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### MEMORANDUM

**DATE:** April 6, 2015

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

**FROM:** D. Clark Partridge *D.C.P.*  
State Comptroller

**RE:** Fiscal Year-End 2014-2015 Closing Instructions and Cutover Plan for the New AFIS System

Attached are the closing instructions for fiscal year-end 2014-2015 (FYE15). This fiscal year-end is unique in that it will include activities for the close-out of Legacy AFIS as well as the cutover to the New AFIS. As such, all sections of the closing instructions are noted as pertaining to Legacy AFIS, New AFIS or both. We are also providing transaction input dates for the Legacy AFIS, as well as the cutover and input dates for the New AFIS. These instructions should be carefully read and followed to ensure that the FYE15 closing processes and transition to the New AFIS are handled as smoothly as possible. We anticipate that there will be revisions to the activities and dates established in this memorandum. Any changes will be communicated as soon as possible. Please ensure that you have signed up to receive email notifications on the GAO website, <https://gao.az.gov>.

The following are some key notes for this fiscal year-end:

- For Legacy AFIS, we are providing a similar summary table of important dates for on-line transmission and paper submission as we have for the past several years. We are also providing a second summary table of dates for the cutover to the New AFIS system that has also been published as part of the BREAZ Project weekly status reports. The Legacy AFIS table of dates is cross-referenced to the New AFIS summary of dates for activities that occur in both systems. The dates provided for Legacy AFIS 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.
- There will not be a 13<sup>th</sup> month for processing transactions such as claims and transfers. Agencies must wrap up all activities (which includes processing deposits with the State Treasurer) in the Legacy AFIS system on or before June 30, 2015. Any batches that remain on error in the Legacy AFIS IT file after the June 30, 2015 batch run will automatically be deleted. Subsequent to June 30, 2015, agencies will pay any fiscal year 2015 obligations in New AFIS as administrative adjustments.

- We will be restricting the use of Edit Mode 2 as well as ACH transaction codes for claims processing in Legacy AFIS after June 19, 2015. Restricting the use of Edit Mode 2 will help us to ensure that we have cleared these transactions from the IT file prior to June 30. ACH processing will be restricted to ensure that outstanding transactions have gone to a paid status prior to June 30, and do not require the conversion of an open payable balance.
- The last day for all inbound interface files to Legacy AFIS is June 30, 2015 at 8:00 p.m. The first day for inbound interface files to New AFIS is anticipated to be July 7, 2015.
- The fiscal year-end closing jobs that normally run in the Legacy AFIS system will still be executed, however, they are being executed in a condensed time-frame beginning after the Legacy AFIS system goes down on June 30 to allow for quick turnaround in the conversion of data to the New AFIS system.
- The New AFIS Production environment will be made available to select individuals in the agencies for the loading of fiscal year 2016 appropriations and budgets beginning approximately June 1, 2015. In addition to loading appropriation budgets, **all agencies must load departmental budgets for Type 1 and Type 2 appropriations in the New AFIS system in order to process expenditure transactions in New AFIS.** Agencies utilizing the Program structure must also enter related budgets for those structures.
- These fiscal year-end procedures do not address most payroll transactions. A separate memorandum will be issued for year-end payroll procedures.

There will be a Fiscal-year end meeting on Wednesday, April 29<sup>th</sup> from 9:00 a.m. to 11:00 a.m. in the Industrial Commission auditorium to walk through the contents of the Closing Instructions and answer agency questions. The session will be available to register through the YES website. Fiscal year-end closing instructions may be found on the GAO website at <https://gao.az.gov/afis/afis-information>. 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 call your GAO liaison. An updated GAO liaison listing may be viewed on the AFIS Help Screen (S090 – keyword: LIAISONS) or on our website at <https://gao.az.gov/afis/afis-information>.

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Attachments: Fiscal Year-End Closing Instructions  
Calendar for Fiscal Year-End 2015

## Fiscal Year-End Closing Instructions Table of Contents

<b>SUBJECT</b>	<b>PAGE</b>
Summary Date Schedules	1
Create New Year Profiles	3
HRIS Labor Distribution	3
Employee Reimbursement Claims Processed after June 23, 2015 (HRIS)	4
First Payroll of the New Fiscal Year	4
Year End Purchasing/Contracting	4
Encumbrances	5
Administrative Adjustments	6
Appropriation Transfers	6
Credit Card Clearing Fund (Fund 2600)	6
Handwritten Warrants	6
Treasurer Deposits	7
Direct Deposits	7
Divestments and Investments	7
Federal Funds Draw Down	8
New Fiscal Year (FY) Appropriations	8
June Closing	8
Financial Table Rollover	8
Cash Balance	9
On-Line Inquiry	9
13 <sup>th</sup> Month (Adjustment) Period	10
Claims and Transfers	10
Capital Project Claims	10
Purchase Card (P-Card) and Central Travel Account (CTA) Claims	10
Appropriated Federal Grant Year-End Instructions	10
ACH Payments	11
Internal Transaction File	11
Warrant Cancellation	12
Control-D reports	12
Lapsing and Continuing Appropriations	12
Budget Loading	12
Federal Grant Year-End Instructions	13
Fixed Asset Subsystem	13
Governmental Accounting Standards Board (GASB) Statements	14
Closing Package	14
Revolving Funds	14
Use Tax Payments to Dept. of Revenue	14

**SUMMARY DATE SCHEDULES**

<b>LEGACY AFIS</b>			
<b>TRANSACTION</b>	<b>DEADLINE TO ENTER/RELEASE TRANSACTIONS ON-LINE</b>	<b>DEADLINE TO DELIVER DOCUMENTS TO GAO FOR INPUT/RELEASE</b>	<b>REFERENCE IN NEW AFIS SCHEDULE BELOW</b>
Create new year profiles (Automatic)	4/10/2015, Fri		a
Additions or changes to hierarchies (Org codes, Program codes, Indexes, PCAs, etc.) (FY16)	Not applicable		a
Appropriation Load (FY16)	Not applicable		c
Appropriation Transfers (FY15)		June 15, 2015, by 3:30 p.m.	
FY16 Handwritten Warrant requests for 7/1/15-7/7/15 payments		June 15, 2015, by 3:30 p.m.	p
Deposit with State Treasurer or Bank Deposit Slip dated no later than 6/30/15	6/30/2015, Tues, by 2:00 p.m.		d, e
Divestment with State Treasurer for 13 <sup>th</sup> month obligations	Not applicable		d
Federal Funds Draw-Downs with the State Treasurer	6/30/2015, Tues, by 2:00 p.m.		d
Encumbrances	6/30/2015, Tues, by 8:00 p.m.		d, h
Error Corrections	Keep current daily	Keep current daily	
Fixed Asset updates	Keep current daily	Keep current daily	n, q
Final day for input of Edit Mode 2 and ACH transactions	6/19/2015, Fri, by 8:00 p.m.		
Automated Transfers, Claims (including Capital Projects), Journal Entries & Transfers	6/30/2015, Tues, by 8:00 p.m.	June 23, 2015, by 2:00 p.m.	d
Fixed Asset final input (FY15)	6/22/2015, Mon, by 8:00 p.m.	June 15, 2015 by 3:30 p.m.	q
Clear Internal Transaction (IT) File	6/30/2015, Tues, by 8:00 p.m.		
Fixed Asset Hold file correction & final reconciliation	6/22/2015, Mon, by 8:00 p.m.	June 23, 2015, by 3:30 p.m.	q
Prior Year (FY15) Encumbrances Liquidation	7/1/2015, Wed		h, i
Deletion of Transactions with Edit Mode 0, 1, & 3 (automatic)	7/1/2015, Wed		
June monthly reports available in Control-D	7/6/2015, Mon		
(FY15) Encumbrances re-established and available to agencies	Not applicable		h, i

