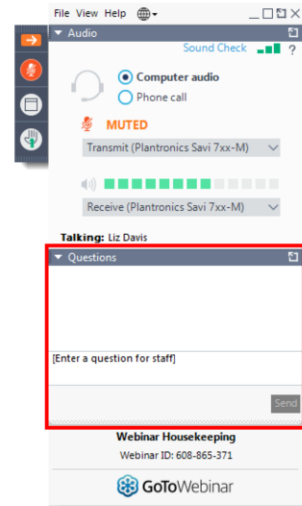
Jason Bane

Senior Business & Financial Coordinator

Your presenters today are Roger Fredenhagen, Anne Larimore, and Jason Bane.

# Sound Check

- If you hear audio, please raise your hand.
- If you are not able to hear us, type your name in the Questions area and click the Send button.



This is your GoToWebinar control panel. You can interact with us by clicking on the hand icon to raise your hand. To collapse the control panel, click the arrow in the top left corner. To expand the control panel and view questions and answers or to ask your own question, click the arrow again. You can ask questions any time during the webinar by typing your question in this box and clicking Send. We'll have designated question and answer periods throughout the webinar where we'll answer your questions. We'll also provide a written response that you can read in the control panel.

# Agenda

- Fact Sheet Overview
- Application Tour
- Fact Sheet Excel Attachment
- Gathering Financial Data for Fact Sheet Excel Attachment
- Case Study
- Resources and Contacts

Here's our agenda for the webinar. We'll provide the big picture overview of the fact sheet process. Then we'll show a tour of the application. The application tour is where we'll spend the most time. During the application tour, we'll cover the basic items that are required for all fact sheets. We'll also talk about the data that's reported on the Fact Sheet Excel Attachment.



# FACT SHEET OVERVIEW

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Let's start by looking at the big picture.

We'll discuss the *who*, *what*, *when*, *where*, and *how* of fact sheets.

## What are Fact Sheets?

- Year-end reporting process to record accruals, deferrals, and/or inventory adjustments as of June 30
- A separate Fact Sheet is required for all Self-Supporting Funds and certain types of health Service Plan funds
- Ensures financial statements are reported on the accrual basis

So, what are fact sheets? A fact sheet is a tool to update critical information about a self-supporting fund's business activities. It's used to report accruals, deferrals, and inventory adjustments that haven't yet been recorded in Banner. A fact sheet needs to be submitted for all self-supporting funds, even if there's no financial activity to report on the fact sheet excel attachment. There are some basic questions that need to be answered annually for every self-supporting fund. If you use more than one Organization or Program code with a self-supporting fund, you need to combine the information from each FOP, or Fund, Organization, and Program code, into one attachment by Fund.

The fact sheet is the process where we gather information to move from our daily cash basis accounting to an accrual basis.

In cash basis accounting, we record revenue when we receive it from our customers and record expenses when they're paid.

However, the University is required to report its annual financial statements on an accrual basis. In accrual basis accounting, we need to record revenue when it's earned, and expenses when the service is provided or the goods are delivered. For example, if you sell a one-year subscription, you'll receive payment for a 12-month period in advance. For the fact sheet, you must report the beginning and ending date of the subscription, and the revenue received. If this subscription started March 1st, we'll

record an unearned revenue entry for the remaining 8 months that's been paid for, but not delivered.

It's important to remember that there's no minimum threshold for reporting. Even if a transaction is only 5 dollars, it needs to be reported on the fact sheet.

## Fact Sheet Life Cycle

- Download the FY20 Fact Sheet Excel Attachment
- Gather data where applicable (e.g., prepaid expenses, unearned revenue)
- E-mail Notification sent out to Financial Managers on July 1<sup>st</sup> at approximately 8 a.m.
- Login to Fact Sheet Application
- Create a Fact Sheet for each Self-Supporting Fund
- If applicable, attach Fact Sheet Excel Attachment and submit Fact Sheet
- Be prepared for clarifying questions from UAFR
- UAFR will record any applicable year-end adjusting entries

The Fact sheet Excel Attachment is available for download on the Fact Sheet website for year-end starting in the fall. Throughout the year, you should gather data where applicable. For example, if you collect revenue in April but know that it relates to a conference occurring in August, go ahead and add it to the Unearned Revenue tab of the Fact Sheet Excel Attachment.

The person listed in Banner as the financial manager for the fund will get an email listing all their self-supporting funds that require a fact sheet. The initial email will be sent around July 1st. It'll come from the generic email address OBFS UAFR Fact Sheet. The financial manager can delegate the duty of completing and submitting the fact sheet to any staff in their organization. Even if the financial manager doesn't complete and submit the fact sheet, they can still view the status of fact sheets they're responsible for. They can also modify any fact sheets that have been started, but not submitted. If the fact sheet is delegated, we recommend that the staff member have the financial manager review it before it's submitted.

If you're acting as a delegate for the financial manager, you can still create and submit fact sheets. You can view any fact sheets that you create under your NetID. If fact sheets are delegated to multiple people, each delegate can view fact sheets that they create, but not fact sheets created by other delegates, or the financial manager. Only the financial manager can view the fact sheets they're responsible for, even if they

don't create them.

After you submit your fact sheet, University Accounting and Financial Reporting reviews it. We compare it to previous year's fact sheets, and we check the fact sheet Excel attachment against Banner data. If we need additional information, we will contact you and return the fact sheet.

If there's any information on the fact sheet Excel attachment that requires entries into Banner, UAFR will make those entries in Period 14.

## Due Date - Wednesday, July 22 at 5 p.m.

July			5:00 p.m.			
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Fact sheets are due by 5:00 pm on July 22nd. If there's no data to report on the fact sheet Excel attachment, you can submit fact sheets before that deadline. If you're reporting data on the fact sheet Excel attachment, you should review your period 12 statements before submitting the fact sheet. Period 12 statements will be available to view in My-UI-Financials, Mobius View, or EDDIE on July 20th Information reported on the fact sheet Excel attachment is data that's **not** already recorded in Banner.

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**My-UI-Financials Resource Page**  
Report distribution for units made easy!  
All your financial information in one place!

**Audit/Internal Controls**  
Employee & Supervisor Responsibility, Internal & External Audits  
<https://apps.obfs.uillinois.edu/FactSheet/>

**Government Costing**  
OMB Uniform Guidance, Rate Schedules (F&A, Fringe Benefits, Tuition), Facilities & Administrative, Tuition Remission, Fringe Benefit Rates, Service Activities, CASB Disclosure Statements, Higher Education Research and Development (HERD) Survey, Historical Summary Reports, Service Activities Resource Page

**Grants & Sponsored Projects**  
Urbana-Champaign Campus, Chicago Campus, Springfield Campus, OMB Uniform Guidance, Rate Schedules (F&A, Fringe Benefits, Tuition)

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**Log in to:**  
Choose the application  
ANA  
Account Code Search  
Banner (2FA)  
EDDIE  
FABWeb/Biennial Inventory  
**Fact Sheet**  
FCIAA  
Finance Feeder Front-End  
HR FrontEnd (2FA)

Where will you find the fact sheet application and information?

Navigate to the Office of Business and Financial Services homepage at the address on the slide. You can access the fact sheet application from two locations.

The Fact Sheet application is located on the right in the drop down with the other applications.

Or, you can click on the Year-End Fact Sheet link under Accounting and Financial Reporting, which will bring you to a webpage containing information on the fact sheet, as well as, access to the Fact Sheet Application.

## Accounting & Financial Reporting

OBFS > Accounting & Financial Reporting > Year-End Procedures > Fact Sheets



Accounting & Financial Reporting

Banner Account Codes

Banner Program Codes & NACUBO

Functions

FCIAA

Month-End Closing Schedule

My-UI-Financials Resource Page

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UFAS to Banner Crosswalks

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Fact Sheets

Labor Redistributions

Job Aids & Training Materials

Forms

FAQs

Who To Ask

## Annual Fact Sheets for Self-Supporting Funds and Certain Health Service Plan Funds

### Overview

Fact Sheets are a year-end tool used to report information related to accrual, deferral, and/or inventory adjustments as of June 30 for self-supporting funds and certain health service plan funds to ensure proper financial reporting at year-end. University Accounting & Financial Reporting (UAFR) will review each Fact Sheet and post the appropriate year-end adjustments to Banner.

A separate Fact Sheet is required to be completed and submitted for all self-supporting funds and certain health service plan funds. Any accrual, deferral, and/or inventory adjustments which are not recorded in the unit's normal accounting processes must be reported on the Fact Sheet to ensure that Banner accurately reflects the fund's financial condition as of June 30.

### Critical Dates

Fact Sheet Webinar	June 9, 2020
Last Day of FY20	June 30, 2020
Fact Sheet Webinar	July 7, 2020
Fact Sheet Open Lab - UIC 809 S. Marshfield, Lab 723	July 8, 2020
Fact Sheet Open Lab - UIUC 111 E. Green St., Lab 11	July 9, 2020
Fact Sheet Open Lab - UIS Business Services Building, Lab 108	July 10, 2020
Period 12 Close	July 18, 2020
Period 12 Financial Statements Available in My-UI-Financials, EDDIE, and Mobius View	July 20, 2020
Fact Sheets Due	July 22, 2020 at 5:00 p.m.



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Within the Year-End Fact sheet link you will find critical dates



### Year End Fact Sheet Application

As stated previously, a separate Fact Sheet must be submitted for all self-supporting funds and certain health service plan funds.

In order to create, complete, and submit a fact sheet of your applicable funds, log in to the Year End Fact Sheet Application in the link below:

Year End Fact Sheet application will be opened on July 1, 2020 at 7am

### Fact Sheet Excel Attachment

The Fact Sheet Excel Attachment has separate tabs for the various types of accrual, deferral, and/or inventory adjustments which may be needed for your fund. These include accounts receivable, inventory for resale, publications, inventory for resale, prepaid expenses, accounts payable, and unearned revenue.

If your fund requires any accrual, deferral, and/or inventory adjustments for year-end, then:

1. Download the FY20 Fact Sheet Excel Attachment;
2. Review each tab of the attachment to obtain an understanding of the type of information required;
3. Complete the tab(s) applicable to your fund and save the file for your records;
4. Upload the completed attachment to the Fact Sheet;
5. Save your changes; and
6. Submit the completed Fact Sheet.

