DATE: April 18, 2024

TO: All Campus Departments

FROM: Asirra Suguitan
               Assoc. Vice Chancellor-Business & Financial Services and Controller

SUBJECT: Fiscal Closing Dates for June 30, 2024

With the implementation of Oracle Budget, Oracle Financials, Kuali, Concur Phase2 and remediation of various other system, this year's Fiscal Closing process will have a different schedule from past years. The goal over the next few months is to ensure closing procedures can be completed with the June Preliminary (Period 12) Ledgers. In order to achieve this schedule, it is important that the cutoff dates contained in this letter be strictly followed. In addition to meeting the cutoff dates, the following actions should be taken in each campus department:

- Ensure all outstanding invoices can be paid promptly by:
    o Marking goods and services as Received as soon as received and verified
    o Approving all pending invoices
    o Addressing all communication requests from Accounts Payable

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

- Treat the April (Period 10) ledgers like Preliminary ledgers. If transactions are not on the ledgers, research the issue and take action to ensure they will be processed in time to appear on the May (Period 11) ledgers.

- Ensure all material financial transactions for FY2024 are processed by the June (Period 12 ledgers). Material transactions not recorded by the Period 12 cutoff and related to FY2024 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 FY2024, but the expense is not reflected on the 6/30 campus ledgers (expense accrual).
- Revenue is received in FY2024 for services to be conducted in FY2025 (revenue deferral).
- Payment for goods /services in FY2024 with expected benefit in FY2025 (expense deferral)
- Services are performed in FY2024, 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 the Accounting Office. For FY2024, the following materiality threshold will be used:
  - ✓ $100,000 – 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 fiscal year-end 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.

Thanks in advance for your attention and cooperation in accomplishing the many tasks associated with achieving a successful closing of UCR's fiscal year 2023/2024 using Oracle and all of the related Impact23 systems.

<center>*****IMPORTANT INFORMATION*****</center>

❖ 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

❖ Oracle Financials, Oracle Budget, and Looker-Finance will continue to be updated nightly with FY2024 data.

❖ Incentive Award Offsets manual journals for FY24 will be posted in the April, May and June ledgers.

❖ Financial Transaction Detail Reports (FTDR) will be produced at least weekly beginning with the week of June 17th (after the May ledgers are officially closed) through mid-July. The reports will be made available at Financial Web Reports/. Please refer to Attachment A for dates.

❖ Notifications will be sent to the MSOADM and LRSS Users list when the FTD Reports are available.

❖ The June "Final" ledgers are anticipated to be available in early August (note the final will now be called Period 13).

❖ 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
    • 2023/24 closing letter
    • Oracle Correction Decision Tree
    • Valid COA Combinations
    • 2023/24 Accrual/Deferral Worksheets

IMPORTANT YEAR-END CLOSING DATES

Completed By Date	Contact	Action
April 28	Academic Personnel/ Accounting Office	Salary Cap UCPath Adjustments ➢ Department Financial Managers, Department FAOs, and Organization CFAOs should review salaries paid on capped awards/project to ensure compliance with the Agency Salary Cap limitations and initiate payroll expense transfers as appropriate. ➢ Campus NIH guidelines revised on 2/4/2024: https://academicpersonnel.ucr.edu/sites/default/files/2024-02/nih-salary-cap-guidelines-fy2024-2.1.24.pdf
May 10	Procurement Services	Supply/Services Orders greater than $100,000 ➢ Use Oracle Procure to Pay to submit new purchase requisitions ➢ The May 10th deadline affects requisitions for supply/service orders greater than $100K which must have funds committed by June ledgers. ➢ This deadline does not apply to contract and grant projects or other funds with expiration dates after June 30, 2024. ➢ Your cooperation is requested in anticipating needs as far in advance of the May 10th deadline as possible. ➢ Please note that the complexity of the order may result in a delay and the order may not be reflected as a commitment on the June ledgers.
May 10	Procurement Services	Equipment Orders ➢ Use Oracle Procure to Pay to submit new purchase requisitions ➢ The May 10th deadline affects requisitions for equipment and facilities purchases which must have funding committed on the June ledgers. ➢ This does not apply to contract and grant projects or other funds with expiration dates after June 30, 2024. ➢ Your cooperation is requested in anticipating your needs as far in advance of the May 10th deadline as possible. ➢ Please note that the complexity of the order may result in a delay and the order may not be reflected as a commitment on the June ledgers.

