To: Departmental Business Staff  
From: Lupe Valencia, Assistant Comptroller  
Date: June 15, 2012  
Re: Fiscal Year-End 2011-12 Reports  

The purpose of this memo is to explain what you can expect to see in the various Analytics Report areas and what differences you may see as transactions are processed to close out the year.

- Initial (interim) period 12 will close on June 30th and interim monthly reports for June 2012 will be available in UAccess Analytics on Monday, July 2nd in a Financials dashboard under General – Periodic Reports. The data in this area will not change and will always reflect transactions as of the June 30th period 12 interim close.

- Analytics reporting areas will continue to be updated as transactions are processed. For the most part, year-end transactions will post to period 13. However, there will be some transactions that will post to period 12 and therefore, it’s possible, that period 12 reports will not match what is in the interim period 12 snapshot. Examples of transactions that you might see in Analytics that have posted to Period 12 after the initial/interim close:
  - **Split Payroll**: The final payroll for June, pay date July 13th, will post on July 11th.
  - **Payment Requests**: Invoices dated June 30 and earlier will post into Period 12. Invoices dated July 1 and later will post into period 01, FY13. PREQs post immediately to the GL, if a PREQ has posted to period 12 and then after interim close the accounts are changed during approval, the change will post to period 12 in Analytics.
  - **Interdepartmental Billing transactions**: IDB transactions sent via collector file feeds after June 30 for FY12 will post into period 12.
• Analytics data will continue to be updated nightly for both period 12 and 13 so you can monitor your accounts as you and the central areas process documents to make adjustments for year-end. Use period 13 for FY 2012 to see the effect of all year-end transactions.

• Final FY12 Period 12 will close July 13th. Another snapshot will be taken which will include all period 12 transactions; this will also be available in the Financials dashboard for General – Periodic Reports. This snapshot data will match Period 12 Analytics reports.

• Final FY12 Period 13 will close on August 1st and will include all year-end transactions. Final Period 13 snapshot reports will be available on August 2nd in the Financials dashboard for General – Periodic Reports. This snapshot data will match Period 13 Analytics reports.

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

2011 – 2012 Payroll Calendar http://www.fso.arizona.edu/Payroll/calendars.html

2011 – 2012 Financials Month Closing Calendar http://www.fso.arizona.edu/monthly_closing.html

UAccess Analytics https://analytics.uaccess.arizona.edu