DATE: May 1, 2022

TO: All Campus Departments

FROM: Bobbi McCracken
             Assoc. Vice Chancellor-Business & Financial Services and Controller

SUBJECT: Fiscal Closing Dates for June 30, 2022

This year's Fiscal Closing process will follow a similar timeline as the past year's schedule. For the campus at large, closing procedures will be completed with the June Preliminary (Period 12) Ledgers. In order to achieve this schedule, it is extremely important that the cutoff dates contained in this letter be strictly followed. In addition to meeting the cutoff dates, it is recommended that the following actions be taken in each campus department:

- Continue to promptly reconcile and certify your monthly ledgers through the Ledger Reconciliation and Storage System (LRSS). See campus policy Campus Policy Number 200-97.

- Thoroughly review the April (Period 10) ledgers and make all necessary prior month adjustments. If transactions are not on the ledgers, research them and make sure that they will be processed in time to appear by the June (Period 12) ledgers.

- Review FAUs provided to campus recharge providers for re-occurring charges to ensure accuracy and to minimize adjustments/corrections.

- Treat the May (Period 11) ledgers like Preliminary ledgers. If transactions are not on the ledgers, research them and make sure that they will be processed in time to appear on the June (Period 12) ledgers.

- Consider Period 12 Ledgers to be your Interim Ledger. Departmental adjustments cannot be processed after this ledger is closed. Material transactions not recorded by the Period 12 cutoff and related to FY2022 business must be communicated to the Accounting Office for accrual/deferral consideration as soon as possible. To determine whether a transaction is material for reporting purposes, UCR has established the following criteria:

- ➢ The goods and/or services are received in FY2022, but the expense is not reflected on the 6/30 campus ledgers (expense accrual).
- ➢ Revenue is received in FY2022 for services to be conducted in FY2023 (revenue deferral).
- ➢ Payment for goods /services in FY2022 with expected benefit in FY2023 (expense deferral)
- ➢ Services are performed in FY2022, but not billed (revenue accrual).
- ➢ Individual transactions should be evaluated for accrual/deferral based on the dollar thresholds listed below.
- ➢ As soon as the item is identified, the accrual/deferral should be communicated to Accounting. For FY2022, the following materiality threshold will be used:
  - ✓ $50,000 – July 1 to August 28
- ➢ *Accruals/deferrals submitted by the July 5th cut-off will be reflected on the Period 12 ledgers*

The remainder of this letter addresses specific cutoff dates. Questions should be directed to the responsible office indicated after each heading. The dates appearing in the left hand margin represent "deadlines" which must be observed to ensure completion of the specific closing tasks. The deadlines are summarized in Attachment A in due date order. Attachment B provides a list of contacts by area of responsibility.

Please email fyclose@ucr.edu if there are circumstances or conditions that have not been addressed in this letter.

Your attention and cooperation in accomplishing the many tasks associated with achieving a successful closing of UCR's fiscal year 2021/22 is truly appreciated.

<div align="center">*****IMPORTANT INFORMATION*****</div>

- ❖ A PowerPoint presentation on accruals and deferrals is available on the Accounting Office's website under the Fiscal Closing tab or at https://accounting.ucr.edu/fiscal-year-end-closing

- ❖ Please carefully review the closing dates in this letter. Questions should be directed to your department financial manager/FAO, organizational CFAO, and/or fyclose@ucr.edu

- ❖ UCRFS and UCRFSTotals will continue to be updated nightly.

- ❖ Incentive Award Offsets manual journals for FY22 will be posted in the May and June ledgers.

- ❖ Financial Transaction Detail Reports (FTDR) will be produced at least weekly beginning with the week of June 13th (after the May ledgers are officially closed) through July11th. The reports will be made available at http://ucrfsreports.ucr.edu/. Please refer to Attachment A for dates.

- ❖ Notifications will be sent to the UCRFS Users list when the FTD Reports are available. Recipients associated with this list must possess at least one UCRFS role assigned via EACS.

- ❖ The June "Final" ledgers are anticipated to be available in early August.

- ❖ Special attention should be devoted to the review of transactions processed in July and August for potential accruals. Please contact the Accounting Office as soon as possible if a transaction should be evaluated for accrual consideration.

- ❖ Please check the Accounting Office web site for references and forms throughout the closing process. The Accounting Office website and all fiscal closing related documents will be posted under the FY End Closing tab as they become available.
  - ✓ https://accounting.ucr.edu/fiscal-year-end-closing
    - 2021/22 closing letter
    - UCRFS Correction Decision Tree
    - Valid FAU Combinations
    - 2021/22 Accrual/Deferral Worksheets
    - Closing Worksheet Examples

