

Fiscal Year-End Role Lock Out Schedule

On **Tuesday, June 30, 2020**, Finance (FI), Material Management (MM), and HR/FI roles will be locked during Fiscal Year-End activities. Please refer to the functional groupings and lock-out times listed below.

All roles will be unlocked on **Monday, July 6, 2020**, at 7:00 a.m.

Lock-out Times	Functional Grouping
4:30 P.M.	Accounts Payable Roles
	Account Receivable Roles
	Asset Management Roles
	Cash Journal and Deposit Roles
	Fleet Roles
	Funds Management and Budget Roles
	Material Management, Purchasing and Inventory Roles
	Controlling Roles
	HR/FI Posting Specialist and Display Roles
30 minutes after final payment run	General Ledger and State Roles

Please **do not reply** by email. If you have questions about this announcement or related issues, call the AASIS Help Desk at (501) 683-2255 or complete the [AASIS Help Desk Form](#) on the [AASIS Website](#).