

Year-End Close Reminders

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Overview of Year-End Close

This document is focused on important information and reminders for year-end closing. In particular, this document is focused on a shortlist of important year-end tasks for an RC fiscal officer, accounts payable, accounts receivable, capital assets, clearing accounts, contract and grant accounts, closing processes and their impact on the IU Foundation, KFS financial processing documents, closing subaccounts and accounts, and closing processes for the Budget Office.

Prior to reviewing these reminders, it is important to understand the process of closing and the parties responsible for completing the closing process. Closing refers to the process of finalizing an entity's financial information and creating reports after a specified accounting period has ended. Closing procedures are performed on an interim and year-end basis to keep accounting data organized and ensure all transactions for the period are properly accounted for and recorded on a timely and accurate basis. The Office of the University Controller requires Constituent Reporting Units (CRUs) to submit closing documentation on an interim and year-end basis. A CRU is determined by meeting a \$35,000,000 threshold in revenues, expenses, or net assets for a minimum of 2 consecutive years. A CRU will be removed from the list if the threshold is not met for 3 consecutive years. Key fiscal officers within a CRU are responsible for several items at year-end close including variance analysis, balance sheet and income statement substantiation, accruals, account reconciliation, org reversion, covering cash balances, and the completion of the fiscal year-end checklist. The list and relevant scope are subject to change annually and individual specific requirements as determined by each campus and/or RC need to be considered in addition to this checklist.

Review the [UCO Fiscal Officer Calendar](#) or the printable list of closing dates for the fiscal year for closing deadlines. It is important to note that several KFS e-docs and accounting entries are due by a specific date. If you use Financial Processing (FP) e-docs in KFS, these documents must be in the system and fully approved by 10:00 p.m. for the entries to be processed by the accounting cycle and reflected in the closing reports. Because some KFS e-docs require additional administrative approvals, on the day of each closing, e-docs and entries should be completed by 12:00 p.m. to allow for all necessary routing and approvals. If you require access to KFS, please contact your RC fiscal officer. Please contact uars@iu.edu if you need to have a document super approved. On the last day of pre-closing, typically around the end of June, the automatic disapproval process will be initiated during the accounting batch cycle. If there are documents that need special approvals, those will need to be fully approved by the times mentioned above.

RC Fiscal Officer Shortlist

RC Fiscal Officer Introduction

As part of the fiscal year-end closing process, UCO has compiled a list of suggested priority procedures that should be completed prior to year-end. Many of these items will assist units during the financial statement audit. The list below is ordered by priority (i.e. 1st is the most critical). Contact University Accounting and Reporting Services (UARS) at uars@iu.edu with any questions on the procedures listed. Most items listed below are already incorporated in the year-end closing checklist.

1. Review the [Fiscal Officer](#) and the [Internal Controls](#) policies to ensure compliance at fiscal year-end.
2. Review all system access controls (e.g. KFS roles). Confirm all account supervisors, managers and fiscal officers are accurate and appropriate.
3. Ensure all transactions recorded during the fiscal year are substantiated. Refer to the [Financial Transaction Substantiation Standard](#).
4. Explain any large variances between current year and prior year balances. For additional information on materiality, refer to the Year-End Closing Checklist.
5. Complete [Balance Sheet substantiation](#) by financial object code level.
6. Review and update the unit's internal controls documentation.
 - a. As stipulated by IU's internal controls policy, individual units are required to create and monitor controls over their financial process. At the UA level, micro-narratives are stored for reference purposes.

Accounts Payable

Invoice Processing by Accounts Payable

As fiscal year-end approaches, it is important to clarify the procedures we follow when processing invoices at the end of the year. The invoice date is used to determine which fiscal year that invoice is charged against regardless of when the purchase order was created. The invoice date is the date presented on the first page of an invoice submitted by the supplier.

All invoices received by Accounts Payable with an invoice date of June 30 or before and fully approved by end of business Monday, July 10 will be included in the year-end liability accrual on departmental accounts. To allow adequate time for Accounts Payable (AP) to process prior year invoices, invoices should be submitted to AP by the end of day Tuesday, July 4. All invoices dated July 1 or later will be processed in Fiscal Year 2024. See below for more information about the year-end AP accrual.

*Accounts Payable staff **cannot** change the invoice date in BUY.IU. This date is driven by the information provided by the supplier on the invoice document.*

If you order equipment or supplies in the month of June and ask for delivery July 1 or later, the supplier may ship and invoice for the products earlier than requested. These invoices will be processed in Fiscal Year 2023. Keep this in mind when placing orders for products that you do not wish to have invoiced until Fiscal Year 2024.

