University of Arizona - UAccess Financials 2020 Fiscal Year-End Calendar

Campus Deadlines - To be Communicated	
Holiday	
run Jobs/processes	
SQL/EPM Query	
Special Batch runs	
Snapshots/Special BI job runs	
Period Open/Close	
File Feed related	

Last Updated: May 13, 2020 - Wednesday

Overall JIRA - FIN-1507

Line #	FYE 2020 Plan Date	Closing Steps	Responsible	Notes & FNSV Follow-up [JIRA #'s]/(Redmine #'s):
1	April 17 - Friday	Publish the FYE Calendar on Financial Services Website and UBET calendar	FNSV-BSA	
2	April 24 - Friday	Communication to campus - Notify 5/1 is deadline for all Requisitions to get to purchasing for Fiscal Year 2020. Message of the day and FIN Listserves	PACS FNSV-OUTREACH	
3	April 24 - Friday	Send out year-end overview processing memo to campus. Include FYE Calendar & update Financial Services website.	FNSV-FM FNSV-OUTREACH	Redmine #72658
4	May 01 - Friday	Last day for departments to submit fully approved Purchase Requisitions to Purchasing to assure the order is placed, delivered and paid in Fiscal Year 2020.	PACS	
5	May 01 - Friday	Begin departmental review of FYE 2020 account setups and attributes.	CHART FNSV-OUTREACH	
6	May 01 - Friday	Run Fiscal Year Maker Job - Creates FYE 2021 Accounting Periods. FYE 2021, Period 01 opens. Parameters need to be changed by PACS - JOB - KFS-FYM	UITS FNSV PACS	FIN-1521 Redmine #72666
7	May 04 - Monday	Send out A/R, Inventory, Unearned Revenue, Prepaid and Accrued Expenses, and Deposits Memo	FNSV-FM	
8	May 04 - Monday	Begin dual updating of maintenance tables. This can begin after FY Maker runs. CAM object, object code, acct period, univ date, ICR rate, ICR detail, offsets. Sub-Object Codes and Project Codes are maintained by CAMPUS.	CHART	
9	May 04 - Monday	Message of the day noting availability of FYE 2021	FNSV-OUTREACH	
10	May 04 - Monday	Begin processing new year Requisitions.	PACS	
11	May 15 - Friday	Last day for departments to submit fully approved Amendments to Purchasing to assure the amendment is processed in FYE 2020.	PACS	
12	May 15 - Friday	Deadline for approved reorganization/department title/account remapping changes to Office of Budget and Planning.	OPB	
13	May 15 - Friday	Endowment transfer of funds deadline.	ENDOW	
14	May 21 - Thursday	Campus training on A/R, Inventory, Unearned Revenue, Prepaid and Accrued Expenses, and Deposits (2-3 pm). Register for the Webinar through UAccess Learning. You will receive a confirmation email that includes the Webinar meeting link. The meeting will be recorded and available on the FYE website afterwards.	FNSV-FM	
15	May 27 - Wednesday	Last day to update account **expiration dates** in KFS to extend an account into the new FY for purposes of payroll funding. Transactions to update account expiration dates must show final in KFS by May 29th.. Account expiration changes made after this date will require account changes to funding in UAccess Employee as well.	PAYROLL	
16	May 29 - Friday	Office of Budget and Planning to create Budget Hierarchy Tree for FYE 2021	OPB	
17	May 29 - Friday	Last day to update UAccess Employee position funding in FYE 2020 to ensure the changes roll to FYE 2021. Position funding changes made after this date will need to be done for both FYE 2020 and FYE 2021.	PAYROLL	
18	May 29 - Friday	Last day for Financial Services, SPCS and Budget to approve account expiration dates	FNSV SPCS CHART	
19	May 29 - Friday	Create 7/1 Position Funding for All Active Positions	WORKFORCE SYSTEMS	
20	June 01 - Monday	Request for Budget Change (RBC) – FYE 2021 will be available	OPB	