IMPORTANT YEAR-END CLOSING DATES

Completed By Date	Contact	Action
May 2	Financial Planning and Analysis	**Funding for Academic & Staff Salary Increases** ➢ Provide requests for previously approved staff and academic salary increases including supporting documentation to FP&A. (Excludes 7/1/22 academic and staff merits & promotions)
May 6	Academic Personnel/ Accounting Office	**Salary Cap UCPath Adjustments** ➢ Department Financial Managers, Department FAOs, and Organization CFAOs should review salaries paid on capped funds to ensure compliance with the Agency Salary Cap limitations and initiate payroll expense transfers as appropriate. ➢ Campus NIH guidelines revised on February 14, 2022: https://academicpersonnel.ucr.edu/sites/g/files/rcwecm1261/files/2022-04/nih-salary-cap-guidelines-fy2022-final-2.24.22.pdf
May 13	Accounting Office	**Inter-location Transfer of Funds (ITF)** ➢ Memos requesting transfer of funds (budgetary) between campuses must be in the Accounting Office by May 13 at 5:00 p.m. ➢ Note to campus departments: This cut off applies to all UC Campuses. ➢ ITF allocations not appearing on the May ledgers will not be processed until the new fiscal year (July 2022). ➢ Please be sure to coordinate with the "sending" campus as soon as possible to receive your 2021/22 ITF allocations.
May 13	Procurement Services	**Equipment Orders** ➢ Use eBuy to submit new purchase requisitions ("PR") ➢ The May 13th deadline affects requisitions for equipment and facilities purchases which must have funds committed by June 30, 2022. ➢ This does not apply to contract, grant or other funds with expiration dates after June 30, 2022. ➢ Your cooperation is requested in anticipating your needs as far in advance of the May 13th deadline as possible.

Completed By Date	Contact	Action

May 13	Procurement Services	P.O. Blankets
		➢ A purchase requisition ("PR") must to be sent to Procurement Services for all renewals and new blankets which are to commence on or about July 1, 2022.
		➢ Use eBuy to submit these blanket requisitions. The "copy as new" feature in eBuy may be used to populate much of the information for blanket renewals.
		  ✓ Locate the blanket to be renewed using the "Search Orders" from the main menu in eBuy.
		  ✓ "Copy as New" feature is located in the "Action" column.
		  ✓ Click "This Order" on the right side of the screen and select "Copy as New".
		  ✓ Please be sure to update the start and end dates and provide the previous P.O. # under the "misc." tab.
		  ✓ Update the FAU information and indicate any changes to requirements, such as a new location of a piece of equipment for service contracts.
		  ✓ After making these changes, click "Send PR" to submit the new requisition to Procurement Services.

May 13	Procurement Services	Supply/Services Orders greater than $100,000 ➢ Use eBuy to submit new purchase requisitions ("PR") ➢ The May 13th deadline affects requisitions for supply orders greater than $100K which must have funds committed by June 30, 2022. ➢ This deadline does not apply to contract, grant or other funds with expiration dates after June 30, 2022. ➢ Your cooperation is requested in anticipating needs as far in advance of the May 13th deadline as possible.

Completed By Date	Contact	Action
May 13	Accounting Office-Accounts Payable	<u>Mark PO as Received/Okay to Pay</u> ➢ Please ensure related purchases orders are marked in eBuy as "Okay to Pay" **when received** by assigned department eBuy Receiver to avoid delays in payment to the vendor invoices. ➢ eBuy Receivers should review POs within their Accountability Structure with the status of "encumbered" and determine if the goods have been received in good condition and/or services were satisfactorily performed. Any outstanding issues should be discussed and resolved with the eBuy transactor to ensure vendors are promptly paid. *Reminder: all PO related invoices must be submitted directly to the Accounting Office by the vendor as outlined on the purchase order.*

May 27	Accounting Office-General Accounting	<u>Review BC60-Inventorial Equipment for correct classification</u>
		➢ Review all transactions posted to BC60 to ensure the item purchased meets the criteria for Inventorial Equipment:
		  ✓ Unit cost of $5,000 or more including sales tax, freight and installation charges, AND
		  ✓ A useful life of 12 months or more
		➢ Particular attention should be given to transactions classified as; 803190-Rental Allowance, 803230-Animals and 803240-Furniture. In most cases the $5,000 per unit cost is not met, and these transactions are operating expenses. These items must be reclassified to an appropriate expense account, such as 720230-Furniture, 720280-Lab Supplies-Other and 840XXX-Rents.
		➢ Direct questions to equipment@ucr.edu.