Subscriptions and Memberships

A couple reminders about subscription and membership payments:

- **Subscriptions** should be paid using a P-Card or processed via check request unless they require a contract signature or are software subscriptions. The billing notice is typically generated through a renewal reminder rather than through an invoice; therefore, a procurement card or check request is the appropriate method of payment.
- **Memberships** should be paid using a P-Card or processed via check request if the membership does not require an agreement or ongoing services/data access, such as Cloud services, which require security review.

Additional information on P-Card usage can be found on the [General Card Information](#) page.

Questions? Use the [Support Form](#) to contact the Accounts Payable team.

Automated Accounts Payable Accrual

On the night of Wednesday, July 5th, the Office of the University Controller (UCO) will reverse July Buy.IU invoice transactions posted to the GL in Fiscal Year 2023, if the invoice was dated June 30 or prior. Those entries, which include actual expenses, liabilities, and the associated disencumbrances, will then be posted back to June (period 12) of Fiscal Year 2023 and appear on the First Closing Reports.

This process will be repeated a second time on the night of Tuesday, July 11 to capture additional Buy.IU invoice transactions posted to the GL in Fiscal Year 2024, where the invoice was dated June 30 or prior. These transactions will be posted back to June (period 13) of Fiscal Year 2023 and appear on the Final Closing Reports. Units will have until second close, July 12th, to review entries to their accounts.

To ensure that invoices are not accrued by both the automated process and manually by departments, no manual AP accruals for external payables should be accrued using an AV unless material to the campus or RC. Please contact the Accounting and Reporting Services team at uars@iu.edu if there is a material Accounts Payable liability that was not automatically recorded in the General Ledger on July 5 or July 11. The Office of the University Controller (UCO) will continue to monitor and record Accounts Payable invoices dated June 30 or prior through the end of the annual financial audit (approximately October 31). Any additional AP accruals will be consolidated and posted to campus level accounts by UCO.

To help you identify which invoices have been accrued, we have created a BUY.IU Year-End AP Accrual Detail Report. This report is located in the Controller's Office Reporting Tools. Please review the [BUY.IU Year-End AP Accrual Detail Report Instructions](#) for further information on how to run the report.

Accounts Receivable

The Quali Financial System (KFS) Accounts Receivable module does not allow invoices or credit memos to be posted to a previous fiscal year. All invoices and credit memos that should be posted to fiscal year 2024 must be created and approved before July 1. Invoices created must also be for services provided and goods sold in fiscal year 2024 and should not be for pre-billing or prepayments for expected fiscal year 2025 activity per the Revenue Recognition principle discussed in the [Accounting Principles Standard](#). If you do not create the KFS AR invoices and finalize credit memos in June, you will need to accrue the receivables to the unbilled KFS AR object code 8122, which can only be done if your unbilled invoices are included on an Auxiliary Voucher (AV) that totals more than \$100,000, per recent AV restrictions announced by the University Accounting & Reporting Services group. For assistance, please contact Non-Student Accounts Receivable at nonstdar@iu.edu.

Non-Student Accounts Receivable Write Off Deadlines

According to IU policy [FIN-ACC-500](#), Accounts Receivable balances over 12 months old and lacking current productive activity will be written off even if the invoices are placed with a collection agency. Any invoices that will be 365 days old prior to June 30, 2024, with no recent payment activity, should be written off by the billing organization no later than close of business on **June 14, 2024**. Please also add collection notes in the Notes and Attachments section of any KFS invoices that will be 90+ days old prior to fiscal year end. A list of outstanding KFS AR invoices can be obtained by running the [Accounts Receivable Aging and Detail Report](#).

Please ask the following questions prior to writing off an invoice to ensure you are using the correct e-doc in KFS:

- Is the invoice a duplicate or does it need to be reversed? If the answer is yes, and the invoice is from the current fiscal year, please use the invoice correction e-doc to reverse the invoice. This can be completed by clicking the 'Error Correction' button at the bottom of the invoice. If the invoice is from a prior fiscal year, please email nonstdar@iu.edu for additional information.
- Was the invoice short paid due to returns, price adjustments, bank fees, or currency conversion? Are there small open balances remaining that will not be received due to costs associated with doing business (i.e., bank fees deducted for wire-transfer payments)? If the answer is yes, use a Customer Credit Memo e-doc to clear the remaining balance of the invoice.