Completed By Date	Contact	Action
May 10	Procurement Services	<u>P.O. Blankets</u> ➢ Use Oracle Procure to Pay to submit a purchase requisition to Central Procurement Services for all new blankets and renewals of converted legacy system (eBuy) blankets which are to commence on or about July 1, 2024. The life of the legacy system blankets cannot be extended. Please work with Central Procurement to create a new order in Oracle if necessary. Blankets newly created in Oracle may be considered for renewal by submitting a Change Request to Central Procurement. ➢ Please note that the complexity of the order may result in a delay and the order may not be reflected as a commitment on the June ledgers.
May 10	Accounting Office-Accounts Payable	<u>Mark PO as Received and Approved for Payment</u> Note: the PO must be marked received and the invoice must be approved via Oracle workflow before the expenditure is recorded to the department ledger and payment can be made to the supplier ➢ Ensure purchases orders are promptly marked as "received" (Receipts Created) by the designated PO Receiver in Oracle Procure to Pay **when goods or services are received** and no issues with the goods or services have been identified ➢ Departments should review POs within their Accountability Structure (using the "UCR Purchase Order Detail Report" and/or "UCR PO Encumbrance Report") to identify goods that have been received in good condition and/or services that were satisfactorily performed but have not been marked as received. Outstanding issues should be discussed and resolved with the Department transactor to ensure suppliers are promptly paid and the expenditure is recorded to the ledger timely ➢ Department AP Financial Approver (Oracle Fiscal Approver Role) should promptly review invoices and approve as appropriate. If invoice cannot be approved promptly, please communicate the concern with Accounts Payable. ➢ Project related invoices over $10K and all Subaward invoices; department C&G analyst (receives FYI email on the approval notifications to the PI) should coordinate with Principal Investigator to review and approve invoices promptly. ➢ These are on-going activities and should be performed regularly *Reminder: all PO related invoices must be submitted directly to the Accounting Office by the supplier as outlined on the purchase order*

Completed By Date	Contact	Action
May 10	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 SCT Tool and submitting approved requests to SSCs for processing. ➢ Departments should regularly review position funding reports and adjust COAs using the Position Funding Tool to avoid postings to 69993 Postings to fund 69993 should be cleared on a regular basis and throughout the year to ensure department COAs accurately reflect all salary charges.
May 10	Accounting Office/Shared Service Center	Salary Cost Transfers (SCT) ➢ SCT request related to prior month's payrolls should be submitted as soon as possible to avoid a large number of requests in June ➢ SCTs should be submitted on a monthly basis to ensure the prompt posting of corrections. Cost transfers to contract and grant award/projects must be processed within 120 days of the original transaction or within 90 days of the fund 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. ➢ Departments are encouraged to pursue C&G pre-awards to avoid the need for salary cost transfers.
May 10	Accounting Office	Salary Cost Transfers-Exceptional/Manual Paper SCT ➢ High-Risk Paper SCT submission for pay periods prior to April to allow for sufficient review and processing of these exceptions. Exceptions should be rare and fully explain the reason for the exception. Remember to obtain Org CFAO approval before submitting to ucrfsfeedback@ucr.edu

Completed By Date	Contact	Action
May 15	Financial Planning and Analysis	<u>Funding for Academic & Staff Salary Increases</u> ➢ Provide requests for previously approved staff and academic salary increases including supporting documentation to FP&A. (Excludes 7/1/24 academic and staff merits & promotions)
May 15	Finance Planning & Analysis (FP&A)	<u>Inter-location Transfer of Funds (ITF)</u> ➢ Memos requesting transfer of funds (budgetary) between campuses must be in the FP&A by May 15 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 2024). ➢ Please be sure to coordinate with the "sending" campus as soon as possible to receive your 2023/24 ITF allocations.

