

04/09/2025

TO: All Agencies
ATTN: Chief Financial Officers and Agency Coordinators

FROM: Angela Dillard
Statewide Chief Financial Officer

RE: Fiscal Year-End 2024-2025 Closing Instructions

Attached are the closing instructions for fiscal year-end 2024-2025 (FYE25). These instructions should be carefully read and followed to ensure that the FYE24 closing processes are handled as smoothly as possible. The following are some key notes for this fiscal year-end.

- The dates provided in this memo are the last processing dates for various types of transactions. If multiple steps are required before a transaction can be fully posted, you must consider all the steps and ensure that the last step takes place according to the dates on that list.
- The month of June will soft close on July 5, 2025. This is to allow for clearing any remaining bank files and other interfaces with June record dates.
- **There will not be a 13th month for processing claim transactions.** Payments for Fiscal Year 2025 obligations must be made as administrative adjustments in AZ360 FIN beginning July 7, 2025. Agencies can also make payments for these obligations between June 30 and July 5, 2025, but must record them as June (Accounting Period 12) transactions.
- **There will be a 13th month for processing adjustments and transfers.** Adjustments and transfers for Fiscal Year 2025 that are not successfully processed by 8:00 p.m. July 5, 2025 will be allowed until July 11, 2025 and must be recorded as 13th month transactions (Accounting Period 13).
- Transfers for use tax payments to Department of Revenue for Fiscal Year 2025 that are not processed by June 30, 2025 will be allowed until 3:00 p.m. on July 2, 2025. These transfers must be recorded as June (Accounting Period 12) transactions.
- Agencies are given the option to choose their department budget loading method for Fiscal Year 2026. The options are: Auto-Generate Budget, Roll-Forward Budget with Prior Year's Budget Amounts in Final/Submit Status or Roll-Forward Budget in Draft Status. The Agency Budget Structure Elections document can be found on the Operations/Operations Resources page on the GAO website. This document details agency selections for the BFY25 department budget loading process. **If your agency does not need any changes, no response is required. The BFY26 department budget loading structure will default to the same department budget loading structure that was set up for BFY25.**

There will be a Virtual Fiscal Year-End Question and Answer Meeting via Google Meets on May 27, 2025 from 2:00 p.m. to 3:00 p.m. to answer questions from the agencies and to provide clarification to fiscal-year end due dates and processes.

Katie Hobbs
Arizona Governor

Elizabeth Alvarado-Thorson
ADOA Director

Ashley Retsinas
State Comptroller/Assistant Director

Fiscal year-end closing instructions can be found on the GAO website at www.gao.az.gov under Operations/Operations Resources. For a more detailed explanation of the activities that will be conducted this fiscal year-end, please see the attachment. If you have any questions or need clarification on these instructions, please contact your AZ360 FIN liaison. An updated AZ360 FIN Liaison list is available on the GAO website under Operations/Operations Resources/GAO Agency Liaison Contacts.

AD: bn

Attachments: Fiscal Year-End Closing Instructions

Fiscal Year-End 2024-2025 Closing Instructions Table of Contents

SUBJECT	PAGE
Summary Date Schedules	1
Create New Year Profiles	1
Year End Purchasing/Contracting	2
Encumbrances Established in Fiscal Year 2025	4
Administrative Adjustments	4
Appropriation Transfers	4
Credit Card Clearing Fund (Fund 2600)	4
Year End Deposits	5
Prior Fiscal Year Deposits	5
New Fiscal Year Deposits	5
Divestments and Investments	6
Federal Funds Draw Down	6
New Fiscal Year (FY) Appropriations	6
June Closing	7
Cash Balance	7
13 th Month (Adjustment) Period	7
Purchase Card (P-Card) and Central Travel Account (CTA) Claims	7
Federal Grant Year-End Instructions	7
Transaction Catalog and Disbursement Request Page	8
Warrant Cancellation	8
InfoAdvantage	8
Lapsing and Continuing Appropriations	8
Budget Loading	8
Fixed Assets	9
Governmental Accounting Standards Board (GASB) Statements	10
Closing Package	10
Revolving Funds	10
Use Tax Payments to Dept. of Revenue	10

