FISCAL CLOSE NOTICES

UC RIVERSIDE
Botany and Plant Sciences

I am writing to you with an important fiscal closing deadline for our administrative offices. Please read these deadlines carefully as the deadlines listed in this communication are critical as we undergo various financial system conversions as part of the campus Impact 23 Program that will modernize our financial applications as well as implement the UC mandated Common Chart of Accounts (CCOA).

As you read the deadlines below, play close attention to the blackout periods as certain systems will be unavailable for an extended period during the cutover.

May 1st Supply/Services Orders greater than $100,000	The May 1st deadline affects requisitions for supply orders greater than $100K which must have funds committed by June 30, 2023. *Cutover:* If the deadline is not met, then your order may not be processed until July 5 when the conversion blackout period ends.
May 4th Equipment Orders	The May 4th deadline affects requisitions for equipment and facilities purchases which must have funds committed by June 30, 2023. *Cutover:* If the deadline is not met, then your order may not be processed until July 5 when the conversion blackout period ends.
May 4th P.O. Blankets	A purchase requisition ("PR") must be sent to Procurement Services for all renewals and new blankets which are to commence on or about July 1, 2023.
May 15th Supply and/or Services Orders less than $100,000	Please plan your purchases well in advance and submit your requests via eBuy by May 15. This deadline applies to all orders above $5,000 that must be sent to procurement services for processing. This does not apply to equipment orders as the deadline for that is May 4. If there are any questions regarding the preparation of your requisitions, please contact our Procurement Analyst, Isaac Martinez. *Cutover:* If the deadline is not met, then your order may not be processed until July 5 when the conversion blackout period ends.
May 31st Orders less than $200	In preparation of the system conversion orders below $200 will not be processed as those purchase orders will not convert into Oracle. If a low dollar order must be placed we can utilize the procurement card, however we do not guarantee that the order will post to the June 2023 ledger. Pcard orders often do not post until items are shipped which is dependent on each vendor and item availability.

June 14th at 12:00PM ePay Payment Requests	Due to the high volume of activity at year-end, ePay payment requests must be approved and in the Accounting Office ePay queue by June 16th at 5:00 p.m. to ensure posting to the Period 12 Ledger. Therefore, all requests must be received by the Department no later than June 14th at 12:00 PM to allow for processing and corrections. *Cutover:* The ePay system will have a blackout period of June 17 – July 6. Any reimbursements not submitted on time will not be processed until the system is available again on July 7.
June 7th at 12:00PM Concur Travel and Expense	Due to the high volume of activity at year-end, travel expense reimbursement requests must be approved and in the Accounting Office queue by June 12 at 5:00 p.m. to ensure posting to the Period 12 Ledger. Therefore, all requests must be received by the Department no later than June 7 to allow for processing and corrections. *Cutover:* Concur will have a blackout period of June 13 – July 4. Any reimbursements not submitted on time will not be processed until the system is available again on July 5.
June 16th ALL Department Authorized Purchase Orders Below $5,000	Last day for departments to process Department Authorized Purchase Orders (DAPOs) is June 21. Therefore, all requests must be received by the Department no later than June 23 to allow for processing. *Cutover:* eBuy will have a blackout period from June 22 to July 4. During this time, the system will be available as a read-only repository. Information on where to submit new orders will be announced in June.
June 12th Cash/ Check Deposits	All cash and check donations must be received by the department no later than June 12 to allow for processing. Donations must be accompanied by a signed 700U form by the donation recipient. *Cutover:* The Cash Collection Reconciliation and Reporting System (CCRRS) and VCUA Gift Acceptance System will be unavailable until July 3. Checks received between June 27 to July 7 can be secured at the department until we are able to make the deposit. Please contact your financial analyst immediately if you have a deposit that did not meet the cutoff.
CONTACT	For all procurement questions or concerns please contact isaac.martinez@ucr.edu For ePay or Travel questions or concerns please contact toni.vanbuhler@ucr.edu *Monday through Friday* 8:00AM- 12:00PM & 1:00PM- 5:00PM