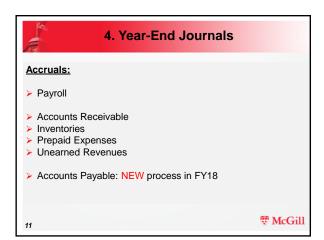


3. Year-End Cut-Off Deadlines
1st Cut-Off On-line submission of journals: Monday, May 7th
Blackout Period FGAJVCQ, FGAJVCD, & FGAENCB will NOT be accessible for processing transactions from: Monday, May 7 th 9:00 a.m. to Tuesday, May 8 th 9:00 a.m.
2nd Cut-Off On-line submission of journals: Tuesday, May 22nd
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4. Recurring Journals
Recurring Journal Definition: A journal entry that is required every quarter and/or at year-end
Example recurring journals: re-allocate certain costs charge overhead redistribute net surplus/deficits between departments
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4. Year-End Accruals

Payroll - Account 200307 Contact: Ani Kotchounian

Bi-Weekly Payroll: Accruals for FY18

PAY TYPE	PAY REF	START DATE	END DATE	PAY DATE	ACCRUAL IN FY18
Salaried	B0-10	April 29	May 12	May 11	10%
Hourly	B2-9	April 08	April 21	May 03	100%
Hourly	B2-10	April 22	May 5	May 17	60%

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4. Year-End Accruals

Payroll - Account 200307

- Payroll Accrual

 Last pay period for FY18 paid out in May:

 Salaried: 1 day accrual in April -> April 30

 Hourly: 10 days accrual in April -> April 9-13 & April 16-20

 Salaried casuals: 6 days accrual in April -> April 23-27 & April 30
- > Posted after first cut-off in Period 14 with a transaction date of April 30, 2018
- Encumbrance released by the amount of the above accrual, with a transaction date of April 30, 2018
- > ME16 journal type to be used
- > Reversal of accrual with transaction date of May 1, 2018 (before May closes on June 7th)





4. Year-End Accruals

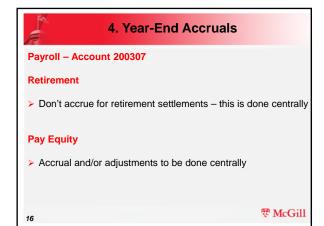
Payroll - Account 200307

Payroll Accrual - All Fund Types

> Do not accrue for Vacation - this is done centrally

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4. Payroll Adjustments Contact: HR Service Centre – local 4747 or email pops.hr@mcgill.ca The deadline for submitting payroll journals is 5:00PM FRIDAY,

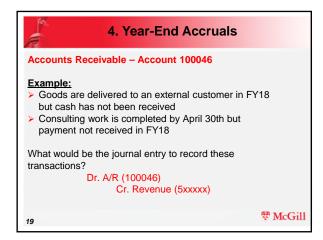
APRIL 13, 2018. These payroll journals is 5:00PM FRIDAY, adjustments already booked in Banner.

PAY FREQUENCY	PAY TYPE	PAY PERIOD ENDING	PAY DATE	SUBMIT BY
Bi-Weekly	Casual	April 7	April 19	Tues. April 10
Bi-Weekly	Student Appt Form	April 7	April 19	Tues. April 10
Bi-Weekly Hourly	Overtime & Misc	April 7	April 19	Tues. April 10
Bi-Weekly Salaried	Overtime & Misc	April 28	April 27	Thurs. April 19
ALL	Payroll Journals			Fri. April 13