SUMMARY DATE SCHEDULES

FISCAL YEAR-END TASKS	SCHEDULED AZ360 FIN RUN DATES	DEADLINE TO ENTER/RELEASE TRANSACTIONS ON-LINE	DEADLINE TO DELIVER TRANSACTIONS/ REQUESTS TO GAO FOR INPUT/RELEASE
Create new year profiles (NYTI process)	4/25/2025 (beginning at 4:00 p.m.)		
Departmental budget structures load	5/24/2025		5/9/2025 (unless exception granted)
Appropriations Loads (Fiscal Year 2026)	Ongoing (dependent on chaptered Feed Bill)	Ongoing (dependent on chaptered Feed Bill)	
Appropriation Transfers (Fiscal Year 2025)			6/13/2025 by 2:00 p.m.
Encumbrances for Fiscal Year 2025 obligations		6/30/2025 by 8:00 p.m.	6/20/2025 by 4:00 p.m.
Pending or draft FA, FD, FI, FM, FT fixed asset transactions cleanup before the fourth quarter of Fiscal Year 2025 mass depreciation run		6/27/2025 by 8:00 p.m.	6/20/2025 by 4:00 p.m.
Fourth quarter of Fiscal Year 2025 mass depreciation run	6/30/2025		
Deposit to State Treasurer or at Financial Institution no later than 6/30/2025		7/3/2025 by 2:00 p.m.	7/2/2025 by 4:00 p.m.
Federal Funds Draw-Downs with the State Treasurer		7/3/2025 by 2:00 p.m.	7/2/2025 by 4:00 p.m.
June soft close	7/5/2025		
June monthly reports available in infoAdvantage	7/7/2025		
Transaction error corrections		Keep current daily	
13 th month close (Fiscal Year 2025 soft close)	7/12/2025	7/11/2025 by 8:00 p.m.	
Clear Transaction Catalog for Fiscal Year 2025 transactions		7/11/2025 by 8:00 p.m.	
Statutory encumbrances lapse	7/12/2025		
Appropriation lapse	7/19/2025		
Encumbrances balance roll forward	8/2/2025		
Fiscal Year 2025 hard close	TBD		

CREATE NEW YEAR PROFILES

The new Chart of Accounts (COA) structure will be established in AZ360 FIN on April 25, 2025. This is done via the New Year Table Initialization (NYTI) process. The NYTI process affects a subset of COA profiles with Fiscal Year (FY) and Budget Fiscal Year (BFY) as part of the key fields. These profiles are copied from the current fiscal year and established in the new fiscal year if the profiles are active. After the new profiles are created, agencies may start making changes to

these profiles to meet the appropriation and budget loading requirements as well as their own reporting and budget tracking needs.

The following are key notes of the profile roll process:

- COA structures with end dates will be established in the new fiscal year. Setting an end date will not affect whether or not the element rolls into the next fiscal year.
- Program (i.e. Grant and Project) related COA structures will not be rolled because FY and BFY are not part of the key fields.
- The NYTI process requires more than one step.
 - The Department, Unit structures and any associated roll-ups (i.e. Branch, Cabinet, Division, Group, Section, District, and Bureau) will begin at 4:00 p.m. on Friday, April 25, 2025 and will complete prior to the beginning of the nightly batch cycle. A system bounce is then required for these changes to be applied, which will occur at the beginning of the nightly batch cycle on April 25.
 - The remaining chart of accounts and tables (as per Appendix A) will be completed on Saturday, April 26, 2025.
- **In order to prevent a COA in the Unit structure from rolling to the next FY, it must be inactivated prior to 4:00 p.m. on April 25, 2025. All other COA elements not needed for FY26 must be inactivated prior to 8:00 p.m. on April 25, 2025. Please do not inactivate any FY25 COA if it is currently being used and needs to be used until the end of FY25. In addition, please do not inactivate any FY25 COA that is inferred by on a Function inference if the Function is still being utilized.**
- Agencies are responsible for validating their FY26 COA structures after the NYTI process is completed. Once the new fiscal year appropriations are loaded, changes should not be made to the related profile structures.

AZ360 FIN profile reports can be found in infoAdvantage under 1-Statewide Reports/Profiles folder. Most of these reports are designed to run for two years so that agencies can easily compare COA profiles loaded in each year. A full list of tables and page names included in the NYTI process is available on the GAO website under Operations/Operations Resources/Tables and Pages Included in the NYTI.

