

To: FRS News Recipients and Departmental Business staffs

From: Floyd Roman, Associate Comptroller

Date: June 26, 2009

Subject: June Preliminary Reports and Year End Processing Information

Preliminary FRS monthly reports for June 2009 will be available in ISW on Monday, June 29th. These reports consist of the FBM090/091 and FBM061 series and will be dated June 26th. These are only interim reports. Many fiscal 2008-2009 transactions have not yet been posted, including the final full payroll for June (which will post on the night of June 30th for the pay date of July 2nd). Review these interim reports carefully and ensure that any final transactions, transfers, and corrections are completed immediately. See the schedule on Page 2 for processing deadlines and a schedule of FRS system availability.

The final close will be July 17th, and final reports will be available in ISW the week of July 20th. When the final reports are placed in ISW, they will be dated June 30th, rather than June 26th.

The preliminary reports will be available on the Information Services Web (ISW) from June 29th through July 17th. These reports will be dated June 26th. The final June 30th reports will replace the preliminary reports effective July 20th. Refer to the following websites for more detailed information.

FSO Homepage	http://www.fso.arizona.edu/
Year-End Close Calendar & Memos	http://www.fso.arizona.edu/year_end_info.html
2008 – 2009 Payroll Calendar	http://www.fso.arizona.edu/Payroll/calendars.html
2008 – 2009 FRS Month-End Closing Dates	http://www.fso.arizona.edu/FRS_close.html
Information Services Web – to view FRS and other reports on the web	https://www.fso.arizona.edu/isw/

See the next page for Important Processing Deadlines and FRS Scheduled System Availability. The Processing Deadlines included here are a re-statement of the deadlines that were initially communicated in an FRS News memorandum dated May 12, 2009 with a subject of 2008-09 Fiscal Year-End Processing.



Closing Fiscal Year 2008 – 2009

Important Processing Deadlines

☐ June 26	Requests for Endowment Cash Transfers must be received in Budget Office by 5:00 PM
☐ July 8	Requests for Cash Transfers must be received in the Budget Office by 10:00 AM
☐ July 8	Travel Order cancellations, Travel Expense Vouchers and Travel encumbrance corrections must be received in the Travel Office by 10:00 AM
☐ July 8	Receiving Reports for goods received on or before June 30 must be received in Central or Medical Receiving by 10:00 AM
☐ July 8	Invoices and Check Requests for goods or services received on or before June 30 must be received in Accounts Payable by 10:00 AM
☐ July 10	Final day to process Payroll Expense Transfers on-line
☐ July 10	Last day for Interdepartmental Billing Units to process batch feeds or enter on-line billings for June transactions
☐ July 13	Miscellaneous Interdepartmental Billing Units forms must be received in the Financial Services Office by 10:00 AM
☐ July 13	Request for Accounting Assistance and other non-payroll corrections must be received in the Financial Services Office by 5:00 PM
☐ July 14	Last day for June PCard Transactions to be approved in PaymentNet to post in Old Year

FRS Scheduled System Availability

☐ June 29 – July 10	All departmental users will have FRS access to Fiscal Year 2008 – 2009
☐ June 27 – June 28	FRS will be unavailable
☐ July 3	FRS will be available from 6:00 AM to 6:00 PM, no nightly processing
☐ July 4	FRS will be available from 6:00 AM to 6:00 PM, no nightly processing
☐ July 5	FRS will be available from 6:00 AM to 6:00 PM, no nightly processing
☐ July 13	All departmental user's FRS access will convert to the new fiscal year. FRS will be available at 10:00 AM
☐ July 15	Sponsored Projects and Accounts Payable final close
☐ July 16	FRS is unavailable all day
☐ July 17	FRS final close
☐ July 18-19	FRS will be unavailable to all users