- Is the balance of an outstanding invoice due to non-payment stemming from the customer not being able to pay (bankrupt, dispute, unresponsive, etc.)? If the answer is yes, use the Customer Invoice Write-off e-doc to write off the invoice as bad debt. Please do not use the Write-Off e-doc to clear small balances under \$1 from invoices; instead, a Customer Credit Memo (CRM) e-doc should be used with the reason code ‘Small Balance’ to clear small balances from the invoice.
- Note: If a payment has been received and applied directly to your account but should have been applied to an invoice that remains outstanding, then the payment amount needs to be moved back to our KFS account (6812950, OC 8015) so we can properly apply the payment to the outstanding invoice to relieve it. A General Accounting Adjustment with a From/From transaction should be completed immediately to move the funds. Email nonstdar@iu.edu with your GAA document number and invoice that should be paid off.

Remember...writing off an invoice does not prevent you from collecting the money from the customer!

Allowance for Doubtful Accounts

including the allowance, must compute and record an allowance for doubtful accounts on their balance sheet. An Allowance for Doubtful Accounts is a contra asset account (meaning it either has a credit or zero balance) on the balance sheet that reduces the total receivables reported as collectible.

Non-student accounts receivable balances should be re-evaluated on an annual basis to determine whether or not an entry must be recorded. Departments are encouraged to review more frequently if there are material fluctuations in accounts receivable throughout the year.

Please send your calculations for the fiscal year ending June 30, 2024 to nonstdar@iu.edu with the subject ‘**Allowance for Doubtful Accounts Calculation**’ by August 1, 2024. If you do not feel calculating an allowance is necessary, then please email your reasons why no allowance is needed to nonstdar@iu.edu with the same subject line. For additional information on how to compute and record an allowance for doubtful accounts, please refer to [ARSOP 2.0: Allowance for Doubtful Accounts](#).

Non-KFS Accounts Receivable Write-Offs for FY24

Invoices generated outside of the KFS AR module are subject to [Policy FIN-ACC-500: Write-Off Accounts](#). Per the policy, accounts receivable balances over 12 months old and without a promise to pay signed by the debtor or a current payment plan must be written-off the general ledger and not included in the June 30, 2024, receivables. Debts may be written-off prior to 12 months if they are coded as deceased, bankrupt or if collection efforts have been exhausted.

As a reminder, by **August 10, 2024**, all organizations using an external AR system (reconciled to object code 8119) must supply Non-Student Accounts Receivable with a detailed listing of all

write-offs for the period ending June 30, 2024. **This does not include invoices already in the KFS AR system.**

The write-off submission should include the following information:

1. Total Credit Sales for FY 2024
2. June 30, 2024, Aged Receivables Report from your external AR system
3. List and justification for retaining any accounts over 12 months old without productive activity.
4. Information detailing write-offs. Use the [Support for Annual Write-offs template](#) to capture this information.
 - Customer name and address
 - Invoice number
 - Invoice date
 - Original invoice amount and remaining unpaid balance
 - Explanation for write-off

Submit reports to nonstdar@iu.edu. For more information, please review [FIN-ACC-500](#).

Audit

As part of fiscal year 2024 external financial audit procedures, the university's external auditors will be conducting testing of transactions in the coming months. Please be aware that NSAR staff may contact you directly during that time to request documentation related to this testing.

Capital Assets

At year-end, Capital Asset Management creates a snapshot of all the university's assets. This snapshot reflects the status and location of capital assets as of June 30, which is used for financial reporting purposes and for federal and state audits. It is imperative that the asset status and location is accurate in the snapshot. Complete the below checklist to ensure the capital asset information for your organization is as accurate as possible.

1. If capital equipment has moved to a new location, has the location been updated in KFS?
2. If capital equipment has been sent to surplus, was an Asset Transfer document completed?
3. If capital equipment is no longer in service or has left the university, has this been recorded in KFS with an Asset Retirement document?
4. For newer assets, is the in-service status accurate? If applicable, UCO Capital Asset Office will be contacting individuals regarding the in-service status of the asset. Please respond to these inquiries in a timely manner.

Please inform your capital asset representative of known asset location changes, transfers or retirements so these can be recorded in KFS. If you have questions or need assistance, please contact capasset@iu.edu.

Clearing Accounts

Clearing accounts (68 accounts) are designated to be a holding area for funds when it is unclear which operating account is appropriate to use for a given transaction. It is appropriate for an item to remain in a clearing account for a period up to 30 days. This should provide sufficient time for each clearing account manager to identify the appropriate operating account for a transaction and transfer the funds to that operating account. Items remaining in clearing accounts over 30 days should have the approval of UCO.