The Fact Sheet Excel Attachment is able to properly calculate any accrual or deferral adjustments which cross fiscal years, so keep this in mind when entering in your applicable data. There is no need for you to try and calculate the split between the two years on your own. The Fact Sheet Excel Attachment is smart enough to do this for you, as long as the appropriate date ranges are entered.

Each August, UAfr uploads the new fiscal year's Fact Sheet Excel Attachment to this page. The updated attachment can be used to track information related to these accruals and deferrals as they occur throughout the year (for example, when unearned revenue is received or when prepaid expenses are incurred). We strongly encourage tracking these items throughout the year as this helps make year-end reporting for the Fact Sheets more efficient and effective.

See below for a downloadable copy of the Fact Sheet Excel Attachment for the current fiscal year.

[FY20 Fact Sheet Excel Attachment](#)

### Training Resources

See below for various training resources available which will help you properly complete your Fact Sheet Excel Attachment.

- [Account Receivable Reference Tool](#)

#### Coming Soon:

- Inventory for Resale Reference Tool
- Publication Inventory for Resale Reference Tool



Scrolling down the page there is additional information including the most current Fact Sheet Excel attachment, Training Resources, and registration links for training events. Remember you must use the designated fiscal year's fact sheet and you will always find the last version here. Also, keep in mind that the Fact Sheet Excel Attachment for the next fiscal year-end is typically uploaded in August. This allows you to enter data that you know will be an accrual, deferral, or inventory throughout the fiscal year. For example, the FY20 Fact Sheet Excel Attachment is already posted to this webpage.

# APPLICATION TOUR

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Now let's see what the application looks like.

Year-End Fact Sheet

Contact Us | Logoff

Enter a chart and fund code to create a FY 2020 fact sheet. Any fact sheets created are assigned to your Enterprise ID.

Chart

Fund Code

Create

In-Process Fact Sheets

Fund Code	Status	Last Updated
FY 2020		
4 301011	In Process	7/05/20

Submitted Fact Sheets

FY 2019		
2 301111	Submitted	7/16/19

Office of Business and Financial Services

Logout

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This is the dashboard. The dashboard is where you’ll create fact sheets for fiscal year 20. You can also see the status of the fact sheets you create. If you’ve created fact sheets before, you’ll see them in the dashboard. The dashboard is also where financial managers can view the status of fact sheets they’re responsible for.

At the top of the screen is where you’ll create a fact sheet for fiscal year 20. Once a fact sheet’s created, you’ll see the status in either the In Process section or Submitted section. In the Submitted section, you can also see fact sheets for previous fiscal years if you created them.

In the In Process section, you might see the following statuses. “In Process” means that the fact sheet has been created and saved, but not submitted. “Returned” means that the fact sheet was submitted to UAfr, but returned for additional information or correction. “Reopened” means that UAfr completed their review, but reopened it. This doesn’t mean that action is required on your part, though.

In the Submitted section, you might see the following statuses. “Submitted” means that the fact sheet has been sent to UAfr for review. “Under review” means that UAfr is currently reviewing it. “Updating Banner” means that the fact sheet contains data that requires an entry into Banner in period 14. “Completed” means that UAfr has completed their review and/or entries to Banner. “Subsequent complete” means that the fact sheet was reopened by UAfr and completed again.

Remember, the financial manager can see all the fact sheets they're responsible for, even if they don't create and submit them.

Let's enter the Chart and Fund, then click on the Create button

## Year-End Fact Sheet

[Contact Us](#) | [Logoff](#)

### Fact Sheet Information

#### Why do I need to complete a Fact Sheet?

- Fact Sheet data is required for self-supporting, dental service plan, nursing service plan, and occupational health service plan funds.
- This must be done to ensure Banner accurately reflects the financial position of the fund as of June 30.
- OBFS University Accounting and Financial Reporting (UAFR) will review this Fact Sheet data to determine if any year-end adjustments are needed to Banner.

Deadline: 5:00 PM on Wednesday, July 22, 2020

#### Important:

- If your accruals, deferrals, and/or inventory adjustments are already reflected on your fund in Banner as of the final period 12 financial statements, then do not report these items on your Fact Sheet - this will help ensure duplicate entries are not posted to Banner.
- All supporting documentation should be kept within your department for subsequent review.
- Do not use a Fact Sheet Excel file from prior years, as files from prior years do not have the necessary updates that we need for proper reporting.

#### Questions?

Go to the [UAFR Who to Ask](#) website.

Note: All fields are **required** unless noted.

Fiscal Year: 2020  
Chart: 4 Fund Code: 301011 Title: 305 ITS Media Local  
Fund Type: 3E Entity: 3110  
Financial Manager: Tulio Llosa

Now a new tab has opened in your browser. This is the cover sheet with general information about the fact sheet process and the fund.

The top section of the cover sheet emphasizes the importance of completing the fact sheet and what funds need to submit fact sheets.

Next is specific information about the fund, like the fund title, fund type, entity code, and financial manager. This data is from Banner.

Describe the type of revenue-generating activity which takes place within this fund:

Does this fund need to be terminated after year-end close?

Please select...	▼
Please select...	
Yes	
No	

You'll also need to provide a detailed description of activities for the fund. It's important that you provide an accurate description of the fund's activities and how it is currently used. This allows us to determine if the fund is classified into the correct fund type and entity.

If you want the fund terminated, click Yes from the selection options. A fund doesn't need to have a zero balance to request fund termination.

Do you have any accrual, deferral, and/or inventory for resale amounts to report from the list below? (Click on a term to view its definition)

- [Accounts Receivable](#)
- [Inventory for Resale](#)
- [Publications Inventory for Resale](#)
- [Prepaid Expenses](#)
- [Accounts Payable](#)
- [Unearned Revenue](#)

Please select...

Comments you'd like to add (optional)

Do you have any accrual, deferral, and/or inventory for resale amounts to report from the list below? (Click on a term to view its definition)

- [Accounts Receivable](#)
- [Inventory for Resale](#)
- [Publications Inventory for Resale](#)
- [Prepaid Expenses](#)
- [Accounts Payable](#)
- [Unearned Revenue](#)

Please select...

Comments you'd like to add (optional)

Your Information  
Jason Bane [jbane@illinois.edu]  
Phone  
( 217 ) 333 9243

Submit Fact Sheet Save for later Print Fact Sheet

### Prepaid Expenses

**Prepaid expenses** (also known as **deferred charges**) are general ledger assets used to account for situations where an expense is paid in the current fiscal year, but the related benefits of what we paid for (such as goods, services, etc.) are not received until a future fiscal year. Common examples of prepaid expenses are:

1. Payments in the current fiscal year for the annual renewal of membership fees, subscriptions, software licenses, etc. where a portion (or all) of the benefits received from the renewal will occur in a future fiscal year;
2. Payments in the current fiscal year for conference registration fees where a portion (or all) of the related conference does not occur until a future fiscal year;
3. Payments in the current fiscal year for the cost of airline tickets (excluding any travel agent fees) related to an employee's business travel when the flights will not occur until a future fiscal year;
4. Payments in the current fiscal year to reserve space (such as in a hotel, restaurant, etc.) for a meeting, event, or meal related to University business which will not occur until a future fiscal year; and
5. Payments in the current fiscal year for goods (such as supplies, etc.) which were not yet received as of June 30, assuming the shipping terms were FOB destination (meaning that the sale is complete & we take ownership once the goods are officially delivered).

Now to the heart of the year end Fact Sheet process. Do you have any accrual, deferral and or inventory for resale amounts to report? Here are the possible financials situations to report on the fact sheet. By clicking an item from the list, like Prepaid Expense, a secondary window will open providing a more in depth explanation.

Do you have any accrual, deferral, and/or inventory for resale amounts to report from the list below? (Click on a term to view its definition)

- [Accounts Receivable](#)
- [Inventory for Resale](#)
- [Publications Inventory for Resale](#)
- [Prepaid Expenses](#)
- [Accounts Payable](#)
- [Unearned Revenue](#)

Please select...

Please select...
Yes
No

Comments you'd like to add (optional)

Your Information
Jason Bane [jbane@illinois.edu]
Phone
( 217 ) 333 9243

Submit Fact Sheet
Save for later
Print Fact Sheet

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After reviewing the explanations of the financial situations, either click Yes or No from the selection options to answer the question. If you respond No, then you simply move the comments and your information and you can click Submit Fact Sheet.



Do you have any accrual, deferral, and/or inventory for resale amounts to report from the list below? (Click on a term to view its definition)

- [Accounts Receivable](#)
- [Inventory for Resale](#)
- [Publications Inventory for Resale](#)
- [Prepaid Expenses](#)
- [Accounts Payable](#)
- [Unearned Revenue](#)

Yes

Because you have amounts to report, please complete the following two steps:

1. Please download, complete, and save the following Excel document:

[Download Excel file](#)

2. Once completed, attach the file to this Fact Sheet:

Select Excel file

No file chosen

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If additional financial information does need to be reported, then selecting yes provides two more steps to follow to report your accrual, deferral, and/or inventory for resale amounts. If you have not already accessed this year's Excel attachment file from the Fact Sheet website shown earlier, you can access it now. Once you have added the financial information to the Excel attachment you can move to step 2 and Choose File to locate the file to attach to this fund's fact sheet.

Do you have any accrual, deferral, and/or inventory for resale amounts to report from the list below? (Click on a term to view its definition)

- [Accounts Receivable](#)
- [Inventory for Resale](#)
- [Publications Inventory for Resale](#)
- [Prepaid Expenses](#)
- [Accounts Payable](#)
- [Unearned Revenue](#)


Yes

Because you have amounts to report, please complete the following two steps:

1. Please download, complete, and save the following Excel document:

[Download Excel file](#)

2. Once completed, attach the file to this Fact Sheet:

4301011FY2020FS.xlsx 

To make changes to the Excel file, you must delete the attached file and upload a new copy that includes your changes.

