



FAS Department Administrator Meetings

**May 5th, 6th & 7th
2009**



Agenda

FAS File Server Update

Larry Levine

FAS Sign-Off Application Update

Gail Pisapio / Andrea Zirman

Fiscal Year 2009 Year-End Guidance

Michael Jackson

Human Resources Planning Updates

FAS HR / Brett Sweet



FAS File Server Update

Larry Levine

FAS Information Technology



FAS Sign-Off Application

Gail Pisapio / Andrea Zirman

FAS Office of Finance



What is the purpose of the Sign-Off Application and why are we doing this?

- To enable regular departmental review and sign off of privileges granted to users of administrative applications.
- To ensure employees within the department have the appropriate level of access to human resource and financial data based on their set of responsibilities.
- A recent audit finding by Risk Management highlighted that there was a lack of departmental review.
- To document that employees with system access have been reviewed and approved by the Department Administrator on a periodic basis.



What will the process be?

- A designated person in the department – mostly likely the Department Administrator - will sign into the FAS Applications Access section in RUFFAS
- Three reports will be generated by department:
 - 1) **Application Security: PeopleSoft, CREW Security Roles**
(Time and Labor, Absence Mgmt, HR CREW, HR PeopleSoft)
 - 2) **Application Security: Central Financial Systems Roles**
(Web Voucher, PCard, Oracle, CREW, Budget tool, ESP, Vendor setup)
 - 3) **Application Security: Admin. Systems Security Roles**
(ASPerIn, FASERS Effort Reporting, Affirmation of Awareness, Equipster, RUFFAS Endowment& Gifts, RUFFAS Security, etc.)

Department Administrator will review each of these reports and sign off on each report that they are accurate.



What's been done to date and roll out plan

- Application and Reports Developed – Fall 2008
- Pilot Users approval – March 2009
- Develop help documents and post to the application website – April/May 2009
- Set up Department Administrators with access to the application and communicate to depts. their responsibility by Wave:
 - wave I – Arts and Humanities Division/Admin. Depts – May 2009*
 - wave II – Social Science Division – June 2009*
 - wave III – Science Division and Tubs – August 2009*



Key Take Aways

- It is critical that employees within the department have appropriate access to human resource and financial data based on their responsibilities.
- This is a tool to help manage and document reviews of system access on a periodic basis.
- BUT, the system can only capture issues after the fact. It is critical that Department Administrators notify Applications Security when there is a need to change an employee's access due to job responsibility changes or employee status changes.

We rely on you!



FY 2009 Year-End Guidance

Michael Jackson
FAS Office of Finance



FY09 Year-End Closing Schedule

Overview

- First Close Thursday, July 2 – 11:00 a.m.
 - **Upload Journals** **Wednesday, July 1 – 12:00 p.m.**
- Second Close Friday, July 10 – 11:00 a.m.
 - **Upload Journals** **Wednesday, July 8 – 5:00 p.m.**
- Third Close Friday, July 17 – 11:00 a.m.
 - **Upload Journals** **Wednesday, July 15 – 5:00 p.m.**
 - **A/P Accrual Deadline** **Thursday, July 16 – 10:00 a.m.**

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- Fourth Close (Tubs only) Tuesday, July 21 – 12:00 p.m.
 - **Fourth close journals require prior approval by Maureen Rekrut.**



FY09 Year-End Closing Schedule

Accounts Payable

- A/P will be open until 5:00 p.m., Friday, July 10 to process invoice payments of **any** dollar amount for FY09
- Invoices submitted between July 1 and July 10 must clearly indicate in which fiscal year to be processed. Stickers will be available from the FAS Office of Finance and Central A/P at 1033 Mass Ave
- **Special Handling requests must be received by A/P no later than 12:00 p.m., Monday, June 29 to be included in FY2009**



FY09 Year-End Closing Schedule

Travel & Reimbursement Office

- All travel completed as of 6/30 should be recorded as an expense of FY 2009
- Reimbursements and Corporate Card expense reports must be submitted by 5 p.m., Thursday, July 2 to be included in FY09



FY09 Year-End Closing Schedule

PCard Sweeps

- Three sweep dates have been changed in order to capture as many transactions in FY09 as possible – see the schedule for details
- Timing of transactions appearing in the settlement system is dependent on individual vendors

Cost Transfer Requests

- First Close Tuesday, June 30 – 10:00 a.m.
- Second Close Tuesday, July 7 – 10:00 a.m.
- Third Close Tuesday, July 14 – 10:00 a.m.



