MEMORANDUM

To: Department Business Offices
From: Bethany Prim, Assistant Comptroller
Date: April 23, 2018
Re: 2018 Fiscal Year-end

We are quickly approaching the end of fiscal year 2018. Based on feedback from campus and system improvements, some updates 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.

IMPORTANT DATES
A clean year-end cutoff for financial transactions ensures accuracy in our financial reporting. It is very important that revenues and expenditures be recorded in the correct fiscal year. 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 have all related documents processed before year-end deadlines.

Please refer to the attached document for important dates and deadlines.

BUSINESS COMMUNITY OPEN FORUM (BCOF)
We will be having a BCOF meeting to address year-end information and give you the opportunity to ask questions. The meeting is scheduled on May 16, 2018 from 1:00pm – 3:00pm in the Kiva room at the Student Union. Attendance is strongly encouraged if you are responsible for year-end financial processing.

YEAR-END OVERVIEW

Interim close of FY18 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 5th. Additional items such as Administrative Service Charge, Line Item Receiving, and PREQ documents will continue to post to Period 12 until it is officially closed on July 16th.

The timeframe for FY18 reconciliation is from July 1st through July 9th. 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 chart below identifies the Year-End version of the standard eDocs. All department originated corrections need to be submitted by NOON and approved by 5 pm on July 9th. Administrative Service Charge (ASC) for period 12 will post the night of July 9th. ASC changes can be made on July 10th (see “What’s New?” below).
Year-end documents will route to the Fiscal Officer for approval through 5 pm on July 9th. Departments can also set up Org Review if additional review by a group or individual is preferred. Refer to the following tutorial for instructions: [UAccess Financials: Fiscal Officer Workflow & Delegation](http://www.fso.arizona.edu/financial-management).

As year-end transactions are approved and finalized, they will feed to Analytics and can be viewed by selecting Period 13. Final FY18 Period 13 close is July 31st, with reports expected in Analytics on August 1st.

Within UAccess Financials, departments will have access to FY19 beginning on July 1st and throughout the year-end process. The standard documents (example: GEC/DI/ST/TF) for FY19 will post to Period 1 starting on July 1st.

**WHAT'S NEW?**

Based on feedback received from Campus, the year-end process has been improved and the timeline adjusted to allow departments to move Administrative Service Charge for period 12 to sub-accounts, sub-object codes, and project codes. The YEDI and YEGC will be available on July 10th only for departments to move ASC. Documents for movement of ASC must be approved by 5pm on July 10th.

**COMMUNICATIONS**

You will receive a Monday morning communication starting April 23rd for any updates that are relevant for that week.

FY18 communications are available on the FSO website at [http://www.fso.arizona.edu/financial-management/Year-End](http://www.fso.arizona.edu/financial-management/Year-End) which includes this memo, the Important Dates FY18 document, AR and Inventory information, and a complete year-end calendar.

The calendar with key dates and deadlines can be found on the [University Business Calendar](http://www.fso.arizona.edu/financial-management/Year-End).

Thank you for your hard work and dedication during this busy time of year. We look forward to a successful year-end close.