YEAR-END PURCHASING/CONTRACTING

Similar to last fiscal year, there will be no 13th month processing of claims. The month of June will remain open until July 5, 2025. Any claims for goods and services received on or before June 30, 2025 but not paid on or before July 5, 2025 will need to be paid as administrative adjustments. BFY25 claims may be processed in AZ360 FIN using a GAX transaction until 8:00 p.m. on July 5, 2025, but must use Accounting Period 12. BFY25 claims may also be processed in Arizona Procurement Portal (APP), but will need to be administrative adjustments after June 30, 2025.

The following table demonstrates different payment process criteria.

PAYMENT PROCESSED IN/TRANSACTION	CALENDAR DATE	BFY FOR CLAIM	FY/PERIOD/RECORD DATE
APP – GAXIV1	≤ 6/30/2025	2025	FY = 2025 Accounting Period ≤ 12 Record Date ≤ 6/30/2025
APP – GAXIV1	≥ 7/1/2025	2025 (Administrative Adjustment)	FY = 2026 Accounting Period ≥ 1 Record Date ≥ 7/1/2025
APP – GAXIV1	≥ 7/1/2025	2026	FY = 2026 Accounting Period ≥ 1 Record Date ≥ 7/1/2025
AZ360 – GAX	≤ 7/3/2025	2025	FY = 2025 Accounting Period = 12 Record Date = Current date
AZ360 – GAX	≥ 7/3/2025	2025 (Administrative Adjustment)	FY = 2026 Accounting Period ≥ 1 Record Date = Current date
AZ360 – GAX	≥ 7/3/2025	2026	FY = 2026 Accounting Period ≥ 1 Record Date = Current date

While A.R.S § 35-191.A allows some flexibility in this area of year-end purchasing and contracting, these procedures should be followed:

- A. Goods and/or services should be procured with the intent to receive them on or before **June 30**.
- B. Generally, goods and/or services ordered by June 30, but received on or after **July 1**, may be paid out of the old fiscal year appropriation only IF **all four** of the following conditions are met:
 1. The expenditure is valid for the old fiscal year appropriation.
 2. The contractual liability relating to the claim was created on or before June 30. This means that the goods and/or services must have been ordered and an encumbrance recorded in AZ360 FIN **on or before June 30**. Additionally, there must be intent and supporting documentation that delivery was expected on or before June 30.
 3. When the invoice arrives, there must be sufficient spending authority remaining in the appropriation in order to make the payment.
 4. If it is known that the goods and/or services will NOT be received by June 30, the approval of the Director (or designee) of the Department of Administration must be obtained before the obligation is created (prior to July 1). Either the Chief Financial Officer, Deputy Agency Head, or Agency Head must complete the Administrative Adjustments Request Google Form. The URL link is located on the GAO website under Publications and then Forms. Some key components of the request must specify:

- a) Purchase order number
- b) Vendor name

- c) Description of the Goods and/or Services
- d) The dollar amount of the Goods and/or Services
- e) When the goods and/or services were ordered
- f) When the goods and/or services are expected to be received, and
- g) Reasons why the goods and/or services will not be received by June 30

C. When it is anticipated that goods and/or services will not be received on or before June 30, and a claim cannot be processed until after **June 30, 2025**, the claim may be processed as an administrative adjustment and paid out of the prior fiscal year appropriation if both of the following conditions are met:

1. All of the conditions set forth in B. 1– 4 above are met.
2. In accordance with A.R.S § 35-151 and § 35-191, all expenditures to be paid as administrative adjustments in AZ360 FIN must be encumbered **regardless of the dollar amount**. These encumbrances are required to be entered and processed in AZ360 FIN by **June 30, 2025**. There may be facts and circumstances that do not fit within this policy. If so, please contact your AZ360 FIN Liaison to coordinate the resolution. Please review the State of Arizona Accounting Manual, Topic 45, Section 46 on Fiscal Year-End Contracting for more details.