May 27	Accounting Office-General Accounting	<u>Review Fabrications in process</u> ➢ Ensure fabrications are closed out and reported to General Accounting for assignment of a property number. ➢ In the event a fabrication does not result in a functional piece of equipment that meets inventorial equipment criteria (i.e. unit cost of $5,000 or more AND a useful life of 12 months or more), prepare and submit a cost transfer request to reclassify all expenses from account 803160 (Equipment Fabrication) to the appropriate operating expense accounts. ➢ Direct questions to equipment@ucr.edu

Completed By Date	Contact	Action
May 27	Financial Planning and Analysis	**Permanent BEA's** ➢ Process all permanent BEA's for establishing/changing your permanent budget for 2021/22 by May 27, 2022. ➢ Additional information will be distributed by FP&A via separate correspondence for the 2021/22 Staffing and Permanent Budget Process to Organization CFAOs and Department FAOs.
June 01	Financial Planning and Analysis	**Sales & Services Rates** ➢ Organizational CFAOs should coordinate with departments under their organization to review and update all rates for recharges and sales and service activities that are NOT subject to a campus review process. ➢ Per UC Policy Business & Finance Bulletin A-47, "prices shall be adjusted at least annually to eliminate any surpluses or deficits" and UCR Policy and Procedure 300-66, a "revised rate schedule must then be published no later than 30 days before its effective date." ➢ For Service Providers using Web Recharge, please ensure rates are updated annually in the system.
June 02	Financial Planning and Analysis	**Chancellor Commitment Allocation Requests** ➢ Provide requests, including required supporting documentation, for allocation of any pending FY2022 Chancellor's commitments to FP&A.
June 03	Accounting Office/Shared Service Center	**Clear UCPath Suspense Fund 69993** ➢ By this date, all prior month postings to fund 69993 should be cleared by initiating Salary Cost Transfer (SCT) requests using the Service Link SCT Tool and submitting approved requests to SSCs for processing.

Completed By Date	Contact	Action
June 03	Procurement Services	**Supply and/or Services Orders less than $100,000** ➢ Use eBuy to submit new "PR" requisitions ➢ Last day Procurement Services will accept requisitions against FY2021/22 appropriations to ensure issue of the orders by June 30, 2022. ➢ In order to be a bona fide encumbrance, a valid purchase order must be issued to a vendor on or before June 30, 2022 by Procurement Services. The June 3rd deadline affects all classifications of expense accounts except supply/services orders greater than $100,000, equipment and blanket orders, which have a cutoff date of May 13th. ➢ This date does not apply to funds from contracts, grants or other funds with expiration dates after June 30, 2022. ➢ If there are any questions regarding the preparation of your requisitions, please contact a buyer in Procurement Services by referring to the Procurement Services website for a list of the buyers' commodity assignments: https://procurement.ucr.edu/department-contact ➢ Please plan your purchases well in advance to allow Procurement Services to achieve timelines, obtain best value and comply with procurement requirements.
June 03	Accounting Office- General Accounting	**Annual Transfer to Asset Acquisition/Reserve for Equipment** ➢ Sales & Service and Auxiliary enterprises are eligible to request a year-end transfer of funds from Operations to an Asset Acquisition/Reserve Fund to cover the cost of capital equipment already purchased or to set aside funding for the future purchase of capital equipment per Campus Policies 300-66 and 300-66B. ➢ For the guide, please refer to: https://bfs.ucr.edu/document/service-aux-equipment-reserve-transfer-guide ➢ For transfers related to equipment use: https://bfs.ucr.edu/document/svc-aux-transfer-asset-acq-equip ➢ For transfers related to software use: https://bfs.ucr.edu/document/svc-aux-transfer-asset-acq-softw

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June 08	Accounting Office	Approximate date the May ledgers will be available to campus. Note: the delay is due to the timing of the last May biweekly payroll (pay period ends 5/28) and the availability to the UCPath GL data.
June 08	Accounting Office-Accounts Payable	<u>Invoices from Vendors</u> ➢ Due to the higher volume of activity at year-end, <u>approved</u> invoices must be in the Accounting Office by June 8 at 5:00 p.m. to ensure posting to the Period 12 Ledger. ➢ Departments are encouraged to continue to submit invoices after this cut-off; however, it is important to note that invoices submitted after this date will be prioritized for Period 12 Ledger processing; departments will need to evaluate invoices not processed in FY2022 as potential accrual items. ➢ **Please ensure related purchases orders are marked in eBuy as "Okay to Pay" when received to avoid delays in payment to the vendor.** ➢ **Ensure "PO Correction" and "SAA Escalation" items are addressed promptly to ensure vendors are paid per the PO payment terms.** ➢ Note: this category includes subcontract invoices requiring the Principal Investigator's approval to pay. ➢ Reminder: all PO related invoices should be submitted directly to the Accounting Office by the vendor per the instructions outlined on the purchase order.
June 10	Accounting Office-Accounts Payable	<u>ePay Payment Requests</u> ➢ Due to the higher volume of activity at year-end, ePay payment requests must be approved and in the Accounting Office ePay queue by June 10 at 5:00 p.m. to ensure posting to the Period 12 Ledger. ➢ Departments are encouraged to continue to submit requests after this cut-off; however, it is important to note that ePay requests submitted after this date will be prioritized for Period 12 Ledger processing; departments will need to evaluate ePay requests not processed in FY2022 as potential accrual items.

