MEMORANDUM

To: Departmental Business Staff
From: Ryan Claw, Assistant Comptroller
       Financial Management
Date: May 6, 2013
Re: Fiscal Year-End 2012-13

We are quickly approaching 2013 fiscal year-end with UAccess Financials. Please note that some changes have been made since last year based upon feedback and system improvements, so please ensure you 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. A list of important deadlines is attached to this memo. Please note that June 30th is a Sunday so effectively, June month end is on Friday, June 28th for departments.

Business Community Open Forum (BCOF)
Much of the upcoming BCOF meeting will address year-end information and the opportunity to answer questions. The meeting is scheduled for May 14, 2013 from 1pm - 3pm in the Gallagher Theater, 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 Document Training (corrected)
Training for specific year-end documents will be provided on June 11th from 10am – 12pm in Kiva Auditorium in the Student Union Memorial Center. This training will provide review of year-end documents and allow for questions and discussion.

Year-End Overview
Interim close of FY13 Period 12 will be on June 30th. Interim reports will be available in Analytics for period 12 on July 2nd. The Split Payroll will be posted to Period 12 on July 10th.
Final Period 12 close will be on July 16th. The timeframe for FY13 reconciliation is from July 1st through July 11th. All corrections need to be processed and approved by July 11th. Corrections identified during reconciliation of Period 12 will need to be initiated using the year-end version of the corresponding document, for example, Year-End Salary Expense Transfer (YEST) instead of using standard Salary Expense Transfer document (ST).

**Year-End Documents**

<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>
</tr>
<tr>
<td>General Error Correction (GEC)</td>
<td>Year-End General Error Correction (YEGC)</td>
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<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 now route to the Fiscal Officer for approval through July 11th. 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](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.

The standard documents (example: GEC/DI/ST/TF) for FY14 will post to Period 1 starting on July 1st. With UAccess Financials, departments will have access to FY14 on July 1st, as the system will remain open through the year-end process.

**COMMUNICATIONS**

Communication of year end issues will be handled differently this year. You will receive topic specific memos for the following areas:

- Pcard/Purchasing
- Accounts Payable/Travel
- Accounts Receivable/Inventory
- Commitment Accounting/Split Payroll

You will also receive a Monday morning update for any issues that are relevant for that week. All communications and calendars 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).

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