ENCUMBRANCES ESTABLISHED IN FISCAL YEAR 2025

Agencies can continue to use open encumbrances established in FY25 for June (Accounting Period 12) disbursement transactions processed between July 1 through July 5, 2025 and for the administrative adjustment period beginning on July 7, 2025.

Encumbrance balances impact fund balance and budget. Agencies are responsible for monitoring and closing open and unused encumbrances timely to ensure sufficient appropriations and allotments are available to clear outstanding transactions, especially payroll expenditure transactions, which must be cleared by July 5, 2025. Payroll expenditure transactions PEDF1 and PREXP (new payroll transaction type from AZ360 HRM) must be cleared by July 5, 2025. Agencies may use the FIN-AZ-GL-N648 Encumbrances report in the Statewide General Ledger folder to find open encumbrances by appropriation, fund or programmatic chart of accounts.

Encumbrance balances created in FY25 will be rolled forward to FY26 on August 2, 2025. The balance roll forward will not impact agencies ability to use open encumbrances established in FY25 beginning July 1, 2025. The roll forward process includes the BFY used on the encumbrances to properly impact fund balance and budget of the prior and new fiscal years. Please review Topic 45, Section 46 of the State of Arizona Accounting Manual on Year-End Contracting for more details.

ADMINISTRATIVE ADJUSTMENTS

Payments for FY25 obligations can be processed in AZ360 FIN as administrative adjustments beginning on July 7, 2025. All administrative adjustments will require an encumbrance to be referenced on the transaction and the encumbrance should be recorded in AZ360 FIN **on or before June 30**.

APPROPRIATION TRANSFERS

Appropriation transfers for the fiscal year ending June 30, 2025 should be submitted through AZ360 FIN workflow via a BGA60 transaction by 2:00 p.m. June 13, 2025. Any appropriation transfer transactions for the old fiscal year received after this date will be processed as soon as possible on a first-in, first-out basis. There is, however, no guarantee that they can be processed by the June 30th statutory deadline. In addition, please ensure that you give adequate consideration for any appropriations requiring review by the Governor’s Office of Strategic Planning and Budgeting (OSP) and/or the Joint Legislative Budget Committee (JLBC). If you have any additional questions regarding this process, please email GAOAFR@azdoa.gov.

CREDIT CARD CLEARING FUND (FUND 2600)

For agencies currently accepting credit card payments using the Credit Card Clearing Fund (Fund 2600), Fund 2600 must be reconciled by the last business day of the fiscal year. Please take the necessary steps to ensure that transactions posting

to this fund are transferred out to the applicable fund(s) in a timely manner. Refer to the CBALDQ (Cash Balance Detail) or CBALSQ (Cash Balance Summary) to check the cash balance in Fund 2600 and reconcile against the Favorable and Unfavorable Credit Card adjustments that have been processed by the State Treasurer's Office.

YEAR END DEPOSITS

Fiscal Year 2025, Accounting Period 12

For deposits to be processed in the fiscal year ending June 30, 2025, Accounting Period 12:

- Cash and check deposits prepared in bank bags can be delivered to the Treasurer's Office by **June 26, 2025 by 3:00 p.m.** *Deposits brought in on June 27 and June 30, 2025 will be processed as a Prior Fiscal Year Deposit. See section below.*
- Wires and ACH deposits received in the State's account on or before **June 30, 2025 by 1:00 p.m.**
- Deposits processed at financial institutions in the State's account on or before **June 27, 2025.** *Deposits made at financial institutions on June 28-30, 2025 will be processed as a Prior Fiscal Year Deposit. See section below.*

All AZ360 FIN CR transactions must have a blank record date field and must be emailed to agencydeposit@aztreasury.gov by June 30, 2025 by 1:00 p.m. The CR transaction will be approved once the funds have been deposited at the bank. In all cases, the deposits should be prepared and delivered as monies are received.

