

DATE: April 26, 2018 **REVISED July 6, 2018**

TO: All Campus Departments

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

SUBJECT: Fiscal Closing Dates for June 30, 2018

This year's Fiscal Closing process will follow the same general timeline as the previous 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 January 2017 UCRFS User Group presentation on LRSS Best Practices located at:
http://accounting.ucr.edu/docs/general_accounting/20170112-ug-ucrfs-ppt.pdf
- Thoroughly review the April (Period 10) ledgers and make all necessary prior month adjustments. Note: The Salary Cost Transfer Request tool for UCPATH transaction will be available in May. For urgent UCPATH related salary cost transfers please follow the guidance provided at the following link: <http://accounting.ucr.edu/news/20180320-revised-ucp-related-sct.html>
- 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, however, the deadline for BEAs will be extended this year.
- Please note that material transactions that were not recorded by the Period 12 cutoff and are related to FY2018 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 FY2018, but the expense is not reflected on the 6/30 campus ledgers (expense accrual).

- Services are performed in FY2018, but not billed (revenue accrual).
- Revenue is received in FY2018 for services to be conducted in FY2019 (revenue deferral).

- Payment for goods /services in FY2018 with expected benefit in FY2019 (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. Beginning FY2018, a single materiality threshold will be used:
 - \$50,000 – July 1 to August 30

**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 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, cooperation and patience in accomplishing the many tasks associated with achieving a successful closing of UCR's fiscal year 2017/18 are sincerely appreciated.

*****IMPORTANT INFORMATION*****

- ❖ The PowerPoint presentation on accruals and deferrals is available on the Accounting Office's website under General Accounting & Plant/Fiscal Closing tab or at <http://accounting.ucr.edu/general/index.html#fiscal>.
- ❖ 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.
- ❖ Every effort will be made to run the Financial Transaction Detail Reports on at least a weekly basis beginning with the week of June 4th and continuing through July 13th. 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 a 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 sites 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 [General Accounting-Fiscal Closing tab](#) as they become available.
- ✓ <http://accounting.ucr.edu>
 - Most current version of the 2017/18 closing letter
 - UCRFS Correction Decision Tree Sheet
 - Valid FAU Combinations Sheet
 - 2017/18 Accrual/Deferral Worksheets
 - Closing Worksheet Examples

IMPORTANT DATES YEAR-END CLOSING DATES

| Completed By Date | Contact | Action |
|--------------------------|--|---|
| April 26 | Departments | Final day to process PPS Expense Transfers. Ensure all PPS related corrections are processed by this date. After this date, PPS will be restricted to inquiry access for exiting users. Please note this cut-off was previously communicated to the campus. |
| May 4 | Academic Personnel/ Accounting Office | <u>NIH Salary Cap PPS Adjustments</u> ➤ 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 April 26, 2018. http://academicpersonnel.ucr.edu/compensation/NIH%20Salary%20Cap%20Guidelines.pdf |
| May 7 | 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 7/1/18 academic and staff merits & promotions) |
| May 7 | Accounting Office | <u>Inter-location Transfer of Funds</u> ➤ Memos requesting transfer of funds (budgetary) between campuses must be in the Accounting Office by May 7 at 5:00 p.m. ➤ Note to campus departments: This cut off applies to all UC Campuses. ➤ Allocations not appearing on the May ledgers will not be processed until the new fiscal year (July 2018). ➤ Please be sure to coordinate with the “sending” campus as soon as possible to receive your 2017/18 allocations. |
| May 11 | Procurement Services | <u>Equipment Orders</u> ➤ Use eBuy to submit new purchase requisitions (“PR”) ➤ The May 11th deadline affects requisitions for equipment and facilities purchases which must have funds committed by June 30, 2018. ➤ This does not apply to contract, grant or other funds with expiration dates after June 30, 2018. ➤ Your cooperation is requested in anticipating your needs as far in advance of the May 11th deadline as possible. |