Line #	FYE 2020 Plan Date	Closing Steps	Responsible	Notes & FNSV Follow-up [JIRA #'s]/(Redmine #'s):
21	June 01 - Monday	Include in Monday update - auto disapprove reminder	FNSV-OUTREACH	
22	June 03 - Wednesday	Regular Biweekly Payroll processed to KFS - 7pm Batch Start	PAYROLL	
23	June 12 - Friday	Request for Budget Change (RBC) – Perm Budget Deadline for FYE 2020 permanent budget transfers and revisions (to affect FYE 2021 Original Budget).	OPB	
24	June 12 - Friday	DV vendor (PVEN) creation deadline	AP	
25	June 12 - Friday	Verify PCard post back parameter set to 20	FNSV-BSA	FIN-1517
26	June 16 - Tuesday	Accounts Payable update the parameter to allow back post days for FYE 2020 PREQs paid through 7/13/2020	AP	Redmine #73007
27	June 16 - Tuesday	Create & populate new KFS Tables for CA_PRIOR_YR_ACCT_T & CA_PRIOR_YR_ORG_T for prior fiscal year before the Populate Prior Year Data job runs. These tables are used for the snapshots created during close.	UAIR	UAIR-20403 (related to FIN-1520)
28	June 17 - Wednesday	Regular Biweekly Payroll processed to KFS - 7pm Batch Start	PAYROLL	
29	June 19 - Friday	Disbursement Voucher DEADLINE 2:00 pm: FYE 2020 Deadline for campus users to create, approve or submit supporting documentation to Financial Services (AP/Travel) for DVs to expense against FYE 2020 budgets.	AP	
30	June 19 - Friday	Message of the day noting Auto Disapprove details	FNSV-OUTREACH	
31	June 19 - Friday	Request for Budget Change (RBC) – Temp Budget DEADLINE for FYE 2020	OPB	
32	June 26 - Friday	Last day to do asset retirement and transfers	PROPERTY	
33	June 26 - Friday	Deadline for API units (FM, BKS, SU, LI) to submit payment files for FYE 2020. AP-CHECK CONTROL will communicate with API units.	AP	
34	June 26 - Friday	AP PO TEAM will begin daily review of UAccess Analytics "Payment Request Enroute" report to ensure PREQs in final status by July 13th.	AP	
35	June 27 - Saturday	Last FedEx feed for June 2020 (normal Saturday processing)	AP	
36	June 29 - Monday	Labor Encumbrance job on HOLD through 7/14/20.	PAYROLL	
37	June 29 - Monday	Send out campus reminder of the auto disapprove job.	FNSV-OUTREACH	
38	June 30 - Tuesday	Cash receipts department deposits due by 4:00pm to Bursar.	BURSAR	
39	June 30 - Tuesday	Service Billing and Interdepartmental Billing approval deadline.	CAMPUS	
40	June 30 - Tuesday	**PO Invoice Deadline** **Deadline for campus to submit Purchase Order invoice(s) by noon to Accounts Payable for FYE 2020 expenditures. These invoices will be processed, although still require final approval by the business office to ensure payment by July 13.**	AP	
41	June 30 - Tuesday	Last day for AP/Travel to approve DVs, DIs and GECs for FYE 2020	AP	
42	June 30 - Tuesday	Last day to close accounts until August 3rd	CHART SPCS	
43	June 30 - Tuesday	Verify - Updating the Pay Frequency table, Insert the 7/1 job rows, and a custom process that recalculates the hourly and bi-weekly pay amount are complete in preparation for the FYE 2021 full Encumbrance pull	WORKFORCE SYSTEMS	
44	June 30 - Tuesday	Payroll Actuals file to be fed NOTE: Batch processing will begin @ 7:00pm today due to long running job. **Normal schedule would be 7/1 - this is a change in the base calendar**	PAYROLL	FIN-1510 [Item #1]