Completed By Date	Contact	Action
June 10	Accounting Office- Accounts Payable	Travel Expense Vouchers ➢ Due to the higher volume of activity at year-end, travel expense reimbursement requests must be approved and in the Accounting Office iTravel queue by June 10 at 5:00 p.m. to ensure posting to the Period 12 Ledger. ➢ Departments are encouraged to continue to submit travel expense reimbursement requests after this cut-off; however, it is important to note that requests submitted after this date will be prioritized for Period 12 Ledger processing; departments will need to evaluate travel expenses not processed in FY2022 as potential accrual items. ➢ Please note with the implementation of Concur Travel and Expense in early June, iTravel will be retired soon. Additional information on specific dates will be distributed in the coming weeks.

June 10	Accounting Office	UCPath Position Funding
		➢ In preparation for the UCPath annual Funding Rollover Process, use the Service Link FAU Request Tool and the iReport- UCPath Local-Position Funding report to:
		    o Correct any UCPath position funding associated with the UCPath Suspense Fund 69993 is corrected to the appropriate FAU.
		    o Correct any positions with gaps in funding that cross fiscal years.
		    o Correct funding on positions associated with funds that expire on or before 6/30.
		➢ If any of the conditions above exist when UCPath performs the 7/1 funding rollover process, the department's Suspense FAU will be associated with the position in the New Year. Note the actual date UCPath will start funding freeze and funding rollover process on June 24, so it is important that all ServiceLink FAU change requests are submitted and approved by June 22, so the funding upload process can be accomplished prior to the freeze.

Completed By Date	Contact	Action
June 10	Accounting Office	Resolve and eliminate deficits in all funding sources ➢ Department financial management responsibilities include taking action on deficit situation throughout the year and completely resolving deficit situations by year-end. This action will reduce the necessity for prior year cost transfers. ➢ This is a critical and required task for contracts and grant funds; unresolved issues are a red flag for auditors
June 10	Accounting Office	Clear small balances in all funding sources ➢ In preparation of Impact23 (new financial system) conversion activities, department financial managers should review and resolve small balances on various FAUs, particularly on expired C&G funds. This includes budget adjustments, ensuring compliance with award terms and conditions as appropriate.
June 10	Accounting Office/Shared Service Centers	Salary Cost Transfers (SCT) ➢ SCT requests should be fully approved and in the Shared Service Centers queues by this date in order to be reflected in the Period 12 Ledgers. Transactions can continue to be submitted after this date, but may not be reflected in the GL until the new fiscal year. ➢ SCTs should be submitted on a monthly basis to ensure the prompt posting of corrections. Cost transfers to contract and grant funds must be processed within 120 days of the original transaction or within 90 days of the funds expiration date, whichever comes first. Untimely FCT transfers have been noted during past UC federal compliance audits and late cost transfer should be truly exceptional and unavoidable.

Completed By Date	Contact	Action
June 13	Accounting Office	Feeder Systems ➤ All feeder system departments have been asked to submit their journal entries to UCRFS by June 13 in order to allow campus departments the opportunity to review the charges and make corrections before the cost transfer cut-offs. ➤ The relevant Feeder System source codes include: CWO, DMG, FLT, ISC, MDR, MSV, NFF, PHP, PNR, STH, UWP, and WRC. ➤ All remaining journal feeds for goods/services must be submitted to UCRFS by July 1st in order to be reflected on the 6/30 ledgers. Please note this year-end cut-off date is earlier than the normal feeder system month-end cut-offs.
June 13	Academic Personnel	NIH Salary Cap ➤ Department Financial Managers, Department FAOs, and Organization CFAOs should verify NIH Salary Cap payroll adjustments have been completed. Salaries charged to NIH funds cannot exceed the caps and are subject to audit disallowances.
June 15	Accounting Office	Equipment Inventory ➤ As you may know, for the last two years an exception was granted due to COVID-19 and the partial campus closure for the Bi-annual Physical Inventory requirement. However, this fiscal year all departments who have not completed a Physical Inventory since June 2020 must complete physical inventory of their inventorial equipment for FY2022. ➤ If you have completed a physical inventory since June 2020, you are only required to complete the Annual Verification for FY2022. Ensure all annual verifications are completed (as required) and marked in the Asset Management System (AMS) for FY2022. ➤ Please review the AMS guide for additional information: https://accounting.ucr.edu/equipment/equipment-amsguide_home

