

## IUPUI Year-End Close (YEC)

### Things you can do before June 30th

- Ensure all grant transactions/adjustments are completed by 1<sup>st</sup> close
- Get IUF Reimbursement Requests prepared and submitted
- Approve all Chrome River Transactions (p-card and travel)
- Clean up Buy.IU Invoices and verify Encumbrances are valid, close PO's if necessary
- Work to get ePTO balances current/approved (IUIE report HRMS/ePTO/Delinquency)
- Clear Negative Balances (Resource # 1)
- Investigate and resolve Stale Balances (Resource # 2)
- Account Reconciliations – Clearing accounts should have \$0 balance at FYE (Resource # 3)
- Review system-access controls (e.g. KFS roles) (Resource # 4)
- Material transaction substantiation communication and review (>\$5M) (Resource #5)

### Things you can do after June 30th

- Balance Sheet Substantiation (Resource # 6)
- Balance Sheet Variance Analysis (Resource # 7)
- Income Statement Variance Analysis (Resource # 8)

RC's completing the IUPUI Closing Process will receive guidance about submission of schedules and information.

### Resources

All - [UCO Closing Calendar](#)

All - [IUPUI/SOM UCO Year End Reporting Tableau](#)

All - [UCO FYE Close Procedures Checklist](#)

All - [IU Accounting Standards](#)

All - [Financial Statement Report](#) and [Instructions](#)

All - [Policy – Role of Fiscal Officer, Account Manager and Account Supervisor \(FIN-ACC-1\)](#)

#1 – UCO [Negative Balance Report](#), [Instructions](#), and [UCO Template for Stale & Negative Balances](#)

#2 – UCO [Stale Balance Report](#), [Instructions](#), and [UCO Template for Stale & Negative Balances](#)

#3 – [Account Reconciliation Standard](#)

#4 - [UCO Account Role and Delegate Compliance Status Report](#) and [Instructions](#)

#5 - [Material Transactions Substantiation](#), [Instructions](#), [Report](#) and [Template](#)

#6 – [Balance Sheet Substantiation](#), [UCO Balance Sheet Report](#), [Instructions](#) and [Template](#)

#7 – [Balance Sheet](#), [Variance Analysis](#) and [Balance Sheet Variance Analysis Template](#)

#8 – [Income Statement](#), [Income Statement Report](#) & [Income Statement Variance Analysis Template](#)

**IUPUI Closing Process Deliverables – more info will be distributed when it is known**