| Completed By Date | Contact | Action |
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| May 11 | Procurement Services | <p><u>P.O. Blankets</u></p> <ul style="list-style-type: none"> ➤ A purchase requisition (“PR”) must be sent to Procurement Services for all renewals and new blankets which are to commence on or about July 1, 2018. ➤ Use eBuy to submit these blanket requisitions. Remember, you may use the “copy as new” feature in eBuy to populate much of the information for blanket renewals. <ul style="list-style-type: none"> ✓ Just locate the blanket you wish to renew by using “Search Orders” from the main menu in eBuy. ✓ The “copy as new” feature is located in the “Action” column. ✓ Just 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. # on the “misc.” tab. ✓ Also update the FAU information and indicate any changes to your 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 11 | Procurement Services | <p><u>Supply/Services Orders greater than \$100,000</u></p> <ul style="list-style-type: none"> ➤ Use eBuy to submit new purchase requisitions (“PR”) ➤ The May 11th deadline affects requisitions for supply orders greater than \$100K which must have funds committed by June 30, 2018. ➤ This does not apply to contract, grant or other funds with expiration dates after June 30, 2018. ➤ Your cooperation is requested in anticipating your needs as far in advance of the May 11th deadline as possible. |

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| May 31 | Accounting Office | <p><u>Review BC60-Inventorial Equipment for correct classification.</u></p> <ul style="list-style-type: none"> ➤ Review all of the transactions posted to BC60 to ensure the equipment purchased meets the criteria for Inventorial Equipment: <ul style="list-style-type: none"> ✓ 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; 720230-Furniture, 720280-Lab Supplies-Other and 840XXX-Rents. Questions should be directed to Jerry Monahan and Michael Mochache in Accounting. |
| May 31 | Accounting Office / Equipment Management | <p><u>Review Fabrications in process.</u></p> <ul style="list-style-type: none"> ➤ Ensure fabrications are closed out and reported to Equipment Management 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 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 in the BC41 category. Questions should be directed to Jerry Monahan in Accounting or Steve Staples in Equipment Management. |
| May 31 | Financial Planning and Analysis | <p><u>Permanent BEA's</u></p> <ul style="list-style-type: none"> ➤ Process all permanent BEA's for establishing/changing your permanent budget for 2018/19 by May 31, 2018. ➤ Additional information will be distributed by FP&A via separate correspondence for the 2018/19 Staffing and Permanent Budget Process to Organization CFAOs and Department FAOs. |

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| June 1 | Financial Planning and Analysis | <u>Sales & Services Rates</u> <ul style="list-style-type: none"> ➤ Organizational CFAOs should 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 7 | Financial Planning and Analysis | <u>Chancellor Commitment Allocation Requests</u> <ul style="list-style-type: none"> ➤ Provide requests, including required supporting documentation, for allocation of any pending FY2018 Chancellor’s commitments to FP&A. |
| June 8 | Procurement Services | <u>Supply and/or Services Orders less than \$100,000</u> <ul style="list-style-type: none"> ➤ Use eBuy to submit new “PR” requisitions ➤ June 9 is the last day Procurement Services will accept requisitions against FY2017/18 appropriations and still ensure issue of the orders by June 30, 2018. ➤ In order to be a bona fide encumbrance, a valid purchase order must be issued to a vendor on or before June 30, 2018 by Procurement Services. The June 8th 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 11th. ➤ This date does not apply to funds from contracts, grants or other funds with expiration dates after June 30, 2018. ➤ If there are any questions regarding the preparation of your requisitions, please contact a buyer in Procurement Services. Please refer to the Procurement Services website for a detailed breakdown of the buyers’ commodity assignments: http://procurement.ucr.edu/procurement/whobuys.html ➤ Please plan your purchases well in advance. This will help Procurement Services achieve their goal of procuring equipment, supplies and services for departments in a timely and cost-effective manner. |

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| June 8 | Accounting Office | <p><u>Annual Transfer to Asset Acquisition/Reserve for Equipment</u></p> <ul style="list-style-type: none"> ➤ 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. ➤ Please refer to http://accounting.ucr.edu/general/ under the tab “Fiscal Closing” for the required form and instructions. Please note these guidelines are in the process of being modified, please refer to the Accounting website for the latest version prior to submitting requests. |
| June 8 | Accounts Payable | <p><u>ePay Payment Requests</u></p> <ul style="list-style-type: none"> ➤ 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 8 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 FY2018 as potential accrual items. |
| June 8 | Accounts Payable | <p><u>Invoices from Vendors</u></p> <ul style="list-style-type: none"> ➤ Due to the high 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 FY2018 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 mailed (or e-mailed) directly to the Accounting Office by the vendor per the instructions outlined on the purchase order |

