

To: FRS News Recipients and Departmental Business staffs

From: Floyd Roman, Associate Comptroller

Date: June 28, 2011

Subject: June Preliminary Reports and Year End Processing Information

Preliminary FRS monthly reports for June 2011 will be available in ISW on Tuesday, July 5th. These reports consist of the FBM090/091 and FBM061 series and will be dated June 29th. These are only interim reports. Many fiscal 2010-2011 transactions have not yet been posted, including the final partial payroll for June (which will post on the night of July 13th for the pay date of July 15th). Review these interim reports carefully and ensure that any final transactions, transfers, and corrections are completed immediately. See the schedule on Page 2 for processing deadlines and a schedule of FRS system availability.

The final close will be July 22nd, and final reports will be available in ISW the week of July 25th. When the final reports are placed in ISW, they will be dated June 30th, rather than June 29th.

The preliminary reports will be available on the Information Services Web (ISW) from July 5th through July 22nd. These reports will be dated June 29th. The final June 30th reports will replace the preliminary reports effective July 25th. Refer to the following websites for more detailed information.

FSO Homepage <http://www.fso.arizona.edu/>

Year-End Close Calendar & Memos http://www.fso.arizona.edu/year_end_info.html

2010 – 2011 Payroll Calendar <http://www.fso.arizona.edu/Payroll/calendars.html>

2010 – 2011 FRS Month-End Closing Dates http://www.fso.arizona.edu/FRS_close.html

Information Services Web (to view FRS and other reports on the web)
<https://www.fso.arizona.edu/isw/>

The processing deadlines listed below were originally communicated in an FRS News communication dated May 27th and are repeated here for your reference.

Closing Fiscal Year 2010 – 2011

Important Processing Deadlines

- June 24 Requests for Endowment Cash Transfers must be received in Budget Office by 5:00 PM
- July 8 Travel Order cancellations, Travel Expense Vouchers and Travel encumbrance corrections must be received in Travel Office by 5:00 PM
- July 8 Receiving Reports for goods received on or before June 30 must be received in Central or Medical Receiving by 5:00 PM
- July 8 Invoices and Check Requests for goods or services received on or before June 30 must be received in Accounts Payable by 5:00 PM
- July 13 Requests for Cash Transfers must be received in the Budget Office by 5:00 PM
- July 15 Final day to process Labor Distribution Expense Transfers on-line
- July 15 Last day for Interdepartmental Billing Units to process batch feeds or enter on-line billings for June transactions
- July 15 Last day for June PCard Transactions to be approved in PaymentNet to post in Old Year
- July 18 Miscellaneous Interdepartmental Billing Units forms must be received in the Financial Services Office by 10:00 AM
- July 18 Request for Accounting Assistance and other non-payroll corrections must be received in the Financial Services Office by 5:00 PM

FRS Scheduled System Availability

- July 2 – July 4 FRS will be available around 12:00 Noon on July 2nd and all day on July 3rd and 4th until 6:00 PM each day, no nightly processing
- July 2 – July 15 All departmental users will have FRS access to Fiscal Year 2010 – 2011
- July 18 All departmental user's FRS access will convert to the new fiscal year. FRS will be available at 10:00 AM
- July 20 Sponsored Projects and Accounts Payable final close
- July 21 FRS is unavailable all day
- July 22 FRS final close
- July 23-24 FRS will be unavailable to all users