

## **Instructions for First Run of Month 13 (as of 2020/04/22)**

Unlike past mid-biennium fiscal year crossover processing, beginning in 2020 the process has been simplified and is almost identical to any typical first run of month process. The only additional step to the normal month end crossover is the updating of fiscal year state appropriations on the Budget Number Index.

Since the UW no longer uses PAS to encumber purchases, there are no longer encumbrances against first fiscal year state appropriations that need to be backed out and reposted against second fiscal year state appropriations.

The special runs that were dedicated to encumbrances and to changing state appropriation values have been eliminated.

There is a new job, JAMANNFYAPPROP that performs the update of state appropriation values from 1st fiscal year to 2nd fiscal year values. This job is a standalone job that is added to the mainframe APECS scheduler for the first run of month 13. It is setup to run at 6:20pm.

With the exception of the updates to state appropriation values, this is just like any other crossover to a new fiscal month. Note, this year is scheduled to be a staggered close as most month ends are. We have the flexibility going forward to have either staggered or non-staggered close depending on what the calendar and payroll schedule dictate. At the first close of the month the financial indexes are copied over to the month end user code FASMON001 and "frozen" for final payroll processing. We update the state appropriation values and open the new accounting month while the processing of the final June payroll is completed against a set of indexes that still reference the 1<sup>st</sup> fiscal year appropriations under usercode FASMON001.

The change of fiscal year appropriations happens the same night and just prior to the first run of month 13 July.

The driver does not need to come down early.