May 24	Accounting Office- General Accounting	<u>Review BC60-Inventorial Equipment for correct classification and initiate corrections</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 charged to Sponsored Projects and/or classified as; 560260-Rental Allowance, 560290-Animals and 560295-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 541000 - Furniture Non Inventorial, 541370 - Lab Supplies Other
		➢ This is an on-going activity that should be performed throughout the fiscal closing process
		➢ Direct questions to equipment@ucr.edu

Completed By Date	Contact	Action
May 24	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 560220 (Equipment Fabrication) to the appropriate operating expense accounts. ➢ Direct questions to equipment@ucr.edu
May 24	Procurement Services	<u>Supply and/or Services Orders less than $100,000</u> ➢ Use Oracle Procure to Pay to submit new requisitions ➢ Last day Procurement Services will accept requisitions against FY2023/24 appropriations to ensure issue of the orders by June 30, 2024. ➢ In order to be a bona fide encumbrance, a valid purchase order must be issued to a vendor on or before June 30, 2024 by Procurement Services. The May 24th 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 10th. ➢ This date does not apply to funds from contract and grant projects or other funds with expiration dates after June 30, 2024 ➢ 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. ➢ Please note that the complexity of the order may result in a delay and the order may not be reflected as a commitment on the June ledgers

Completed By Date	Contact	Action
May 31	Accounting Office	**PCard Distributions** ➢ Please ensure all outstanding charges from prior statements are immediately distributed to an appropriate COA and approved ➢ Unit PCardholders and/or designated Department Admins are responsible for distributing charges monthly in Concur or risk revocation of the cardholder's privileges ➢ As a reminder, designated department approvers must take action by reviewing and approving in Concur so the transactions can be submitted to Oracle. ➢ In the future, undistributed charges will be redirected to the defined default COA. Note: if the default COA was associated with a restricted fund (e.g., contract, grant, etc.), a department operating fund will be charged
May 31	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 awards/projects cannot exceed the caps and are subject to audit disallowances.
May 31	Financial Planning and Analysis/ Accounting Office	**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, Department Financial Officers should ensure rates are ready to be updated in the new Work Order system and annually each year.

Completed By Date	Contact	Action
May 31	Financial Planning and Analysis	Chancellor Commitment Allocation Requests ➢ Submit budget requests via Oracle Budget, including required supporting documentation, for allocation of any pending FY2024 Chancellor's commitments
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
June 07	Accounting Office- Accounts Payable	Invoices from Suppliers ➢ Due to the higher volume of activity at year-end, Suppliers should submit invoices directly to Accounting as outlined on the PO as soon as possible to ensure processing by June 30th ➢ Invoices must be submitted by supplier via Transcepta or to apinvoice@ucr.edu and related POs marked as received by June 7 at 5:00PM. to ensure priority for posting to Period 12 Ledgers (invoice must match PO and approval workflow completed for invoices over $10k) ➢ Departments are encouraged to continue prompt receiving and workflow approval of invoices after this cut-off. Note: invoices ready for Oracle AP validation and payment (no invoice holds) after this date will be prioritized for Period 12 Ledger processing; departments will need to evaluate invoices not processed in FY2024 as potential accrual items ➢ **Please ensure related purchases orders are marked in Oracle as received when good/services are received to avoid delays in payment to the vendor and posting of expenditure to the department ledger**. Note: this category includes subcontract invoices requiring the Principal Investigator's approval to pay.

Completed By Date	Contact	Action
June 07	Procurement Services	<u>PO Change Requests Requiring Action from Central Office Procurement</u> ➢ Change Requests on POs over $10k or POs in a restricted category must be submitted in Oracle Procure to Pay by June 7th to ensure priority processing to reflect changes on the June 30th Ledger
June 10	Accounting Office/Shared Service Center	<u>Clear UCPath Suspense Fund 69993</u> ➢ By this date, all prior month postings to fund 69993 should be cleared by initiating Salary Cost Transfer (SCT) requests using the SCT Tool and submitting approved requests to SSCs for processing. ➢ Departments should regularly review position funding reports and adjust COAs using the Position Funding Tool to avoid postings to 69993 Postings to fund 69993 should be cleared on a regular basis and throughout the year to ensure department COAs accurately reflect all salary charges.
June 10	Accounting Office- Accounts Payable	<u>Concur Travel & Reimbursement Expenses</u> ➢ Due to the higher volume of activity at year-end, travel expense reimbursement requests and requests to clear corporate travel card charges on completed trips must be approved and in the Accounting Office queue by June 10 at 5:00 p.m. to ensure priority processing for posting to the Period 12 Ledger. ➢ Departments are encouraged 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 and reimbursement expenses not processed in FY2024 as potential accrual items.