## NEW AFIS

REFERENCE	FISCAL YEAR-END TASKS	FISCAL YEAR-END DATES
a	Establish system configuration and COA reference tables in New AFIS	4/1/2015, Wed
b	Establish vendor/customer files in New AFIS. Catch up activities for additions and modifications between 6/1/15-6/30/15 will be made manually before go-live	6/1/2015, Mon
c	Establish operating budget balances for appropriations for fiscal year 2016	6/1/2015, Mon
d	Complete Agency processing in Legacy AFIS (with a few exceptions for DOR, Treasurer's Office, CAFR adjustments and DES cost allocation)	6/30/15, Tues
e	Deposits and Adjustments by Treasurer's Office and DOR only	7/1/2015-7/3/2015, Wed-Fri (1-3pm only)
f	Complete Old AFIS System Year-End Processing through FM12	7/2/15 - 7/3/15, Thurs, Fri
g	Establish operating budget balances for appropriations as of July 2, 2015 (fiscal years 2015 and prior)	7/2/2015, Thurs
h	Establish open encumbrance balances in New AFIS from Legacy AFIS	7/3/2015, Fri
i	Establish open encumbrance balances from DES FMCS and ADOT Advantage	7/4/2015, Sat
j	Establish GL through FM12 (expenditures, revenues, and balance sheet accounts) in New AFIS	7/4/2015, Sat
k	Establish inventory balances in New AFIS	7/4/2015, Sat
l	Establish grant and project inception-to-date actuals by way of Legacy AFIS or agency-provided spreadsheets into New AFIS	7/4/2015, Sat
m	Complete New AFIS conversion activities	7/6/2015, Mon
n	Convert ADOT CIP assets	7/4/2015-7/6/2015 Sat-Mon
o	Conduct New AFIS shakedown test in production	7/7/2015, Tue
p	Earliest Go-Live in New AFIS for general user community - new fiscal year 2016 processing for appropriation year 2016 and administrative adjustments for appropriation year 2015	7/7/2015, Tue
q	Convert fixed asset for capital and stewardship items inclusive of accumulated depreciation	7/18/2015, Sat
r	Complete processing of Legacy AFIS 13th period adjustments (DOR and CAFR adjustments, such as due to and due from adjustments)	7/24/2015, Fri
s	Establish GL from FM13 (expenditures, revenues, and balance sheet accounts) in New AFIS. This would only be for certain exception processing such as GAO, DOR and Treasurer's Office	7/26/15, Sun
t	Complete annual closing FY15 and FY16 FM1 in Legacy AFIS to prepare for CAFR, AFR, and other reporting	8/1/2015, Sat
u	Complete processing of Legacy AFIS FM2 / DES Cost Allocation	8/18/2015, Tue
v	Complete Legacy AFIS (FM2) to New AFIS (FM14) data conversion	8/22/2015, Sat
w	Complete Legacy AFIS archive to infoAdvantage	9/1/15 - 9/30/15

## **CREATE NEW YEAR PROFILES**

### **Legacy AFIS**

The profile roll in Legacy AFIS will still be run and will take place on April 10, 2015. However, there should be no changes made by agencies to these structures.

### **New AFIS**

The new Chart of Accounts (COA) structure will be established in New AFIS beginning on April 1, 2015. This is done via configuration spreadsheets that the agencies have provided to the BREAZ Project (Advanced agencies) or completed by the BREAZ project on behalf of the agencies (Standard agencies).

Changes to COAs and COA cross-walks for conversion purposes should be kept to a minimum and closely reviewed. COA changes will need to be made manually in New AFIS by a BREAZ Project team member or by the agencies, once access is granted to the New AFIS Production environment which is estimated to be June 1, 2015. Decentralized elements (such as Function and Department Object), may be added or changed by the agencies. Centralized elements (such as Appropriation and Fund), must be added or changed by a BREAZ Project team member.

## **HRIS LABOR DISTRIBUTION**

### **Legacy AFIS**

Currently, the accounting elements that are to be used for the HRIS labor distribution must first be entered into AFIS using the SH01 (HRIS Accounting Unit Control), SH02 (HRIS Activity Control) or SH03 (HRIS Account Category Control) screens. Those elements are interfaced to HRIS during the nightly batch run. The last interface of those elements from Legacy AFIS to HRIS will take place on June 29, 2015.

### **New AFIS**

Labor distribution determines how payroll expenditures are posted to New AFIS. The accounting elements that are to be used for the HRIS labor distribution must first be entered into New AFIS using:

- A value of 'HRIS' or 'HRLG' in the Function Type roll-up on the FUNC (Function) table for HRIS Accounting Unit
- A value of 'HRIS' in the Activity Type roll-up on the ACTV (Activity) table for Account Category (DTA & FOA only)
- CAS or CAM documents to set up the structure for Program/Program Period for HRIS Activity and HRIS Account Category
- CAS or CAM documents to set up the structure for Program/Program Phase for HRIS Activity (DTA only)

For all of the above methods, HRIS is updated during the nightly batch run with the new additions or modifications. Once the new elements have been added to HRIS, the agencies may update the position labor distribution information on the applicable HRIS forms (screens) using the new elements where applicable.

The first pay date of fiscal year 2016 is July 9, 2015. Since the first payroll compute of the new fiscal year 2016 will take place on July 7, 2015, any new labor distribution profiles should be set up in New AFIS no later than June 1, 2015, to allow for timely updates of the HRIS Accounting Units, Activities, and Account Categories. The GAO and HRIS Team will update New AFIS COA and the Sub-account for all active positions on Position form (XP02 or ZP02) from 2015 to 2016 on June 20 and June 21, 2015. The GAO will change the Sub-account for Payroll Distribution Form (XR23.3), if applicable, on July 1, 2015.