Here you can see in step 2, the file was successfully attached and the Fact Sheet application renamed the file. The naming convention is Chart, Fund, FY 2020, and FS, for fact sheet. But you can save the Excel attachment on your shared drives with any name you like.

Comments you'd like to add *(optional)*

Your information  
Jason Bane [jabane@illinois.edu]

Phone  
( 217 ) 206 7848

Submit Fact Sheet Save for later Print Fact Sheet

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The bottom of the cover sheet has a field for comments, a place to update your phone number so that UAFR can contact you directly, and several Buttons. You can print the fact sheet, save it for later, and submit a completed fact sheet.

Once you create the fact sheet and start entering information, remember to save it every so often. Just click on the Save For Later button.

The final step is to submit the completed fact sheet. It's a good idea to close your browser window and go back to the dashboard after you submit the fact sheet. This lets you check the status of the fact sheet. You might need to refresh your browser. You want to see the fact sheet in the Submitted section and not the In Process section. If the fact sheet's still in process, click the link for the fund and scroll to the bottom of the cover sheet. Then click the Submit Completed Fact Sheet button. Any error messages will be at the top of the cover sheet in red. You have to resolve all errors before you can submit the fact sheet.

# QUESTIONS?

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Let's pause now to answer questions.

## **FACT SHEET EXCEL ATTACHMENT**

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And now let's review the fact sheet Excel attachment.

Do you have any accrual, deferral, and/or inventory for resale amounts to report from the list below? (Click on a term to view its definition)

- [Accounts Receivable](#)
- [Inventory for Resale](#)
- [Publications Inventory for Resale](#)
- [Prepaid Expenses](#)
- [Accounts Payable](#)
- [Unearned Revenue](#)

Yes 

Because you have amounts to report, please complete the following two steps:


1. Please download, complete, and save the following Excel document:

[Download Excel file](#)

2. Once completed, attach the file to this Fact Sheet:

Select Excel file

No file chosen

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Earlier, we talked about the cover sheet. Just a reminder, on the cover sheet, you'll find a link to the fact sheet Excel attachment. Click the link to open it in Excel. You **must** use this fact sheet Excel attachment for FY20 information. Last year's version of the Excel attachment is no longer accurate. If you use last year's version, you'd have to resubmit the information with the new Excel attachment.

Accounting & Financial Reporting

OBFS > Accounting & Financial Reporting > Year-End Procedures > Fact Sheets

Accounting & Financial Reporting

Banner Account Codes

Banner Program Codes & NACUBO Functions

FCAA

Month-End Closing Schedule

My-UI Financials Resource Page

Reports

UAFR Reference Materials

UFAS to Banner Crosswalks

Year-End Procedures

Fact Sheets

Annual Fact Sheets for Self-Supporting Funds and Certain Health Service Plan Funds

Overview

Fact Sheets are a year-end tool used to report information related to accrual, deferral, and/or inventory adjustments as of June 30 for self-supporting funds and certain health service plan funds to ensure proper financial reporting at year-end. University Accounting & Financial Reporting (UAFR) will review each Fact Sheet and post the appropriate year-end adjustments to Banner.

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Critical Dates

Fact Sheet Webinar	June 9, 2020
Last Day of FY20	June 30, 2020

Fact Sheet Excel Attachment

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3. Complete the tab(s) applicable to your fund and save the file for your records;
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5. Save your changes; and
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See below for a downloadable copy of the Fact Sheet Excel Attachment for the current fiscal year.

[FY20 Fact Sheet Excel Attachment](#)

Training Resources

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A link to the Excel attachment is also located under the Fact Sheet section of Year End Procedures

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	A	B	C	D	E	F	G	H	I	J	K
1	<b>FY20 Fact Sheet Excel Attachment</b>										
2	<b>Accounts Receivable</b>										
3											
4	Accounts receivable are general ledger assets used to record sales made on credit to <b>external</b> customers (not other University departments) for goods or services which have been delivered to or used by the customer as of June 30, but for which the customer has not yet paid us as of June 30.										
5											
6	Uncollectible accounts receivable (also known as an <b>allowance for doubtful accounts</b> ) are general ledger contra assets that offset total accounts receivable. They are used to record receivables that are highly unlikely to be collected due to a customer who is either unable or unwilling to pay.										
7											
8											
9	<b>Additional Points to Keep in Mind:</b>										
10	(1) Only report receivables and uncollectible amounts which have <b>not</b> yet been recorded to the applicable 53nnn receivable account codes in Banner as of the final period 12 statements.										
11											
12											
13	(2) If your accounts receivable are managed through the USFSCO Banner Accounts Receivable (AR) module and if your receivables were properly recorded in Banner AR by the required year-end deadlines, then please do not report any of your receivable information on this tab. The Banner AR module will ensure all receivables and uncollectible amounts are properly recorded in Banner for those sales.										
14											
15											
16											
17	(3) However, if your unit has been granted an exemption from using the Banner AR module and if you maintain your receivables outside of Banner AR, or if you do use Banner AR but simply missed the June 30 deadline to enter your AR information into Banner AR, then please report your applicable receivable information below.										
18											
19											
20											
21	<a href="#">Questions? Click here for the UAFR "Who to Ask" website and then click on "Fact Sheets"</a>										
22											
23	<b>NOTE:</b> If you are copying data over from another spreadsheet, please paste the information in using the <b>"Paste Values"</b> option. This will help ensure the formatting and formulas on this										
24											
25	Chart	Fund	Organization	Account	Program	Activity <i>(if applicable)</i>	Location <i>(if applicable)</i>	Customer Name or Description of Customer Base	Is this Customer a State of Illinois Agency? <i>Select YES or NO from the drop-down menu in the rows below.</i>	Gross Receivable Amount	Description of the Receivable
26											
27											

Accounts Receivable    Inventory for Resale    Publications Inventory    Prepaid Expense    Accounts Payable    Unearned Revenue

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Here's the open fact sheet Excel attachment. The tabs correspond to different accruals, deferrals, and inventory adjustments, which you need to report **only** if those items aren't already recorded in Banner.

You'll want to take a moment to read the blue and black text in the yellow information box on each tab. The definitions and examples will help you provide the most complete and accurate information. There are Cell Comments with additional guidance in cells with the red triangle. Here, you'll provide very detailed information, like the Chart-Fund-Organization-Account-Program code, Banner transaction numbers, and descriptions. Please complete this information accurately. It becomes supporting documentation for the University of Illinois System's financial statements. No amount is too small!

If you have nothing to report on a particular tab, just leave it blank.





Accounts Receivable are typically recorded to a revenue account. You will be asked to provide the start date and end date of the service period covered by the sale, or the date the goods were sold when completing this tab of the Excel attachment.



details now.

Examples of Inventory for Resale are the t-shirts your department sells to students within the department, or the medicine used during a medical procedure for an external customer.

Consumable supplies and equipment, such as cleaning or office supplies, used during your unit's daily operations would not be considered Inventory for Resale.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>FY20 Fact Sheet Excel Attachment</b>											
2	<b>Publications Inventory for Resale</b>											
3												
4	Publications are tangible issues of printed material (such as books, pamphlets, journals, magazines, cookbooks, etc.) issued for sale to both external and internal customers (such as other University units). The publication date is the date that the publication was published or issued for public sale.											
5												
6												
7	These publications are classified as publications inventory for resale, which is a general ledger asset used to record the value (at lower of cost or market) of unsold publications held for resale. If the expected selling price (i.e., the fair market value) of the publications inventory for resale is below the original cost, then the publications inventory for resale should be valued at the fair market value (as opposed to the original cost).											
8												
9												
10	<b>Additional Points to Keep in Mind:</b>											
11	(1) Publications inventory should be recorded to general ledger account code 55063 ("Publications Inventory") in Banner.											
12												
13	(2) In accordance with past practices, if the publication is no longer sold on a regular basis and if there is not an ongoing demand for the publication, then the publication is depreciated by 25% for each year following the publication date (i.e., the date which a publication was originally published or issued for public sale). This allows the inventory value to be written down to the lower of cost or market.											
14												
15												
16												
17	(3) All units which have inventory for resale (including publications inventory for resale) must annually conduct physical inventory counts of their merchandise on hand, and accurate inventory balances as of June 30 are required to ensure accurate financial reporting for the University's audited financial statements. If a physical inventory count is not able to be performed as of the close of business on June 30, then any inventory purchases and sales activity from the date of the inventory count through the close of business on June 30 must be tracked in order to arrive at the correct ending inventory balance as of June 30.											
18												
19												
20												
21												
22	Questions? Click here for the UAfr "Who to Ask" website and then click on "Fact Sheets"											
23												
24	<b>NOTE:</b> If you are copying data over from another spreadsheet, please paste the information in using the "Paste Values" option. This will help ensure the formatting and formulas on this sp											
25												
26	Chart	Fund	Organization	Account	Program	Activity (if applicable)	Location (if applicable)	Publication Title	Publication Date	Is There Ongoing Demand for the Publication? <small>Select YES or NO from the drop-down menu in the row below.</small>	Original Cost Per Issue	Quantity of Publications on Hand as of June 30
27												

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This is the Publications Inventory tab. While publications are on a separate tab, inventory is inventory. The principles are the same, like physically counting the journals, pamphlets, or cookbooks on June 30th. Also, inventory value should be recorded at the lower of cost or market. Remember to read the informational text throughout the Excel attachment for guidance. Contact UAfr if you still have questions.

Publication Inventory requires the department to provide the Publication Date for the publication, as well as, whether the publication has an ongoing demand. This information is used to calculate the depreciation on the publication, and the inventory value to be written down to the lower of cost or market. If the publication does not have an ongoing demand, then the publication is depreciated by 25% each year following the publication date.