Completed By Date	Contact	Action
June 17	Shared Service Centers/ Accounting Office	**UC Path System Database Changes for June Monthly (MO) Payroll** ➢ Last day for Shared Service Centers (SSC) to finalize employee and other data changes in UC Path that involve the June monthly (MO) payroll. ➢ Departments should coordinate directly with their SSC to determine when requests must be submitted to the SSC for processing by the UCPath deadline.
June 17	Accounting Office- General Accounting	**Paper–based Non-Payroll Expense Transfers** ➢ All non-payroll expense transfer requests for corrections that <u>cannot</u> be done through the NCT or FCT Applications must be made using the paper Non-Federal Cost Transfer or the Federal Cost Transfer forms. ➢ The form with all required approvals must be received in the Accounting Office no later than 5:00 p.m. on June 17. ➢ The forms can be found at the Accounting Office website at: https://bfs.ucr.edu/document/cost-transfer-form-and-guidelines ➢ It is extremely important that cost transfers be processed within 120 days of the original transaction. Untimely FCT transfers have been noted during past UC Federal Compliance audits and late cost transfer should be truly exceptional and unavoidable. ➢ EXCEPTION: Expenses posted after June 17th, relating to FY2021/22 AND requiring a paper cost transfer form may be submitted through June 30, 2022.
June 17	Procurement Services	**PCard Purchases** ➢ Fiscal Year cut-off for posting of PCard purchases. This is the last day departmental PCard purchases will be reflected on FY2022 ledgers in order to allow for all charges to be distributed via PCT process by the cut-off. ➢ PCard purchases can continue to be processed, however, transactions after this date will be reflected in FY2023. Accruals can be submitted as appropriate according to the guideline provided in this letter.

Completed By Date	Contact	Action
June 22	Accounting Office	<u>Intercampus Recharges Other Than Payroll</u> ➢ Bills for services to/from other campuses submitted on the Request for Intercampus Order and/or Charge forms must be completed with the FAU elements for the receiving and providing campuses, and received in the Accounting Office by 5:00 p.m. on June 22.
June 23	Accounting Office	<u>Ledger Reconciliation and Storage System (LRSS)</u> ➢ May ledger reconciliation should be completed and documented via LRSS (Reconciler role) to allow errors to be identified, corrected and reflected on the Period 12 ledgers.
June 23	Shared Service Centers/ Accounting Office	<u>UC Path System Database Changes for **Bi-Weekly (B1)** Payroll</u> ➢ Last day for Shared Service Centers (SSC) to employee and other data changes in UC Path that involve the Bi-weekly (B1) pay period ending 6/25/2022. ➢ Departments should coordinate directly with their SSC to determine when requests must be submitted to the SSC for processing by the UCPath deadline.
June 27	Main Cashiers Office	<u>Cash Deposits</u> ➢ The Main Cashiers Office must receive all cash and checks by June 27 at NOON to ensure that they will be recorded in Period 12 Ledgers. ➢ Departments should continue to prepare cash deposits and submit to the Main Cashiers Office on a timely basis after this cut-off.
June 27	Financial Planning and Analysis	<u>Balance Staffing</u> ➢ Staffing needs to be balanced by June 27th. ➢ Additional Staffing related guidelines will be distributed to CFAOs and FAOs (financial managers) in May. ➢ Note changes to position funding will not be available while UCPath is processing the funding rollover task to be performed between 6/23-6/30, so please plan accordingly.

Completed By Date	Contact	Action
June 30	Accounting Office	<u>PLD Monthly Journal Feeder</u> INFO ONLY-the Monthly payroll related feeder journal is targeted to post. Please note UCPath journals are fed throughout the month. Note: the last biweekly payroll related feeder journal is targeted to post on July 6th
June 30 at **3:00 p.m.**	Accounting Office	<u>Addition/Reduction to Valid DAPO Encumbrances</u> ➢ Last day to process a change order through eBuy against the applicable PO line(s) to reflect adjustments to June 30th encumbrance balances on DAPO purchase commitments. ➢ Refer to process guide: https://ucrsupport.service-now.com/ucr_portal/?id=search&spa=1&q=encumbrances
June 30 at **3:00 p.m.**	Procurement Services	<u>Encumber DAPO Orders.</u> ➢ All DAPO eBuy orders must be marked as either "Encumbered" or "Encumbered/OK to Pay" to ensure they are encumbered on the June 30th ledgers.

June 30 at **3:00 p.m.**	Accounting Office	<u>Encumbrance Release</u>
		➢ Last day to close out a purchase commitment for the June 30th ledgers. Process a PO Reconciliation transaction through UCRFS if :
		  ✓ The PO encumbrance is older than 90 days,
		  ✓ A voucher payment is not pending against the PO,
		  ✓ At least one voucher has been processed against the PO,
		  ✓ The outstanding encumbrance is $1,000 or less, and
		  ✓ The PO was initially created within the same accountability structure as the transactor.
		  ✓ Note: POs erroneously "closed" will delay payment to the vendor and require the department to recreate the transaction.
		➢ The action must be completed by 3:00 p.m., June 30th.
		  ➢ Refer to <u>this UCRFS Users Group presentation for guidance:</u>
		  https://bfs.ucr.edu/sites/g/files/rcwecm751/files/2018-09/gap-20170622-ug-ucrfs-ppt.pdf
		Please do not process encumbrance adjustments and/or releases related to fiscal year 2022/23until after July 12, 2022

