DATE: May 3, 2020

TO: All Campus Departments

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

SUBJECT: Fiscal Closing Dates for June 30, 2020

This year's Fiscal Closing process will follow a similar timeline as the past year's schedule with minor modifications due to COVID-19. 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 on 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.

- Please note that material transactions that were not recorded by the Period 12 cutoff and are related to FY2020 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 FY2020, but the expense is not reflected on the 6/30 campus ledgers (expense accrual). Note: with the campus closure, departments should be coordinating with Central Receiving on the pick of goods delivered to the campus (see guidance located at https://bfs.ucr.edu/news/2020/04/01/bfs-operations-during-campus-closure)
  - ➢ Services are performed in FY2020, but not billed (revenue accrual).
  - ➢ Revenue is received in FY2020 for services to be conducted in FY2021 (revenue deferral).
  - ➢ Payment for goods /services in FY2020 with expected benefit in FY2021 (expense deferral)
  - ➢ 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 FY2020, the following materiality threshold will be used:
    - $50,000 – July 1 to August 30

    Accruals/deferrals submitted by the July 6th 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 do not hesitate to contact Pauline Librenjak (pauline.librenjak@ucr.edu) or Jerry Monahan (jerry.monahan@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 2019/20 is truly appreciated.

<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 ucrfsfeedback@ucr.edu

❖ UCRFS and UCRFSTotals will continue to be updated nightly.

❖ UCPath resolved the erroneous vacation accrual charges on employees not eligible for vacation leave beginning with the April 2020 ledgers. Historical corrections must be manually processed by each campus. For UCR, our goal is to post the July 2019-March 2020 correction into the May Accounting Period.

❖ The UCPath Center is making progress on several of the issues associated with the UCPath Direct Retro/Salary Cost Transfer (SCT) processes.

   o Deployed in February: Resolution of work study splits
   o Deployed in March: Resolution of "dropped" transactions (primarily involved work study corrections)
   o Deployed in April: 1) Additional data elements are now available in the UCPath pages to allow for more accurate transfers for earnings periods involving leave takes and related benefit costs; 2) Resolution of out-of-balance situations
   o Planned for June deployment: 1) UCRP Supplemental Interest assessment calculations as SCTs are processed; 2) application of correct salary cap rates
   o Planned for July deployment: 1) Resolution of denied SCT preventing reentry; 2) utilization of correct UCRP Supplemental Interest rates; 3) utilization of correct CBR rates associated with original pay

❖ Incentive Award Offsets manual journal for FY20 will be posted in the May Accounting Period

❖ Reversal of CBR benefits on work study fund 23499 will be processed for the June Accounting Period.

❖ Financial Transaction Detail Reports will be produced on at least a weekly basis beginning with the week of June 8th and continuing through July10th. The reports will be made available at http://ucrfsreports.ucr.edu/. Please refer to Attachment A for detailed dates.

❖ Notifications will be sent to the UCRFS Users list when the FTD Reports are available. Recipients associated with this list include anyone with 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. Please note the Accounting Office will begin updating our 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
      • 2019/20 closing letter
      • UCRFS Correction Decision Tree
      • Valid FAU Combinations
      • 2019/20 Accrual/Deferral Worksheets
      • Closing Worksheet Examples

IMPORTANT YEAR-END CLOSING DATES

Completed By Date	Contact	Action
May 4	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 7/1/20 academic and staff merits & promotions)
May 8	Academic Personnel/ Accounting Office	**NIH Salary Cap UCPath Adjustments** ➤ Department Financial Managers, Department FAOs, and Organization CFAOs should review salaries paid on NIH funds to ensure compliance with the NIH Salary Cap limitations and initiate payroll expense transfers as appropriate. Below is the link to the guidelines that were revised on February 9, 2020: https://academicpersonnel.ucr.edu/sites/g/files/rcwecm1261/files/2020-03/NIH%20Salary%20Cap%20Guidelines.pdf
May 15	Accounting Office	**Inter-location Transfer of Funds (ITF)** ➤ Memos requesting transfer of funds (budgetary) between campuses must be in the Accounting Office 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 2020). ➤ Please be sure to coordinate with the "sending" campus as soon as possible to receive your 2019/20 ITF allocations.
May 15	Procurement Services	**Equipment Orders** ➤ Use eBuy to submit new purchase requisitions ("PR") ➤ The May 15th deadline affects requisitions for equipment and facilities purchases which must have funds committed by June 30, 2020. ➤ This does not apply to contract, grant or other funds with expiration dates after June 30, 2020. ➤ Your cooperation is requested in anticipating your needs as far in advance of the May 15th deadline as possible.