Examples of publication include your unit's textbooks and journals sold to students and external customers throughout the year.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>FY20 Fact Sheet Excel Attachment</b>										
2	<b>Prepaid Expenses (Deferred Charges)</b>										
3											
4	Prepaid expenses (also known as deferred charges) are general ledger assets used to account for situations where an expense is paid in the current fiscal year, but the related benefits of what we paid for (such as goods, services, etc.) are not received until a future fiscal year. Common examples of prepaid expenses are:										
5											
6	1. Payments in the current fiscal year for the annual renewal of membership fees, subscriptions, software licenses, etc. where a portion (or all) of the benefits received from the renewal will occur in a future fiscal year.										
7											
8	2. Payments in the current fiscal year for conference registration fees where a portion (or all) of the related conference does not occur until a future fiscal year.										
9											
10	3. Payments in the current fiscal year for the cost of airline tickets (excluding any travel agent fees) related to an employee's business travel when the flights will not occur until a future fiscal year.										
11											
12	4. Payments in the current fiscal year to reserve space (such as in a hotel, restaurant, etc.) for a meeting, event, or meal related to University business which will not occur until a future fiscal year.										
13											
14	5. Payments in the current fiscal year for goods (such as supplies, etc.) which were not yet received as of June 30, assuming the shipping terms were FOB destination (meaning that the sale is complete & we take ownership once the goods are officially delivered).										
15											
16											
17											
18											
19											
20	<b>Additional Points to Keep in Mind:</b>										
21	(1) Expenses incurred in the current fiscal year for goods or services received in the current fiscal year are not considered prepaid expenses. For example, the following types of current-year expenses would not be considered a prepaid expense: (a) credit card processing fees, (b) travel agent fees, and (c) purchases of goods (such as consumable supplies) which have been received as of June 30. Also, keep in mind that any goods purchased with FOB shipping point terms which were shipped in the current fiscal year but not yet received as of June 30 would not be a prepaid expense either, as we would take ownership in the current fiscal year once the items were shipped.										
22											
23											
24											
25											
26	(2) Only report prepaid expenses which have not yet been recorded to the applicable 55nnn prepaid expense (deferred charges) general ledger account codes in Banner as of the final period 12 statements.										
27											
28											
29	(3) If the prepaid expense relates to a service, subscription/membership, employee travel, etc. which spans a range of days, then enter the total amount paid to the vendor or employee on or before June 30 in column H while entering the related start & end dates in columns M & N. The spreadsheet will then automatically calculate the correct amount of the prepaid expense based on the number of days in each fiscal year for that date range.										
30											
31											
32	Questions? <a href="#">Click here for the UAFR "Who to Ask" website and then click on "Fact Sheets"</a>										
33											
34											
35	Chart	Fund	Organization	Account	Program	Activity (if applicable)	Location (if applicable)	Amount	Banner Document Number	Banner Transaction Date	Name of the Vendor or Employee
36											
37				Accounts Receivable	Inventory for Resale	Publications Inventory	Prepaid Expense		Accounts Payable	Unearned Revenue	

	L	M	N
31	Description of the Prepaid Expense	Start Date of the Service Period Covered by this Prepaid Expense (if applicable)	End Date of the Service Period Covered by this Prepaid Expense (if applicable)
32			
33			
34			
35			
36			
37			Prepaid Exp

6/8/2020

Next is the Prepaid Expenses tab.

Prepaid expenses are payments made to vendors and suppliers, in advance of receiving the benefit. The item is prepaid only if the expense appears on your period 12 financial statements. Some examples are maintenance agreements, memberships, and publication subscriptions.

For example, in August 2019, we paid 120 dollars for a 12-month digital subscription to Reader's Digest. We've been getting every digital issue since last August, but we won't get the last issue until July 15, 2020. This is a prepaid expense for 10 dollar. That must be reported on the fact sheet as a 10 dollar prepaid expense. Remember, the fact sheet is about compliance, not about how small an amount it is. No amount is too small!

Another example would be if your department purchased an airline ticket in May 2020 for a professor's travel that will not occur until August 2020. This would be reported as a prepaid expense on the Fact Sheet Excel Attachment.

I have received some questions lately about how to process travel that was delayed due to COVID. For example, if your department purchased airline tickets for a faculty member in FY20, could not travel due to the coronavirus, and received a credit or voucher to use the airline tickets in FY21, you would want to report this as a prepaid expense on your Fact Sheet Excel Attachment.

We ask for a lot of detail here, but this is information you can start gathering now, because you've already paid for it. If you've paid for a product or service, and you won't get it until after June 30, then that's a prepaid expense.

Prepaid expenses typically post on an expense account on a Banner document number that has already posted, such as P-Card PCA number, TEM TM number, or invoice number. Please provide this information, as opposed to, the log number, ER number, or PO Number. The expense should have posted in Banner as of June 30<sup>th</sup> 2020.

Keep in mind that goods or services that are received in the current fiscal year are not considered prepaid expenses. For example, credit card processing fees, travel agent fees, and consumable supplies received as of June 30<sup>th</sup> 2020 would not be considered prepaid expenses.

The credit card processor or travel agent has provided their services in June, even though the item purchased has not yet been received, so their services are not prepaid expenses.

Similar to accounts receivable, we ask you to provide the start date and end date of the service period covered by the Prepaid Expense on this tab.





Similar to other tabs, this tab requires you to list the start date and end date of the service period covered by the expense or the date the goods were acquired.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>FY20 Fact Sheet Excel Attachment</b>										
2	<b>Unearned Revenue (Deferred Revenue)</b>										
3											
4	Unearned revenue (also known as deferred revenue) is a general ledger liability used to account for revenue recorded in Banner on or before June 30 from sales made to external customers (not other University units) which will not be earned until the following fiscal year (i.e., the goods or services will not be provided to the customer until the following fiscal year).										
5											
6											
7											
8	For example, if a department recorded revenue in Banner during May for the sale of a membership subscription which has a term ranging from June 1st of the current fiscal year to May 31st of the following fiscal year, then 11 months of this membership subscription revenue (i.e., the 11 months ranging from 7/1 - 5/31 of the following fiscal year) won't be earned until the following fiscal year. Thus, we would need to defer that amount of revenue in the current fiscal year to the following fiscal year, since that is the year in which the revenue will be earned.										
9											
10											
11											
12	<b>Additional Points to Keep in Mind:</b>										
13	(1) Only report unearned (deferred) revenue amounts which have not yet been recorded to the applicable 617nn general ledger account codes in Banner as of the final period 12 statements.										
14											
15	(2) If a service has been sold where the date range of services provided spans a range of days, then enter the total amount of revenue in column H while entering the applicable start and end dates of the service sold in columns M and N. The spreadsheet will then automatically calculate the correct amount of unearned revenue (i.e., the portion of the revenue related to providing the service after June 30).										
16											
17	(3) Finally, remember that unearned (deferred) revenue should not be confused with "surplus" income from prior sales which have already been fulfilled. Also, unearned (deferred) revenue should not be confused with the self-supporting fund's ending fund balance.										
18											
19											
20											
21											
22											
23	Questions? Click here for the UAFR "Who to Ask" website and then click on "Fact Sheets"										
24											
25	<b>NOTE:</b> If you are copying data over from another spreadsheet, please paste the information in using the "Paste Values" option. This will help ensure the										
26											
27	Chart	Fund	Organization	Account	Program	Activity (if applicable)	Location (if applicable)	Amount	Banner Document Number	Banner Transaction Date	Name of the Customer or Revenue-Generating Event
28											
29											
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The next tab is Unearned Revenue. If we've received a payment from an external customer, but we haven't provided the good or service, the revenue is not earned. So it's called Unearned Revenue. We have to postpone showing that as true revenue until the fiscal year in which we provide the service. Nothing's happened to the cash. It's still under Claim on Cash. We're just reclassifying the reported revenue, based on when we can show it as **earned** revenue. The notes have a great example to illustrate unearned revenue.

For example, if your department hosts a conference, event, or summer camp in July 2020, but receive the registration revenue in May and June of 2020, then we will want to defer this revenue until FY21 when the conference, event, or summer camp is occurring and will be earned.

The account code of the C-FOP listed will be the revenue account that the revenue was initially recorded on.

This tab requires you to list the Banner document number and Banner transaction date where the revenue was initially recorded. This should be the "F" document for deposits, the "GP", "CC", or "CR" for credit card sales, or the JV for wire entries. The Banner transaction date should have posted in FY20.

This tab also requires you to list the start date and end date of the service period covered by the sale.

Later, in our case study, we'll explore an unearned revenue situation in detail.

## GATHERING FINANCIAL DATA FOR FACT SHEET EXCEL ATTACHMENT

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We are often asked where to look to find the information for the fact sheet. To get into the right mindset, we first need to review the fund activity in general. What is the business that posts to this self-supporting fund? Where is the revenue coming from? What type of expenses are posting to this fund? What are we expecting will post to this fund in the future? For example, do we have an event coming up next year where we receive revenue this year? Did a faculty member travel on this fund and are still owed money?

What are the activities that are posting to your self-supporting fund? Please let us know in the chat box.

X UNIVERSITY OF ILLINOIS SYSTEM Organization Budget Status FGIBDST 9.3.6 (BANPROD) (0NONE)

Chart: \* 1 ...
Index: ...

Fiscal Year: \* 20 ...
Query Specific: \*
Account
Commit Type: Both

Include Revenue: ☒
Accounts
Organization: ...
Program: ...
Account Type: ...
Location: ...

Fund: 301624 ...
Account: ...
Activity: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

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A method for reviewing the fund activity could be to look at your operating ledger on either standard report like “Revenue Expense Detail Statement” or FGIBDST Organization Budget Status.

