AGENDA

- Introductions
- Overview & Important Dates
- Budget Details
- End of Year Payroll – Continuation Accounts
- Accounts Receivable & Inventory
- Communication Plan
- Questions
OVERVIEW MEMO

- Year End Overview
  - **Interim Close** FY13, Period 12 – June 30th
    - Reports available July 2nd
  - **Reconciliation** – July 1st – July 11th
    - Use Period 13 in Analytics to see finalized transactions
  - **Final Close** FY13, Period 12 – July 16th
  - **Final Close** FY13, Period 13 – Aug 1st
Use Year End Documents for all corrections identified during reconciliation

Routing of Documents
- Will route to Fiscal Officer for approval through July 11th
- Departments can set up Org Review

Training
- Date Correction – June 11, 2013 10am – 12pm
- Kiva Auditorium, Student Union
Budget Detail

- May 10th - Position Funding Tool available
- May 10th - FY14 RBC’s available
- May 31st - Organization Changes due to the Budget Office
- June 7th - Signed Position Funding reports due to the Budget Office
- June 21st - Last day to submit FY13 Perm RBC’s to the Budget Office
Budget Detail

- June 28th - FY13 Temp RBC’s Due (Between July 1st and July 11th - processed on a case-by-case basis).

- July 1st - FY13 Perm Budget becomes FY14 Original Budget

- July 1st - Position Funding from Position Funding Tool takes effect
Continuation Accounts

- Issue
  - Prior Year

- Solution

- Tools that exist to determine funding
  - UAccess Analytics - rollover dashboard

- Important Dates
  - Changes allowed to FY 2014 Employee Distribution in MSS: June 17 – July 5th (Due to the holiday we advise necessary changes are completed and approved by the 3rd as the deadline is the 5th)
ACCOUNTS RECEIVABLE AND INVENTORY
New Guidelines

- Materiality Approach
  - A/R - $100,000
  - Inventory - $50,000

- If you do not meet the threshold, there are optional instructions to record the A/R and inventory on a YEDI.

- The documents are available at:
  www.fso.arizona.edu/financialmanagement/yearend

- The documents are due by July 5, 2013
ACCOUNTS RECEIVABLE AND INVENTORY

Training Session

☐ May 21, 2013 @ 1:30pm

☐ Location: Student Union - Rincon Room

☐ Register on FSO’s ISW website
  ☐ www.fso.arizona.edu/isw

☐ Please direct any questions to the FSO Accounts Receivable & Inventory Coordinator, Brian Pierson – 621-3473
IMPORTANT DATES
COMMUNICATION PLAN

- All Communications will be available on FSO website

- Calendar
  - Use the physical calendar
  - Can click for more information
  - Can add to your Outlook calendar

- UAccess Community

- UAccess Financial listserv
QUESTIONS?