For more information about HRIS Labor Distribution, or if your agency has a situation in which the labor distribution Sub-Account should not be changed to the new fiscal year, please coordinate with Somer Phegley at (602) 542-3972 or [Somer.Phegley@azdoa.gov](mailto:Somer.Phegley@azdoa.gov) or Christopher Lesure at (602) 542-6256 or [Christopher.Lesure@azdoa.gov](mailto:Christopher.Lesure@azdoa.gov).

## EMPLOYEE REIMBURSEMENT CLAIMS PROCESSED AFTER JUNE 23, 2015 (HRIS)

### Legacy and New AFIS

There will be two options available for processing employee reimbursement claims (including travel) in HRIS after the June 23, 2015 compute. These options are for employee reimbursement claims that need to be charged to fiscal year 2015 and contain reverting type appropriations:

1. Reimbursement transactions entered in HRIS after June 23, 2015, that are to be processed with the normal payroll cycle will be charged to the new fiscal year in both HRIS and New AFIS. The agency will then need to process an administrative adjustment in New AFIS to transfer the charges to the correct Budget Fiscal Year (BFY) during the administrative adjustment period. It is anticipated that the New AFIS will be available beginning on July 7, 2015 for processing all transactions.
2. Agencies may also input reimbursement claims from June 24, 2015, through June 30, 2015, as handwrites in HRIS. However, agencies must ensure that the labor distribution in HRIS reflects the proper accounts as defined for fiscal year 2015.

If you have questions about processing reimbursement claims between June 23, 2015 and the go-live of New AFIS, please contact Somer Phegley at (602) 542-3972 or [Somer.Phegley@azdoa.gov](mailto:Somer.Phegley@azdoa.gov), or Christopher Lesure at (602) 542-6256 or [Christopher.Lesure@azdoa.gov](mailto:Christopher.Lesure@azdoa.gov)

## FIRST PAYROLL OF THE NEW FISCAL YEAR

Employee Time Entry (ETE) provides the ability for employees to enter their time card electronically via the Y.E.S. website. Currently there are approximately 97 agencies on ETE. For agencies utilizing ETE, time records will be loaded into HRIS on the night of July 3, 2015. Please review the ETE Time Record Extract (ZS535.rpt), ETE Time Record Extract Error Report (ZS535.error), ETE Time Record Interface (ZR530.prt) and ETE Time Record Interface Error Report (ZR530.error) on July 6 to ensure the accuracy of time records and to clear up errors that your agency may have received.

The first payday in the new fiscal year is July 9, 2015. Agencies can begin entering time records in HRIS for the first payroll of new fiscal year beginning on June 24, 2015. Agencies are not to enter time records prior to June 24, 2015. Any time records entered prior to the Position form (XP02 or ZP02) labor distribution update will be deleted.

## YEAR-END PURCHASING/CONTRACTING

### Legacy and New AFIS

Due to the cutover to New AFIS, there will be no 13<sup>th</sup> month processing this fiscal year-end. Any claims for goods and services received on or before June 30, 2015 but not paid on or before June 30, 2015 will need to be paid as administrative adjustments out of the new fiscal year directly in the New AFIS system using a GAX document.

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 old AFIS **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 of the Department of Administration must be obtained before the obligation is created (prior to July 1). The written request may be addressed to the ADOA Director, but sent to the State Comptroller, General Accounting Office. **The written request should specify:**

- a) **When the goods and/or services were ordered,**
- b) **If and when the encumbrance was recorded,**
- c) **When the goods and/or services are expected to be received,**
- d) **Why the goods and/or services will not be received by June 30, and**
- e) **Any references to legislative intent, and other information supporting the written request.**

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, 2015**, 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 C. 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 New AFIS must be encumbered in Legacy AFIS **regardless of the dollar amount**. These encumbrances are required to be entered and processed in Legacy AFIS by **June 30, 2015**. There may be facts and circumstances that do not fit within this policy. If so, please contact your GAO liaison to coordinate the resolution. Please review the State of Arizona Accounting Manual, Section II-L on Year-End Contracting and Prior Period Payments for more details.

This approval process has been delegated to the State Comptroller. Therefore, the letter should be addressed to the **State Comptroller at the General Accounting Office. This should be a formal request on agency letterhead, not an e-mail.** For more details regarding Year-End Purchasing/Contracting, please contact your GAO liaison.

## **ENCUMBRANCES**

### **Legacy AFIS**

All encumbrances and encumbrance adjustments for the fiscal year ending June 30, 2015 **must be entered by 8:00 p.m. on June 30**, including encumbrances that apply to goods and/or services that may not be paid before July 1, 2015. All agencies should review the AFIS S64A – ‘Status of Enc/Pre-Enc/Receivables’ or their encumbrance reports (DAFR6240) to reduce or cancel encumbrances that are excessive or no longer needed. This will provide additional appropriated funds for payment of other obligations. **Please do not liquidate encumbrances for goods and/or services that were ordered and received in the fiscal year ending June 30, 2015 for which claims were not processed prior July 1, 2015.**

It is anticipated that encumbrances will be liquidated in Legacy AFIS on July 1, 2015. These encumbrances will be used for the conversion to the New AFIS.

### **New AFIS**

It is anticipated that the conversion file for the liquidated encumbrances from the Legacy AFIS will be loaded into the New AFIS on July 3, 2015. Successfully loaded encumbrances can then be used for administrative adjustment payments beginning approximately July 7, 2015 when the New AFIS is available for processing. If there is not a valid crosswalk of COA elements for an open encumbrance, that open encumbrance will not be converted to the New AFIS. A new encumbrance must be established in the New AFIS when it is available if an agency needs to process an administrative adjustment. As an example, if an encumbrance that is included on the conversion file from Legacy AFIS has an Index code of 10000, there must be a crosswalk to a corresponding Function code or Accounting Template that infers other required COA elements for processing the document in New AFIS.

Please review the Section II-L of the State of Arizona Accounting Manual on Year-End Contracting and Prior Period Payments for more details.

## **ADMINISTRATIVE ADJUSTMENTS**

### **Legacy AFIS**

All administrative adjustments for the prior fiscal year (FY14) must be processed by June 30, 2015. **Administrative adjustments that are not processed by June 30, 2015 may be submitted, with the necessary documentation, to the GAO to be considered as Relief Bill items under the provisions of ARS § 35-191 (see SAAM II-L.E).**

### **New AFIS**

As stated above, there will not be a 13<sup>th</sup> month this fiscal year-end. As such, payments for fiscal year 2015 obligations must be processed in the New AFIS as administrative adjustments. It is anticipated that the New AFIS will be available beginning on July 7, 2015 for processing all transactions.

