

**University of Wisconsin System  
SFS Accounting Manual**

Category: General Ledger	Effective Date: all new year tables must be in place by May 1 annually
Task or Process: <b>Build New Fiscal Year Control Tables for SFS Bolt-On Applications</b>	Revision Date: during April each year
Contact Information: Name - Jon Ahola      Email – jahola@uwsa.edu      Phone - 265-2232	

**Background:**

There a variety of SFS Control Tables that have been developed to enable proper operation of several bolt-on systems. Those tables are “fiscal year” based rather than “effective date” based. Thus, they must be copied and updated annually in order to have the proper criteria in place when the new fiscal year begins.

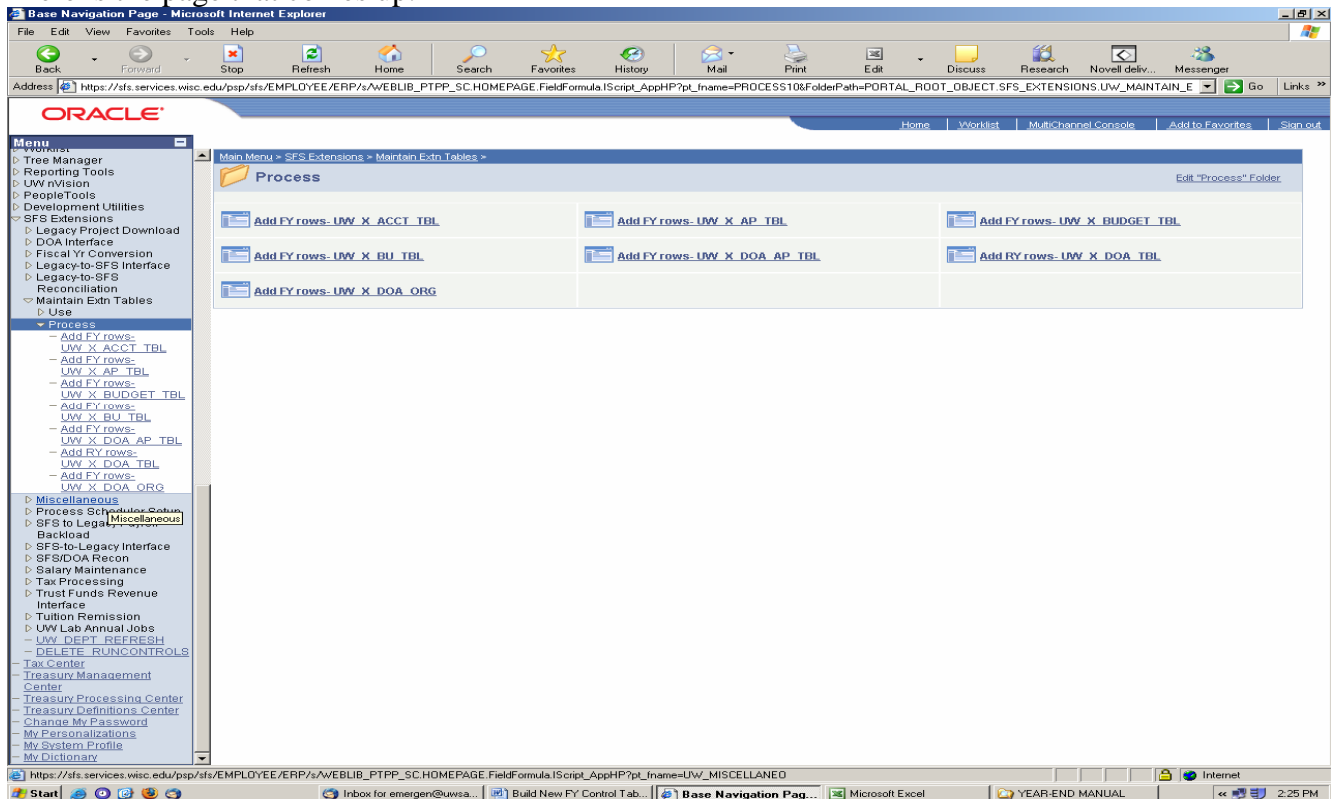
The processes to create the new year control tables and update them as needed will be performed by UWSA staff that support SFS operations. The new year tables need to be in place by May 1 each year. Following are the guidelines for performing the table updates.

There are two sets of programs that add new FY rows to control tables.

