Year End Fact Sheet Application Screen Shots

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

### Fact Sheet Status Progression

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

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 Rane [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.

<table>
<thead>
<tr>
<th>Chart</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Customer Name or Description of Customer Base</th>
<th>Is This Customer a State of Illinois Agency?</th>
<th>Gross Receivable Amount</th>
<th>Description of the Receivable</th>
</tr>
</thead>
<tbody>
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</table>

**Accounts Receivable**

Accounts receivable are general ledger assets used to record sales made on credit to external customers (and 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.

Note: 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. Also, if your accounts receivable are managed through the USFSDC Banner Accounts Receivable (AR) module, 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 these sales.

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 UAER “Who to Ask” website and then click on “Fact Sheets.”