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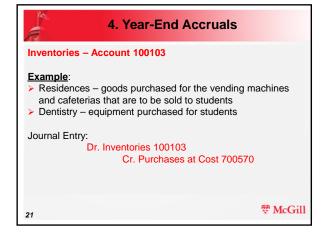
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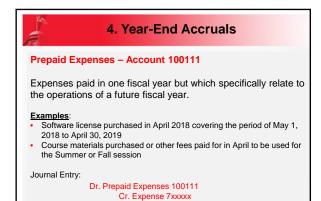
4. Year-End Accruals
Accounts Receivables – Account 100046
Accounts Receivables
Represent amounts due from external parties for goods of services rendered in the current year
However
> Payment not received as at April 30th
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4. Year-End Accruals Inventories - Account 100103 > All items held for **external resale** should be recorded as inventory > Inventory must be valued at the lower of cost and net realizable value, i.e. what you can sell it for if lower than cost > Not all Faculties/Units have inventory ➤ Bookstore, Dentistry, Residences, Faculty Club, Athletics DO hold inventory > Stationery stock in your department is NOT considered inventory ₩ McGill

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4. Year-End Accruals

Prepaid Expenses - Account 100111

Example:

In FY18, you have prepaid an expense for the total amount of \$150,000 for rental of the equipment (15 month contract from Feb. 1, 2018 – April 30, 2019). What is the correct entry to be booked in FY18 at Year-End?

Dr. Prepaid Expense (100111) \$120,000 Cr. Expense (7xxxxx) \$120,000

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4. Year-End Accruals

Accounts Payable – Account 200008 Accruals: NEW

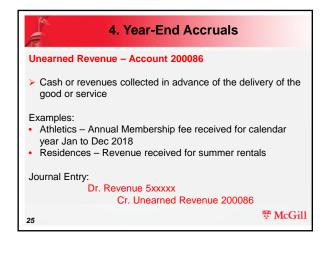
Faculties/departments/units are no longer required to book AP accruals.

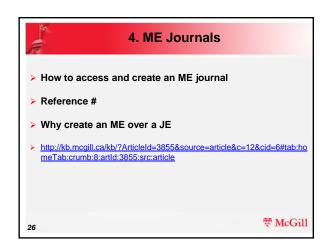
- Prior to second cutoff:
 - For invoices received in Accounts Payable (AP) with an invoice date
 of April 30th or prior, regardless of amount, AP will book ALL
 accruals via a Feed to the respective FOAPAL.
 - For invoices received in AP with an invoice date of May 1st or later, valued at \$25,000 or greater before taxes, AP will review and accrue, if necessary, via a Feed to the respective FOAPAL.

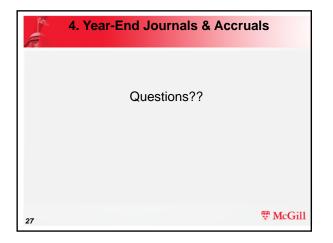
If you are in possession of any invoices for goods and/or services received/rendered on or before April 30, 2018, please forward them no later than June 17th to Accounts Payable via email to accountspayable@mcqill.ca

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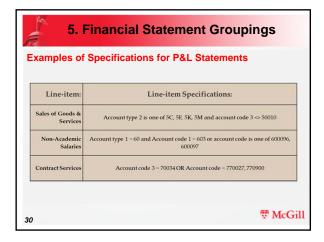




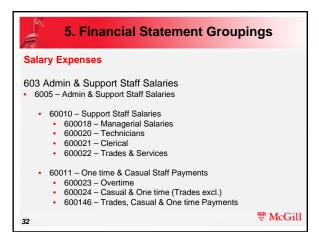
5. Variance Analysis > Fiscal 2018 traditional 12 month fiscal year with quarters ending in July, October, January and April Comparatives for FY17 are also twelve months ₩ McGill

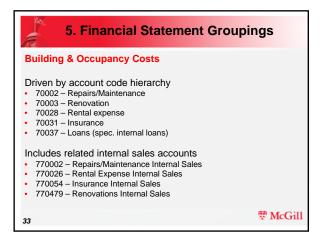
28

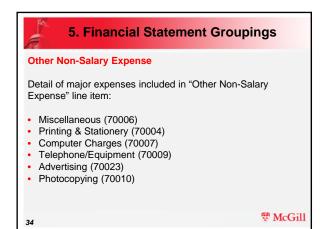
5. Financial Statement Groupings **Examples of Groupings** Knowledge base link to accessing hierarchy reports http://kb.mcgill.ca/fskb/easylink/article.html?id=4003 > Each line item is driven by account types and account codes > In FY18 with the Chart of Accounts Optimization project, some revenue and non-salary account codes have been terminated. This may have an impact on your variance analysis when comparing to prior fiscal year. Please refer to the links below; dedicated section on FS website related to the Chart of Accounts: revenue account codes non salary account codes ₩ McGill 29

