

## **AFIS Fiscal Year-End 2020 Virtual Q & A Section - May 4, 2020**

### **Important Reminders – AFIS Operations - Brian Nguyen**

- Create new year profiles (NYTI process): 4/24 and 4/25
  - Fourteen Profile reports in InfoAvantage were edited to assist agencies with the verification of the profile roll. Report prompt was changed to allow entry of more than one fiscal year.
- Pending or draft FA, FD, FI, FM, FT fixed asset documents cleanup: 6/26
- FA Depreciation Run for Q4: 6/27
- Encumbrances for Fiscal Year 2020 obligations: 6/30
- Deposits with State Treasurer for FY20:
  - regular deposit: 7/10 by 1:00 pm
  - direct and wire deposit: 7/10 by 2:00pm
- June soft close: 7/11
- 13<sup>th</sup> month soft close: 7/18
- Document Catalog Clearing: 7/17
- Disbursement Request (DISRQ): outstanding payment requests drawn from an appropriation ends June 30, 2020: 6/30
- Statutory encumbrances lapse: 7/11
- Appropriation lapse: 7/18
- Encumbrances and pre-encumbrances balance roll forward: 8/1
- Fiscal Year 2020 hard close: TBD

### **Important Reminders –Systems Integrations - Joanna Greenaway**

- First Pay Date of FY21: 7/2, Payroll Compute on 6/30
- New FY21 COA (utilized for HRIS Labor Distribution) profiles set up in AFIS: by 6/11
- All FY21 COA (utilized for HRIS Labor Distribution) elements upload to HRIS : 6/12
- Last nightly interface of FY20 AFIS elements to HRIS: 6/15
- Nightly interface FY21 AFIS elements to HRIS: beginning 6/16
- HRIS Subaccount (AFIS BFY) on all active Positions (XP02/ZP02) changes from 2020 to 2021: weekend of 6/20 & 6/21
- HRIS Subaccount (AFIS BFY) on all Multiple Labor Distribution (XR23.3) records changes from 2020 to 2021: 6/26
- Two options for processing employee reimbursement claims related to FY20 reverting appropriations:

- Normal claims in HRIS with normal payroll cycle and process an administrative adjustment transfer in AFIS to transfer the charges to the correct Budget Fiscal year (BFY)
- Claims as handwrites in HRIS from 6/17 thru 6/30
- Clear all rejected PEDF1 documents in AFIS: 7/10

**Important Reminders – AFIS Budget & Reporting - Jared Mazza**

- Departmental budgets review and changes: 4/24
- If goods and/or services will NOT be received by June 30, must submit the Administrative Request Form located on the GAO website under Publications, Forms.
- Administrative adjustments for FY20: Beginning 7/11
- Administrative adjustments for FY19: 6/30
- Appropriation Transfers for FY20: 6/19 by 3:30pm
- Continuing Appropriation (BQ90LV1 with Effective End Date > 6/30/20): available for expenditure in AFIS beginning 7/1
- Copy of June 30 bank & revolving fund reconciliation to GAO: 8/3

**Important Reminders – AFIS Federal & Cost Accounting - Amanda Compton**

- General Survey & Checklist are due to GAO-GAAP: 7/10
- Agencies that receive Federal Financial Assistance must submit the Federal Financial Assistance Checklist (Form 15) as part of the Closing Package
- Federal grants should be reconciled and any errors corrected prior to 6/30
- Federal draws should be as close to actual cash outlay as possible

GAO will send out communication when the Fiscal Year 2020 is successfully hard closed. Please contact your AFIS liaison if you have questions about the fiscal year-end closing process.