## **APPROPRIATION TRANSFERS**

### **Legacy and New AFIS**

Appropriation transfers for the fiscal year ending June 30, 2015 should be submitted to the GAO **by June 15, 2015**. These are rarely needed, but may be necessary for potential administrative adjustments. 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; however, there is no guarantee that they can be processed by the June 30th statutory deadline. Also, please ensure that you give adequate consideration for any appropriations requiring review by the Joint Legislative Budget Committee (JLBC). If you have any additional questions regarding this process, please send an email to [GAOAFR@azdoa.gov](mailto:GAOAFR@azdoa.gov).

## **CREDIT CARD CLEARING FUND (FUND 2600)**

### **Legacy AFIS**

For those agencies currently accepting credit card payments, the Credit Card Clearing Fund (Fund 2600) in the Legacy AFIS must be reconciled by June 30, 2015. 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. The GAO recognizes that there may be credit card transactions posting to Fund 2600 on June 30, 2015 and that these transactions will need to be transferred in the New AFIS during fiscal 2016. Refer to Legacy AFIS Cash Control Summary Inquiry (AFIS S057) to check the cash balance in Fund 2600 and reconcile against the Favorable and Unfavorable Credit Card Adjustment forms that have been provided by the State Treasurer's Office.

### **New AFIS**

As stated above, any remaining balances in Fund 2600 from Legacy AFIS will need to be transferred to the appropriate funds in the New AFIS. Please refer to New AFIS screen CBALDQ for cash balance information.

Per A.R.S. § 35-142 and Technical Bulletin 06-4, the Annual Credit Card Report must be submitted by October 1. This report details the number of credit card transactions, the revenue collected via credit cards and the dollar amount of credit card transaction fees for the preceding fiscal year. The report is to be filed with the OSPB, the JLBC, and the GAO.

## **HANDWRITTEN WARRANTS**

### **Legacy and New AFIS**

Requests for handwritten warrants in the fiscal year beginning July 1, 2015 that are required by law to be paid between July 1, 2015 and July 7, 2015 must be submitted to the GAO no later than June 15, 2015. The GAO will input all July handwritings as soon as the new AFIS is available, approximately July 7, 2015.

**NOTE: HANDWRITTEN WARRANTS THAT USE APPROPRIATED FUNDS WILL BE ISSUED ONLY IF THE APPROPRIATION AND DEPARTMENTAL BUDGET ARE LOADED IN NEW AFIS. ANY EXCEPTIONS WILL REQUIRE APPROVAL FROM THE STATE COMPTROLLER.**

## **TREASURER DEPOSITS**

### **Legacy AFIS**

Deposits for the fiscal year ending June 30, 2015 must be entered on-line and the documents must be to the Treasurer's Office by June 30, 2015 at 2:00 p.m. If the deposits are entered by the CSB, then all documents must be delivered to the CSB by the stated deadline listed on the calendar. In all cases, the deposits should be prepared and delivered as monies are received. Batches brought to the Treasurer's Office on June 30, 2015 should have batch headers and effective dates of 6/30/15.

### **New AFIS**

Deposits for the fiscal year ending June 30, 2015 that are not able to be processed in Legacy AFIS must be entered in New AFIS beginning approximately July 7, 2015. If there are deposits outstanding in the State Treasurer's Office system that have not been claimed by an agency by June 30, 2015 at 2:00 p.m., the State Treasurer's Office will book a liability general ledger balance that will be transferred to the New AFIS under the Treasurer's fund. This balance will be reduced as agencies process deposits in New AFIS (using a CR document) that relate to the old fiscal year.

## **DIRECT DEPOSITS**

### **Legacy AFIS**

Only direct deposit batches that are dated June 30, 2015 or before will be accepted by the Treasurer's Office and posted as fiscal year 2015 transactions. All agencies must have the deposit entered on-line and delivered to the Treasurer's Office no later than June 30, 2015 at 2:00 p.m. All agencies making direct deposits should note the name, location of the agency, and depositor telephone number on the face of the bank deposit slip.

### **New AFIS**

As noted above under Treasurer Deposits, deposits for fiscal year 2015 that cannot be processed by June 30, 2015 will be processed in the New AFIS. These transactions must be posted as CR documents in fiscal year 2016 and budget fiscal year (BFY) 2015.

## **DIVESTMENTS AND INVESTMENTS**

### **Legacy AFIS**

All investment and divestment transactions for fiscal year 2015 must be entered and sent to the Treasurer's Office by 2:00 p.m. on June 30, 2015. It is not necessary to divest cash in Legacy AFIS for 13<sup>th</sup> month obligations since there will not be a 13<sup>th</sup> month this fiscal year. However, agencies should plan for any cash needs that they may have for July 7, 2015, when the New AFIS is anticipated to be available.

### **New AFIS**

The general ledger balances for Cash (0070) and Cash Invested with the Treasurer (0071) will be converted to the New AFIS on July 4, 2015. The available Cash balance in general ledger account 0070 will be available for making payments when New AFIS comes up, which is anticipated for July 7, 2015.

The process for investing and divesting funds in the New AFIS is no longer a manual process but rather is automated through 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. Agencies should plan for their cash needs for July 7, 2015 by ensuring that the required balance exists in Legacy AFIS general ledger account 0070 before the system goes down on June 30, 2015. Cash balances can be viewed in the New

AFIS using the BBALS (ITD Balance Sheet Detail), CBALDQ (Cash Balance Detail) or CBALSQ (Cash Balance Summary) screens.

## **FEDERAL FUNDS DRAW-DOWN**

### **Legacy AFIS**

Federal funds under single letters of credit deposited with the Bank of America and in Legacy AFIS on or before the last business day of the fiscal year ending June 30, 2015 will be considered fiscal year 2015 transactions. As with all deposits, they must be delivered to the Treasurer's Office by June 30, 2015. The batch and effective dates should be 6/30/15.

### **New AFIS**

Federal funds drawn down but not posted to Legacy AFIS by the June 30, 2015 deadline will need to be deposited in the New AFIS beginning approximately July 7, 2015 as fiscal year 2016 transactions. As noted above under the Treasurer Deposits section, any deposits posted to the Treasurer's Office system but not posted to Legacy AFIS will be included in a general ledger liability account that will be converted to the New AFIS.

