

AFIS Fiscal Year-End 2021 Virtual Q & A Section - May 3, 2021

Important Reminders – AFIS Operations - Brian Nguyen

- Create New Fiscal Year Profiles (NYTI): 4/23
 - Several profile reports, including the FIN-AZ-COA-N675 Function Code Usage, are available in InfoADV/Statewide Reports/Profiles folder to assist agencies with the verification of the profile roll. Report prompt was changed to allow entry of more than one fiscal year.
- Clearing pending or draft FA, FD, FI, FM, FT fixed asset documents cleanup: 6/25
- FA Depreciation Run for Q4 of FY 2021: 7/3
- Encumbrances for Fiscal Year 2021 obligations: 6/30
 - Refer to the Year-End Purchasing/Contracting section starting on page 3 for the FYE memo for more details.
- Deposits with State Treasurer for FY21:
 - regular deposit: 7/9 by 2:00 pm
 - direct and wire deposit: 7/9 by 2:00pm
- June soft close: 7/10
- 13th month soft close: 7/17
- Document Catalog Clearing: 7/16/2021
 - Several document detail and document creation reports are available in InfoADV/Statewide Reports/Document Message folder to assist agencies with clearing outstanding transactions on the Document Catalog.
 - FY 21 payroll transactions, PEDF1 documents, must be cleared by 7/9/2021.
- Disbursement Request (DISRQ): outstanding payment requests drawn from an appropriation ends June 30, 2021: 6/30
- Statutory Encumbrances Lapse: 7/10
- Statutory Appropriation Lapse: 7/17
- Encumbrances and Pre-Encumbrances Balance Roll Forward: 7/31
 - This is the most time-consuming FYE job that determines the timing of the actual Fiscal Year 2021 hard close. Agencies are asked to review outstanding encumbrance balances and liquidate those that have not have any payment

activities before 7/31 to help GAO to complete this FYE job timely. The FIN-AZ-GL-648, Encumbrances Report is available in InfoADV/Statewide Reports/General Ledger folder to identify open encumbrances.

- Fiscal Year 2021 hard close: TBD depending on how the successful completion of the Encumbrances & Pre-Encumbrances Roll Forward job
- AFIS Weekend Availability during FYE close: AFIS will be unavailable the weekends of 5/8, 7/10, 7/17 and 7/31 for major FYE job executions. AFIS will also be unavailable the weekend of 7/24 for the monthly technical maintenance that begins on Saturday at 3:00 pm and often lasts until late Sunday.

Important Reminders – AFIS Security & Systems Integrations – John Valentine

- First Pay Date charged to FY22: 7/15, Payroll Compute on 7/13
- New FY22 COA (utilized for HRIS Labor Distribution) profiles set up in AFIS: by 6/24
- All FY22 COA (utilized for HRIS Labor Distribution) elements upload to HRIS : 6/25
- Last nightly interface of FY21 AFIS elements to HRIS: 6/28
- Nightly interface FY22 AFIS elements to HRIS: beginning 6/29
- HRIS Subaccount (AFIS BFY) on all active Positions (XP02/ZP02) changes from 2021 to 2022: weekend of 7/3 & 7/4
- HRIS Subaccount (AFIS BFY) on all Multiple Labor Distribution (XR23.3) records changes from 2021 to 2022: 7/1
- 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 on 6/30
- Clear all rejected PEDF1 documents for FY 21 in AFIS: 7/9

Important Reminders – AFIS Budget & Reporting – Richard Evitch

- Departmental budgets review and changes: 4/23
- 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 FY21: Beginning 7/10

- Administrative adjustments for FY20: 6/30
- Appropriation Transfers for FY21: 6/18 by 3:30pm
- Continuing Appropriation (BQ90LV1 with Effective End Date > 6/30/21): available for expenditure in AFIS beginning 7/1
- Copy of June 30 bank & revolving fund reconciliation to GAO: 8/2
- InfoADV reports that may be helpful during FYE:
 - FIN-AZ-GL-N648 Encumbrances - Input controls on the "Open Encumbrances" tab allows users to section the data by Fund, Appropriation, or Cost Accounting Structure. Many input controls on the "Doc Detail" tab provide users with extensive capability for dynamic analysis of supporting detail.
 - FIN-AZ-BG-N550 Appropriation Expenditures and Balance by Month - For an up-to-date status on Appropriations (including prior year activity)

Important Reminders – AFIS Federal & Cost Accounting - Amanda Compton

- General Survey & Checklist are due to GAO-GAAP: 7/9
- 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 2021 is successfully hard closed. Please contact your AFIS liaison if you have questions about the fiscal year-end closing process.