Income and expense activity in clearing accounts are reclassified to the university balance sheet for inclusion on the annual financial report. This reclassification is accomplished via a period 13 adjusting entry posted in the clearing accounts by UCO after final close. As a result, no entries are allowed in clearing accounts after the ending of first closing.

Units are required to move the maximum number of transactions possible out of the clearing accounts to their appropriate operating account by the last date of the year using either current year or year-end documents.

Contract and Grant Accounts

Since most Contract and Grant (C&G) accounts do not expire at the university's fiscal year, Year End (YE) documents are generally not required on C&G accounts. If it is necessary to process a YE document because a non-C&G account is involved, then YE documents may be processed until First Closing. All cost transfers for Fiscal Year 2024 affecting C&G accounts must be completed by First Closing.

Note: Even though non-C&G accounts may close after First Closing, units should not wait until after First Closing to review those accounts.

No transactions will be processed against C&G accounts after Monday, July 8th, for the Fiscal Year 2024. All transactions after that date will be booked into Fiscal Year 2025.

Any exceptions to this policy will require authorization from the Office of Research Administration (ORA) prior to submitting the YE document. ORA approval may be granted if there is a compelling reason and if the transaction does not affect financial reporting of the C&G account to the agency (for example, financial reports on many State of Indiana awards are due by July 15, which would preclude any YE documents after First Closing). ORA staff will not enter a note confirming the authorization – the initiator of the YE document is responsible for including



a note on the YE document indicating that ORA approval has been obtained and naming the ORA staff member with whom the transaction was discussed.

Please review the ORA policy on Cost Transfers to learn more information about timely transfers of expenses to and from grant accounts. Cost transfers more than 3 months from the month of the original transaction, or across fiscal years, are more heavily scrutinized. If you have any questions or need more information, please contact ORA at iuprop@iu.edu.

IU Foundation

June 30, 2024 Administration Fiscal Year Processing Deadlines

In order to ensure charitable gifts are deposited and recorded in the current fiscal year, all deposits must be **received** at the appropriate lockbox, by the following dates:

Bloomington Gift Deposits (cash, check, or credit card)	June 27, 2024	IU Bloomington PO Box 6460, Indianapolis, IN 46206-6460
Lockbox Gift Deposits (cash, check, or credit card)	June 27, 2024	U East PO Box 6461, Indianapolis, IN 46206-6461 IU Northwest PO Box 6462, Indianapolis, IN 46206-6462 IU Southeast PO Box 6459, Indianapolis, IN 46206-6459 IU School of Medicine PO Box 7072, Indianapolis, IN 46207-7072 IUPUI PO Box 6460, Indianapolis, IN 46206-6460 IU South Bend PO Box 6460, Indianapolis, IN 46209-6460 IU Kokomo PO Box 6460, Indianapolis, IN 46206-6460
Gifts in Kind Deposits (gifts of personal property or stock)	June 14, 2024	IU Bloomington PO Box 6460, Indianapolis, IN 46206-6460

Disbursements - Please request IU employees complete the [IUF Direct Deposit Form](#) for reimbursements.

The new IU Foundation Endowment Management System (FEM) is scheduled to launch by mid-May 2024. Please begin processing all disbursement e-docs as soon as possible to accommodate

adequate compliance review and problem resolution. Any outstanding e-docs in the system prior to conversion will be cancelled. Processing disbursements may resume in the new FEM system after launch.

E-Doc Deadlines:

April 1, 2024	Fall/Spring 2023-2024 Scholarship Reimbursements (prior announcement was sent 1-31-2024 regarding this earlier deadline.)
June 15, 2024	Summer 2023 Scholarship & Fellowship Health Fee e-docs
May 1, 2024	ETA to IU Transfers, Direct Vendor Payment e-docs & Cash Transfers between IUF accounts for this fiscal year must be submitted by end of business day May 1, 2024.
June 21, 2024	For expenses occurring in June, please submit request by noon June 21, 2024

Please direct any questions to:

- Martin Leal, Senior Director Revenue Operations, (812) 855-6300 or mleal@indiana.edu
- Debra Ikerd, Director Compliance & Disbursement Services, (812) 855-3144 or dikerd@indiana.edu

KFS Financial Processing Documents

A major part of the year-end closing activities involves the generation of special closing-related financial transactions. Once again, the special year-end documents will be made available in the KFS FP module to accommodate the year-end closing activities.