Line #	FYE 2020 Plan Date	Closing Steps	Responsible	Notes & FNSV Follow-up [JIRA #'s]/(Redmine #'s):
45	June 30 - Tuesday	**Run Auto Disapprove job - FP parent doc type only** **JOB - KFS-FY1**	UITS FNSV-BSA	FIN-1522
46	July 01 - Wednesday	Encumbrances are pulled from HCM for processing into Financials. This needs to happen prior to beginning payroll processing. FYE 2021	PAYROLL	Redmine #73448
47	July 01 - Wednesday	Manually superuser disapprove FPAD/CR documents and LD/ST documents	CHART	
48	July 01 - Wednesday	Turn on FYE Docs and ability to claim EFT on YEDI. Routing for YE Docs to Fiscal Officer from now until July 17th.	FNSV-BSA	Redmine #73449
49	July 01 - Wednesday	**FYE 2020 - Period 13 open**	FNSV-FM	Redmine #73526
50	July 01 - Wednesday	EFT Claims can be done on YEDI for FYE 2020 funds and regular DI for FYE 2021 funds	FNSV-OUTREACH	
51	July 01 - Wednesday	Populate June 30th Monthly PSStudent data in Analytics.	UAIR	UAIR-20404
52	July 01 - Wednesday	**REMINDER - All FYE 2021 Account and Organization changes are to be made in HCM ONLY until Thursday, July 17th**	ALL	
53	July 01 - Wednesday	Review Auto Disapprove reports for errors	FNSV-BSA	
54	July 01 - Wednesday	Validate pending entries from Auto Disapprove job, pending entries for FYE 2021 must mirror the Balance Forward process.	FNSV-BSA	
55	July 01 - Wednesday	Run Report for SPCS on Closed Accounts w/Encumbrances	FNSV-BSA SPCS	
56	July 01 - Wednesday	Verify that the last bank file for June went in (for bank file dated 6/30).	CASH	Redmine #73519
57	July 01 - Wednesday	Snapshot of period 11, 12 and CAM tables. Run these tables as of 6/30/2020 date.	UAIR	UAIR-20405
58	July 01 - Wednesday	Run SQL after the AutoDisapprove Job has been run in PRD for verification purposes.	FNSV-BSA	FIN-1522 Redmine #73457
59	July 01 - Wednesday	Load FYE 2021 Payroll Encumbrances (new org structure must be in place prior to loading)	PAYROLL	FIN-1510 [Item #3]
60	July 01 - Wednesday	Load FYE 2021 Budget Load file	OPB	FIN-1508 [Item #1]
61	July 02 - Thursday	**PCard - Last Load of FYE 2020 eDocs.**	PACS	FIN-1517
62	July 02 - Thursday	Final Collector file feed for FYE 2020 from Units who send files to UAccess Financials.	FNSV-FM	[related to FIN-1508]
63	July 03 - Friday	**PCard – First Load of FYE 2021 eDocs.**	PACS	FIN-1517
64	July 03 - Friday	**July 4th Holiday - System will be available but no batch processing will occur.**		
65	July 06 - Monday	GLCOLL table removed from batch processing until Period 12 closes to prevent Collector file feeds.	FNSV-BSA UITS	FIN-1508 [Item #2]
66	July 06 - Monday	Last day for dpepartments to submit A/R, Inventory, Unearned Revenue, Prepaid and Accrued Expenses, and Deposits.	FNSV-FM	
67	July 06 - Monday	Send out reminder to campus about turning off year end docs & approvals on Friday 7/17	FNSV-OUTREACH	
68	July 07 - Tuesday	Deadline for Line Item Receiving documents for FYE 2020 to ensure invoice expenditures recorded in FYE 2020	PACS	