Completed By Date	Contact	Action
June 30	Facilities Services	Construction and Repair Work Orders ➢ Department accounts will be charged in the Period 12 Ledger for all non-core work completed on construction and repair orders through June 30th.
June 30	Fleet Services	Fleet Work Orders ➢ Fleet Services will accept on-line Work Orders up to June 30, at 5:00 p.m. Work completed by June 30 will be charged in the Period 12 Ledger
June 30	Campus Business Services	Mail Work Orders ➢ Mail Services will accept on-line Work Orders up to June 30, at 5:00 p.m. Work completed by June 30 will be charged in the Period 12 Ledger
June 30	Campus Business Services	Printing Work Orders ➢ Printing and Reprographics will accept on-line Printing Work orders for specific jobs up to June 30 at 5:00 p.m. Work orders completed by June 30, will be charged in the Period 12 Ledger.
June 30	Accounting Office-EMF	PAMIS BEAs ➢ PAMIS BEAs meeting all of the following conditions must have the budget category breakdown completed and submitted by 5:00 p.m., June 30. 　✓ In departmental queues as of June 30, 2022 　✓ Budget period begin dates of June 30, 2022 or before. 　✓ The "Submit BEA" button is active
June 30	Accounting Office	Finalize pending transactions that will resolve and eliminate of deficits in all funding sources ➢ Department financial management responsibilities include taking action on deficit situation throughout the year and completely resolving deficit situations by year-end. This action will reduce the necessity for prior year cost transfers. ➢ This task is critical for contracts and grant funds, required by Office of the President, and is a red flag to auditors.

Completed By Date	Contact	Action
June 30	Accounting Office	<u>Finalize clearing of small balances in all funding sources</u> ➢ In preparation of Impact23 (new financial system) conversion activities, department financial managers should review and resolve small balances on various FAUs, particularly on expired C&G funds. This includes budget adjustments, ensuring compliance with award terms and conditions as appropriate.
June 30	Campus Business Services	<u>Gas Cylinder, Ethyl Alcohol, IDT Orders</u> ➢ To avoid a disruption in service in the new fiscal year, please submit your online order at cbs.ucr.edu under "Receiving", no later than 3:00 p.m., June 30th. ➢ Receiving Services will be open until 5:00 p.m. on June 30, 2022
June 30	Student Business Services	<u>Sundry Debtor Bills</u> ➢ Sundry Debtor Bills must be posted in Banner by June 30 at 5:00 p.m. to be reflected on the Period 12 Ledger.
June 30	Accounting Office	<u>Web Recharge System</u> ➢ Last day for Service Providers to bill via the Web Recharge System website for work completed by June 30th. ➢ Transactions must be marked "billable" by 5:00 p.m. on June 30th to be recorded in the Period 12 Ledger.
June 30	Accounting Office	<u>Review bi-weekly payroll (B2) information and time & attendance system for possible accruals.</u> ➢ Hours worked between 6/26-6/30 would be eligible for consideration if the expense meets the accrual requirements. If an accrual is required, complete the special accrual form posted at: https://accounting.ucr.edu/fiscal-year-end-closing under the tab "FY End Closing" and submit no later than 07/05/22. ➢ Note: Primarily relates to Service & Auxiliary units

Completed By Date	Contact	Action
July 01	Accounting Office	**Feeder Systems** ➢ All feeder system departments must submit transactions for June 2022 to UCRFS no later than July 1st at 5:00. Please note this year-end cut-off date is earlier than the normal month-end cut-offs for feeder systems.
July 01	Accounting Office	<u>Ledger Reconciliation and Storage System (LRSS)</u> ➢ Reconciled May ledgers should be reviewed and certified via LRSS (Certifier role) to allow errors to be identified, corrected and reflected on the Period 12 ledgers.

July 01	Accounting Office	<u>UCPath Position Funding-Biweekly Paid Employees</u>
		➢ UCPath Funding Roll Over process for 7/1 should be complete. Funding should be verified using the Service Link FAU Request Tool and the iReport- UCPath Local-Position Funding report:
		    o Correct any UCPath position funding associated with the UCPath Suspense Fund 69993 to the appropriate FAU.
		    o Correct any positions with gaps in funding that cross fiscal years.
		    o Correct funding on positions associated with funds that expire on or before 6/30.
		➢ If any of the conditions above exist when UCPath performs July biweekly payroll calculation, the department's Suspense FAU will be charged and a Salary Cost Transfer will be required.
		➢ <u>ServiceLink FAU requests must be approved by 7/6 at 5:00 pm to ensure the information can be uploaded before payroll processing.</u>

