UNIVERSITY OF TORONTO

FINANCIAL SERVICES

The following schedule is a summary of the system availability for the 2019 fiscal year-end closing process to begin at 7:00 pm on Fri, April 26th, 2019.

Also noted, for your convenience, is a listing of the processes which will be accessible on April 27th through April 30th and for which *special attention is required to the dates used in 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 26th through to 7:00 am on April 29th, 2019	7:00 am on April 29th through to 12:00 midnight on April 30th, 2019
Reporting availability in FIS and Web applications		
FIS	AMS is NOT available for reporting and processing, however RPT is available for reporting. On April 27th through until the opening on April 29th, RPT will reflect data as of close of business on April 26th as well as the April 2019 month-end view;	AMS is available for reporting and processing RPT (April 29th); daily cloning schedule will resume and therefore will include year-end processing activity; RPT will reflect April 2019 year-end view (i.e. includes carry forward results).
Web applications	No; systems closed for year-end processing	Yes; web applications will be available with the exception of uSOURCE and the Capital Projects Portal.
Processing availability in FIS:		
Accounting: 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, 2019** } } } } **change POSTING DATE** } } } }

| Logistics transactions:

Purchase Requisitions

Purchase Orders

Goods Receipts

Invoice Receipts | No; ALL systems closed for year-end processing | Yes; dates must be changed to **May 1, 2019**

date change not possible; DO NOT PROCESS

change DOCUMENT DATE

change POSTING DATE

change POSTING DATE |

Activity	7:00 pm on April 26th through to 7:00 am on April 29th, 2019	7:00 am on April 29th through to 12:00 midnight on April 30th, 2019
Funds Management: Manual reserves Budget Workbench	No; ALL systems closed for year-end processing	Yes; dates must be changed to ensure posting to fiscal year 2020 **change POSTING DATE** **change FISCAL YEAR**
Processing using Web applications:		
uSOURCE:	No; ALL systems closed for year-end processing	No; uSOURCE will not be available for processing.
Capital Projects Portal:	No; ALL systems closed for year-end processing	No; Capital Projects Portal will not be available for processing
ERDD on the Web: 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 1st Yes; User can set up/change/save the ERDD form No; dates are defaulted and system will try to post to period 12/2019; error message will be received