Financial transactions that need to be processed after the normal June 30 month-end face certain limitations and conditions (due to year-end closing) that are discussed on this page. The year-end closing documents will be used to process transactions during a specified period within July, and the corresponding general ledger entries will be posted to either period 12 or period 13 of fiscal year (FY) 2023–2024, depending on the date of approval.

Approvals of Current KFS Financial Processing Documents

The normal processing of financial documents consists of three stages: initiation, routing/approval, and final approval. A document's corresponding ledger entries are not reflected on the general ledger or standard reports until the final approval is completed. The only way to identify unapproved financial documents is through the Document Search function.

Checking For Documents That Have Not Yet Been Approved

Searching Specific Document Numbers

When the specific document number is known, perform a Document Search and open the document. Click on the "Route Log" icon to bring up the Document Route Log.

In the Route Log, the following information is available:

- Route Status indicating if the document still needs approvals (ENROUTE) or has all required approvals (PROCESSED or FINAL).
- The Action Taken tab shows users who have previously acted on the document and when they acted.
- The Pending Action Requests tab shows users who still need to act on the document at its current stage of routing and the Time/Date it arrived at that stage. If the Action column indicates "In Action List Approve," the document is with that user now. If the Action column indicates "Pending Approve" it will route to that person once the current approval requests are fulfilled.
- The Future Actions tab will show routing that will take place after all the approval requests in the Pending Action Requests tab are complete. To view these, click the Show button on this tab.
- Each tab identifies who was notified and you can click on the person or group name to see more information.

Searching for all ENROUTE KFS Transaction Documents for an Organization

When specific document numbers are not known, you may want to see a listing of all the accounting documents involving your organization that have not been approved. This can be helpful near the end of a month as well as at the end of the fiscal year, when you need to make sure that certain entries are posted within a specific accounting period.

To do this, go to Document Search and near the top click Advanced. Enter a Document Type of "KFST", select Document Status "ENROUTE", enter the Chart and Organization Codes, and click "Search".

Click on the document number to open a document from your search results. To see the route log, click on the "Route Log" icon on the document and review the information to determine what actions remain to be taken on your document.

Disapproval of Outstanding Documents

Many FP documents that were initiated prior to June 30 and are not approved as of the night of June 30 will be automatically disapproved. Document types included in the automatic disapproval process include the: Budget Adjustment (BA), Distribution of Income and Expense (DI), General Accounting Adjustment (GEC), Internal Billing (IB), Indirect Cost Adjustment (ICA), Journal Voucher (JV), Pre-Encumbrance (PE), Service Billing (SB), Source System Distribution of Income and Expense (SSDI), and Transfer of Funds (TF).

EXCEPTIONS: The only exceptions to this automatic disapproval process will be unapproved **Auxiliary Voucher, Cash Receipt, and Non-Check Disbursement**. These FP documents will **not** be automatically disapproved. If approved after June 30, they will book to Fiscal Year 2025.

Salary Expense Transfers are **not** FP documents and are not automatically disapproved at year-end.

Year-End (YE) Documents

Year-end closing documents are used to book a transaction to the prior fiscal year (FY23-24) after June 30 to Final Closing. These documents are clones of the existing corresponding documents, with the exception that when users select them, they will see a warning message confirming that they are using a year-end document, and asking if they want to continue. The year-end documents will be included in the Financial Processing and Labor Distribution modules of KFS.

The year-end closing documents, **available July 1 – 17, 2024**, include the following:

Document	Type
Distribution of Income/Expense	YEDI
General Accounting Adjustment	YEGE
Transfer of Funds	YETF
Budget Adjustment	YEBA
Salary Transfer	YEST
Benefit Transfer	YEBT

Availability of YE Documents

- The YE documents will be made available on July 1.
- The YE documents become unavailable after Final Closing, and all unapproved year-end documents will be automatically disapproved at the end of the day on July 17.
- Your department/campus may communicate and enforce earlier processing deadlines.

YE Document Routing

Routing for the YE documents is different than the normal financial documents. Routing is based on the organization of the accounts used within each document. Specific routing entries will need to be generated for these document types at the organization level. **Organizations can initiate an Organization Review Document (via the Chart of Accounts module) to set up appropriate routing for YE documents.**

YE document approval needs to be set up at the organizational level, and each specific document type has to be entered. These documents are not part of the document type of "KFS."