Completed By Date	Contact	Action
July 05 by **NOON**	Accounting Office	<u>Accruals and Deferrals</u> ➢ Requests for accruals and deferrals of FY2021/22 expenses and/or revenues must be received in the Accounting Office by NOON, July5th. Every effort will be made to process all accruals/deferrals so that they are included in the ledgers published on July 8th. ➢ Specific accrual/deferral templates will be published via the UCRFS_USERS list and posted at https://accounting.ucr.edu/fiscal-year-end-closing under the tab "FY End Closing" in mid-May, 2022.
July 06	Accounting Office	<u>PLD Bi-Weekly (B1) Feeder</u> INFO ONLY-the Bi-weekly payroll related feeder journal for the pay period ending 6/25/22 is targeted to post.
July 07 at 5:00pm	Accounting Office	<u>Non Payroll Expenditure Cost Transfers - FCT and NCT</u> ➢ All NCT and FCTs affecting fiscal year 2021/22 must be completed and marked for posting no later than 5:00 p.m. on July 7th. ➢ The journal created on date will default to 6/30/2022. ➢ Please note that all NCT and FCT journals must be marked for posting and error free at the end of the business day, July 7th in order to be recorded on your Period 12 Ledger.
July 07 at 5:00pm	Accounting Office	<u>PCard Cost Transfers - PCT</u> All PCard expenses appearing in account 780315 (PCard Expense Clearing) MUST be re-distributed to the appropriate FAU ➢ Account 780315 must have a zero balance for June 30, 2022 year-end reporting. ➢ No prior year adjustments will be allowed. ➢ PCTs must be completed no later than 5:00 p.m. on July 7th. The created on date will default to 06/30/22. ➢ This deadline also applies to Use Tax reversals as appropriate. All reversals must have the appropriate supporting documentation uploaded into the Journal Documentation System immediately for audit purposes. ➢ All PCT journals must be marked for posting and error free by July 7th in order to be recorded on your Period 12 Ledger.

Completed By Date	Contact	Action
July 08 at 4:00pm	Financial Planning & Analysis – Budgeted Funds Accounting Office- Non-Budgeted Funds	<u>Temporary Budget Establishment and Adjustments (BEA)</u> ➢ Please note that all BEAs must be marked for posting and error free by July 8th at 4:00 p.m. in order to be reflected on the Period 12 Financial Transaction Detail Reports. ➢ Temporary Budget Establishment and/or Adjustments (BEA) for fiscal year 2021/22 must be entered in UCRFS by July 8th at 4:00 p.m. using **6/30/2022** as the journal date (user MUST manually change the date). ➢ Permanent BEA's affecting Period 12 can be done with the approval of your Dean/Vice Chancellor's office with the same deadline as Temporary BEA's. ➢ Note: BEAs involving the new fiscal year will not post until the June Preliminary ledgers are closed (e.g. mid-July)

July 08	Accounting Office	<u>UCPath Position Funding—Monthly Paid Employees</u>
		➢ UCPath Funding Roll Over process should be complete by 7/1. Funding should be verified using the Service Link FAU Request Tool and the iReport- UCPath Local-Position Funding report:
		    o Correct any UCPath position funding associated with the UCPath Suspense Fund 69993 is corrected to the appropriate FAU.
		    o Correct any positions with gaps in funding that cross fiscal years.
		    o Correct funding on positions associated with funds that expire on or before 6/30.
		➢ If any of the conditions above exist when UCPath performs July monthly payroll calculation, the department's Suspense FAU will be charged and a Salary Cost Transfer will be required.
		➢ <u>ServiceLink FAU requests must be approved by 7/18/22 at 5:00pm to ensure the information can be uploaded before payroll processing.</u>

ATTACHMENT A - SUMMARY OF DEADLINE DATES
FY20/21 FISCAL CLOSING LETTER

Completed By Date	Description of Deadline
May 02	Funding for Academic & Staff Salary Increases
May 06	NIH Salary Cap Payroll Adjustments
May 13	Inter-location Transfer of Funds
May 13	Equipment Orders
May 13	P.O. Blankets
May 13	Supply/Services Orders greater than $100,000
May 13	Accrual/Deferral templates published
May 13	PO Receiving/Okay to Pay
May 27	Review BC60 transactions for classification criteria
May 27	Review Fabrications to close out
May 27	Permanent BEA's
June 01	CFAOs review and update recharge, sales & service rates
June 02	Chancellor Commitment Allocation Requests
June 03	Review and submit FAU changes and/or SCTs to clear UCPath Suspense Fund 69993
June 03	Supply and/or Services Orders less than $100,000
June 03	Annual Transfer to Asset Acquisition/Reserve for Equipment
June 08	May Month End Ledgers available.
June 08	Invoices from Vendors (including subcontracts)
June 10	UCPath Position Funding corrections in preparation for July 1 Roll-Over; FAU updates must be submitted and approved by 6/22 to be uploaded before roll-over process begins.
June 10	Last day for Departments to submit approved requests for Salary Cost Transfers to SSC to be reflected in FY2022.
June 10	ePay Requests
June 10	Travel Expense Vouchers
June 10	Resolve and eliminate deficits in all funding sources
June 10	Clear small balances in all funding sources
June 13	FTD Reports with posted transactions through 6/12/2022 available
June 13	Service Providers submit Feeder journals for activity through June 13
June 13	Verify NIH Salary Cap and prepare payroll adjustments
June 15	Equipment Inventory – Complete Annual Verifications and bi-annual physical verifications
June 17	UCPath deadline for employee/data changes for Monthly Payroll. Please contact your SSC for their cut-off date to receive requests.
June 17	Paper–based Non-Payroll Expense Transfers
June 17	FYE Cut-Off for PCard Purchases to be reflected in FY2022
June 20	FTD Reports with posted transactions through 6/19/2022 available
June 22	Intercampus Recharges Other Than Payroll