Line #	FYE 2020 Plan Date	Closing Steps	Responsible	Notes & FNSV Follow-up [JIRA #'s]/(Redmine #'s):
69	July 07 - Tuesday	**Run PRJE for Period 12, FYE 2020, ***SEP-HELD ONLY***** **JOB KFS-GLP**	FNSV-BSA UITS	FIN-1509 [Item #2] Redmine #74060
70	July 08 - Wednesday	Validate PRJE for Period 12, FYE 2020 ***SEP-HELD ONLY***	FNSV-FM	Redmine #73914
71	July 10 - Friday	Deadline for creation of FYE 2021 UCAP and ERE object codes in chart of accounts and labor ledger	CHART PAYROLL	
72	July 13 - Monday	Cutoff for PCard (PCDO document) processing to FYE 2020 @ 5:00PM	PACS	
73	July 13 - Monday	Run a SQL query of ALL DOC TYPES that have not been approved on 7xxx, 5750 & 5751 object codes.	FNSV	Redmine #73707
74	July 13 - Monday	Set auto approve parms for PCDOs	PACS	FIN-1517 [Item #3]
75	July 13 - Monday	AP completes processing of PREQs for FYE 2020 processing.	AP	
76	July 13 - Monday	AP to set post back period parameter for PREQs posting in FYE 2021 (period originally set in task 27 above)	AP	
77	July 13 - Monday	Last day to process CAB docs and create Capital Assets.	PROPERTY	
78	July 13 - Monday	Last day to update locations and model/serial numbers to assets.	PROPERTY	
79	July 14 - Tuesday	Posting complete for FYE 2020 A/R, Inventory, Unearned Revenue, Prepaid and Accrued Expenses, and Deposits by Financial Services	FNSV-FM	
80	July 14 - Tuesday	Reset auto approve parms for PCDOs	PACS	FIN-1517 [Item #5]
81	July 14 - Tuesday	Run a SQL to update the Assets Total Cost that are off from the Asset Payments	PROPERTY	FIN-1519 Redmine #73909
82	July 14 - Tuesday	Snapshot CAM tables. Run these tables as of 7/14/2020 date. PRE DEPRECIATION	UAIR	UAIR-20406
83	July 15 - Wednesday	**Run PRJE for Period 12, FYE 2020, ***ASC & ASC EXPENSE ONLY***** **JOB KFS-GLP**	FNSV-BSA UITS	FIN-1509 [Item #3] Redmine #74060
84	July 15 - Wednesday	**Run June depreciation.** **JOB - KFS-AAD**	UITS	FIN-1513 Redmine #73995
85	July 15 - Wednesday	Payroll Actuals file to be fed posting to FYE 2020 FYE 2021 files will need to be moved to a temporary location for processing 7/20/2020 NOTE: Normal Pay Wednesday Batch processing starting 7pm	PAYROLL	FIN-1510 [Item #4]
86	July 16 - Thursday	Snapshot CAM tables. Run these tables as of 7/16/2020 date POST DEPRECIATION	UAIR	UAIR-20407
87	July 17 - Friday	**Campus deadlines - 12 noon - for initiating & 5:00pm for approving Year End documents (year end versions of BA/DI/GEC/TF and SET/STBT)**	All	Redmine #73739
88	July 17 - Friday	Reconciliation for FYE 2020, Period 12 PRJE must be done by close of business, July 17, 2020	FNSV-FM (PRJE Manager)	Redmine #73843
89	July 17 - Friday	**Remove all Year End permissions from campus at 5:00pm.** **SPCS, BUDGET and Financial Services to maintain access.**	FNSV-BSA	Redmine #73782
90	July 17 - Friday	**Review (Campus) YE documents still in process and determine what action should be taken with them.**	CHART	Redmine #73978
91	July 17 - Friday	Send last Encumbrance file for FYE 2020 to zero out any remaining payroll encumbrances	PAYROLL	FIN-1511
92	July 17 - Friday	**Run PopulatePriorYearData Job** (after core acctg batch run) **JOB - KFS-FYJ**	UITS	FIN-1520

Line #	FYE 2020 Plan Date	Closing Steps	Responsible	Notes & FNSV Follow-up [JIRA #'s]/(Redmine #'s):
93	July 17 - Friday	Use "Populate Prior Year Data" job for the Account Table and use with all FYE 2020 reports. Any FYE 2020 account changes will need to be done manually by BI. INTERIM CLOSE	UAIR	UAIR-20408
94	July 17 - Friday	Last day for Financial Services, SPCS and Budget to initiate and approve account and organization maintenance documents for FYE 2020.	FNSV SPCS OPB CHART	
95	July 18 - Saturday	**Period 12 close (done during the day of 17th after 7/16/2020 processing has been verified)**	FNSV-FM	Redmine #74063
96	July 18 - Saturday	**Open Period 02 in FYE 2021**	FNSV-FM	Redmine #74062
97	July 18 - Saturday	LLJV Correcting Entries prior to Labor Balance Forward job - Must post to period 13 (closing 20)	SPCS PAYROLL	
98	July 18 - Saturday	Remove BUDGET and SPCS access to YE Docs at 5:00pm	FNSV-BSA SPCS OPB	Redmine #73844
99	July 18 - Saturday	Verify that all remaining Payroll encumbrances are zeroed out.	PAYROLL FNSV-BSA	Redmine #73862 Redmine # 73803
100	July 18 - Saturday	Labor Balance Forward/Encumbrance Carry Forward - run/post date. **JOB - KFS-FY2** Note: System will go into Maintenance Mode at 7:00 pm	UITS	FIN-1512
101	July 18 - Saturday	**Run PRJE for FYE 2020, Period 13 ***All 3 Types*** JOB - KFS-GLP**	UITS	FIN-1509 [Item #4]
102	July 18 - Saturday	**Schedule special batch run on Saturday, July 18th - 7pm start**	UITS	FIN-1518
103	July 19 - Sunday	Capture Snapshot for FYE 2020 Period BB, Period 12 and Period 13 (for data as of 7/18/2020 processing) This is the BEG BAL SNAPSHOT	UAIR	UAIR-20409
104	July 20 - Monday	**Campus can edit accounts and organizations for FYE 2021 after prior year table validation by the Chart Manager**	CHART	
105	July 20 - Monday	Validate prior year tables prior to approving any account changes.	CHART	
106	July 20 - Monday	Validate the encumbrance and labor ledger carry forward posting to FYE 2021	FNSV-BSA	FIN-1512 Redmine #74067
107	July 20 - Monday	Reconcile PRJE processing for FYE 2020, Period 13	FNSV-FM (PRJE Manager)	Redmine #73974
108	July 20 - Monday	During the closing (AUDIT) process authorization must be obtained before making a FYE 2020 entry that affects another area. All areas impacted by your entry must review and approve them ahead of time.	FNSV	
109	July 20 - Monday	Update the Fiscal Year in the PRJE Journal Entry Sets to "2021" and update the PRJE parameter values as follows: PRJE_TABLE_CURRENT_PERIOD = 01 PRJE_TABLE_FISCAL_YEAR = 2021.	FNSV-FM (PRJE Manager)	FIN-1509 Redmine #74048
110	July 20 - Monday	Payroll Actuals file to be fed posting to FYE 2021 - HCM will resume daily encumbrance files for FYE 2021 - Payroll jobs need to be scheduled with an early start of 7pm Files from 7/15/2020 will need to be staged in integration from processing	PAYROLL	FIN-1510 [Item #5]
111	July 20 - Monday	Resume GLCOLL table in nightly batch processing for Collector file feeds to FYE 2021 after Period 12 closes	UITS	FIN-1508 [Item #3]
112	July 29 - Wednesday	Financial Management and Plant/Property deadline to initiate & approve Year End documents.	ALL	
113	July 30 - Thursday	Review and approve any pending Year-End documents for the Trial Balance snapshot.	FNSV-FM	
114	July 30 - Thursday	Run SQL to find any YE documents in SAVED or ENROUTE status (S, R).	CHART	Redmine #74563
115	July 30 - Thursday	**Cancel all unapproved YE documents - 4:00pm**	CHART	Redmine #74563
116	July 30 - Thursday	Remove access to YE documents after all unapproved YE documents have been cancelled.	FNSV-BSA CHART	Redmine #74412