Any year-end document that is unapproved after the final closing will be automatically disapproved and routed back to the initiator.

YE Document Ledger Entries

The fiscal period on the associated ledger entries for these documents will be updated with the following periods based on the date the document was approved:

Between June 30 and First Closing	Period 12
After First Closing to Final Closing	Period 13

Closing Subaccounts and Accounts

Unless Contract and Grant reporting guidelines require you to close subaccounts and accounts by a specific time, please consider waiting until after final closing in order to avoid general ledger transaction posting errors during year-end processing.

If you must proceed now, please note the following special conditions when cleaning up and closing subaccounts and accounts:

Closing/Inactivating Subaccounts

Unless Contract and Grant reporting guidelines require you to close sub-accounts and accounts by a specific time, please consider waiting until after Final Closing in order to avoid general ledger transaction posting errors during year-end processing.

If you must proceed now, please note the following special conditions when cleaning up and closing sub-accounts and accounts:

Closing/Inactivating Sub-Accounts

KFS will allow you to inactivate sub-accounts – even if they contain pending ledger entries and encumbrances. To prevent problems with year-end posting of transactions, please perform the following due diligence before inactivating sub-accounts:

- **Look for Encumbrances.** Use the Open Encumbrances Lookup in KFS, BUY.IU PO Encumbrance Detail Report in the Controller's Office Reporting Tools website or the Outstanding Encumbrances report in IUIE, to identify encumbrances that need to be removed. Purchase Orders and Payroll Encumbrances may need to be adjusted in the host system to properly transfer outstanding encumbrance balances off the sub-account that is being inactivated. *
- **Look for Pending General Ledger and Pending Labor Ledger Entries.** Use the Pending General Ledger Entry Lookup and Pending Labor Ledger Entry Lookup in KFS to identify entries that must be finalized. *

Closing Accounts

KFS will not allow you to close accounts if they contain any of the following:

- **Assets, Liabilities, or Fund Balance.** All Cash, Receivables, Payables, and other Balance Sheet items need to be transferred off the account in order to close. The system will determine if closing Income and Expense to Fund Balance would net Fund Balance to zero (do not attempt to adjust Fund Balance). *
- **Base Budget.** During Budget Construction, Base Budget is locked and cannot be edited again until the new fiscal year. If your account has a Base Budget balance, you must wait until FY24 and then complete a Budget Adjustment document.
- **Outstanding Encumbrances.** Use the Open Encumbrances Lookup in KFS, BUY.IU PO Encumbrance Detail Report in the Controller's Office Reporting Tools website or the Outstanding Encumbrances report in IUIE, to identify encumbrances that need to be removed. *
- **Pending general ledger, nor pending labor ledger entries.** Use the Pending General Ledger Entry Lookup and Pending Labor Ledger Entry Lookup in KFS to identify entries that must be finalized before account closure. *

Alternatively, you may use the Account Closing Ledger Errors Report in IUIE to help you identify the errors on a given account that will prevent its closure.

***Important Note:** *Ledger entries from finalized KFS e-docs post to the general ledger and labor ledger during the nightly accounting cycle. Please wait until the entries post before closing your accounts and sub-accounts.*

University Budget Office Year End Close

University Fiscal Year-End Analysis and Reports

This page includes the campus hyperlinks to the University Budget Office year-end files for campus completion and for reference. The University Fiscal Analysis file is for campus completion. For reference, the Campus Cash and Days Cash on Hand Report will be updated each morning of the closing cycle. The reports are by fund group and provide users with information about ending fund balance, ending cash balance, and days cash on hand. Please note that Designated Fund amounts exclude designated adjusting entry accounts.

University Fiscal Analysis Files and Campus Cash and Days Cash on Hand Reports

- [**Bloomington Fiscal Analysis and Year-End Closing Reports**](#)
- [**Indianapolis Fiscal Analysis and Year-End Closing Reports**](#)
- [**IU School of Medicine Fiscal Analysis and Year-End Closing Reports**](#)
- [**East Fiscal Analysis and Year-End Closing Reports**](#)
- [**Kokomo Fiscal Analysis and Year-End Closing Reports**](#)
- [**Northwest Fiscal Analysis and Year-End Closing Reports**](#)
- [**South Bend Fiscal Analysis and Year-End Closing Reports**](#)
- [**Southeast Fiscal Analysis and Year-End Closing Reports**](#)

For any questions, comments or suggestions with regards to the furnished information, please do not hesitate to contact UBO at budu@iu.edu.