We are quickly approaching 2015 fiscal year-end with UAccess Financials. Based on user feedback and system improvements, some changes have been made since last year, so please review the materials and information carefully.

It is an important Generally Accepted Accounting Principal (GAAP) that revenues and expenditures be recorded in the correct fiscal year. Each year the auditors review transactions for inclusion in the proper fiscal year. A clean year-end cut-off of financial transactions ensures accuracy in our financial reporting as well as the timely processing of all transactions.

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 - see Important Dates document**

**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 12th, 2015 from 1pm - 3pm in Gallagher Theater, Student Union Memorial Center. Attendance is strongly encouraged if you are responsible for year-end financial processing.

**YEAR-END OVERVIEW**

*Interim close of FY15 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 9th. Additional items such as Admin Service Charge, 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 FY15 reconciliation is from July 1st through July 11th. **All department originated corrections need to be processed by noon and approved by 5pm on July 11th.** 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) is to be used instead of using the standard Distribution of Income and Expense document (DI).

<table>
<thead>
<tr>
<th>Standard eDoc</th>
<th>Year-End eDoc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution of Income &amp; Expense (DI)</td>
<td>Year-End Distribution of Income &amp; Expense (YEDI)</td>
</tr>
<tr>
<td>General Error Correction (GEC)</td>
<td>Year-End General Error Correction (YEGC)</td>
</tr>
<tr>
<td>Transfer of Funds (TF)</td>
<td>Year-End Transfer of Funds (YETF)</td>
</tr>
<tr>
<td>Salary Transfer (ST)</td>
<td>Year-End Salary Transfer (YEST)</td>
</tr>
</tbody>
</table>

If the Fiscal Officer or delegates will not be available to approve documents by 5pm on July 11th, set up a delegate for approvals in advance.

Please note, departmental Org Review for regular documents does not appear for year-end documents and must be set up separately. Refer to the following tutorial for instructions on how to set this up: UAccess Financials: Fiscal Officer Workflow & Dele

As the year-end transactions are approved and finalized, they will be fed to Analytics and can be viewed by selecting Period 13. Final FY15 Period 13 close is August 1st, with reports expected in Analytics by August 3rd.

The standard documents (example: GEC/DI/ST/TF) for FY16 will post to Period 1 starting on July 1st. With UAccess Financials, departments will have access to FY16 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](http://www.fso.arizona.edu/financial-management/Year-End)

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

If you have questions concerning the year-end process, please contact FSO Outreach at outreach@fso.arizona.edu or call (520) 626-3090.

Thank you. We look forward to another successful year-end close.