Completed By Date	Contact	Action
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 submit requests for payments early. ➢ Departments are encouraged to continue to submit requests after this cut-off; however, it is important to note that requests submitted after the deadline date will be prioritized for Period 12 Ledger processing. ➢ Departments should evaluate ePay requests not processed in FY2024 as potential accrual items.
June 12	Accounting Office	Approximate date the May ledgers will be available to campus.
June 14	Financial Planning and Analysis	<u>Balance Staffing</u> ➢ Staffing needs to be balanced by June 14th. This is the last day for Orgs to make changes in BDP. Please contact FP&A if assistance related to the PERM budget is required. ➢ Note: the normal 5/31 periodic date to balance staff remains.
June 14	Accounting Office	<u>Resolve and eliminate deficits in all funding sources</u> ➢ Department financial management responsibilities include acting on deficit situations throughout the year and resolving them by year-end. This action will improve financial reporting and reduce the necessity for prior year cost transfers ➢ For PPM awards with multiple projects, additional guidance will be developed

Completed By Date	Contact	Action
June 14	Accounting Office	<u>Feeder Systems</u> ➤ All boundary system departments are asked to submit their journal feeds to Oracle 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: Communications WO, Facilities WO, Fleet WO, Media Service WO, Mail Services WO, Printing WO, Storehouse, and Other WO (aka Web Recharge) ➤ 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.
June 17	Accounting Office/Shared Service Centers	<u>Salary Cost Transfers (SCT)</u> ➤ 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, UCPath and Looker-Payroll Details. *Departments should coordinate directly with their SSC to determine when requests must be submitted to the SSC for processing by the UCPath deadline.* ➤ SCTs should be submitted on a monthly basis to ensure the prompt posting of corrections and avoid an excessive number of requests at year end. ➤ Cost transfers to contract and grant award/projects must be processed within 120 days of the original transaction or within 90 days of the fund 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. ➤ Departments are encouraged to pursue C&G pre-awards to avoid the need for salary cost transfers.

Completed By Date	Contact	Action
June 17	Accounting Office- General Accounting	**Manual Exceptional Non-Payroll Cost Transfers** ➢ All non-payroll expense transfer requests for corrections that <u>cannot</u> be done through the Non-Payroll Cost Transfer Application must be made using the Manual Exceptional Non-Payroll Cost Transfer form. ➢ The form with all required approvals must be received in the Accounting Office no later than 5:00 p.m. on June 14. ➢ The forms can be found at the Accounting Office website at: https://bfs.ucr.edu/document/coa-cost-transfer-form-and-guidelines ➢ It is extremely important that cost transfers be processed within 120 days of the original transaction. Untimely Manual Exceptional Non-Payroll Cost 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 16th, relating to FY2023/24 AND requiring a Manual Exceptional Non-Payroll Cost Transfer form may be submitted through June 30, 2024.
June 20 3:00	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 20 3:00	Shared Service Centers/ Accounting Office	**UC Path System Database Changes for Bi-Weekly (B1) Payroll** ➢ 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 6/22/2024. ➢ Departments should coordinate directly with their SSC to determine when requests must be submitted to the SSC for processing by the UCPath deadline.
June 20	Accounting Office	**UCPath Position Funding-Multiple Components of Pay (MCOP) updates.** Primarily related to School of Medicine and position funding on sources with salary caps

Completed By Date	Contact	Action
June 21	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 21.
June 24	Accounting Office	<u>UCPath Position Funding-General</u> ➢ Use the Position Funding 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 COA 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 the funding rollover occurs in late June, the department's Suspense COA will be associated with the position in the New Fiscal Year. Please take action by this date to avoid the need for salary cost transfers
June 24	Procurement Services	<u>PCard Purchases</u> ➢ Recommended last day to initiate PCard charges in order to be reflected in June statement period. Note: the actual charge date is dependent upon the supplier's ability to fulfill the order and process the transaction ➢ Note: PCardholders can continue to use the PCard after this date, but should be award charges may appear on the July statement in the new fiscal year
June 26	Main Cashiers Office	<u>Cash Deposits</u> ➢ The Main Cashiers Office must receive <u>all cash and checks</u> by June 26 to ensure that they will be recorded in Period 12 Ledgers. ➢ Please continue to submit deposits to Cashiers after 6/26 ➢ Accruals can be submitted as appropriate according to the guideline provided in this letter.

