We are quickly approaching the 2016 fiscal Year-End with UAccess Financials. Based on feedback and system improvements, some changes have been made since last year. 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 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 documents processed before Year-End deadlines.

IMPORTANT DATES - see attached 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 24th, 2016 from 1pm - 3pm in 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 OVERVIEW
**Interim close of FY16 Period 12 will be on June 30th.** Interim reports will be available in Analytics for period 12 on July 1st. PELs for the Split Payroll will be available after noon on July 7th. 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 on July 17th.

The timeframe for FY16 reconciliation is from July 1st through July 11th. **All department originated corrections need to be submitted by NOON and approved by 5 pm 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, 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:
The routing for Year-End documents will route to the Fiscal Officer for approval through 5 pm on 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: UAccess Financials: Fiscal Officer Workflow & Delegation

As the Year-End transactions are approved and finalized, they will be fed to Analytics and can be viewed by selecting Period 13. Final FY16 Period 13 close is August 1st, with reports expected in Analytics by August 2nd.

The standard documents (example: GEC/DI/ST/TF) for FY17 will post to Period 1 starting on July 1st. With UAccess Financials, departments will have access to FY17 on July 1st throughout the Year-End process.

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

FY16 communications are available on the FSO website at http://www.fso.arizona.edu/financial-management/Year-End this includes this memo, important dates document, AR/Inventory information and 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.