TO:     Fiscal Administrators

FR:     General Accounting

RE:     Recording Year-End Accounting Data - FY 2018

Please read the attached memorandum on Recording Year-End Accounting Data. Please complete the form and return it to General Accounting by Monday, July 2, 2018.

As stated in the memo, to record your accrual and other 13th month adjustments:

1. Complete the applicable Year End JV Worksheet
2. Email the files to uhgalc@hawaii.edu
   o For Subject line of email, enter JV type and 3 digit FA number (i.e., A-01 A/R-Revenue 036)
   o Attach Year End JV Worksheet (in Excel format)
   o Attach proper supporting documentation

The Year End JV Worksheets for FY 2018 are available in the General Accounting section of the FMO website, under the Forms tab (http://www.fmo.hawaii.edu/general_accounting/index.html#tab5).

In completing the Year End JV Worksheets, please note the following:

1. The "Line Description" column is a new optional field and is limited to 40 characters
2. The "Description*" field is limited to 40 characters
3. If possible, please consolidate your JVs by JV type (i.e., instead of sending us several A-01s under the same FA number, please consolidate your entries and submit to us one A-01 per FA number)
4. Please do not include multiple JVs in one Excel workbook. Instead, please submit a separate Excel file for each JV type. This helps us to expedite uploading the JVs in KFS.
5. Please do not change the formatting on the Year End JV Worksheets (do not add borders or change the numbering format, etc.)
6. Please do not delete or hide any columns on these JV templates, even if you do not use them
7. If you need to add any columns to these JV templates, please add them anywhere after the last column of that JV
8. If you complete the "Project" column, please make sure that these are actual project numbers that are already set up in KFS; if they are not set up in KFS, you may enter these in the "Description" column instead
9. If sub-accounts are being used and you complete the "Sub-Acct" column, please make sure that these have been set up in KFS. If these are not in KFS, General Accounting will eliminate the sub-accounts from the JV.
10. If sub-object codes are being used and you complete the "Sub-Obj" column, please make sure that these sub-object codes have also been set up in KFS for the offset (accrual) object codes (i.e., sub-object codes for both debit and credit object codes need to be set up in KFS). In addition, these need to be set up for both FY18 and FY19 in KFS. If these are not set up properly, General Accounting will eliminate all sub-object codes from the JV.

To assist you with RCUH related entries, attached is some guidance on how various types of payments to RCUH are recorded.
Thank you very much for your cooperation!

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