PRIOR FISCAL YEAR DEPOSITS

Fiscal Year 2025, Accounting Period 13

For deposits to be processed in the fiscal year ending June 30, 2025, Accounting Period 13:

- Cash and check deposits prepared in bank bags and delivered to the Treasurer's Office on or before **June 30, 2025 by 3:00 p.m.**
- Wires and ACH deposits received in the State's account on or before **June 30, 2025.**
- Deposits made at financial institutions in the State's account on or before **June 30, 2025.**

Agencies must have the AZ360 FIN CR transaction entered and approved by the agency and emailed to the Treasurer's Office **no later than July 3, 2025 by 2:00 p.m.**

For the week of June 30, 2025 through July 3, 2025, the Accounting Period and Fiscal Year fields on the header of the CR transaction will be unmasked to allow for FY25 processing. The Accounting Period and Fiscal Year fields on the accounting line will be masked during this time to prevent multiple fiscal years from being processed in one transaction. **CR transactions for prior year deposits (FY25) must contain FY25 information only, have FY 2025 and Accounting Period of 13 on the header and the header Record Date field left blank.**

Any transaction received with current and prior fiscal year monies within one transaction will be rejected and returned to the agency. **Please include "FY25" for prior year deposits in the subject line of the email to agencydeposit@aztreasury.gov.**

NEW FISCAL YEAR DEPOSITS

Fiscal Year 2026, Accounting Period 1

For FY26 deposits, continue to leave the Accounting Period and Record Date fields on the header blank for CR type transactions.

Any transaction received with current and prior fiscal year monies within one transaction will be rejected and returned to the agency. **Please include “FY26” for current year deposits in the subject line of the email to agencydeposit@aztreasury.gov.**

The following table demonstrates the AZ360 FIN information based on when funds were deposited at the bank. **Deposit bags brought into our office are not guaranteed to be deposited at the bank on the same day. This may cause the agency to process the AZ360 FIN transaction in a different accounting period/fiscal year, based on bank deposit date.**

BANK DEPOSIT DATE	AZ360 FIN APPROVAL DATE	FY/PERIOD/RECORD DATE
≤ 6/30/2025	≤ 6/30/2025	FY = BLANK Accounting Period = BLANK Record Date = BLANK
≤ 6/30/2025	≥ 7/1/2025 to ≤ 7/3/2025	FY = 2025 Accounting Period = 13 Record Date = BLANK
≥ 7/1/2025	≥ 7/1/2025	FY = 2026 Accounting Period = BLANK Record Date = BLANK

DIVESTMENTS AND INVESTMENTS

The process for investing and divesting funds is done via the SWEEP table. Agencies who invest with the State Treasurer must set the minimum required cash balance (for general ledger account 0070) on this table. Based on this minimum amount, funds are either divested or invested in the nightly batch cycle. Cash balances can be viewed in AZ360 FIN using the BBALS (ITD Balance Sheet Detail), CBALDQ (Cash Balance Detail) or CBALSQ (Cash Balance Summary) screens. Cash Balances (as of the beginning of the business day) may also be found using many reports in infoAdvantage including: FIN-AZ-GL-N649 Balance Sheet Account Inquiry, FIN-AZ-GL-N605 BSA Balances by Month, FIN-AZ-CM-N502 Monthly Cash Balance Report, and FIN-AZ-CM-N502s Monthly Cash Balance Report by Sub fund.

FEDERAL FUNDS DRAW-DOWN

Federal funds under single letters of credit deposited with the Bank of America on or before the last business day of the fiscal year ending June 30 will be considered prior year transactions. As with all deposits, they must be delivered to the Treasurer’s Office by the June deadline.

NEW FISCAL YEAR (FY) APPROPRIATIONS

FY26 appropriations will be entered into AZ360 FIN in accordance with the chaptered General Appropriations Act(s) using Budget Structure 60 (BGA60 transaction code). Generally, each line item in the act will have one appropriation number, but the line item may have more than one funding source.

For the General Fund portion of any Lump Sum appropriation, there is no change to the quarterly allotment percentages (30%, 22%, 22%, and 26%). All other appropriations are allotted 25% per quarter. If different quarterly allotments are necessary, agencies must submit an allotment adjustment request in AZ360 using a BGA60 transaction and Event Type BGE1. A request letter, identified to the Director of the Governor’s Office of Strategic Planning & Budgeting (OSPB) and the State Comptroller of the Department of Administration, must be attached to the BGA60 and state (1) why a different allotment amount is needed, and (2) how the agency will provide for operations throughout the rest of the year. Please note that the OSPB Director and the State Comptroller or Statewide CFO of the Department of Administration must approve allotment adjustment requests.