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Organization Budget Status FGIBDST 9.3.6 (BANPROD) (NONE)

ADD
 RETRIEVE
 RELATED
 TOOLS

Chart: 1 University of Illinois - Urbana
 Fiscal Year: 20
 Index:
 Query Specific Account: ☐
 Include Revenue Accounts: ☒
 Commit Type: Both

Organization: Fund: 301624 270 Housing Administration
 Program:
 Account: 141500 Subscriptions-Vendor Payment

Account Type:
 Activity:
 Location:

Start Over

ORGANIZATION BUDGET STATUS

Insert
 Delete
 Copy
 Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
141500	E	Subscriptions-Vendor Payment	0.00	14,269.30	0.00	
141650	E	Conference Reg Fee & Exp-V...	0.00	42,238.01	0.00	
141661	E	Advanced Training Reg Fee-V...	0.00	1,429.00	0.00	
141662	E	Custom Course Reg Fee-Emp...	0.00	759.66	0.00	
141670	E	Seminar/Workshop Reg Fee-V...	0.00	17,715.99	5,760.00	
141700	E	Association Membership Dues...	0.00	13,261.31	0.00	
141800	E	Interviewee Expense - Budg/S...	28,000.00	0.00	0.00	
141802	E	Employment Recruiting Svcs...	0.00	4,639.00	0.00	
141803	E	Job Vacancy Advertising-Vend...	0.00	23,367.22	0.00	
141850	E	Interviewee Expense-Vendor ...	0.00	0.00	0.00	
141900	E	Taxes & Fees Paid to Gov't En...	0.00	10,175.82	0.00	
142100	E	Facilities Operation/Maint Ser...	0.00	306,636.64	0.00	
142301	E	Service Center Charges	0.00	1,379,170.00	0.00	
142350	E	Submission/Processing Fees	0.00	5,216.06	0.00	
142351	E	Payroll Service Charge-Overp...	0.00	105.98	0.00	
142500	E	Business Meal - Vendor Paym...	0.00	121,412.83	7,031.50	
142501	E	Business Meal-Breakfast-Ven...	0.00	331.83	0.00	
142502	E	Business Meal-Lunch-Vendor ...	0.00	7,312.11	0.00	
142503	E	Business Meal-Dinner-Vendor ...	0.00	2,944.23	0.00	
142504	E	Business Meal-Appetizers-Ve...	0.00	387.45	0.00	
Net Total			-21,550,214.00	-17,027,657.33	2,973,883.27	

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For instance, if you review the account codes posting to your self-supporting fund, and see 141500 “Subscriptions Vendor Payments” or 141700 “Membership Dues”, you may question whether the membership crosses fiscal years and needs to be reported as a prepaid expense.

COA: 1 Fiscal Year: 20 Index: Fund: 301624 Organization: Account: 141500 Program: Activity: Location: Period: Commit Type: Both										
DETAIL TRANSACTION ACTIVITY										
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
141500	270600	270007	YTD	1.35	+	PIL	PCA35ZUJ	07/22/2019	08/07/2019	JPMorgan Chase Bank N A
141500	270400	270022	YTD	99.95	+	PIL	PCA36APQ	08/10/2019	08/26/2019	Chronicle of Higher Education
141500	270400	270022	YTD	55.98	+	125	AR066393	07/01/2019	07/18/2019	Defer PCA32KMW Chronicle of Higher
141500	270300	270023	YTD	3,795.00	+	PIL	PCA38N68	12/20/2019	01/03/2020	GPCV: WHENTOWORK INC
141500	270300	270023	YTD	29.97	+	PIL	PCA35S9R	08/01/2019	08/20/2019	GPCV: FOOD NETWORK MAGAZINE
141500	270800	270024	YTD	195.00	+	PIL	PCA36UXG	09/09/2019	09/13/2019	GPCV: THEMYSBRIGGSCO THEMYS
141500	270500	270025	YTD	1,083.91	+	100	J2853284	03/06/2020	03/07/2020	OCLC Res Hall Libraries
141500	270500	270025	YTD	3,383.80	+	PIL	PCA37YZ7	11/09/2019	11/19/2019	EBSCO Industries Inc
141500	270500	270025	YTD	298.65	+	PIL	PCA37YZ8	11/09/2019	11/19/2019	EBSCO Industries Inc
141500	270500	270025	YTD	144.79	+	PIL	PCA37551	09/28/2019	10/03/2019	EBSCO Industries Inc
141500	270500	270026	YTD	1,075.00	+	PIL	PCA35SPC	07/08/2019	07/12/2019	GPCV: COUNSELING AND PSYCHOL
141500	270713	270032	YTD	202.49	+	125	AR066393	07/01/2019	07/18/2019	Defer I7219679 Brady
141500	270713	270032	YTD	522.05	+	125	AR066393	07/01/2019	07/18/2019	Defer PCA32N2P LITMUS Email Platfor
141500	270100	270048	YTD	57.00	+	125	J2835175	01/09/2020	01/10/2020	FY20 1st semi-annual Aux charge out

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We can look at the detail that makes up the account 141500 "Subscription Vendor Payments" balance. For example, we can look into the P-Card transaction on PCA38N68 for \$3,795.00.

The screenshot shows a web browser window titled "The P-Card Web Solution - Transaction Detail - Google Chrome". The URL is "pcard.apps.uillinois.edu/trans\_find\_detail.asp?tool=400782718300&seq\_no=5735526#b". The page header includes "the P-Card Web Solution" and navigation links for "File", "P-Card", and "Audit".

**Vendor Original Item Desc**

**University of Illinois**  
Transaction Detail  
Cardholder: THURMAN B ETCHISON

Log No: LN4907868 Document No: PCA38N68 Merchant Ref No: 91219780358900001	Supplier: WHENTOWORK INC Status: Sent to Costing System
--	--

Billing Date: Dec 24 2019 Trans Date: Dec 20 2019 Order Complete? Yes Disputed? No	Upload: Jan 8 2020 Reconciled: Jan 2 2020 Extracted: Jan 3 2020
---	---

Comments Online scheduling for student employees in dining. 1150 seats.	Total Amount: \$3,795.00 Sales Tax: \$0.00
---	---

Item	Qty	Unit Price	Item Description	Item Amount	Expense Start	Expense End	FOAP
1	1	\$3,795.0000	Subscription renewal	\$3,795.00	1/18/2020	1/18/2021	301624/270300/141500/270023

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Using the P-Card solution to look up PCA38N68, I discover at the bottom the Expense Start and Expense End columns of 1/18/2020 and 1/18/2021. This expense crosses fiscal years, and therefore, would need to be reported as a prepaid expense on the Fact Sheet Excel Attachment.

Or, if you see 305300 "Seminar and Conference Revenue" posting in June for a conference occurring in July, it may remind you that you have unearned revenue. Accounts Receivable and Accounts Payable will not appear on your operating ledger as these transactions have not yet posted in Banner. For these accruals, you need to think of the activity occurring on the fund, and whether you know of any situations where someone owes you money or you owe someone else money.



# QUESTIONS?

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Let's pause again for some questions.

# CASE STUDY

6/8/2020

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Let's look at a case study to help us understand how to complete the fact sheet Excel attachment.

## Case Study - Accounts Receivable

### **Facts:**

- A unit sells testing services for external customers.
- The unit has an exemption from using Banner Account Receivable.
- On June 15, 2020, testing services were performed for Boeing, and an invoice was sent for \$15,000.
- As of June 30<sup>th</sup>, no payment has been received.

Let's look at the facts for Accounts Receivable.

A unit sells testing services for external customers out of Fund 2-301999.

The unit has an exemption from using Banner Accounts Receivable.

On June 15, 2020, testing services were performed for Boeing, and an invoice was sent to Boeing for \$15,000. As of June 30<sup>th</sup>, no payment has been received from Boeing.

## Case Study - Accounts Receivable

### Reminder:

- A receivable should be recorded once services have been substantially completed or goods have been delivered, and you have reasonable expectation to receive payment for that service or good.

A receivable should be recorded once services have been substantially completed or goods have been delivered, and you have reasonable expectation to receive payment for that service or good.

## Case Study - Accounts Receivable

**Question:** What dollar amount should you report on the Fact Sheet Excel Attachment for accounts receivable?

**Key Factors:**

- No payment has been received as of June 30
- Unit does not use Banner Accounts Receivable

**Answer:** A receivable for \$15,000 should be reported on the Fact Sheet Excel attachment

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What dollar amount should be reported as accounts receivable on your Fact Sheet Excel Attachment? Let's take a look at some key factors for this question. Remember, on June 15th, we sent an invoice to Boeing for \$15,000, and that no payment has been received as of June 30. The unit has a Banner Account Receivable Exemption, therefore, this accounts receivable would not already be recorded in Banner. Therefore, we would want to report \$15,000 on the Fact Sheet Excel Attachment as Accounts Receivable. If the unit did use Banner AR, and we charged Boeing's account in Banner AR by 5:00PM June 30, the receivable has already been recorded in Banner, and we don't report anything on the fact sheet Excel attachment. However, if we missed that deadline, or our department doesn't have to use Banner AR because we got an exemption from the Bursar's office, then we need to report a \$15,000 receivable for FY20 on the fact sheet.

# Case Study - Accounts Receivable

## FY20 Fact Sheet Excel Attachment Accounts Receivable

**Accounts receivable** are general ledger assets used to record sales made on credit to **external** customers (not other University departments) for goods or services which have been delivered to or used by the customer as of June 30, but for which the customer has not yet paid as of June 30.

**Uncollectible accounts receivable** (also known as an **allowance for doubtful accounts**) are general ledger contra assets that offset total accounts receivable. They are used to record receivables that are highly unlikely to be collected due to a customer who is either unable or unwilling to pay.

### Additional Points to Keep in Mind:

(1) Only report receivables and uncollectible amounts which have **not** yet been recorded to the applicable 53000 receivable account codes in Banner as of the final period 12 statements.

(2) If your accounts receivable are managed through the USFSCD Banner Accounts Receivable (AR) module and if your receivables were properly recorded in Banner AR by the required year-end deadlines, then please do not report any of your receivable information on this tab. The Banner AR module will ensure all receivables and uncollectible amounts are properly recorded in Banner for those sales.

(3) However, if your unit has been granted an exemption from using the Banner AR module and if you maintain your receivables outside of Banner AR, or if you do use Banner AR but simply missed the June 30 deadline to enter your AR information into Banner AR, then please report your applicable receivable information below.

Questions? Click here for the UMR "Who to Ask" website and then click on "Fact Sheets"

**NOTE:** If you are copying data over from another spreadsheet, please paste the information in using the **"Paste Values"** option. This will help ensure the formatting and formulas on the

Chart	Fund	Organization	Account	Program	Activity (if applicable)	Location (if applicable)	Customer Name or Description of Customer Base	Is this Customer a State of Illinois Agency? <i>Select YES or NO from the drop-down menu in the next section.</i>	Gross Receivable Amount	Description of the Receivable
2	301999	103000	307800	103999			Boeing	NO	\$ 15,000.00	Structural stress testing on prototypes performed on June 15

Start Date of Service Period Covered by the Sale or Date the Goods Were Sold	End Date of Service Period Covered by the Sale or Date the Goods Were Sold	Do You Anticipate that the Customer Will Pay You in Full for the Amount They Owe? <i>Select YES or NO from the drop- down menu in the next section.</i>	If You Answered "NO" to the Previous Question, What is the Estimated Amount Which Could Go Unpaid?
6/15/2020	6/15/2020	YES	

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Let's see how this looks on the fact sheet Excel attachment. We enter the FOP combination used when we made the sale. We also enter the \$15,000 that was unpaid as of June 30.

