

Fact Sheet Tips and Tricks

This document shows some tips and tricks for using the Year End Fact Sheet application.

- Access to previous year's Fact Sheets
- Ability for Financial Managers to access all responsible Funds and the associated Fact Sheet
- Update Financial Manager for next year's Fact Sheet
- Ability to replace the Fact Sheet template before (re)submitting
- Fund Termination question
- Helpful error messages
- Detailed e-mail reminders

Access to previous year's Fact Sheets

There are two ways to access previous year's Fact Sheets. If you submitted the Fact Sheet for the Fund in previous years, the submitted Fact Sheets will appear under the Submitted Fact Sheets section of your Fact Sheet dashboard.

Year End Fact Sheet

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Year End Fact Sheet

Enter a chart and fund code to create a FY 2011 fact sheet. Any fact sheets created are assigned to your enterprise id.

Chart: Fund Code:

In-Process Fact Sheets

Fund Code	Status	Last Updated
FY 2011		
1 302584	In Process	06/16/11
4 301067	In Process	06/15/11

Submitted Fact Sheets

Fund Code	Status	Last Updated
FY 2011		
1 301477	Submitted	06/06/11
1 301952	Submitted	06/06/11
1 303519	Submitted	06/16/11
2 301477	Submitted	06/16/11
FY 2010		
9 301102	Submitted	06/16/11

The Submitted Fact Sheet section shows all Fact Sheets submitted for the ID logged on to the application.

If you did not submit the Fact Sheet for the Fund in previous years, you can view the previous year's Fact Sheet template when you create the Fact Sheet for the Fund this year.

The Fact Sheet template from the previous year is attached for reference.

Attach Excel file:

Previous Year Excel File: [9301103FY2009FS.xlsx](#)

Comments (Optional)

Ability for Financial Managers to access all responsible Funds and the associated Fact Sheet

Financial Managers can access all the Fact Sheets for which they are responsible, regardless of who created or submitted the Fact Sheet. The Fact Sheets will appear in the Financial Manager's dashboard, showing their status. This allows the Financial Manager to view and print the Fact Sheets, as well as complete and submit any that remain in-process, or respond to requests for corrections. Once submitted, no changes can be made unless University Accounting & Financial Reporting is contacted and the Fact Sheet is returned.

Update Financial Manager for next year's Fact Sheet

To update the Financial Manager for this Fund, check the box and provide the new Financial Manager's UIN or e-mail address. This change will go into effect after this Fact Sheet cycle.

1. Fact Sheet Information *

Chart: 1 Fund Code: 301732 Title: 255 Rev Rev Vet Clinic Fund Type: 3Q Entity: 3440

Financial Manager:

Update Financial Manager Using UIN or Email:

Ability to replace the Fact Sheet template before (re)submitting

You can make changes to the Fact Sheet template after you've attached it. However, you must use the **Delete File** (garbage can) icon to remove the incorrect template before you attach the updated or corrected template. This option is available after you save, but before you submit, the Fact Sheet. If a Fact Sheet is returned for correction or additional information, you must delete the current file before attaching the corrected or updated file.

Attached Excel file: [9301115FY2011FS.xls](#)

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

Comments (Optional)

Save Fact Sheet for later Print Fact Sheet

Fund Termination question

To make it easier for departments to initiate termination of self-supporting Funds, a checkbox is included in the Fact Sheet. If the checkbox is selected and the fund is in deficit, you must enter a C-FOP in the associated text box to transfer the Fund's expenses.

4. Fund Termination

This fund should be terminated (check this box if the activity in this fund has completed and you would like OBFS UAFR to terminate the fund).

If you check the box for fund termination and the fund is in deficit, please list the C-FOP below that OBFS UAFR can transfer excess expenses to, the fund must have a \$0 balance prior to termination:

If you check the box for fund termination and the fund has a positive balance, OBFS UAFR will contact you for resolution.

Helpful error messages

If any required information is incomplete when you submit the Fact Sheet, error messages reference the question where the error occurs. Clicking the link will take you to the proper location on the Fact Sheet to enter the necessary information.

Year End Fact Sheet

- **Question 1:** Please provide the description of activities.
- **Question 2:** Please provide the activity difference.
- **Attachment:** Please attach the spreadsheet for this fund.
- **Question 3:** Please update your income values. The total income should equal 100%.

Fact Sheet data is required from all departments with self-supporting, dental service plan, nursing service plan, and/or occupational health service plan funds to ensure that the Banner accounting records accurately reflect their financial condition as of June 30. OBFS University Accounting and Financial Reporting (UAFR) will post the information reported on the Fact Sheets to Banner. Do not report items that are already posted to Banner Period 12 statements. All supporting documentation is kept within your department for auditor review.

Detailed e-mail reminders

An e-mail reminder to Financial Managers, similar to the one below, shows the status of Fact Sheets that have not been submitted.

On April 11, 2011, an e-mail was sent to the financial managers of all self-supporting and service plan funds that included a list of the funds for which they are responsible. According to our records Fact Sheets for funds listing you as the responsible person have not been submitted by the due date of 5:00 PM on June 15, 2011 as required by OBFS year-end closing procedures located on the OBFS website at <http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=917049> These funds are:

Not Started
9 301019 105 A/R Late Fee Charges

Started
leslies 9 301164 271 USFSCO Collection Costs

Returned
leslies 9 301163 271 USFSCO Service Fees

Please submit the Fact Sheets for the listed funds immediately as we only have a few days before the fiscal year is closed. Click on the link below to submit your Fact Sheet electronically:

<https://webtest.obfs.uillinois.edu/appsobfs/FactSheet/>