Completed By Date	Description of Deadline
June 22 5pm	ServiceLink FAU change requests are submitted and approved by June 22, so the funding upload process can be accomplished prior to the freeze.
June 23	Last day for SSCs to process and approve transactions for Bi-weekly (B1) Payroll. Contact your SSC for their cut-off date to receive requests.
June 23	May ledger reconciliation completed/documented via LRSS (Reconciler)
June 24	UCPath Funding Freeze begins through 6/30.
June 27	Balance Staffing
June 27	Cash Deposits to Main Cashiers Office
June 27	FTD Reports available with posted transactions through 6/26/2022
June 30	Monthly (MO) payroll related feeder journal is targeted to post
June 30 at **3:00 p.m.**	Addition/Reduction to Valid Encumbrances (change orders)
June 30 at **3:00 p.m.**	Encumber DAPO Orders
June 30 at **3:00 p.m.**	Encumbrance Release
June 30	Construction and Repair Work Orders
June 30	Fleet Work Orders
June 30	Mail Work Orders
June 30	Printing Work Orders
June 30	PAMIS BEAs
June 30	Finalize resolution and elimination of deficits in all funding sources
June 30	Campus Business Services Order
June 30	Sundry Debtor Bills (through Banner)
June 30	Web Recharge System
July 01	FTD Reports available with posted transactions through 06/30/2022. This report will include all AP transactions processed for FY2022
July 01	All feeder system transactions for June submitted to GL
July 02	FTD Reports available with June transactions posted through 07/01/2022
July 01	Reconciled May ledger should be reviewed/certified in LRSS (Certifier)
July 03	FTD Reports available with June transactions posted through 07/02/2022
July 04	FTD Reports available with June transactions posted through 07/03/2022
July 05	FTD Reports available with June transactions posted through 07/04/2022
July 05 at **Noon**	Accruals/Deferrals due by NOON
July 06	FTD Reports available with June transactions posted through 07/05/2022
July 06	Bi-weekly (B1) payroll related feeder journal is targeted to post
July 07	FTD Reports available with June transactions posted through 07/06/2022
July 07	Non Payroll Expenditure Cost Transfer (NCT & FCT)
July 07	PCard Cost Transfers (PCT)
July 06	UCPath Position Funding-Biweekly Paid Employees. Last day to correct roll over funding to be reflected on first biweekly payroll of the new FY.
July 08	FTD Reports available with June transactions posted through 07/07/2022. This report should include requested and approved accruals/deferrals submitted by 07/05/2022.

Completed By Date	Description of Deadline
July 08 at **4:00**	Temporary Budget Establishment and Adjustment (BEA)
July 09	FTD Reports available with June transactions posted through 07/08/2022
July 10	FTD Reports available with June transactions posted through 07/09/2022
July 12	Preliminary June 2022 Ledgers available
July 18	UCPath Position Funding-Monthly Paid Employees. Last day to correct roll over funding to be reflected on first monthly payroll of the new FY.
August 5th	June 2022 Final Ledgers available.

FISCAL CLOSING CONTACTS

TOPIC	CONTACT NAME	CONTACT INFO
Accruals/Deferrals	**Jerry Monahan**	**2-1942 or fyclose@ucr.edu**
Financial Planning and Analysis	**Stephanie Flores**	**2-7715**
	Susana Salazar	**2-2876**
Lapsing Funds	**Stephanie Flores**	**2-7715**
Staffing – Academic and Staff	**Lorissa Zavala**	**2-3250**
Procurement Services	**Joe Andreu**	**2-6345**
	Gae Purvis	**2-3001**
PCard	**Dana Allen**	**2-3008**
	David Ramos	**2-6304**
Equipment Management	**Margaret Tjia**	**2-4209 or equipment@ucr.edu**
Contracts & Grants	**Fred de Vera**	**2-1948 or emf@ucr.edu**
SIS Sundry Debtor Billing-SBS	**Rhonda High**	**2-5950**
Cashiers	**Daphne Pleasant**	**2-3391**
Payroll	**Alfred Karam**	**2-6203**
Plant Funds	**Michael Mochache**	**2-1920 or mochache@ucr.edu**
General Ledger Questions	**Jerry Monahan**	**2-1942 or fyclose@ucr.edu**
Service & Auxiliary Enterprises	**Jerry Monahan**	**2-1942 or fyclose@ucr.edu**
Budgeted Funds BEA Adjustments	**Susana Salazar**	**2-2876**
Non-Budgeted Funds BEA Adjustments	**Jerry Monahan**	**2-1942 or fyclose@ucr.edu**
Accounts Payable/Travel	**Aver Smith**	**2-1959 or avers@ucr.edu**
Encumbrance Questions	**Jerry Monahan**	**2-1942 or email fyclose@ucr.edu**