



The following schedule is a summary of the system availability for the 2017 Fiscal Yearend closing process to begin at 7:00 pm on April 25th, 2017.

Also noted, for your convenience, is a listing of the processes which will be accessible on April 26th through April 30th and for which *special attention is required to the dates used in the processing*. If you have questions or concerns, please contact your FAST representative <http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>.

Activity	7:00 pm on April 25 th through to 7:00 am on April 28 th , 2017	7:00 am on April 28 th through to 12:00 midnight on April 30 th , 2017
Reporting availability in FIS and Web applications		
FIS Web applications	AMS is NOT available for reporting and processing, however RPT is available for reporting. On April 26 th through until the opening on April 28 th , RPT will reflect data as of close of business on April 25 th . As of April 26 th RPT will reflect April 2017 month end view; No; systems closed for year end processing	AMS is available for reporting and processing RPT (April 28 th); daily cloning schedule will resume and therefore will include YE processing activity; RPT will reflect April 2017 Year End view (i.e. includes carry forward results). Yes; web applications will be available with the exception of USource and the Capital Portal.
Processing availability in FIS:		
<u>Accounting:</u> Journal Entries A/P Invoices A/P Credit notes A/R Invoices A/R Credit notes ERDD Reversals Posting Parked documents	No; ALL systems closed for year end processing	Yes; dates must be changed to May 1, 2017 } } } } change POSTING DATE } } }
<u>Logistics transactions:</u> Purchase Requisitions Purchase Orders Goods Receipts Invoice Receipts	No; ALL systems closed for year end processing	Yes; dates must be changed to May 1, 2017 date change not possible; DO NOT PROCESS change DOCUMENT DATE change POSTING DATE change POSTING DATE

<u>Funds Management:</u> Manual reserves Budget Workbench	No; ALL systems closed for year end processing	Yes-dates must be changed to ensure posting to fiscal year 2018 change POSTING DATE change FISCAL YEAR
Processing using Web applications:		
<u>USource:</u>	No; ALL systems closed for year end processing	No, USource will not be available for processing.
<u>Portal:</u>	No; ALL systems closed for year end processing	No; Capital Projects portal will not be available for processing
<u>ERDD on the Web</u> Set up/Change/Save ERDD Post ERDD	No; ALL systems closed for year end processing	Yes: Forms can be created and saved, but not posted until May 1 st Yes; User can set up/change/save the ERDD form No; dates are defaulted and system will try to post to period 12/2017; error message will be received