## **NEW FY APPROPRIATIONS**

### **New AFIS**

Fiscal year 2016 appropriations will be loaded into New AFIS in accordance with the General Appropriations Act(s) using Budget Structure 90 (BGA90 document codes). Generally, each line item in the act will have one appropriation number, but the line item may have more than one funding source. For all General Fund and operating lump sum appropriations, the specific quarterly allotment percentages will remain as they have in the past. All other appropriations are allotted 25% per quarter. If any other method is necessary, a letter must be sent as soon as known and identified to the State Comptroller at the GAO stating: (1) why a different allotment amount needs to be available in the first quarter or otherwise allocated differently and (2) how your agency will provide for operations throughout the rest of the year. Once the GAO receives the letter, the GAO and the OSPB will consider it for approval. To accommodate the year-end schedule, and in order to make possible adjustments to appropriation loads, this letter should be submitted to the GAO by May 15, 2015.

## **JUNE CLOSING**

### **Legacy AFIS**

The month of June will close on June 30, 2015 and June monthly reports will be available on July 6, 2015.

## **FINANCIAL TABLE ROLLOVER**

### **Legacy AFIS**

On June 30, 2015, the financial tables will be rolled to move the balances from fiscal year 2015 to fiscal year 2016. This will allow the BREAZ team to pull the general ledger, project and grant balances on July 1, 2015 for the conversion to the New AFIS. Limited transactions will be processed by the State Treasurer's Office, Department of Revenue and the GAO after June 30, 2015.

### **New AFIS**

General ledger, project and grant balances will be converted from Legacy AFIS on July 4, 2015 to be ready for the anticipated July 7, 2015 go-live. Any adjustments affecting general ledger balances made by the State Treasurer's Office, Department of Revenue and the GAO between July 1, 2015 and July 25, 2015 will be manually updated in New AFIS on July 26, 2015.

**CASH BALANCE**

**Legacy AFIS**

Please refer to the sections above on Treasurer Deposits and Divestments and Investments. Since there will not be a 13<sup>th</sup> month this fiscal year-end, there is no need to have cash in both fiscal years 2015 and 2016.

**New AFIS**

Cash balances converted from Legacy AFIS can be viewed in the New AFIS using the BBALS (ITD Balance Sheet Summary), CBALDQ (Cash Balance Detail) or CBALSQ (Cash Balance Summary) screens.

Payments (warrants and ACH) will be produced beginning approximately July 7, 2015 for fiscal year 2016 as well as administrative adjustments for fiscal year 2015 as long as there is a sufficient cash balance available. It should be noted that in order for a warrant or ACH transaction to generate in the nightly batch cycle, there must be a positive balance between the net of general ledger account 0070 (Cash) and 1011 (Payments Outstanding).

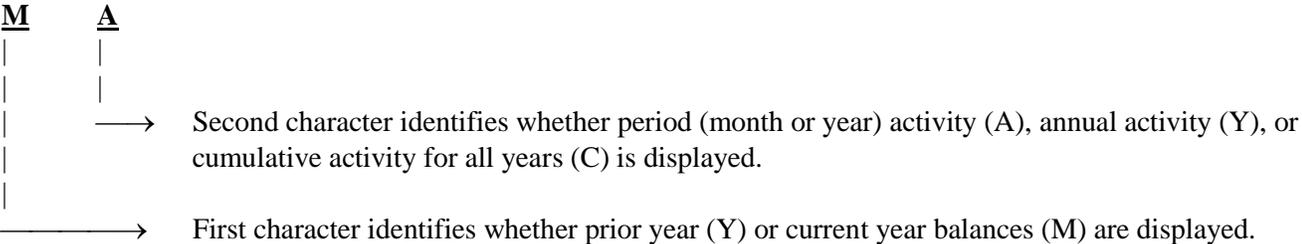
**ON-LINE INQUIRY**

**Legacy AFIS**

On July 1, Legacy AFIS users will be converted to User Class 99 (Inquiry Only) until approximately December 31, 2015.

On-line inquiry will be available for both prior and current years through the use of inquiry options. The first option is Inquiry Year, which identifies the fiscal year of the inquiry. Many different appropriation years may be posted in a single fiscal year. The second option is Inquiry Type. The structure for Inquiry Type is shown below and may also be recalled on the 'News/Help Table,' screen S090, keyword 'INQTYPE'.

Structure:



- MA - Monthly Activity** – Summarizes the current year activity that occurred during the selected month only.
- YA - Prior Year Activity** – Summarizes the prior year activity that occurred during the prior year.
- MY - Month to Date** – Summarizes all of the activity for the current year that occurred up to the selected month.
- YY - Prior Prior Year Cumulative to Date** – Summarizes the activity that occurred through the end of the prior, prior fiscal year.
- MC - Month Cumulative to Date** – Summarizes the activity for all years up to the selected month.
- YC - Prior Year Cumulative to Date** – Summarizes the activity for all years up to the end of the prior year.

Some screens have AY as part of the key to recall records. This refers to the year the money was appropriated or budgeted. For example, for a continuing appropriation awarded in the fiscal year ending June 30, an agency can use the Appropriation Inquiry screen (S062) to see information for this appropriation by entering the appropriation year in the 'AY' field and coding the Inquiry Year and Inquiry Type fields as described above.

## **13TH MONTH (ADJUSTMENT) PERIOD**

### **Legacy and New AFIS**

As stated above, there will not be a 13<sup>th</sup> month this fiscal year-end. Payments for fiscal year 2015 obligations must be made as administrative adjustments in New AFIS beginning approximately July 7, 2015.

## **CLAIMS AND TRANSFERS**

### **Legacy AFIS**

Claims and Transfers for the fiscal year ending June 30, 2015 may be entered **and** released by the agencies up until June 30, 2015 at 8:00 p.m. Please comply with the GAO deadline if your agency requires the GAO to enter and/or release the transactions (see calendar for deadline dates). Please also remember that Edit Mode 2 will not be available after June 22, 2015, so any transactions that are entered and error out in the nightly batch run for June 30, 2015 will automatically be deleted on July 1, 2015.

### **New AFIS**

As stated above, transactions (including GAX, ITI/ITA, and IET documents) may be processed in the New AFIS beginning approximately July 7, 2015.

## **CAPITAL PROJECT CLAIMS**

### **Legacy AFIS**

To ensure a more effective and efficient processing of capital project claims, please hand deliver these claims to the ADOA, General Services Division, Capital Projects Construction Office for review and approval by **June 23, 2015 at 2:00 p.m.** Any capital project claims received after the deadline will be processed as soon as possible on a first-in, first-out basis and may not be processed before the cutover to the New AFIS. For more information you may contact Kirby Spitler, Chief Engineer at (602) 542-4438 or [Kirby.Spitler@azdoa.gov](mailto:Kirby.Spitler@azdoa.gov).

