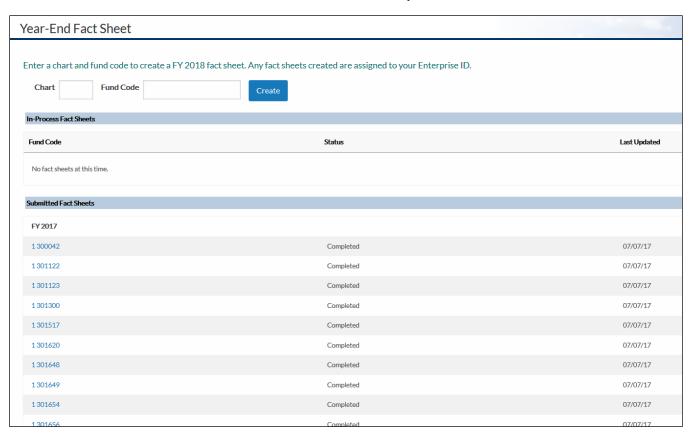# Year End Fact Sheet Application Screen Shots

The Fact Sheet dashboard contains the status of all the fact sheets you have created.

Year-End Fact Sheet

Enter a chart and fund code to create a FY 2018 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
No fact sheets at this time.		

Submitted Fact Sheets

FY 2017

Fund Code	Status	Last Updated
1 300042	Completed	07/07/17
1 301122	Completed	07/07/17
1 301123	Completed	07/07/17
1 301300	Completed	07/07/17
1 301517	Completed	07/07/17
1 301620	Completed	07/07/17
1 301648	Completed	07/07/17
1 301649	Completed	07/07/17
1 301654	Completed	07/07/17
1 301656	Completed	07/07/17

Fact Sheet Status Progression

Status	Meaning
In Process	The department has created and saved the fact sheet, but has not submitted it to University Accounting for review.
Submitted	The fact sheet was submitted to University Accounting for review.
Under Review	University Accounting is reviewing the Submitted fact sheet.
Returned	The fact sheet Under Review by University Accounting is returned to your dashboard for additional information.
Updating Banner	University Accounting has reviewed the fact sheet and will update the financial information in Banner.
Completed	The fact sheet data is Updated to period 14 in Banner.
Reopened	University Accounting has discovered a need to reopen the Completed fact sheet.
Subsequent Complete	University Accounting has Completed the Reopened fact sheet.

After you create your fact sheet, an additional window will open with the Year End Fact Sheet cover. The Fact Sheet cover requests specific information about the Chart and Fund entered in the Fact Sheet dashboard.

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 18, 2018

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: **2018**

Chart: **1**   Fund Code: **302046**   Title: **682 ALS www Svc**

Fund Type: **3Q**   Entity: **3440**

Financial Manager:

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... ▾

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

   [Choose File] No file chosen

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

Your information
Jason Bane [jabane@illinois.edu]

Phone

(217) 333 9243

Submit Fact Sheet   **Save for later**   🖶 **Print Fact Sheet**

The Year End Fact Sheet Excel Attachment is used to enter more specific information required for this Chart and Fund.

	A	B	C	D	E	F	G	H	I	J	K
1	**FY18 Fact Sheet Excel Attachment**										
2	**Accounts Receivable**										
3											
4	Accounts receivable are general ledger assets used to record sales made on credit to **external** customers (not other University departments) for goods or services										
5	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.										
6											
7	**Uncollectible accounts receivable** (also known as an **allowance for doubtful accounts**) are general ledger contra assets that offset total accounts receivable. They are										
8	used to record receivables that are highly unlikely to be collected due to a customer who is either unable or unwilling to pay.										
9											
10	*Note:* Only report receivables and uncollectible amounts which have not yet been recorded to the applicable 53nnn receivable account codes in Banner as of the final										
11	period 12 statements. Also, if your accounts receivable are managed through the USFSCO Banner Accounts Receivable (AR) module, then please do not report any of										
12	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.										
13											
14	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										
15	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.										
16											
17	Questions? Click here for the UAFR "Who to Ask" website and then click on "Fact Sheets"										
18											
19	Chart	Fund	Organization	Account	Program	Activity	Location	Customer Name or Description of Customer Base	Is This Customer a State of Illinois Agency? *Select YES or NO from the drop-down menu in the rows below.*	Gross Receivable Amount	Description of the Receivable
20											
21											
22											
23											

Tabs: Accounts Receivable | Inventory for Resale | Publications Inventory | Prepaid Expense | Accounts Payable | Unearned Rev ...

UNIVERSITY ACCOUNTING & FINANCIAL REPORTING

6/14/2018
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