Completed By Date	Contact	Action

May 15	Procurement Services	<u>P.O. Blankets</u>
		➤ 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, 2020.
		➤ 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 15	Procurement Services	<u>Supply/Services Orders greater than $100,000</u> ➤ Use eBuy to submit new purchase requisitions ("PR") ➤ The May 15th deadline affects requisitions for supply orders greater than $100K which must have funds committed by June 30, 2020. ➤ This deadline does not apply to contract, grant or other funds with expiration dates after June 30, 2020. ➤ Your cooperation is requested in anticipating needs as far in advance of the May 15th deadline as possible.

Completed By Date	Contact	Action

May 29	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 Charmane Custodio in Accounting.

May 29	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 Charmane Custodio in Accounting.
May 29	Financial Planning and Analysis	<u>Permanent BEA's</u> ➢ Process all permanent BEA's for establishing/changing your permanent budget for 2019/20 by May 31, 2020. ➢ Additional information will be distributed by FP&A via separate correspondence for the 2020/21 Staffing and Permanent Budget Process to Organization CFAOs and Department FAOs.

Completed By Date	Contact	Action
June 1	Financial Planning and Analysis	<u>Sales & Services Rates</u> ➤ 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."
June 4	Financial Planning and Analysis	<u>Chancellor Commitment Allocation Requests</u> ➤ Provide requests, including required supporting documentation, for allocation of any pending FY2020 Chancellor's commitments to FP&A.
June 5	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 Service Link SCT Tool and submitting approved requests to SSCs for processing.
June 5	Procurement Services	<u>Supply and/or Services Orders less than $100,000</u> ➤ Use eBuy to submit new "PR" requisitions ➤ Last day Procurement Services will accept requisitions against FY2019/20 appropriations to ensure issue of the orders by June 30, 2020. ➤ In order to be a bona fide encumbrance, a valid purchase order must be issued to a vendor on or before June 30, 2020 by Procurement Services. The June 5th 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 15th. ➤ This date does not apply to funds from contracts, grants or other funds with expiration dates after June 30, 2020. ➤ 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.

Completed By Date	Contact	Action
June 5	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 09	Accounting Office	May ledgers available to campus. Note: the delay is due to the timing of the last May biweekly payroll (pay period ends 5/30) and the availability to the UCPath GL data.
June 10	Accounting Office- Accounts Payable	Invoices from Vendors ➢ Due to the high volume of activity at year-end, approved invoices must be in the Accounting Office by June 10 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 FY2020 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.** ➢ 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 11	Main Cashiers Office	Petty Cash Reimbursement ➢ All petty cash reimbursements through the Main Cashiers Office must be turned into the Main Cashiers Office by June 11th to be recorded in the Period 12 Ledger.

Completed By Date	Contact	Action
June 12	Accounting Office- Accounts Payable	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 12 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 FY2020 as potential accrual items.
June 12	Accounting Office- Accounts Payable	Travel Expense Vouchers ➢ Due to the high volume of activity at year-end, travel expense reimbursement requests must be approved and in the Accounting Office iTravel queue by June 12 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 FY2020 as potential accrual items.

June 12	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 perform the rollover is still **"to be determined";** additional notification will be sent to the campus once the date is finalized.