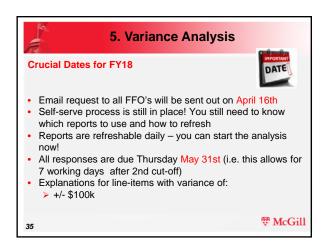


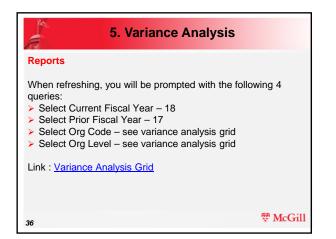


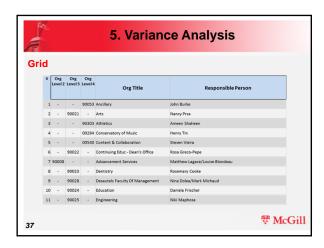


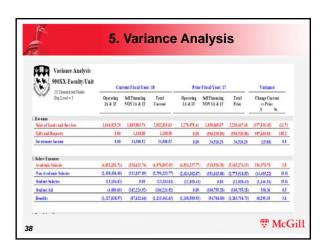






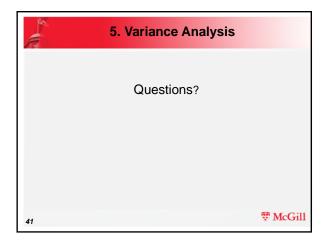




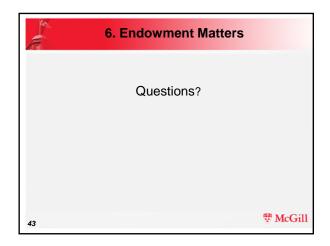


5. Variance Analysis
Important Tips & Reminders
Why do your responses matter?
The FSA is a 75 page document supporting the audited financial statements produced for Board of Governors (BOG)
The explanations you provide are verified and substantiated by our external auditors and form an integral part of the FSA which is presented to BOG
FSA completed for internal review by June 2th, 2018 and 1st week of July 2018 for external auditors
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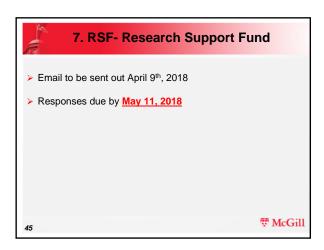
5. Variance Analysis Important Tips & Reminders • For more examples of invalid and valid explanations, refer to "variance analysis how to" document on web • Quick-turnaround required – timing is critical • In your absence, assign a delegate to handle this query and notify us ASAP



6. Endowment Matters
Thursday, March 29th, 2018 - Deadline to let Endowment Accounting know which spendable income funds you do NOT want to be capped with justification
➤ Refer to memo circulated March 14, 2018
> Decision to not cap must be made on annual basis
➤ MIP rate for FY19 is \$17.25 per unit
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8. Important Tips	
 Letters of Guarantee Cleared by 2nd Cut-Off 	
Manual Encumbrances http://kb.mcgill.ca/fskb/easylink/article.html?id=4012	
► MMP	
➤ BAVL – NSF Override http://kb.mcgill.ca/fskb/easylink/article.html?id=4029	
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8. Important Tips Accrual Period 14 This year, accruals for AP invoices will be done centrally via a feed processed before second cutoff to the respective FOAPAL. A journal initiated in Period 12 must be re-tabbed entirely to post in Period 14. As of May 8th, documents will be posted to period 14. Remember to change your local Crystal report templates to reflect period 14. Check your approval queues periodically!

	8. Important Tips
	view all outstanding purchase orders. alid, cancel as funds are unnecessarily
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