JUNE CLOSING

The month of June will be soft closed on July 5, 2025. June monthly reports will be available in infoAdvantage on July 7, 2025.

CASH BALANCE

Cash balances in AZ360 FIN are tracked on an inception-to-date basis, and the balances are no longer needed to be available in both FY25 and FY26 as required in legacy AFIS. Sufficient cash balance in a fund and/or sub fund combination is validated at the time a financial transaction is processed. Adjustments and transfers are allowed during the 13th month, so agencies will need to plan for sufficient cash if they need to process any of these types of transactions during this period. Cash Balances (as of the beginning of the business day) may also be found using many reports in infoAdvantage including: FIN-AZ-GL-N649 Balance Sheet Account Inquiry, FIN-AZ-GL-N605 BSA Balances by Month, FIN-AZ-CM-N502 Monthly Cash Balance Report, and FIN-AZ-CM-N502s Monthly Cash Balance Report by Sub fund.

13TH MONTH (ADJUSTMENT) PERIOD

There will not be a 13th month this fiscal year-end for payments to vendors. Payments for FY25 obligations made after July 5, 2025 must be made as administrative adjustments starting July 7, 2025.

There will be a 13th month this fiscal year-end for adjustments and transfers for the general AZ360 FIN user community. The soft close of the 13th month is scheduled for July 12, 2025.

PURCHASE CARD (P-CARD) AND CENTRAL TRAVEL ACCOUNT (CTA) CLAIMS

The charges on the July P-Card and/or CTA statement are likely to include charges that apply to both the fiscal year ending June 30 and the fiscal year beginning July 1. Agencies can start making ACH/EFT payments for these charges beginning July 1, using the appropriate BFY for charges for goods and services received through June 30, 2025 and the appropriate BFY for goods and services received on or after July 1, 2025.

FEDERAL GRANT YEAR-END INSTRUCTIONS

Agencies that receive federal assistance are required to complete the [H] Federal Grants Closing Package, consisting of various forms, to ensure proper recording of grant information. Refer to Federal Closing Package Quick Reference Guide on the GAO website under Financials/Federal & Cost Accounting for guidance on filling out the Federal Grants Closing Package.

Each agency must reconcile its internal accounting records to AZ360 FIN on a monthly basis per State of Arizona Accounting Manual (SAAM) Topic 05, Section 25. The agency's monthly reconciliation of federal grants must be documented. Any errors should be corrected prior to June 27, 2025.

The financial activity in AZ360 FIN will be used to compile the Schedule of Expenditures of Federal Awards (SEFA). It is essential that the information be properly stated. SEFA information will be listed by Assistance Listing Number (ALN) (formerly CFDA) and can be verified by reviewing the infoAdvantage report FIN-AZ-GM-C083. Please verify that each ALN is correct for each corresponding grant. This report should agree with your agency's "in-house" records (i.e., grant structure, expenditures for grant awards, and ALNs). Federal grantors and pass through agencies are required by the 2 Code of Federal Regulations Part 200 to provide the ALN in award notices. A complete list of Assistance Listings can be found on <https://sam.gov/content/assistance-listings>. Incorrect ALNs must be fixed in AZ360 FIN as soon as possible. If you do not know the correct ALN, refer to your grant award materials or contact your grantor. Contact GAO at FederalGrants@azdoa.gov if there is no known ALN for the federal assistance received.

The compilation of the SEFA includes a breakout of the total amount passed through to sub recipients from the total expenditures reported. This amount is captured by the use of specific objects within object class 6800.

As described in the SAAM, Topic 70, Section 55, compliance with the Federal Cash Management Improvement Act (CMIA) requires that “*The timing and amount of Federal draws must be as close as is administratively feasible to the actual cash outlay by the State for direct program costs and the proportionate share of any allowable indirect costs.*” Therefore, cash should not be drawn down in June in anticipation of payments during July 2025. Instead, draws should be timed as close to the actual payment as possible (i.e. immediate cash needs). Please email FederalGrants@azdoa.gov with any questions.

