



The following schedule is a summary of the system availability for the 2018 fiscal year-end closing process to begin at 7:00 pm on Wed, April 25th, 2018.

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 Noon (12:00 pm) on April 27 th , 2018	Noon (12:00 pm) on April 27 th through to 12:00 midnight on April 30 th , 2018
Reporting availability in FIS and Web applications		
<p>FIS</p> <p>Web applications</p>	<p>AMS is NOT available for reporting and processing, however RPT is available for reporting.</p> <p>On April 26th through until the opening on April 27th, RPT will reflect data as of close of business on April 25th.</p> <p>As of April 26th RPT will reflect April 2018 month-end view;</p> <p>No; systems closed for year-end processing</p>	<p>AMS is available for reporting and processing</p> <p>RPT (April 27th); daily cloning schedule will resume and therefore will include year-end processing activity;</p> <p>RPT will reflect April 2018 year-end view (i.e. includes carry forward results).</p> <p>Yes; web applications will be available with the exception of USource and the Capital Projects Portal.</p>
Processing availability in FIS:		
<p><u>Accounting:</u></p> <p>Journal Entries</p> <p>A/P Invoices</p> <p>A/P Credit notes</p> <p>A/R Invoices</p> <p>A/R Credit notes</p> <p>ERDD</p> <p>Reversals</p> <p>Posting Parked documents</p>	<p>No; ALL systems closed for year-end processing</p>	<p>Yes; dates must be changed to May 1, 2018</p> <p>}</p> <p>}</p> <p>}</p> <p>} change POSTING DATE</p> <p>}</p> <p>}</p> <p>}</p>
<p><u>Logistics transactions:</u></p> <p>Purchase Requisitions</p> <p>Purchase Orders</p> <p>Goods Receipts</p> <p>Invoice Receipts</p>	<p>No; ALL systems closed for year-end processing</p>	<p>Yes; dates must be changed to May 1, 2018</p> <p>date change not possible; DO NOT PROCESS</p> <p>change DOCUMENT DATE</p> <p>change POSTING DATE</p> <p>change POSTING DATE</p>

<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 2019 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 12/2018; error message will be received