Completed By Date	Contact	Action
June 12	Accounting Office	Resolve and eliminate deficits in all funding sources ➤ This action will reduce the necessity for prior year cost transfers. ➤ This is a critical and required task for contracts and grant funds.
June 15	Accounting Office	Feeder Systems ➤ All feeder system departments have been asked to submit their journal entries to UCRFS by June 15 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 2nd 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 15	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 17	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. Continued findings of this nature may jeopardize new federal funding opportunities for UCR and UC overall.

Completed By Date	Contact	Action
June 19	Shared Service Centers/ Accounting Office	**UC Path System Database Changes for June Monthly (MO) Payroll** ➢ Last day for Shared Service Centers (SSC) to finalize transactions (i.e. to enter time worked/leave taken and make any changes to UC Path) that will affect 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 19	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 19. ➢ 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. Continued findings of this nature may jeopardize new federal funding opportunities for UCR and UC overall. ➢ EXCEPTION: Expenses posted after June 19th, relating to FY2019/20 AND requiring a paper cost transfer form may be submitted through June 30, 2020.
June 19	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 FY2020 ledgers in order to allow for all charges to be distributed via PCT process by the cut-off. Transactions after this date will be reflected in FY2021.
June 24	Accounting Office	**Intercampus Recharges Other Than Payroll** ➢ 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 24.

Completed By Date	Contact	Action
June 25	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 26	Main Cashiers Office	<u>Cash Deposits</u> ➢ The Main Cashiers Office must receive all cash and checks by June 26 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 26	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 finalize transactions, i.e. to enter time worked/leave taken and make any changes to UC Path that will affect the Bi-weekly (B1) Payroll paid on July 8th ➢ Departments should coordinate directly with their SSC to determine when requests must be submitted to the SSC for processing by the UCPath deadline.
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 https://ucrsupport.service-now.com/ucr_portal/?id=search&spa=1&q=encumbrances f or the process guide.
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 "OK to Pay" to ensure they are encumbered on the June 30th ledgers.

Completed By Date	Contact	Action

June 30 at **3:00 p.m**.	Accounting Office	Encumbrance Release
		➢ 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.
		➢ The action must be completed by 3:00 p.m., June 30th.
		   ➢ Refer to this UCRFS Users Group presentation - https://bfs.ucr.edu/sites/g/files/rcwecm751/files/2018-09/gap-20170622-ug-ucrfs-ppt.pdf for guidance.
		➢ **Please do not process encumbrance adjustments and/or releases related to fiscal year 2020/21 until after July 14, 2020**

June 30	Accounting Office	PLD Monthly Journal Feeder INFO ONLY-the Monthly payroll related feeder journal is targeted to post June 30th. Please note UCPath journals are fed throughout the month. Note: the last biweekly payroll related feeder journal is targeted to post on July 7th
June 30	Financial Planning and Analysis	Balance Staffing ➢ Staffing needs to be balanced by June 30th. ➢ 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; the date of is exercise has not been finalized and may be performed between 6/10-6/30 and will take approximately two days to complete. Once the date is finalized, the campus will be notified.
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.

Completed By Date	Contact	Action
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, 2020
		   ✓ Budget period begin dates of June 30, 2020 or before.
		   ✓ The "Submit BEA" button is active

June 30	Accounting Office	Complete resolution and elimination of deficits in all funding sources ➢ This action will reduce the necessity for prior year cost transfers. ➢ This task is critical for contracts and grant funds and required by Office of the President.
June 30	ScotSupply	ScotSupply Orders ➢ If it is necessary to ensure your order is recorded in FY2020/21, please submit your request no later than 3:00 p.m., June 30th. ➢ ScotSupply will be open until 5:00 p.m. on June 30, 2020.
June 30	Student Business Services	Sundry Debtor Bills ➢ Sundry Debtor Bills must be posted in Banner by June 30 at 5:00 p.m. to be reflected on the Period 12 Ledger.

Completed By Date	Contact	Action
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 (B1) information and time & attendance system for possible accruals.</u> ➢ Hours worked between 6/28-6/30 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#fy2020 under the tab "FY End Closing" and submit no later than 07/06/20. ➢ Note: Primarily relates to Service & Auxiliary units
July 02	Accounting Office	<u>Feeder Systems</u> ➢ All feeder system departments must submit transactions for June 2020 to UCRFS no later than July 2nd at 5:00. Please note this year-end cut-off date is earlier than the normal month-end cut-offs for feeder systems.
July 03	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 03	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 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 biweekly payroll calculation, the department's Suspense FAU will be charged and a Salary Cost Transfer will be required.

