MEMORANDUM

To: Departmental Business Staff
From: Ryan Claw, Assistant Comptroller
       Financial Management
Date: May 1, 2014
Re: Fiscal Year-End 2013-14

We are quickly approaching 2014 fiscal year-end with UAccess Financials. Based on feedback and system improvements, some changes have been made since last year, so please carefully review the materials and information. The information provided in this memo is to ensure that financial transactions are processed in a timely manner.

It is very important that revenues and expenditures be recorded in the correct fiscal year. A clean year-end cut-off of financial transactions ensures accuracy and consistency in our financial reporting. Each year the auditors review transactions for inclusion in the proper fiscal year. Therefore, if goods or services are received and/or provided before June 30th, please make every attempt to get all related paperwork processed before year-end deadlines.

IMPORTANT DATES
A list of important deadlines is attached to this memo. Please note that June 30th is a Monday so departments will be able to claim EFTs, make deposits to the Bursar’s Office and approve Service Billings and Interdepartmental Billing documents through Monday. Please see Important Dates for earlier cutoff dates for other types of transactions.

This list of Important Dates does not yet include the dates when transactions will appear in Analytics. These are being finalized and the dates for Analytics will be forwarded next week.

BUSINESS COMMUNITY OPEN FORUM (BCOF)
Much of the upcoming BCOF meeting will address year-end information and give you the opportunity to ask questions. The meeting is scheduled for May 13, 2014 from 1pm - 3pm in the Kiva Room, Student Union Memorial Center. Attendance is strongly encouraged if you are responsible for year-end financial processing as we will be discussing important year-end information and deadlines.
YEAR-END OVERVIEW

Interim close of FY14 Period 12 will be on June 30th. Interim reports will be available in Analytics for period 12 on July 2nd. PELs for the Split Payroll will be available after noon on July 10th. Additional items such as Admin Service Charges, Line Item Receiving, and Pcard Transactions will continue to post to Period 12 until it is officially closed. Final Period 12 close will be on July 16th.

The timeframe for FY14 reconciliation is from July 1st through July 12th. All department originated corrections need to be processed and approved by NOON on July 12th. Corrections identified during the reconciliation of Period 12 will need to be initiated using the year-end version of the corresponding document, for example, Year-End Distribution of Income and Expense (YEDI) instead of using standard Distribution of Income and Expense document (DI).

<table>
<thead>
<tr>
<th>Standard eDoc</th>
<th>Year-End eDoc</th>
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<tbody>
<tr>
<td>Distribution of Income &amp; Expense (DI)</td>
<td>Year-End Distribution of Income &amp; Expense (YEDI)</td>
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<tr>
<td>General Error Correction (GEC)</td>
<td>Year-End General Error Correction (YEGC)</td>
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<td>Transfer of Funds (TF)</td>
<td>Year-End Transfer of Funds (YETF)</td>
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<tr>
<td>Salary Transfer (ST)</td>
<td>Year-End Salary Transfer (YEST)</td>
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The routing for year-end documents will route to the Fiscal Officer for approval through NOON on July 12th. Departments can also set up Org Review if additional review by a group or individual is preferred. Refer to the following tutorial for instructions on how to set this up: https://upktraining.uits.arizona.edu/odstrack/content/financials/toc0.html.

As the year-end transactions are approved and finalized, they will be fed to Analytics and can be viewed by selecting Period 13. Final FY14 Period 13 close is August 1st, with reports expected in Analytics by August 4th.

The standard documents (example: GEC/DI/ST/TF) for FY15 will post to Period 1 starting on July 1st. With UAccess Financials, departments will have access to FY15 on July 1st. The system will remain open throughout the year-end process.

COMMUNICATIONS

You will receive a Monday morning update for any issues that are relevant for that week. All communications will be available on the FSO website at http://www.fso.arizona.edu/financial-management/year-end

The physical calendar for key dates and deadlines will be found on the University Business Calendar next week.

Thank you and we look forward to a successful year-end close.