## Case Study - Inventory for Resale

### **Facts:**

- School of Music sells music CDs of the University's marching band. The original cost of this inventory for resale was \$15 each, but the current fair market value is now only \$10 each.
- On June 30, the School of Music did a physical inventory count and there were 500 CDs on hand.

Let's look at the relevant facts for the inventory for resale case study.

The School of Music sells music CDs of the University's marching band. The musical CDs were originally purchased for \$15, and have a current fair market value and are being sold for \$10.

The School of Music did their annual inventory count on June 30 and noted that there were 500 CDs on hand.

## Case Study - Inventory for Resale

### Reminder:

- Inventory for resale should be recorded for any tangible items held for resale as part of your self-supporting activity.
- A physical inventory count required with a value as of June 30.
- If the expected selling price (i.e., the fair market value) is lower than the original cost, then the inventory for resale should be valued at the lower of cost or market (i.e., the fair market value).

Let's go over some reminders for inventory for resale. Inventory for resale is any unsold goods or materials for resale regardless of whether your customers are internal or external. This includes merchandise held for resale, raw materials used in creating a product for resale, and finished/unfinished products held for resale.

If your self-supporting activity maintains an inventory of items available for resale, you must conduct a year-end physical inventory count of the inventory on hand as of June 30.

The inventory should be valued at the lower of cost or market.



## Case Study - Inventory for Resale

**Question:** On the Inventory for Resale tab, what amount(s) should you report on the Fact Sheet Excel Attachment?

**Key Factors:**

- On June 30, 2020, 500 CDs were on hand.
- The cost of each CD was \$15, but the fair market value on June 30 was \$10.
- Both the original cost ( $\$15 * 500 \text{ CDs} = \$7,500$ ) and fair market value ( $\$10 * 500 \text{ CDs} = \$5,000$ ) should be reported on the Fact Sheet.
- The Fact Sheet Excel Attachment will automatically use the lower of cost or fair market value.

**Answer:** Both the original cost \$7,500 and FVM \$5,000 will be reporting on the Fact Sheet.

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What dollar amount should be reported for inventory for resale? Let's look at the key factors. As of the June 30 physical inventory count, 500 CDs were on hand.

Both the cost and fair market value will need to be reported on the Fact Sheet Excel attachment. The cost of \$7,500 (\$15 per CD multiplied by 500 CDs) will be noted under the "Original Cost of Inventory on Hand as of 6/30".

The fair market value of \$5,000 (\$10 per CD multiplied by 500 CDs) will be noted under the "Fair Market Value of Inventory on Hand as of 6/30"

The Fact Sheet Excel Attachment will automatically use the lower of cost or market amount, or \$5,000, in determining the inventory for resale adjustment.

# Case Study - Inventory for Resale

## FY20 Fact Sheet Excel Attachment Inventory for Resale

**Inventory for resale** is a general ledger asset used to record the value (at lower of cost or market) of unsold goods and materials held for resale to **both external and internal customers** (such as other University units). Examples of inventory for resale include merchandise held for resale, raw materials used in creating a product for resale, finished/unfinished products held for resale, etc. Note that if the expected selling price (i.e., the fair market value) of the inventory for resale is below the original cost, then the inventory for resale should be valued at the fair market value (as opposed to the original cost). This ensures the inventory is valued at the lower of cost or market.

### Additional Points to Keep in Mind:

(1) Inventory for resale only includes items which are truly held for **resale**. It does **not** include tangible items used in a unit's daily operations, such as consumable operating supplies or equipment.

(2) Units with inventory for resale must annually conduct physical inventory counts of their merchandise on hand and accurate inventory balances as of June 30 are required to be reported to ensure accurate financial reporting for the University's audited financial statements. If a physical inventory count is not able to be performed as of the close of business on June 30, then any inventory purchases and any sales activity from the date of the physical inventory count through the close of business on June 30 must be tracked and reconciled in order to arrive at the correct ending inventory balance as of June 30.

Questions? [Click here for the UAFR "Who to Ask" website and then click on "Fact Sheets"](#)

**NOTE:** If you are copying data over from another spreadsheet, please paste the information in using the **"Paste Values"** option. This will help ensure the formatting and formulae are correct.

Chart	Fund	Organization	Account	Program	Activity (if applicable)	Location (if applicable)	Description of Inventory on Hand as of 6/30	Original Cost of Inventory on Hand as of 6/30	Fair Market Value (FMV) of Inventory on Hand as of 6/30 <small>Only Enter if FMV is Lower Than Cost (Otherwise, Leave Blank)</small>	Amount to Record as Inventory in Banner as of 6/30 <small>(UAFR Use Only)</small>
2	301999	103000	187100	103051			Musical CDs held for Resale	\$ 7,500.00	\$ 5,000.00	\$ 5,000.00

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Let's look at the inventory tab. Remember, the Account code is important. Please enter the Account code used to buy inventory items, which is 187100 "Purchase of Goods for Resale". This allows us to make the appropriate entries.

## Case Study - Publication Inventory

### Facts:

- A unit sells its quarterly magazine "Lab Safety For Students" for \$5.00 per issue.
- A publication inventory count was performed on June 30:
  - January 2018 – 3 copies with an original cost of \$3.25 each
  - January 2020 – 10 copies with an original cost of \$4.00 each

Let's look at the relevant facts for publications inventory for resale.

A unit publishes its quarterly magazine Lab Safety for \$5.00 per issue.

The unit did a physical inventory count of their magazines for resale, and the remaining inventory from past issues can be seen on the slide. As of June 30, there were three copies of the January 2018 issue with an original cost of \$3.25 each, and ten copies of the January 2020 issue with an original cost of \$4.00 each.

## Cast Study - Publication Inventory

### Reminder:

- Publication inventory consists of the tangible issues of printed materials held for resale.
- It is important to denote on the Fact Sheet the original publication date and whether there is still an ongoing demand.
- A physical inventory count required with a value as of June 30.

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As a reminder, publication inventory consists of the tangible issues of printed materials held for resale.

The publication inventory tab requires a bit more information than the inventory for resale tab. This tab will require that you provide the original publication date.

This tab will also require that you note whether the publication has an ongoing demand.

Some questions you may ask yourself to determine if a publication has an ongoing demand are whether customers buy the publication on a regular basis, whether you would reorder or produce more copies of the publication if it were to run out, and if the publication is still relevant?

The Publication Date and ongoing demand responses are used to calculate the value of the publication. Publications that no longer have an ongoing demand are valued at 25% less each year following the publication date.

Similar to the inventory for resale, you will need to conduct a physical inventory count

to get the number of publication on hand as of June 30.

## Case Study - Publication Inventory

**Question: What key information is reported on the Fact Sheet Excel Attachment for publication inventory?**

**Key Factors:**

- Magazines are issued on the first of every quarter to both internal and external customers.
- As of the June 30 physical inventory count:
  - January 2018: \$3.25 cost – 3 Issues
  - January 2020: \$4.00 cost – 10 Issues

What dollar amount would be reported for Publication Inventory for this case study?

Let's look at the key factors for determining the publication inventory amount. Magazines are issued on the first of every quarter to both internal and external customers.

Remember, all inventory for resale needs to be counted, no matter who the customer is. As of June 30, the physical inventory count is 3 issues of the January 2018 issue at \$3.25 per issue and 10 issues of the January 2020 issue at \$4.00 per issue.

## Case Study - Publication Inventory

### Key Factors (continued):

- No Ongoing Demand
- The Fact Sheet Excel Attachment will calculate the Publication Inventory as \$44.88, which is calculated by:
  - $\$3.25 * 3 * 50\%$  (valuation factor) = \$4.88
  - $\$4.00 * 10 * 100\%$  (valuation factor) = \$40.00

**Answer:** The publication date, ongoing demand, original cost per issue, and quantity on hand all need to be reported on the Fact Sheet Excel Attachment.

If there is no ongoing demand, then the issue will lose 25% value each year following the depreciation date. For example, the January 2018 does not have an ongoing demand, and is two years old. Therefore, the publication is valued at 50% of its cost.

The publication inventory value would be \$44.88. This is determined by taking the original cost of the issue multiplied by the amount of issues on hand on June 30 taking in consideration the valuation factor.

# Case Study - Publication Inventory

## FY20 Fact Sheet Excel Attachment Publications Inventory for Resale

**Publications** are tangible issues of printed material (such as books, pamphlets, journals, magazines, cookbooks, etc.) issued for sale to both **external and internal customers** (such as other University units). The **publication date** is the date that the publication was published or issued for public sale.

These publications are classified as **publications inventory for resale**, which is a general ledger asset used to record the value (at lower of cost or market) of unsold publications held for resale. If the expected selling price (i.e., the fair market value) of the publications inventory for resale is below the original cost, then the publications inventory for resale should be valued at the fair market value (as opposed to the original cost).

### Additional Points to Keep in Mind:

(1) Publications inventory should be recorded to general ledger account code 55063 ("Publications Inventory") in Banner.

(2) In accordance with past practices, if the publication is no longer sold on a regular basis and if there is not an ongoing demand for the publication, then the publication is depreciated by 25% for each year following the publication date (i.e., the date which a publication was originally published or issued for public sale). This allows the inventory value to be written down to the lower of cost or market.

(3) All units which have inventory for resale (including publications inventory for resale) must annually conduct physical inventory counts of their merchandise on hand, and accurate inventory balances as of June 30 are required to ensure accurate financial reporting for the University's audited financial statements. If a physical inventory count is not able to be performed as of the close of business on June 30, then any inventory purchases and sales activity from the date of the inventory count through the close of business on June 30 must be tracked in order to arrive at the correct ending inventory balance as of June 30.