FY09 Year-End Closing Schedule

Chart of Account Maintenance Requests

- Last day to request to have a fund value disabled for FY09 is 5:00 p.m., Friday, May 15
- Last day to request to have an activity, subactivity or root value disabled for FY09 is 5:00 p.m., Monday, June 1

Gift Deposits

- Gifts for which a new gift fund must be established – 5:00 p.m., Monday, June 29
- Gift deposits to existing funds must be received in the RSO by 10:00 a.m., Monday, July 13



FY09 Accruals

- **The accrual threshold for FY2009 is \$5,000**
 - ✓ Accounts Payable, Accounts Receivable, Prepaid Expenses, and Deferred Revenue
 - ✓ CIP accrual threshold is \$100,000
- Accruals are not optional – necessary to conform with Generally Accepted Accounting Principles (GAAP)
- All accrual journals are processed through the FAS Financial Office – Do NOT reverse any accrual journal entries



FY09 Accruals

A/P Accrual Process

- Michael Jackson to send an e-mail to all departments in early June to determine accrual point persons
- A/P Accrual Spreadsheets distributed to departments by 12:00 p.m., Wednesday, July 15
 - Tab 1 will list any invoices processed in FY2010 with a June 30 or earlier invoice date for your review
 - You will list additional accruals on Tab 2 – actual or estimated invoice amounts (actual only for sponsored funds)
- A/P Accrual Spreadsheets must be returned to mjackson@fas.harvard.edu by 10:00 a.m., Thursday, July 16



FY09 Accruals

A/R Accruals, Prepaid Expenses, & Deferred Revenue

- Prepare a journal voucher and send to finjrnl@fas.harvard by 5:00 p.m., Wednesday, July 15 (FAS third close deadline)
- Send supporting backup documentation to Michael Jackson by 5:00 p.m., Thursday, July 16
- See the FAS Year-End Procedures document for proper account coding to use on A/R Accrual and Prepaid Expense journals
- If you have questions about Deferred Revenue, call Maureen Rekrut (5-0690)



FY09 Accruals

Absence Management

- Paid Time Off taken through June 30, 2009, must be entered and approved in PeopleSoft Absence Management by 5:00 p.m., Friday, June 26
- June 30 balances will be used by Central Administration to calculate the year-end vacation liability for the University

Year-End Payroll Accruals

- Bi-weekly and weekly payrolls issued on Thursday, July 2, 2009 relate to work wholly performed in June, FY09. These payrolls will be posted to FY09 in the first close.
- Central will accrue 20% of the above bi-weekly and 40% of the above weekly payrolls during the closing process to account for work performed on June 29 & 30 (paid on July 10 or July 17)



FY09 Accruals

Early Retirement Program

- For individuals who have elected to participate in the early retirement program, the costs of any unfunded historical vacation liability and longer-service days must be accrued in FY09.
- Accrual entries will be processed by FAS Office of Finance

Staff Reductions

- For notice given on or before 6/30/09, must accrue unfunded historical vacation liability, longer-service vacation days, severance, and estimated cost of work security.
- Accrual entries will be processed by FAS Office of Finance



FY09 Accruals

Post-Closing:

- After the fiscal year closes, the FAS Office of Finance works to reconcile the balance sheet and analyze fiscal year activity against the budget and prior year actuals. Additionally, the University's financial statements audit is continuing after the close.
- We may ask FAS departments, centers, or tubs to help us answer questions or resolves any issues during August in response to this post-close work.
- We will also coordinate any audit requests or requirements with Central and the departments, centers, and tubs.



Human Resources Planning Update

FAS HR / Brett Sweet