TRANSACTION CATALOG AND DISBURSEMENT REQUEST PAGE

The Transaction Catalog serves as a repository for all of the transactions created in AZ360 FIN. It is the central location where all transactions can be queried and processed. Each agency is responsible for clearing its transactions residing on the Transaction Catalog. **All payroll expenditure transactions PEDF1 and PREXP (new transaction type from AZ360 HRM) for FY25 must be cleared in AZ360 FIN by July 5, 2025.** All other transactions should be cleared on a regular basis and ideally by July 11, 2025.

All outstanding payment requests on the Disbursement Request (DISRQ) Page that are drawn from an appropriation with the effective end date of equal to or less than June 30, 2025 on the Appropriation and Allotment Profile (BQ60LV1) must be cleared by June 27, 2025.

If you need assistance with clearing these outstanding items, please contact your AZ360 FIN Liaison.

WARRANT CANCELLATION

Warrant cancellation requests on or after July 1, 2025 for warrants issued in FY25 will be processed as FY26 transactions with the appropriate prior BFY.

INFOADVANTAGE

Agencies will continue to be able to view and generate reports from AZ360 FIN using infoAdvantage based on security permissions. The infoAdvantage Reports Dictionary, located on the GAO website under the Operations/Operations Resources Section, is a useful summary reference for statewide reports. A training video explaining how to use AZ360 Financial infoAdvantage can be found on the GAO Training Resources page under Additional Resources. For any questions related to infoAdvantage, please email FINreports@azdoa.gov.

LAPSING AND CONTINUING APPROPRIATIONS

Appropriation balances in AZ360 FIN are carried forward if the effective end date on the Appropriation and Allotment Profile (BQ60LV1) is greater than June 30, 2025. Appropriations will be available for expenditure in AZ360 FIN beginning July 1, 2025. Appropriation balances in AZ360 FIN are lapsed if the effective end date on the Appropriation and Allotment Profile (BQ60LV1) is equal to or less than June 30, 2025.

BUDGET LOADING

Several options are available for agencies loading their new fiscal year Departmental budgets. Agencies must review the Agency Budget Structure Elections document and request any changes, if needed, to the GAO Budget Team at GAOAFR@azdoa.gov no later than May 9, 2025. The Agency Budget Structure Elections document can be found on the Operations/Operations Resources Section on the GAO website. This document details agency selections for the BFY25 department budget loading process. **If your agency does not need any changes, no response is required. The BFY26 department budget loading structure will default to the same department budget loading structure that is set up for BFY25.** Please review the below details for the budget options available.

Auto-Generate Budget: This method may be used for budget structures 62, 63 and 65. The auto-generate function tracks an agency’s spend without requiring a budget to be loaded. If elected, FY25 budget will not roll into FY26. Instead, the applicable budget screen will be populated as spend increases for the agency. This method relaxes the budget transaction requirement and will allow an agency to enter the projected budget amounts at a later date. The budgets generated using

the Auto-Generate method will not show up on Budget related reports in infoAdvantage. However, expenditure tracking can still be obtained from infoAdvantage reports. The aforementioned Reports Dictionary is a useful resource to identify statewide reports with budget and expenditure data. Agencies may also view the budget information using the online screens such as BQ62LV4.

Roll-Forward Budget with Prior Year’s Budget Amounts: This method may be used for budget structures 61, 62, 63, 64 and 65. The roll-forward budget with prior year’s budget amount option will roll FY25 budgets to FY26 with a status of final. The Current Budget amount will be the only amount rolled forward. The agency will need to manually create budget modification transactions, if changes are needed to budgeted dollar values.

Roll-Forward Budget in Draft Status: This method may be used for budget structures 61, 62, 63, 64 and 65. The roll-forward budget option will roll FY25 budgets to FY26 with a status of draft. Agencies will then need to update the amounts in the budget transactions and submit the transactions to workflow.

Agencies utilizing the Program structure must manually enter related budgets for those structures. There are several program budget structures available for agencies to use with varying levels of detail and control options. The auto-generate option is **NOT** available for program budgets.

Budget Constraints: All constraints are turned off for budget structures 62, 63 and 65, but agencies can still choose to manually change the constraints for these structures. Agencies can look at the BUDLCON table to review the constraints.

Budget Interface Upload: This option is only available for those agencies that were approved for FY26. This method can be used for all budget structures and can be combined with the other budget options.