### **New AFIS**

Capital projects claims for fiscal year 2015 that cannot be processed by June 30, 2015 at 8:00 p.m. in Legacy AFIS must be processed as administrative adjustments in the New AFIS beginning approximately July 7, 2015.

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

### **Legacy and New AFIS**

All charges for June 2015 will be included with the statements from US Bank that are received in July, 2015, therefore, these charges will not be able to be paid in Legacy AFIS. Agencies can begin paying these claims to US Bank as administrative adjustments in fiscal year 2016 in New AFIS beginning approximately July 7, 2015.

P-Card processing for ADOT will be addressed separately with ADOT. The above procedures do not apply to ADOT.

## **APPROPRIATED FEDERAL GRANT YEAR-END INSTRUCTIONS**

### **Legacy AFIS**

As described in the State of Arizona Accounting Manual Section II-M, Subsection IV.D (page 4), compliance with the Federal Cash Management Improvement Act (CMIA) requires that “cash advances to a State shall be limited to the minimum amounts needed and shall be timed to be in accord only with the actual, immediate cash requirements of the State in carrying out a program or project. The timing and amount of cash advances shall 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, 2015, but should be closely timed to the actual payment.

### New AFIS

Draw-downs for Federal grants can be completed in New AFIS beginning approximately July 7, 2015.

## **ACH PAYMENTS**

### Legacy AFIS

ACH transaction codes will be shut down in Legacy AFIS beginning on June 22, 2015. This includes payments that are initiated through ProcureAZ. ACH processing will be restricted to ensure that outstanding transactions have gone to a paid status prior to June 30, and do not require the conversion of an open payable balance (general ledger account 1012-ACH Payments Outstanding). Agencies should communicate accordingly with vendors they pay via ACH on a regular basis.

### New AFIS

ACH payments may be made in New AFIS beginning approximately July 7, 2015. In New AFIS, there will no longer be a general ledger account 1012-ACH Payments Outstanding because once an ACH payment has processed successfully, it will change to a "Paid" status immediately. This is a change from Legacy AFIS which has a two-day delay from the date that an ACH payment processes successfully to the date that the payment status switches to a 'P'.

## **INTERNAL TRANSACTION FILE**

### Legacy AFIS

Each agency is responsible for clearing its prior year transactions residing in the Internal Transaction (IT) file prior to June 30, 2015. The IT file consists of all the batches that have not been fully posted to the Accounting Event Table. This includes batches on error, batches on hold and batches with claims waiting for warrant generation. The IT file can be viewed by selecting option 'D' Data Entry of Financial Transactions, from the main menu and then selecting option '53' View Batch Headers. **All of the Fiscal Year 2015 batches must be cleared by June 30, 2015.**

If the Edit Mode of a batch is '2' and the Status is 'H,' the batch should be released. Batches in Edit Mode '2' or '4' and status of 'P' contain claims that have been posted but for which no payments have yet been generated. This could be because of a future due date or insufficient cash in the fund or the fund and grant combination. Another reason could be that the transaction is part of a combined payment, where part of the payment has been posted and part of the payment has been rejected. These batches should be investigated and corrected so that payment can be generated. We will be restricting access to Edit Mode 2 beginning on June 22, 2015 to limit the number of batches in Edit Mode 2 on the IT file on June 29, 2015. Any Edit Mode 2 batches remaining on the IT file will be released by GAO and the corresponding warrant(s) (if applicable) will be cancelled by the GAO.

Batches in Edit Mode '0' or '1' and in 'H' status should also be released. It is the responsibility of the agency to notify its GAO liaison if it cannot release a batch. Batches in Edit Mode '3' should be corrected and then released. Batch headers with Edit Mode '1' or '2' that have no detail must be deleted. All transactions in Edit Modes of '0,' '1,' and '3' that are not released or corrected **will be deleted on July 1, 2015.**

### New AFIS

The equivalent of the IT file in the New AFIS is the Document Catalog. Agencies can view all documents using the Document Catalog and various search criteria. This would include documents input after the anticipated go-live date of July 7, 2015 as well as any documents that have been converted from Legacy AFIS or other outside systems.

## **WARRANT CANCELLATION**

### **Legacy AFIS**

Beginning on April 15, all requests for Stop Payments using form GAO-7 that do not have the box checked for warrant replacement (using a follow-up form GAO-6) will be changed to a status of “C” (Cancelled) as opposed to “S” (Stopped). Funds will be returned back to the original funding source(s) immediately instead of remaining in “S” status until they expire.

### **New AFIS**

All warrant cancellations for open warrants converted from Legacy AFIS or other outside systems must be completed in the New AFIS in fiscal year 2016 beginning approximately July 7, 2015.

## **CONTROL-D REPORTS IN LEGACY AFIS & INFOADVANTAGE FOR NEW AFIS**

### **Legacy AFIS**

Control-D/Control-D Web will remain available for agencies to view all control and financial reports from Legacy AFIS until December 31, 2015. This includes all daily, weekly, monthly and annual reports. Off-line agencies should contact the CSB at (602) 542-5629 to make appropriate arrangements for their reports.

### **New AFIS**

Agencies will be able to view and create reports from New AFIS using infoAdvantage, based on security permissions. The Accounting Event file from fiscal year 2003 through fiscal year 2015 as well as several Legacy AFIS profile tables will be loaded to a universe in infoAdvantage for historical reporting. The loading of these tables will begin September 1, 2015 and is expected to run through September 30, 2015. For any questions related to infoAdvantage, please contact the BREAZ Project team at [BREAZ@azdoa.gov](mailto:BREAZ@azdoa.gov).

## **LAPSING AND CONTINUING APPROPRIATIONS**

### **Legacy and New AFIS**

Appropriations from Legacy AFIS are carried forward if the effective end date on the Appropriation Number Profile (S020) is greater than June 30, 2015. Appropriations will be available for expenditure in New AFIS beginning approximately July 7, 2015. When using the Legacy AFIS on-line inquiry screens to obtain inception-to-date balances, refer to the “Online Inquiry” section for guidance. Please send an email to [GAOAFR@azdoa.gov](mailto:GAOAFR@azdoa.gov) if you have further questions.

## **BUDGET LOADING**

### **New AFIS**

Agencies will be required to load departmental budgets in New AFIS for all Type 1 and Type 2 appropriations. Expenditures for fiscal year 2016 beginning approximately July 7, 2015 will not process if departmental budgets are not loaded. Agencies who wish to track expenditures for Type 3 appropriations must load at least zero dollar budgets for these appropriations. Agencies utilizing the Program structure must also enter related budgets for those structures. There are several budget structures available for agencies to use with varying levels of detail and control options.