Completed By Date	Contact	Action
June 29	Accounting Office	**Contract & Grant PPM Budgets** Process all pending PPM budget adjustments on "active" awards based on daily "Project Budget Allocations Required" notifications to designated department C&G analyst by this date to be reflected on Period 12 Ledgers
June 30	Accounting Office	**Ledger Reconciliation and Storage System (LRSS)** ➢ 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 (2024-06) ledgers.
June 30	Financial Planning and Analysis	**Permanent Budget** ➢ Process all of your permanent budget adjustments to establish your PERM budget for FY2025 by June 30
June 30	Accounting Office	**PCard Cost Distributions** ➢ All PCard expense distributions for June statements must be completed and approved in Concur by this date (note: all prior month statements should have already been distributed) ➢ If any PCard expenses are not distributed by this date, the designated default COA will be charged
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 Ledgers
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 Ledgers
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 Ledgers

Completed By Date	Contact	Action
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
June 30	Facilities Services	<u>Construction and Repair Work Orders</u> ➢ 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	Accounting Office	<u>Finalize pending transactions that will resolve and eliminate of deficits in all funding sources</u> ➢ 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
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. ➢ Please coordinate with individual Service Providers on the required lead time to meet the 6/30 billing deadline
June 30	Accounting Office	<u>Review bi-weekly payroll (B2) information and time & attendance system for possible accruals</u> ➢ Hours worked between 6/23-6/30 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 07/05/24. ➢ Note: Primarily relates to Service & Auxiliary units

Completed By Date	Contact	Action
July 01	Accounting Office	<u>Feeder Systems</u> ➢ All feeder system departments must submit transactions for June 2023 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 1	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 July3rd

July 1	Accounting Office	<u>UCPath Position Funding</u>
		➢ UCPath COA rollover activities should be completed by this date. Funding should be verified using the Position Funding 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 COA.
		    o Correct any positions with gaps in funding that cross fiscal years.
		    o Correct funding on positions associated with awards/projects that expire on or before 6/30.
		➢ If any of the conditions above exist when UCPath performs July biweekly and monthly payroll calculation, the department's Suspense FAU will be charged and a Salary Cost Transfer will be required.
		➢ <u>Position Funding requests must be approved by 7/3 at 3:00 pm to ensure the information can be uploaded before the first biweekly payroll processing in the new fiscal year.</u>

July 03	Accounting Office	<u>PLD Bi-Weekly (B1) Feeder</u> INFO ONLY-the Bi-weekly payroll related feeder journal for the pay period ending 6/22/24 is targeted to post

Completed By Date	Contact	Action
July 05 by **5pm**	Accounting Office	<u>Accruals and Deferrals</u> ➤ Requests for accruals and deferrals of FY2023/24 expenses and/or revenues must be received in the Accounting Office by 5pm 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 MSOADM list and posted at https://accounting.ucr.edu/fiscal-year-end-closing under the tab "FY End Closing" in mid-May 2024.
July 05	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 08 at 5:00pm	Accounting Office	<u>Non-Payroll Expenditure Cost Transfers</u> ➤ All Non-Payroll Cost Transfers affecting fiscal year 2023/24 must be completed and approved for posting no later than 5:00 p.m. on July 8th to be recorded in Period 12 ledgers ➤ Units should coordinate timing of approvals according. Guidance will be issued on how unapproved will be handled (e.g., deleted, returned to transactors, processed in July, etc.) ➤ Only costs related to FY24 will be available in the application until this date ➤ The expenditure item date will default to 6/30/2024
July 10 at 4:00pm	Financial Planning & Analysis	<u>Temporary Budget Adjustments</u> ➤ Please note that all adjustments must be completed by July 10th at 4:00 p.m. in order to be reflected on the 2024-06 (Period 12) Financial Transaction Detail Reports
July 12	Accounting Office	Approximate date the Preliminary June 2024 will be available