One group is primarily for code translation tables needed for DOA interface/reconciliation processing. The navigation to find the maintenance processes for those tables is:

**“SFS Extensions” >> “Maintain Extn Tables” >> “Process”**

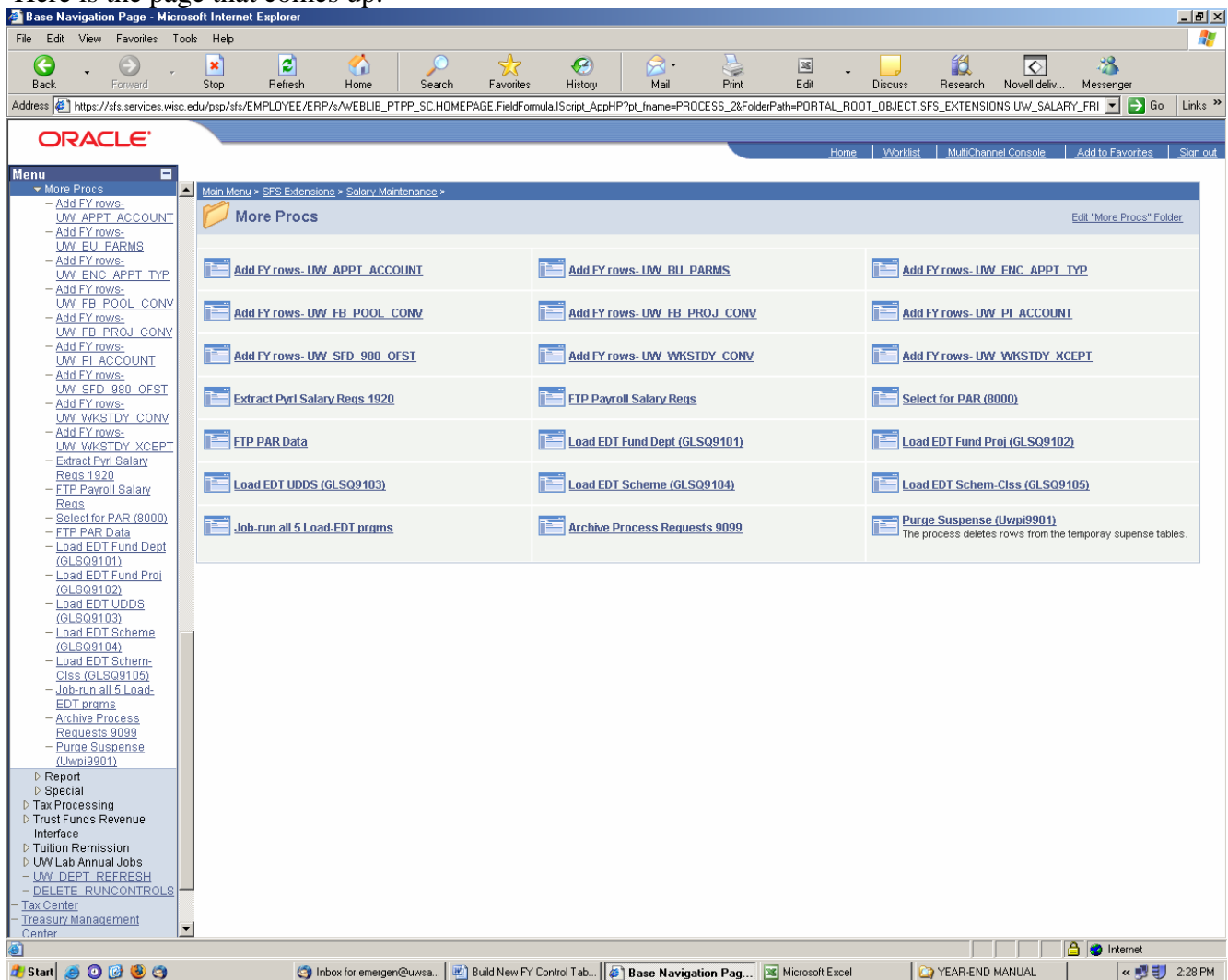
Here is the page that comes up.



The second group of tables is used primarily for the Payroll Interface system operations. The navigation to find the maintenance processes for those tables is:

**“SFS Extensions” >> “Salary Maintenance” >> “More Procs”**

Here is the page that comes up.



The items that begin with “Add FY rows” are the processes to use to update the nine control tables that are fiscal year based.