Completed By Date	Contact	Action
July 06 by **NOON**	Accounting Office	<ins>Accruals and Deferrals</ins> ➢ Requests for accruals and deferrals of FY2019/20 expenses and/or revenues must be received in the Accounting Office by NOON, July 6th. 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, 2020.
July 07 at 5:00pm	Accounting Office	<ins>Non Payroll Expenditure Cost Transfers - FCT and NCT</ins> ➢ All NCT and FCTs affecting fiscal year 2019/20 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 6/30/2020. ➢ Please note that all NCT and FCT journals must be marked for posting and error free at the end of the business day, July 8th in order to be recorded on your Period 12 Ledger.
July 07 at 5:00pm	Accounting Office	<ins>PCard Cost Transfers - PCT</ins> All PCard expenses appearing in account 780315 (PCard Expense Clearing) MUST be re-distributed to the appropriate FAU by July 7th ➢ Account 780315 must have a zero balance for June 30, 2020 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 06/30/20. ➢ 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.
July 07	Accounting Office	<ins>PLD Bi-Weekly (B1) Feeder</ins> ➢ INFO ONLY-the Bi-weekly payroll related feeder journal for the pay period ending 6/27/20 is targeted to post on, July 7th.

Completed By Date	Contact	Action
July 09 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 9th 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 2019/20 must be entered in UCRFS by July 9th at 4:00 p.m. using **6/30/2020** 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 27	Accounting Office	<u>UCPath Position Funding—Monthly Paid Employees</u>
		➢ <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:</u>
		    o <u>Correct any UCPath position funding associated with the UCPath Suspense Fund 69993 is corrected to the appropriate FAU.</u>
		    o <u>Correct any positions with gaps in funding that cross fiscal years.</u>
		    o <u>Correct funding on positions associated with funds that expire on or before 6/30.</u>
		➢ 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.

July31	Accounting Office- General Accounting	<u>Equipment Inventory</u> ➢ Due to COVID-19 and the campus closure, the annual verification and bi-annual physical inventory have been postponed for FY20 until July 31 ➢ Ensure all annual verifications and bi-annual physical inventory verifications are completed (as required) and marked in the Asset Management System (AMS) for FY2020. ➢ Please review the AMS guide for additional information: https://accounting.ucr.edu/equipment/equipment-amsguide_home

ATTACHMENT A - SUMMARY OF DEADLINE DATES
19/20 FISCAL CLOSING LETTER

Completed By Date	Description of Deadline
May 04	Funding for Academic & Staff Salary Increases
May 08	NIH Salary Cap Payroll Adjustments
May 15	Inter-location Transfer of Funds
May 15	Equipment Orders
May 15	P.O. Blankets
May 15	Supply/Services Orders greater than $100,000
May 15	Accrual/Deferral templates published
May 29	Review BC60 transactions for classification criteria
May 29	Review Fabrications to close out
May 29	Permanent BEA's
June 01	CFAOs review and update recharge, sales & service rates
June 04	Chancellor Commitment Allocation Requests
June 05	Clear UCPath Suspense Fund 69993
June 05	Supply and/or Services Orders less than $100,000
June 05	Annual Transfer to Asset Acquisition/Reserve for Equipment
June 09	May Month End Ledgers available.
June 10	Invoices from Vendors (including subcontracts)
June 11	FTD Reports with posted transactions through 6/10/2020 available
June 11	Petty Cash Reimbursements through Cashiers
June 12	UCPath Position Funding corrections in preparation for July 1 Roll-Over
June 12	ePay Requests
June 12	Travel Expense Vouchers
June 12	Resolve and eliminate deficits in all funding sources
June 15	Service Providers submit Feeder journals for activity through June 15
June 15	FTD Reports with posted transactions through 6/14/2020 available
June 15	Verify NIH Salary Cap and prepare payroll adjustments
June 17	Last day for Departments to submit approved requests for Salary Cost Transfers to SSC to be reflected in FY2020.
June 19	Last day for Shared Service Centers to process and approve transactions for Monthly Payroll. Please contact your SSC for their cut-off date to receive requests.
June 19	Paper–based Non-Payroll Expense Transfers
June 19	FYE Cut-Off for PCard Purchases
June 22	FTD Reports with posted transactions through 6/21/2020 available
June 24	Intercampus Recharges Other Than Payroll
June 25	May ledger reconciliation should be completed and documented via LRSS (Reconciler role)
June 26	Cash Deposits to Main Cashiers Office
June 26	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.