Completed By Date	Contact	Action

July 20	Accounting Office	**UCPath Position Funding**
		➢ UCPath COA rollover activities should be completed by 7/1. Funding should be verified using the Position Funding 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 COA.
		   o Correct any positions with gaps in funding that cross fiscal years.
		   o Correct funding on positions associated with awards/projects 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.
		➢ Position Funding requests must be approved by 7/20 at 3:00 pm to ensure the information can be uploaded before the first monthly payroll processing in the new fiscal year.

August 08	Accounting Office	Approximate date FY2024 final ledgers will be available
September 30	Accounting Office	Equipment Inventory ➢ All departments who have not completed a <u>Physical Inventory since June 2022 must complete physical inventory of their inventorial equipment for FY2024.</u> ➢ If a physical inventory was performed after June 2022, only the <u>Annual Verification is required for FY2024.</u> Ensure all annual verifications are completed (as required) and marked in the Asset Management System (AMS) for FY2024. ➢ Please review the AMS guide for additional information: https://accounting.ucr.edu/equipment/equipment-amsguide_home ➢ **For FY2024 only, this date has been extended due to delay in the AMS to Oracle Fixed Asset integration**

ATTACHMENT A - SUMMARY OF DEADLINE DATES
FY23/24 FISCAL CLOSING LETTER

Completed By Date	Description of Deadline
April 28	Identify Salary Cap Payroll Adjustments
May 10	Supply/Services Orders greater than $100,000
May 10	Equipment Orders
May 10	P.O. Blankets
May 10	PO Receiving/Invoice Approvals
May 10	Clear UCPath Suspense Fund 69993
May 10	Salary Cost Transfer Requests via SCT Request Tool
May 10	Salary Cost Transfer Exceptions/Manual Paper SCT
May 15	Funding for Academic & Staff Salary Increases
May 15	Inter-location Transfer of Funds (ITF)
May 15	Accrual/Deferral templates published
May 24	Review BC60 transactions for classification criteria
May 24	Review Fabrications to close out
May 24	Supply and/or Services Orders less than $100,000
May 31	PCard Distributions
May 31	Verify NIH Salary Cap and complete payroll adjustments
May 31	CFAOs review and update recharge, sales & service rates
May 31	Chancellor Commitment Allocation Requests
June 03	Annual Transfer to Asset Acquisition/Reserve for Equipment
June 07	Invoices from Suppliers (including subcontracts)
June 07	PO Change Requests Requiring Action from Central Office Procurement
June 10	Clear UCPath Suspense Fund 69993
June 10	Clear small balances in all funding sources
June 10	Concur Travel Expense Reimbursement Requests and Clearing of Corporate Travel Card transactions
June 10	ePay Requests
June 12	May Month End Ledgers available
June 14	Balance Staffing
June 14	Service Providers submit Feeder journals for activity through June 13
June 14	Resolve and eliminate deficits in all funding sources
June 17	Last day for Departments to submit approved requests for Salary Cost Transfers to SSC to be reflected in FY2024
June 17	Last day for Departments to submit exceptional, manual Salary Cost Transfer request for consideration and processing in FY2024
June 17	Paper–based Non-Payroll Expense Transfers
June 17	FTD Reports with posted transactions through 6/16/2024 available
June 20 3pm	UCPath deadline for employee/data changes for Monthly Payroll. Please contact your SSC for their cut-off date to receive requests.