Line #	FYE 2020 Plan Date	Closing Steps	Responsible	Notes & FNSV Follow-up [JIRA #'s]/(Redmine #'s):
117	July 30 - Thursday	Disable the GTE parameter prior to Nominal Activity Close job	FNSV-BSA	
118	July 30 - Thursday	Run SQL to find any balances on object codes and sub-object codes that are inactive or exist in old year but not in new year to help with errors in the balance forward jobs.	CHART	FIN-1514 Redmine #74569
119	July 30 - Thursday	FYE Nominal Activity close job NOTE: Batch processing will begin @ 7:00pm today due to long running job. JOB - KFS-FY3	UITS	FIN-1514
120	July 30 - Thursday	Snapshot for FYE 2020 (Periods BB & 1 - 13)	UAIR	UAIR-20410
121	July 31 - Friday	Validate Nominal Activity close job transactions Enable the GTE parameter that was disabled	FNSV-BSA	FIN-1514 Redmine#74560
122	July 31 - Friday	**Period 13 close (after Nominal Activity transactions have been verified - must be closed to run beginning balance job)**	FNSV-FM	Redmine #74657
123	July 31 - Friday	Load beginning balances-run/post date (Cycle 3). Run beginningBalancesForwardJob NOTE: Batch processing will begin @ 7:00pm today due to long running job. JOB - KFS-FY4	UITS	FIN-1515
124	August 03 - Monday	Process GLCP to correct beginning balances to reflect Project codes.	FNSV-BSA	
125	August 03 - Monday	Validate Beginning Balance Forward job ran correctly.	FNSV-BSA	FIN-1515 Redmine #74562
126	August 03 - Monday	Set Beginning Balances indicator.	FNSV-BSA	FIN-1515
127	August 03 - Monday	Accounts can be closed	CHART	
128	August 04 - Tuesday	**Run PRJE for FYE 2021, Period 01** **JOB - KFS-GLP**	UITS	FIN-1509 [Item #5]
129	August 05 - Wednesday	Validate PRJE before closing FYE 2021, Period 01.	FNSV-FM (PRJE Manager)	Redmine #75088
130	August 05 - Wednesday	**Close FYE 2021 - Period 01 (July 2020 month end)**	FNSV-FM	Redmine #74844
131	August 05 - Wednesday	Capture Snapshot for FYE 2021, Period 01	UAIR	
132	TBD	Capture Final FYE 2020 KFS Snapshots in PRD	UAIR	UAIR-20411