For questions about processing budgets in AZ360 FIN, please email GAOAFR@azdoa.gov.

FIXED ASSETS

Fixed assets must be updated in AZ360 FIN in a timely manner. Acquisitions should be recorded within one calendar month from the date of issuing the payment for the capital asset. Disposals should be recorded within 10 business days after receiving an approved Surplus Property Removal Request from the Surplus Property Management Office (SPMO).

Agencies must update AZ360 FIN prior to the close of the fiscal year with the information related to the assets that are received on or before June 27, 2025 and paid for on or before June 27, 2025. Please refer to the infoAdvantage reports FIN-AZ-AM-N542 Asset Exp by Period and FIN-AZ-AM-N599 Fixed Asset Acquisitions for your agency’s fixed asset additions activity.

Agencies that do not have all of their fixed assets on AZ360 FIN, or whose fixed asset listing is not current as of the close of the fiscal year, will be required to make adjustments to their Closing Package for fixed assets. **This will require the agency to provide to the GAO a listing of their fixed assets with the associated depreciation schedules in addition to the other schedules currently required in the Fixed Asset Closing Package.**

The Closing Package for fixed assets is identified as the XXX AM-N598 FY25 Closing Package where ‘XXX’ is the agency code. Agencies can obtain a copy of their agency’s Excel AM-N598 Report for FY25 by accessing a subfolder within the Statewide Asset Management folder that will be placed there after the soft close and will be named: AM-N598 for FY25. Before this time, agencies should review their fixed asset activity by using the FIN-AZ-AM-N626 Fixed Assets Summary snapshot which provides an up to date summary of their fixed assets and associated accumulated depreciation.

For additional information on this subject, please refer to the State of Arizona Accounting Manual, Topic 25, Long-Lived Resources or to enter a new asset, see the “Acquire a New Fixed Asset” Quick Reference Guide (QRG) on the GAO’s website. Additionally, there’s a “Monthly Financial Review – Fixed Asset Management” QRG that provides guidance on reconciling fixed assets. For assistance with fixed asset reporting related issues, please email ACFR@azdoa.gov.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENTS

The GASB establishes standards for financial accounting and reporting for state and local governments. Agencies that submit audited financial statements should ensure that financial information provided to the GAO for inclusion in the Annual Comprehensive Financial Report is in accordance with these standards. New standards that are effective for the Fiscal Year 2025 reporting period are GASB Statement No. 101, *Compensated Absences* and GASB Statement No. 102, *Certain Risk Disclosures* (regarding risks related to a government's vulnerabilities due to certain concentrations or constraints). Please send any GASB-related questions to the GAO at ACFR@azdoa.gov.

CLOSING PACKAGE

All agencies must complete and submit the General Survey and Checklist (Form 60) to the GAO - GAAP Section by July 3, 2025. State agencies that submit audited financial statements prepared using the accrual basis of accounting to the GAO do not need to complete any part of the closing package. A separate letter will be sent to those agencies. It is important that agency auditors are informed that they must complete their audit report and submit it to the GAO by the requested date. Specific information on the closing package may be found on the GAO website at <https://gao.az.gov/financials/acfr>. For additional information on this subject and for assistance with closing package related issues, please email ACFR@azdoa.gov.

REVOLVING FUNDS

You may use your revolving fund as specified by the State of Arizona Accounting Manual and by statute until June 30, 2025. Consistent with regular disbursement policies and procedures, claims to reimburse revolving funds are to be charged to the fiscal year in which the expenditure was incurred (when goods or services were received). **A copy of the June 30 bank and revolving fund reconciliation must be submitted to the GAO at GAOAFR@azdoa.gov as required by the State of Arizona Accounting Manual, Topic 20, Section 11, Policy number 36 through 36.4.2. no later than August 1, 2025.**

USE TAX PAYMENTS TO DEPARTMENT OF REVENUE (DOR)

Use tax transfers (IETUT and IETAT transactions) for Fiscal Year 2025 are allowed until 2:00 p.m. July 2, 2025. These transactions must specify BFY25 (or prior BFY depending on your agency's spending availability), FY25 and Accounting Period 12. Please contact the State Agency Use Tax at stateagencyusetaxreturns@azdor.gov with questions related to use tax.