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| June 8 | Accounts Payable | <u>Travel Expense Vouchers</u> <ul style="list-style-type: none"> ➤ 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 8 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 FY2018 as potential accrual items. |
| June 12 | Accounting Office | <u>Resolve and eliminate deficits in all funding sources</u> <ul style="list-style-type: none"> ➤ This action will reduce the necessity for prior year cost transfers. ➤ This is a critical and required task for contracts and grant funds. |
| June 11 | Accounts Payable | <u>ProCard Use Tax Corrections</u> <ul style="list-style-type: none"> ➤ E-mail documentation for ProCard related Use Tax corrections/reversals for transactions processed through June 10 to ucrAP@lists.ucr.edu ➤ Documentation should include 1) a copy of the general ledger with the erroneous use tax transaction highlighted and 2) a copy of the ProCard receipt showing that use tax was already paid or that the purchase is exempt from use tax. |
| June 14 | Main Cashiers Office | <u>Petty Cash Reimbursement</u> <ul style="list-style-type: none"> ➤ All petty cash reimbursements through the Main Cashiers Office must be turned into the Main Cashiers Office by June 14 to be recorded in the Period 12 Ledger. |

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| June 15 | Accounting Office | <u>Feeder Systems</u> <ul style="list-style-type: none"> ➤ 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 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 15 | Equipment Management | <u>Equipment Inventory</u> <ul style="list-style-type: none"> ➤ <u>Ensure all annual verifications and bi-annual physical inventory verifications are completed (as required) and marked in the Asset Management System (AMS) for FY2018.</u> |
| June 18 | Departments w/ NIH grants | <u>NIH Salary Cap</u> <ul style="list-style-type: none"> ➤ Verify NIH Salary Cap payroll adjustments have been initiated. Salaries charged to NIH funds cannot exceed the caps and are subject to audit disallowances. |
| June 18 | Accounting Office | <u>Intercampus Recharges Other Than Payroll</u> <ul style="list-style-type: none"> ➤ 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 18. |
| June 19 | Departments/ Shared Service Centers | <u>UC Path System Database Changes for June Monthly (MO) Current Payroll</u> <ul style="list-style-type: none"> ➤ Last day for Shared Service Centers (SSC) to transact, i.e. to enter time worked/leave taken and make any changes to UC Path that will affect June monthly current (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. |

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| June 19 20 22 | Departments/ Shared Service Centers | <p><u>Salary Cost Transfers for MO Pay Cycle</u></p> <ul style="list-style-type: none"> ➤ Last day for Shared Service Centers to transact, i.e. to enter salary/benefit expenditure transfers for employees on monthly pay cycle in FY2018 to ensure transaction appears in the Period 12 Ledger. ➤ Departments should coordinate directly with their SSC to determine when requests must be submitted to the SSC for processing by the UCPath deadline. ➤ 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 A133 audits. Continued findings of this nature may jeopardize new federal funding opportunities for UCR and UC overall. |
| June 20 | Accounting Office | <p><u>Paper-based Non-Payroll Expense Transfers</u></p> <ul style="list-style-type: none"> ➤ 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 20. ➤ The forms can be found at the Accounting Office website at: http://accounting.ucr.edu/forms.html. ➤ 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 A133 audits. Continued findings of this nature may jeopardize new federal funding opportunities for UCR and UC overall. ➤ EXCEPTION: Expenses posted after June 20th, relating to FY2017/18 AND requiring a paper cost transfer form may be submitted through June 30, 2018. |
| June 20 | Procurement Services | <p><u>ProCard Purchases</u></p> <ul style="list-style-type: none"> ➤ Fiscal Year cut-off for all ProCard purchases. The storehouse can assist with last minute and emergency purchases. This is the last day departmental ProCard purchases will be reflected on FY2018 ledgers in order to allow for all charges to be distributed via PCT process by the cut-off. Purchases made after this date will be reflected in FY2019. |