For questions about loading budgets in the New AFIS system, please contact the BREAZ Project Team at [BREAZ@azdoa.gov](mailto:BREAZ@azdoa.gov).

## FEDERAL GRANT YEAR-END INSTRUCTIONS

### Legacy AFIS

Agencies that receive federal assistance will need to submit the Federal Financial Assistance Checklist (Form 15) in the Closing Package to ensure proper recording of grant information.

In accordance with the State of Arizona Accounting Manual Section II-M, Subsection V.A.17 (page 16), each agency must reconcile its internal accounting records to AFIS on a monthly basis. The agency's monthly reconciliation of federal grants may be to either the AFIS DAFR8400 report (Grant Summary) or to the AFIS screen S66A and must be documented.

The DAFR8400 will be used to compile the Schedule of Expenditures of Federal Awards (SEFA). It is essential that the information on the DAFR8400 be properly stated. This report should agree with your agency's "in-house" records i.e., grant structure, expenditures for grant numbers/phases, Catalog of Federal Domestic Assistance (CFDA) numbers. Any errors should be corrected prior to June 30, 2015. If you are not able to view the DAFR8400 in Control-D/Control-D Web, please contact your GAO liaison. Off-line agencies should contact the CSB at (602) 542-5629 to make appropriate arrangements for this report.

SEFA information will be listed by the CFDA number. Please verify that each CFDA and DUNS number is correct for each corresponding grant number on the DAFR8400, or you may use the AFIS screen SD47, Grant Number Profile. If the CFDA is not correct, it must be corrected prior June 30, 2015. If you do not know the correct CFDA number, refer to your grant award materials or contact your Federal grantor.

Please verify that your grant expenditure and revenue information is correct on the DAFR8400, or you may use the AFIS screen S66A, Status of Grant. Enter the following information if using the AFIS S66A: your Agency Code; Grant No/Ph; Inq Optn: R for revenue, B to verify expenditures versus budget (B will include the accrued expenditures while R will not include the accrued expenditures); Inquiry Type: MY; Inquiry Year: Fiscal Year ending June 30; Inquiry Month: the most current month.

NOTE: All corrections to agency grant information on Legacy AFIS must be completed prior to June 30, 2015. If errors are not corrected prior to June 30, 2015, agencies must submit a reconciliation and a plan of action on how they will correct New AFIS (or the "in-house" records as the case may be) to the GAO - Federal Funds Section by September 2. Please send an email to [FederalGrants@azdoa.gov](mailto:FederalGrants@azdoa.gov) with any questions.

## FIXED ASSET SUBSYSTEM

### Legacy AFIS

The Fixed Asset Subsystem (FAS) must be updated in a timely manner, preferably immediately after the claims are successfully processed. The timeliness of these updates is especially important and critical prior to June 22, 2015 when we will restrict fixed asset input in Legacy AFIS. Agencies must update the FAS prior to June 22, 2015 with the information related to the assets that are received on or before June 22 and paid for prior to June 22. Therefore, the Fixed Asset Hold file **must be reconciled by June 22, 2015 to prepare for conversion to New AFIS**. This means that after the claims are successfully processed, agencies must update the FAS with the Property information by using the AFIS S073. Any fixed asset transactions that are on the DAFR4441 as of June 22, 2015 will be lost and will not be converted to the New AFIS. Agencies that do not have all their fixed assets on the FAS or whose fixed asset listing is not current as of June 30, 2015 will be required to complete the 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.**

For additional information on this subject and for assistance with fixed asset related issues in Legacy AFIS, please refer to the **State of Arizona Accounting Manual, Section II-G** send an email to [CAFR@azdoa.gov](mailto:CAFR@azdoa.gov).

### **New AFIS**

Active assets and their associated accumulated depreciation that are in Legacy AFIS on or before June 22, 2015 will be converted to New AFIS beginning on July 18, 2015 (with certain exceptions such as ADOT CIP assets). Any betterments, transfers, dispositions, or other activities associated with assets converted starting on July 18 cannot be completed until the assets are successfully converted. Agencies may process new fixed asset records in New AFIS beginning approximately July 7, 2015. This can be done through ProcureAZ using commodity codes that generate FAS (Fixed Asset Acquisition – Shell Generated) documents in the New AFIS or by entering new assets directly in New AFIS using an FA (Fixed Asset Acquisition) document.

## **GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENTS**

### **Legacy AFIS**

The GASB establishes standards for financial accounting and reporting for state and local governments. Agencies should ensure that financial information provided to the GAO for inclusion in the Comprehensive Annual Financial Report is in accordance with these standards. GASB Statement No. 68, Accounting and Financial Reporting for Pension – an amendment of GASB Statement No. 27, GASB Statement No. 69, Government Combinations and Disposals of Government Operations, and GASB Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68.

## **CLOSING PACKAGE**

### **Legacy AFIS**

**All agencies must complete and submit the General Survey and Checklist (Form 60) to the GAO - GAAP Section by July 13, 2015.** State agencies that submit audited financial statements 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/cafr/closing-package-information>.

For additional information on this subject and for assistance with closing package related issues, please send an email to [CAFR@azdoa.gov](mailto:CAFR@azdoa.gov).

## **REVOLVING FUNDS**

### **Legacy and New AFIS**

You may use your revolving fund as specified by the State of Arizona Accounting Manual and by statute until June 30, 2015. 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, Attn: Appropriations Group as required by Section II-C-2, Subsection IV.G.9 of the State of Arizona Accounting Manual, no later than the date specified in the calendar. Revolving fund balances will be converted to New AFIS with the conversion of the general ledger.

## **USE TAX PAYMENTS TO DEPT. OF REVENUE (DOR)**

### **New AFIS**

Use Tax payments to DOR for June 2015 must be made in New AFIS beginning approximately July 7, 2015 and charged to Budget Fiscal Year (BFY) 2015.

