

MEMO

To: University Community
From: Christopher M. Kopach, Director, Facilities Management
Subject: Facilities Management Procedure Change: Establishing Encumbrances

In anticipation of the Quali Financial System (KFS) implementation of UAccess Financials on October 1st, 2011 Facilities Management will no longer encumber billable jobs.

The practice of encumbering billable jobs will discontinue as of the beginning of fiscal year 2011-2012. This is being done for the sake of consistency with other Auxiliary units providing services who do not encumber billable jobs. The discontinuation of this practice will also assist in FRS transaction conversion and implementation of UAccess Financials (KFS).

Starting this July 2011 you will not need to submit an IDB form to set up a billable job. In order to establish a billable job:

- 1 - send an email to fm-ca@distribution.arizona.edu
- 2 - include your account number in the email **and the Job number you wish to renew.**

Accounts will be billed two times per month.

For additional questions and concerns please contact Simon White at 621-1750 or email: sjwhite@email.arizona.edu.