Completed By Date	Description of Deadline
June 20 3pm	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 20	UCPath Position Funding for Multiple Components of Pay updates
June 21	Intercampus Recharges Other Than Payroll
June 24	Last day for PCard purchases to appear on June statement
June 24	UCPath Position Funding General updates
June 24	FTD Reports available with posted transactions through 6/23/2024
June 26	Cash Deposits to Main Cashiers Office
June 29	Contract & Grant PPM Budgets on Active Awards
June 30	Permanent Budget adjustments for FY2025
June 30	PCard Cost Distributions approved in Concur
June 30	May ledger reconciliation completed/documented via LRSS (Reconciler)
June 30	Construction and Repair Work Orders
June 30	Fleet Work Orders
June 30	Mail Work Orders
June 30	Printing Work Orders
June 30	Gas Cylinder, Ethyl Alcohol, IDT Orders
June 30	Finalize resolution and elimination of deficits in all funding sources
June 30	Sundry Debtor Bills (through Banner)
June 30	Web Recharge System
July 01	UCPath Position Funding rollover complete and available for updates
July 01	June Monthly (MO) payroll related feeder journal is targeted to post
July 01	All feeder work order system transactions for June submitted to GL
July 01	FTD Reports available with posted transactions through 06/30/2024
July 02	FTD Reports available with June transactions posted through 07/01/2024
July 03 3pm	UCPath Position Funding-Biweekly Paid Employees. Last day to correct COA roll over to be reflected on first biweekly payroll of the new FY
July 03	Last FY24 Bi-weekly (B1) payroll related feeder journal is targeted to post
July 03	FTD Reports available with June transactions posted through 07/02/2024
July 04	FTD Reports available with June transactions posted through 07/03/2024
July 05 5pm	Accruals/Deferrals due by 5pm
July 05	Reconciled May ledger should be reviewed/certified in LRSS (Certifier)
July 05	FTD Reports available with June transactions posted through 07/04/2024
July 06	FTD Reports available with June transactions posted through 07/05/2024
July 07	FTD Reports available with June transactions posted through 07/06/2024.
July 08	Non-Payroll Expenditure Cost Transfer deadline for FY24
July 08	FTD Reports available with June transactions posted through 07/07/2024. This report should include requested and approved accruals/deferrals submitted by 07/05/2024
July 09	FTD Reports available with June transactions posted through 07/08/2022
July 10 4pm	Temporary Budget Adjustments in Oracle Budget (non-C&G)

Completed By Date	Description of Deadline
July 10	FTD Reports available with June transactions posted through 07/09/2024
July 12	Preliminary June 2024 Ledgers available
July 20	UCPath Position Funding-Monthly Paid Employees. Last day to correct COA roll over to be reflected on first monthly payroll of the new FY
August 8	Final June 2024 Ledgers available
Sept 30	Equipment Inventory – Complete Annual Verifications and bi-annual physical verifications

ATTACHMENT B
FISCAL CLOSING CONTACTS

TOPIC	CONTACT NAME	CONTACT INFO
Accruals/Deferrals	Jerry Monahan	fyclose@ucr.edu or 2-1942
	Linda Casteel	fyclose@ucr.edu or 2-1939
Financial Planning and Analysis	Stephanie Flores	2-7715
	Susana Salazar	2-2876
Lapsing Funds	Stephanie Flores	2-7715
Staffing – Academic and Staff	Jennifer Douglas	2-0697
Procurement Services	Joe Andreu	purchasing@ucr.edu or 2-6345
	Gae Purvis	purchasing @ucr.edu or 2-3001
PCard	Joe Andreu	pcard@ucr.edu or 2-6345
	David Ramos	pcard@ucr.edu or 2-6304
Equipment Management	Margaret Tjia	equipment@ucr.edu or 2-4209
Contracts & Grants	Kim Gala	emf@ucr.edu or 2-1953
	Patrice Delgado	emf@ucr.edu or 2-2417
SIS Sundry Debtor Billing-SBS	Rhonda High	2-5950
Cashiers	Daphne Pleasant	2-3209
Payroll	Alfred Karam	ucrpayroll@ucr.edu or 2-6203
Plant Funds	Michael Mochache	2-1920 or mochache@ucr.edu
General Ledger Questions	Jerry Monahan	fyclose@ucr.edu or 2-1942
Service & Auxiliary Enterprises	Jerry Monahan	fyclose@ucr.edu or 2-1942
Budgeted Adjustments	Susana Salazar	2-2876
Accounts Payable General	Dottie Ford	2-1936
Concur	Sandy Danford	travelfeedback@ucr.edu or 2-1933
ePay	Sandy Danford	epayfeedback@ucr.edu or 2-1933
Encumbrance Questions	Linda Casteel	fyclose@ucr.edu or 2-1939