Completed By Date	Description of Deadline
June 29	FTD Reports available with posted transactions through 6/28/2020
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	Balance Staffing
June 30	Monthly (MO) payroll related feeder journal is targeted to post
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	Complete resolution and elimination of deficits in all funding sources
June 30	ScotSupply Orders
June 30	Sundry Debtor Bills (through Banner)
June 30	Web Recharge System
July 01	FTD Reports available with posted transactions through 06/30/2020. This will include all AP transactions.
July 02	All feeder system transactions for June submitted to GL
July 03	FTD Reports available with June transactions posted through 07/02/2020
July 03	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 03	Reconciled May ledger should be reviewed and certified in LRSS (Certifier role)
July 04	FTD Reports available with June transactions posted through 07/03/2020
July 05	FTD Reports available with June transactions posted through 07/04/2020
July 06 at **Noon**	Accruals/Deferrals due by NOON
July 06	FTD Reports available with June transactions posted through 07/05/2020
July 07	FTD Reports available with June transactions posted through 07/06/2020
July 07	Non Payroll Expenditure Cost Transfer (NCT & FCT)
July 07	PCard Cost Transfers (PCT)
July 07	Bi-weekly (B1) payroll related feeder journal is targeted to post
July 08	FTD Reports available with June transactions posted through 07/07/2020. This report should include requested and approved accruals/deferrals submitted by 07/6/2020.
July 09	FTD Reports available with June transactions posted through 07/08/2020
July 09 at **4:00**	Cutoff for Temporary Budget Establishment and Adjustment (BEA) to be reflected in Period 12 (Preliminary June 2020)
July 10	FTD Reports available with June transactions posted through 07/09/2020
July 14	Preliminary June 2020 Ledgers available
July 27	UCPath Position Funding Monthly Paid Employees. Last day to correct FY21 roll over funding to reflect on first monthly payroll of the new FY
July 31	Equipment annual certification/bi-annual physical inventory

OFFICES AND TELEPHONE EXTENSIONS FOR FISCAL CLOSING

TOPIC	CONTACT	EXTENSION
Accruals/Deferrals	**Jerry Monahan**	**2-1942**
	Pauline Librenjak	**2-1955**
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	**Bobbi McCracken**	**2-3303**
	Gae Purvis	**2-3001**
PCard	**Dana Allen**	**2-3008**
	David Ramos	**2-6304**
Equipment Management	**Charmane Custodio**	**2-4209**
Contracts & Grants	**Fred de Vera**	**2-1948**
SIS Sundry Debtor Billing-SBS	**Rhonda High**	**2-5950**
Cashiers	**Asirra Suguitan**	**2-3391**
Payroll	**Alfred Karam**	**2-6203**
Plant Funds	**Michael Mochache**	**2-1920**
General Ledger Questions	**Jerry Monahan**	**2-1942**
	Pauline Librenjak	**2-1955**
Service & Auxiliary Enterprises	**Jerry Monahan**	**2-1942**
Budgeted Funds BEA Adjustments	**Susana Salazar**	**2-2876**
Non-Budgeted Funds BEA Adjustments	**Jerry Monahan**	**2-1942**
Accounts Payable/Travel	**Aver Smith**	**2-1959**
Encumbrance Questions	**Jerry Monahan**	**2-1942**