Questions? Click here for the UAFR "Who to Ask" website and then click on "Fact Sheets".

**NOTE:** If you are copying data over from another spreadsheet, please paste the information in using the "Paste Values" option. This will help ensure the formatting and formulas on this spreadsheet work correctly.

Chart	Fund	Organization	Account	Program	Activity (if applicable)	Location (if applicable)	Publication Title	Publication Date	Is there Ongoing Demand for the Publication? <i>Select YES or NO from the drop-down menu in the row below.</i>	Original Cost Per Issue	Quantity of Publications on Hand as of June 30	Valuation Factor (UAFR Use Only)	Amount to Record as Publications Inventory in Banner as of 6/30 (UAFR Use Only)
2	301999	103000	141450	103559			Lab Safety for Students	1/1/18	NO	\$ 3.25	3	0.50	\$ 4.88
2	301999	103000	141450	103559			Lab Safety for Students	1/1/20	NO	4.00	10	1.00	40.00

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Here, you can see we completed the fact sheet Excel attachment with all the facts. Notice we used the first day of each quarter in the Publication Date column. No is selected in each of the cells for the Ongoing Demand question. Since this is a magazine, we're not going to reprint any issues. However, you may have a publication that does have an ongoing demand. If that is the case, you would mark "Yes" and the publication will have a valuation factor of 100% no matter what year it was published.



## Case Study - Prepaid Expense

### Facts:

- On June 20, 2020, an airline ticket was purchased for \$350 including a \$5 travel agent fee for Professor Smith to travel for University business.
- The travel was scheduled for July 22nd through July 25th of 2020.

Let's look at the relevant facts for the prepaid expense tab.

On June 20, 2020, an airline ticket was purchased for \$350 including a \$5 travel agent fee for Professor Smith to travel for University business. The airline ticket was scheduled for July 22nd through July 25th of 2020.

## Case Study - Prepaid Expense

### Reminder:

- A prepaid expense should be recorded when an expense is paid in the current fiscal year, but the related benefit is not earned or received until a future fiscal year.
- Expenses for services received in the current fiscal year are **not** considered prepaid expense (e.g., travel agent fees).

A prepaid should be recorded when an expense is paid in the current fiscal year, but the related benefit is not earned or received until a future fiscal year.

Expenses for services received in the current fiscal year, such as the travel agent fee expenses or credit card fee expenses, are not considered a prepaid expense.

## Case Study - Prepaid Expense

**Question:** What dollar amount should you report on the Fact Sheet Excel Attachment for prepaid expense?

**Key Factors**

- An expense for \$350 was incurred in FY20 related to travel that will not occur until the next fiscal year.
- Expenses incurred in the current fiscal year for goods or services received in the current fiscal year are not considered prepaid expenses. The \$5 travel agent fee represents services that are received when the travel is booked.

**Answer:** A prepaid expense of \$345 ( $\$350 - \$5 = \$345$ ) should be recorded on the Fact Sheet Excel Attachment.

What dollar amount should be reported for prepaid expenses? Since the travel agent fee is earned whenever the travel was booked in FY20, the amount listed for the prepaid expense would be the amount for the airline ticket minus the travel agent fee, or \$345.

# Case Study - Prepaid Expense

## FY20 Fact Sheet Excel Attachment

### Prepaid Expenses (Deferred Charges)

**Prepaid expenses** (also known as **deferred charges**) are general ledger assets used to account for situations where an expense is paid in the current fiscal year, but the related benefits of what we paid for (such as goods, services, etc.) are not received until a future fiscal year. Common examples of prepaid expenses are:

1. Payments in the current fiscal year for the annual renewal of membership fees, subscriptions, software licenses, etc. where a portion (or all) of the benefits received from the renewal will occur in a future fiscal year;
2. Payments in the current fiscal year for conference registration fees where a portion (or all) of the related conference does not occur until a future fiscal year;
3. Payments in the current fiscal year for the cost of airline tickets (**excluding** any travel agent fees) related to an employee's business travel when the flights will not occur until a future fiscal year;
4. Payments in the current fiscal year for the cost of airline tickets (**excluding** any travel agent fees) related to an employee's business travel when the flights will not occur until a future fiscal year; and
5. Payments in the current fiscal year for goods (such as supplies, etc.) which were not yet received as of June 30, assuming the shipping terms were FOB destination (meaning that the sale is complete & we take ownership once the goods are officially delivered).

#### Additional Points to Keep in Mind:

- (1) Expenses incurred in the current fiscal year for goods or services received in the current fiscal year are not considered prepaid expenses. For example, the following types of current-year expenses would not be considered a prepaid expense: (a) credit card processing fees, (b) travel agent fees, and (c) purchases of goods (such as consumable supplies) which have been received as of June 30. Also, keep in mind that any goods purchased with FOB shipping point terms which were shipped in the current fiscal year but not yet received as of June 30 would not be a prepaid expense either, as we would take ownership in the current fiscal year once the items were shipped.
- (2) Only report prepaid expenses which have not yet been recorded to the applicable 55mm prepaid expense (deferred charges) general ledger account codes in Banner as of the final period 12 statements.
- (3) If the prepaid expense relates to a service, subscription/membership, employee travel, etc. which spans a range of days, then enter the total amount paid to the vendor or employee on or before June 30 in column H while entering the related start & end dates in columns M & N. The spreadsheet will then automatically calculate the correct amount of the prepaid expense based on the number of days in each fiscal year for that date range.

Questions? Click here for the UAER "Who to Ask" website and then click on "Fact Sheets"

**NOTE:** If you are copying data over from another spreadsheet, please paste the information in using the "Paste Values" option. This will help ensure the formatting and formulas on this spreadsheet work correctly.

Chart	Fund	Organization	Account	Program	Activity (if applicable)	Location (if applicable)	Amount	Banner Document Number	Banner Transaction Date	Name of the Vendor or Employee	Description of the Prepaid Expense	Start Date of the Service Period Covered by this Prepaid Expense (if applicable)	End Date of the Service Period Covered by this Prepaid Expense (if applicable)
2	301999	103000	132400	103999			\$ 345.00	TC000ABC	6/20/20	American Airlines	Flight for July Conference (Less Travel Fees)	7/22/20	7/25/20

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Here, you can see we completed the fact sheet Excel attachment with all the facts. Notice that the C-FOAP contains the expense account used to purchase the airplane ticket, and that the Banner document number is the TC Banner document used to purchase the ticket. Also, note that the amount listed is the \$345, and that the travel agent fee is not included.

## Case Study - Accounts Payable

### **Facts:**

- On June 25, 2020, three laptop computers totaling \$5,000 were ordered.
- The computers were shipped from the merchant on June 29, 2020 using FOB Shipping Point.
- As of Period 12 close, no payments had been made and no payables have been recorded.
- The computers were received on July 5.

Let's look at the facts again for Accounts Payable.

On June 25th, three laptop computers totaling \$5,000 were ordered. The computers were shipped from the merchant on June 29 using FOB Shipping Point. As of period 12 close, no payments had been made and no payable had been recorded. The computers were received on July 5<sup>th</sup>.

## Case Study - Accounts Payable

### Reminder:

- Accounts Payable are used to record obligations to pay external parties (not other University units) who we owe money as of June 30.
- A payable should be recorded once legal ownership has transferred from the merchant to the customer.
- Only report payables which have not yet been recorded in Banner as of the close of Period 12.

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As a reminder, Accounts Payable are used to record obligation to pay external parties (not other University units) who we owe money as of June 30.

A payable should be recorded once legal ownership has been transferred from the merchant to the customer. It is important to check shipping terms when purchasing tangible goods.

Remember, FOB shipping point or FOB origin means that the buyer pays shipping costs and takes responsibility for the goods when they leave the seller's premises. FOB destination means that the seller pays shipping costs and remains responsible for the goods until the buyer takes possession.

Also remember that Payables can backdate payments to June 30 throughout Period 12, which ends on July 18 for FY20.

## Case Study - Accounts Payable

**Question: True/False You should report \$5,000 on the Fact Sheet Excel Attachment for accounts payable.**

**Key Factors:**

- Since the purchase order stated "FOB Shipping Point", legal ownership transferred to the University when the computers were shipped on June 29.
- The University has not paid or recorded a payable for the laptops as of the close of Period 12.

**Answer:** True. A payable of \$5,000 should be reported on the Fact Sheet Excel Attachment as accounts payable.

So what should be reported as Accounts Payable on the Fact Sheet Excel Attachment? Since the shipping terms were FOB Shipping Point, a payable for \$5,000 would be required as of June 30. Legal ownership transfers to the University once the computers are shipped.

If the shipping terms were **FOB destination**, though, a payable wouldn't be recorded until the University **receives** the computers. Shipping terms could be different for each vendor. Make sure you know the shipping terms when you place orders in May or June.

# Case Study - Accounts Payable

## FY20 Fact Sheet Excel Attachment

### Accounts Payable

**Accounts Payable** are general ledger liabilities used to record obligations to pay **external** parties (not other University departments) who owe money to us as of June 30. This would include accounts payable due to vendors for goods or services received as of June 30 (but not yet paid for as of the final period 12 statements) as well as accounts payable due to employees who have personally incurred expenses (including travel) for University business as of June 30 (but who have not yet been reimbursed as of the final period 12 statements). Common examples of accounts payable are:

1. Goods or services received from vendors/suppliers on or before June 30 but not paid for as of the final Period 12 statements;
2. Reimbursements due to employees for University-related expenses they have incurred (such as travel expenses) as of June 30 but for which they have not yet been reimbursed as of the final period 12 statements; and
3. Goods shipped by vendors prior to July 1 and received by the University on or after July 1 where the shipment terms are FOB shipping point (which means the University takes ownership of the goods once they are shipped) and which the University has not yet paid as of the final Period 12 statements (note that shipping terms can be found on the related purchase order or related vendor invoice/packing slip).