GENERAL ACCOUNTING OFFICE  
CALENDAR FOR FISCAL YEAR-END 2015



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
29-Mar Legacy AFIS System up	30-Mar Legacy AFIS System up	31-Mar Legacy AFIS System up	1-Apr Legacy AFIS System up New AFIS - Begin loading COA & configuration	2-Apr Legacy AFIS System up	3-Apr Legacy AFIS System up Legacy AFIS - Close March	4-Apr
5-Apr Legacy AFIS System up	6-Apr Legacy AFIS System up	7-Apr Legacy AFIS System up	8-Apr Legacy AFIS System up	9-Apr Legacy AFIS System up	10-Apr Legacy AFIS System up Legacy AFIS Profile Roll - Create FY16 profiles (for year-end processing only)	11-Apr
12-Apr Legacy AFIS System up	13-Apr Legacy AFIS System up	14-Apr Legacy AFIS System up	15-Apr Legacy AFIS System up	16-Apr Legacy AFIS System up	17-Apr Legacy AFIS System up	18-Apr
19-Apr Legacy AFIS System up	20-Apr Legacy AFIS System up	21-Apr Legacy AFIS System up	22-Apr Legacy AFIS System up	23-Apr Legacy AFIS System up	24-Apr Legacy AFIS System up	25-Apr
26-Apr Legacy AFIS System up	27-Apr Legacy AFIS System up	28-Apr Legacy AFIS System up	29-Apr Legacy AFIS System up	30-Apr Legacy AFIS System up	1-May Legacy AFIS System up	2-May
3-May Legacy AFIS System up	4-May Legacy AFIS System up	5-May Legacy AFIS System up	6-May Legacy AFIS System up	7-May Legacy AFIS System up	8-May Legacy AFIS System up Legacy AFIS - Close April	9-May
10-May Legacy AFIS System up	11-May Legacy AFIS System up	12-May Legacy AFIS System up	13-May Legacy AFIS System up	14-May Legacy AFIS System up	15-May Legacy AFIS System up New AFIS - Alternate allotment request letters due to GAO	16-May
17-May Legacy AFIS System up	18-May Legacy AFIS System up	19-May Legacy AFIS System up	20-May Legacy AFIS System up	21-May Legacy AFIS System up	22-May Legacy AFIS System up	23-May
24-May Memorial Day Holiday Observed	25-May Legacy AFIS System up	26-May Legacy AFIS System up	27-May Legacy AFIS System up	28-May Legacy AFIS System up	29-May Legacy AFIS System up	30-May
31-May Legacy AFIS System up New AFIS - Begin conversion of vendor/customer files New AFIS - Begin appropriation loads (tentative)	1-Jun Legacy AFIS System up	2-Jun Legacy AFIS System up	3-Jun Legacy AFIS System up	4-Jun Legacy AFIS System up	5-Jun Legacy AFIS System up Legacy AFIS - Close May	6-Jun Legacy AFIS System up
7-Jun Legacy AFIS System up	8-Jun Legacy AFIS System up	9-Jun Legacy AFIS System up	10-Jun Legacy AFIS System up	11-Jun Legacy AFIS System up	12-Jun Legacy AFIS System up	13-Jun Legacy AFIS System up

GENERAL ACCOUNTING OFFICE  
CALENDAR FOR FISCAL YEAR-END 2015



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
14-Jun	15-Jun Legacy AFIS System up 3:30 pm FY16 requests for handwritten warrants due to GAO 3:30 pm FY15 appropriation transfers due to GAO	16-Jun Legacy AFIS System up	17-Jun Legacy AFIS System up	18-Jun Legacy AFIS System up	19-Jun Legacy AFIS System up Legacy AFIS - Final day for input of Edit Mode 2 & ACH transactions	20-Jun Legacy AFIS System up
21-Jun	22-Jun Legacy AFIS System up Legacy AFIS - Fixed Asset final input	23-Jun Legacy AFIS System up Last payroll compute of FY15 Legacy AFIS - 2:00pm Capital Project claims due to GSD	24-Jun Legacy AFIS System up	25-Jun Legacy AFIS System up	26-Jun Legacy AFIS System up Legacy AFIS - Run depreciation	27-Jun Legacy AFIS System up
28-Jun	29-Jun Legacy AFIS System up	30-Jun Legacy AFIS System up Legacy AFIS - 10:00am Deposits due to CSB Legacy AFIS - 2:00pm Federal draw downs to Treasurer Legacy AFIS - 2:00pm Deposits due to Treasurer Legacy AFIS - Last day for transaction input (except certain GAO, DOR and TRA users) Legacy AFIS - Financial Roll	1-Jul Legacy AFIS System down (except for certain GAO, DOR and TRA users) Legacy AFIS - Clear IT file of PY transactions Legacy AFIS - Encumbrance liquidation (if Financial Roll complete) Legacy AFIS - Appropriation carry-forward/lapse (if other jobs complete)	2-Jul Legacy AFIS System down (except for certain GAO, DOR and TRA users) New AFIS - Establish balance for open appropriations (FY15 and prior) from Legacy AFIS	3-Jul Legacy AFIS System down (except for certain GAO, DOR and TRA users) 4th of July Holiday Observed New AFIS - Establish open encumbrances from Legacy AFIS	4-Jul New AFIS - Establish GL thru FM12 from Legacy AFIS New AFIS - Establish open encumbrances from DES & ADOT systems New AFIS - Establish inventory balances New AFIS - Begin conversion of ADOT CIP assets New AFIS - Establish open grant & projects from Legacy AFIS or spreadsheets
5-Jul	6-Jul Legacy AFIS System down Legacy AFIS - June monthly reports available in Control-D New AFIS - wrap of conversion activities	7-Jul Legacy AFIS available for view only New AFIS - First day for transaction processing (tentative) New AFIS- First payroll compute of FY16	8-Jul Legacy AFIS available for view only	9-Jul Legacy AFIS available for view only	10-Jul Legacy AFIS available for view only	11-Jul

**GENERAL ACCOUNTING OFFICE  
CALENDAR FOR FISCAL YEAR-END 2015**

12-Jul	13-Jul	14-Jul	15-Jul	16-Jul	17-Jul	18-Jul
Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	New AFIS- Fixed asset conversion from Legacy AFIS inclusive of accumulated depreciation
GAAP Closing Package Form 60 due						
19-Jul	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul
Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only Legacy AFIS - Complete posting of 13th period adjustments (GAO, DOR, & TRA only)	
<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SAT</b>
26-Jul	27-Jul	28-Jul	29-Jul	30-Jul	31-Jul	1-Aug
New AFIS - Update GL for Legacy AFIS adj	Legacy AFIS available for view only Revolving Fund Reconciliation Due	Legacy AFIS available for view only	Legacy AFIS - Close FY15			
2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug
Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	
9-Aug	10-Aug	11-Aug	12-Aug	13-Aug	14-Aug	15-Aug
Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	
16-Aug	17-Aug	18-Aug	19-Aug	20-Aug	21-Aug	22-Aug
Legacy AFIS available for view only	Legacy AFIS - DES final cost allocation Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	New AFIS - update balances for DES cost allocation in Legacy AFIS
23-Aug	24-Aug	25-Aug	26-Aug	27-Aug	28-Aug	29-Aug
Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	Legacy AFIS available for view only	
30-Aug	31-Aug	1-Sep	2-Sep	3-Sep	4-Sep	5-Sep
Legacy AFIS available for view only	New AFIS - Begin loading historical information to infoAdvantage (thru 9/30) Legacy AFIS available for view only	Legacy AFIS available for view only				