MEMORANDUM

To: Department Business Offices
From: Bethany Prim, Assistant Comptroller
Date: April 3, 2017
Re: 2017 Fiscal Year-end

We are quickly approaching the 2017 fiscal year-end. Based on feedback and system improvements, some changes have been made since last year. Please carefully review the information in this memo and referenced materials. The information provided will help 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 cutoff for financial transactions ensures accuracy in our financial reporting. Each year, the auditors review transactions to determine if they are posted in the proper fiscal year. Therefore, if goods or services are received and/or provided on or before June 30th, please make every attempt to get all related documents processed before year-end deadlines.

We will not be having a Business Community Open Forum (BCOF) meeting this year as there is nothing new or outside of normal reminders to cover.

IMPORTANT DATES – Please refer to the attached document.

YEAR-END OVERVIEW
Interim close of FY17 Period 12 will be on June 30th. Interim reports will be available in Analytics for period 12 on July 3rd. PELs for the Split Payroll will be available after noon on July 6th. Additional items such as Admin Service Charges, Line Item Receiving, and PREQ documents will continue to post to Period 12 until it is officially closed on July 17th.

The timeframe for FY17 reconciliation is from July 1st through July 10th. All department originated corrections need to be submitted by NOON and approved by 5 pm on July 10th. Corrections identified during the reconciliation of Period 12 will need to be initiated using the Year-End version of the corresponding document. For example, use the Year-End Distribution of Income and Expense (YEDI) instead of the standard Distribution of Income and Expense document (DI). The following chart identifies the Year-End version of the standard eDocs:

<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>
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The routing for year-end documents will route to the Fiscal Officer for approval through 5 pm on July 10th. 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: UAccess Financials: Fiscal Officer Workflow & Delegation.

As year-end transactions are approved and finalized, they will feed to Analytics and can be viewed by selecting Period 13. Final FY17 Period 13 close is July 31st, with reports expected in Analytics on August 1st.

Within UAccess Financials, departments will have access to FY18 beginning on July 1st and throughout the Year-End process. The standard documents (example: GEC/DI/ST/TF) for FY18 will post to Period 1 starting on July 1st.

COMMUNICATIONS
You will receive a Monday morning update starting April 24th for any issues that are relevant for that week.

FY17 communications are available on the FSO website at http://www.fso.arizona.edu/financial-management/Year-End which includes this memo, the Important Dates FY17 document, AR/Inventory information, and a complete year-end calendar.

The calendar with key dates and deadlines can be found on the University Business Calendar.

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