Discussion Format

- General time frame (3 topics)
  1.30 minute discussion in round table groups
  2.10-15 minutes discussing each topic as a large group

- Each table will have a discussion leader that will capture the group’s thoughts and share with entire group during summary discussion.

Discussion Topics

I. SEFA Schedule, Discussion Leader – Janet Killion
   a. Discuss Pass-Through confirmation process and related accrual entries
      i. What is the most challenging? Tips for best practices?
      ii. Process for reviewing revenue codes
   b. NSE (Non-State Entity), new NSE list for FY16, may need to request new NSE’s be added to the list, required to include supporting documentation.
      i. Use proper ID number assigned by the grantor federal agency, as supported by grant documentation (avoid dates, grant names or purchase order numbers)
      ii. Concerns about NSE activity?
   c. New for FY16 - R&D flags will be included in SEFA web application to confirm the flag matches for pass-through activity, questions about when to mark at R&D?
   d. Discuss SEFA Note 2 Reconciling Items
      i. Vendor Relationships with state agencies should not be reported as a reconciling item, most are reporting this activity as Other Contracts
      ii. Payment of goods & services from a Federal entity, when to report on SEFA? If Research, consider reporting on SEFA. Review specific examples.
   e. Generic CFDA numbers may be used if a specific CFDA is not available, maintain documentation of attempts to obtain CFDA. Discuss feedback from recent audits.
   f. Reporting Federal Student Aid, some had audit adjustments in FY15 for Direct Loans that were reported cash basis vs. academic year. How is the loan amounts determined?
   g. SEFA Web Application – Tips on the file import process?

II. APS011 Calculation, Discussion Leader - Teresa Bass
    o What is the most challenging part of the benefits proportional calculation?
    o Review revenue calculation and exclusions, discuss legal cites
o Revenue verified to GAA, or be able to reconcile revenue to IV-Fund for tuition fund 02xx
o Discuss USAS entries and pro’s/con’s of backdating entries
  ▪ Tips for USAS entries, should you wait until ACO has approved before making entries?
o Discuss how preparing GR recon early in the process can help identify problems
o Be able to tie workpapers back to FAMIS

III. Year-End Processes, Discussion Leader - Lori Beaty
1) Review Encumbrances
   a) What is your process for reviewing encumbrances?
   b) How long do you allow an encumbrance to stay open? Can they cross fiscal years?
   c) At what point do you stop allowing encumbrances in the current year? Are capital purchases treated differently?
   d) If an encumbrance of prior year funds is released in the current year, are the funds swept, or made available to spend in the current year?

2) Review Accounts/Analyze Balances
   a) Do you sweep unused balances at year-end or allow them to roll forward? Does the answer vary depending on funding source, State, Local, or C&G?
   b) For accounts with small balances and no recent activity, can the remaining balance be moved to another account?
   c) Clearing account review
   d) Discuss process for review Account Attributes (function, year-end processing flags). When/how often is the review done?

3) Capital Asset Processing at Year-End
   The property team can struggle at year-end to get all the assets recorded. FFX entries can be made in Month 13 to reflect payables generated during the night of August close. Some members set an early deadline for capital asset purchases, other suggestions??

4) Year-End Entries
   a) Cash Allocation – What is most challenging about allocating local cash concentration pool balance at year-end? Discuss/share tips and best practices.
   b) Tuition & Fees
      i) What is your process for recording unearned revenue for the Fall semester?
      ii) How is the amount for prepaid scholarships determined?
      iii) What is the impact of the repeal of B-On-Time set asides?