#### Additional Points to Keep in Mind:

- (1) Only report accounts payable which have **not** yet been recorded to the applicable 61000 accounts payable general ledger account codes in Banner as of the final period 12 statements.
- (2) If possible, itemize your payables and include any details you may have related to the payable, such as the TEM expense report number, any related Banner document number, etc.
- (3) If the payable relates to a service, subscription/membership, or employee travel which spans a range of days, then enter the **total** amount of the payable as of June 30 in column H while entering the related start & end dates in columns M & N. The spreadsheet will then automatically calculate the correct amount of the payable based on the number of days in each fiscal year for that date range.

Questions? Click here for the UAFR "Who to Ask" website and then click on "Fact Sheets"

**NOTE:** If you are copying data over from another spreadsheet, please paste the information in using the "Paste Values" option. This will help ensure the formatting and

Chart	Fund	Organization	Account	Program	Activity (if applicable)	Location (if applicable)	Amount	Banner Document Number (if available)	Banner Transaction Date (if available)	Name of the Vendor or Employee
2	301999	103000	127090	103999			\$ 5,000.00	P0740493	6/25/20	Dell Computer Co.

Description of the Payable	Start Date of the Service Period Covered by the Expense or Date the Goods Were Acquired	End Date of the Service Period Covered by the Expense or Date the Goods Were Acquired
3 laptop computers shipped on June 29th	6/29/20	6/29/20

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Let's take a look at the completed fact sheet Excel attachment. Keep in mind that a Fact Sheet Excel attachment that has accounts payable should not be submitted until Period 12 has been completed, as UPAY has the ability to backdate to June 30 throughout Period 12.



## Case Study - Unearned Revenue

### Facts:

- On December 31, 2019, a unit signed a contract to perform testing services for the Chicago Department of Labor from 1/1/2020 through 12/31/2020.
- The total compensation for the contract is \$100,000.
- A check is received on January 15, 2020, for \$100,000.

Let's look at the relevant facts for unearned revenue.

On December 31, 2019, fund 2-301999 signed a contract to perform testing services for the Chicago Department of Labor for 1/1/2020 through 12/31/2020. The total compensation for the contract is \$100,000. A check is received on January 15, 2020, for \$100,000.

## Case Study - Unearned Revenue

### Reminder:

- Unearned revenue is used to account for revenue recorded in Banner on or before June 30 from sales made to external customers (not other University units) which will not be earned until the following fiscal year.

Let's review. Unearned revenue is revenue that's collected in the **current** fiscal year, for goods or services that'll be provided in a **future** fiscal year from external units.

## Case Study - Unearned Revenue

**Question:** On the Unearned Revenue tab, what dollar amount should you report on the Fact Sheet Excel Attachment?

**Key Factors:**

- \$100,000 is received for services provided 1/1/2020-12/31/2020.
- On June 30, 2020, approximately 50% of the revenue has been earned.
- The Fact Sheet Excel Attachment calculates the unearned portion of the revenue based on days in each fiscal year (important to rely on Fact Sheet Excel Attachment formulas).

**Answer:** \$100,000 is reported on the Fact Sheet Excel Attachment in the "Amount" column. \$50,273.22 will be recorded in Banner based on the Fact Sheet Excel Attachment calculation.

Here are the relevant facts that we need to review. \$100,000 is received for services for January 2020 through December 2020. On June 30, approximately half of the time frame has passed, so approximately half of the revenue is earned. The amount of \$100,000 should be entered onto the Fact Sheet Excel Attachment with the beginning and ending dates of service of January 1, 2020 through December 31, 2020. The Fact Sheet Excel Attachment calculates the unearned revenue based on the exact number of days in the fiscal year.

Therefore, the amount of unearned revenue recorded would be automatically calculated by the Fact Sheet Excel Attachment to be \$50,273.22.

# Case Study - Unearned Revenue

**FY20 Fact Sheet Excel Attachment**  
**Unearned Revenue (Deferred Revenue)**

Unearned revenue (also known as deferred revenue) is a general ledger liability used to account for revenue recorded in Banner on or before June 30 from sales made to external customers (not other University units) which will not be earned until the following fiscal year (i.e., the goods or services will not be provided to the customer until the following fiscal year).

For example, if a department recorded revenue in Banner during May for the sale of a membership subscription which has a term ranging from June 1st of the current fiscal year to May 31st of the following fiscal year, then 11 months of this membership subscription revenue (i.e., the 11 months ranging from 7/1 - 6/30 of the following fiscal year) won't be earned until the following fiscal year. Thus, we would need to defer that amount of revenue in the current fiscal year to the following fiscal year, since that is the year in which the revenue will be earned.

**Additional Points to Keep in Mind:**

(1) Only report unearned (deferred) revenue amounts which have not yet been recorded to the applicable 617th general ledger account codes in Banner as of the final period 12 statements.

(2) If a service has been sold where the date range of services provided spans a range of days, then enter the total amount of revenue in column H while entering the applicable start and end dates of the service sold in columns M and N. The spreadsheet will then automatically calculate the correct amount of unearned revenue (i.e., the portion of the revenue related to providing the service after June 30).

(3) Finally, remember that unearned (deferred) revenue should not be confused with "surplus" income from prior sales which have already been fulfilled. Also, unearned (deferred) revenue should not be confused with the self-supporting fund's ending fund balance.

**Questions?** Click here for the UAFR "Who to Ask" website and then click on "Fact Sheets."

**NOTE:** If you are copying data over from another spreadsheet, please paste the information in using the "Paste Values" option. This will help ensure the formatting and formulas.

Chart	Fund	Organization	Account	Program	Activity (if applicable)	Location (if applicable)	Amount	Banner Document Number	Banner Transaction Date	Name of the Customer or Revenue-Generating Event	Description of the Unearned Revenue
2	301999	103000	307800	103999			\$ 100,000.00	F1112223	1/15/20	Chicago Department of Labor	Fiat annual fee to conduct testing services on a variety of different samples for drug contamination

Start Date of Service Period Covered by the Sale (if applicable)	End Date of Service Period Covered by the Sale (if applicable)	Total Number of Days Covered by the Sale (if applicable) (UAFR Use Only)	Number of Days in the New Fiscal Year (if applicable) (UAFR Use Only)	Amount to Record as Unearned Revenue in Banner as of 6/30 (UAFR Use Only)	Description Line for Feeder Entry (UAFR Use Only)
1/1/20	12/31/20	366	184	\$ 50,273.22	Defer F1112223 Chicago Department of Labor

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Let's take a look at the fact sheet Excel attachment and the tab for unearned revenue. Here, you can see where we've entered the FOP combination and the Account code used to record the revenue. We need to enter the amount received from our customer on or before June 30. That amount is \$100,000. We also need to enter the Banner document number for the receipt of the revenue. Don't forget to enter the beginning and end dates of the service contract. The fact sheet Excel attachment calculates the amount that needs to be recorded as unearned revenue in Banner. Notice that the amount calculated as unearned revenue is not exactly \$50,000. The calculation is based on the exact number of days in the fiscal year. UAFR will make this entry into Banner in period 14.

# RESOURCES

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Let's pause again for some questions.

Now Let's check out the resources available to help you with fact sheets.

# Year-End Fact Sheet Open Labs

## **UIC**

- July 8, 1:00 - 2:00

## **UIUC**

- July 9, 1:15 - 3:30

## **UIS**

- July 10, 10:15 -12:00

This year, we have open labs scheduled at each university. There will be UAfr staff there to help you complete your fact sheets and attachments. Bring any relevant documents or invoices that you'll need. Register in advance if you plan on attending. Check out the course registration page for your university to register.

### Year End Fact Sheet Application

As stated previously, a separate Fact Sheet must be submitted for all self-supporting funds and certain health service plan funds.

In order to create, complete, and submit a fact sheet of your applicable funds, log in to the Year End Fact Sheet Application in the link below:

Year End Fact Sheet application will be opened on July 1, 2020 at 7am

### Fact Sheet Excel Attachment

The Fact Sheet Excel Attachment has separate tabs for the various types of accrual, deferral, and/or inventory adjustments which may be needed for your fund. These include accounts receivable, inventory for resale, publications, inventory for resale, prepaid expenses, accounts payable, and unearned revenue.

If your fund requires any accrual, deferral, and/or inventory adjustments for year-end, then:

1. Download the FY20 Fact Sheet Excel Attachment;
2. Review each tab of the attachment to obtain an understanding of the type of information required;
3. Complete the tab(s) applicable to your fund and save the file for your records;
4. Upload the completed attachment to the Fact Sheet;
5. Save your changes; and
6. Submit the completed Fact Sheet.

The Fact Sheet Excel Attachment is able to properly calculate any accrual or deferral adjustments which cross fiscal years, so keep this in mind when entering in your applicable data. There is no need for you to try and calculate the split between the two years on your own. The Fact Sheet Excel Attachment is smart enough to do this for you, as long as the appropriate date ranges are entered.

Each August, UAfr uploads the new fiscal year's Fact Sheet Excel Attachment to this page. The updated attachment can be used to track information related to these accruals and deferrals as they occur throughout the year (for example, when unearned revenue is received or when prepaid expenses are incurred). We strongly encourage tracking these items throughout the year as this helps make year-end reporting for the Fact Sheets more efficient and effective.

See below for a downloadable copy of the Fact Sheet Excel Attachment for the current fiscal year.

[FY20 Fact Sheet Excel Attachment](#)

### Training Resources

See below for various training resources available which will help you properly complete your Fact Sheet Excel Attachment.

- [Account Receivable Reference Tool](#)

#### Coming Soon:

- Inventory for Resale Reference Tool
- Publication Inventory for Resale Reference Tool
- Prepaid Expense Reference Tool
- Accounts Payable Reference Tool
- Unearned Revenue Reference Tool
- Fact Sheet Excel Attachment Example

To find the fact sheet reference tools and training, go to the Office of Business and Financial Services website. Click on the Year-End Fact Sheet, and scroll down the page. Under the Training Resources section, there are reference tools, job aids, and an example of a completed fact sheet excel attachment. We plan on adding more reference tools as time allows.

# Contacts

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- [UAFR Who to Ask](#)

We can help with any fact sheet questions that may arise as you complete your fact sheet.



# QUESTIONS?

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We'll pause for any last-minute questions.

University Accounting and Financial Reporting

**THANK YOU!**

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On behalf of University Accounting and Financial Reporting, thank you for attending!