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| June 21 | Departments | <u>Ledger Reconciliation and Storage System (LRSS)</u> <ul style="list-style-type: none"> ➤ 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 27 | Main Cashiers Office | <u>Cash Deposits</u> <ul style="list-style-type: none"> ➤ 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 29 | Departments/ Shared Service Centers | <u>UC Path System Database Changes for Bi-Weekly (B1) Payroll</u> <ul style="list-style-type: none"> ➤ Last day for Shared Service Centers (SSC) to transact, 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 11th ➤ Departments should coordinate directly with their SSC to determine when requests must be submitted to the SSC for processing by the UCPath deadline. |
| June 29 22 | Department /Shared Service Centers | <u>Salary Cost Transfers for (B1) Payroll</u> <ul style="list-style-type: none"> ➤ Last day for Shared Service Centers (SSC) to transact, i.e. to enter salary/benefit expenditure transfers for employees on the B1 payroll in FY2018 to ensure transaction appears in the Period 12 Ledger. ➤ Departments should coordinate directly with their SSC to determine when requests must be submitted to the SSC for processing by the UCPath deadline. ➤ 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 A133 audits. Continued findings of this nature may jeopardize new federal funding opportunities for UCR and UC overall. |

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| June 29 | Accounting Office | <u>PLD MO Feeder</u> ➤ INFO ONLY-the Monthly payroll related feeder journal is targeted to post on Friday night, June 29 th . Please note UCPATH journal are fed throughout the month, unlike PPS that combined all monthly activity into a single journal feed; therefore, the biweekly payroll journal feed is targeted to post on July 7 th . |
| June 29 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 29th encumbrance balances on DAPO purchase commitments. ➤ Refer to Encumbrances: eBuy Change Order Guide for a process guide. |
| June 29 | Financial Planning and Analysis | <u>Balance Staffing</u> ➤ Staffing needs to be balanced by June 29th. ➤ Additional Staffing related guidelines will be distributed to CFAOs and FAOs (financial managers) in May. |
| June 29 | 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 29th. |
| June 29 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 29th ledgers. |

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| June 29 at 3:00 p.m. | Accounting Office | <p><u>Encumbrance Release</u></p> <ul style="list-style-type: none"> ➤ Last day to close out a purchase commitment for the June 29th ledgers. Process a PO Reconciliation transaction through UCRFS if : <ul style="list-style-type: none"> ✓ 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 29th. <ul style="list-style-type: none"> ➤ Refer to Encumbrances: The UCRFS Close PO & Encumbrance Release for a process guide. ➤ Please do not process encumbrance adjustments and/or releases related to fiscal year 2018/19 until after July 13, 2018 |
| June 29 | Fleet Services | <p><u>Fleet Work Orders</u></p> <ul style="list-style-type: none"> ➤ Fleet Services will accept on-line Work Orders up to June 29, at 5:00 p.m. Work completed by June 29 will be charged in the Period 12 Ledger |
| June 29 | Mail Services | <p><u>Mail Work Orders</u></p> <ul style="list-style-type: none"> ➤ Mail Services will accept on-line Work Orders up to June 29, at 5:00 p.m. Work completed by June 29 will be charged in the Period 12 Ledger |
| June 29 | Printing and Reprographics | <p><u>Printing Work Orders</u></p> <ul style="list-style-type: none"> ➤ Printing and Reprographics will accept on-line Printing Work orders for specific jobs up to June 29 at 5:00 p.m. Work orders completed by June 29, will be charged in the Period 12 Ledger. |
| June 29 | EMF Accounting | <p><u>PAMIS BEAs</u></p> <ul style="list-style-type: none"> ➤ PAMIS BEAs meeting all of the following conditions must have the budget category breakdown completed and submitted by 5:00 p.m., June 29. <ul style="list-style-type: none"> ✓ In departmental queues as of June 29, 2018 ✓ Budget period begin dates of June 29, 2018 or before. ✓ The “Submit BEA” button is active |

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| June 29 | Accounting Office | <u>Complete resolution and elimination of deficits in all funding sources</u> ➤ 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 29 | Storehouse | <u>Storehouse Orders</u> ➤ If it is necessary to ensure your Storehouse transaction is recorded in FY2018/19, please submit your request no later than 3:00 p.m., June 29th. ➤ The Storehouse will be open until 5:00 p.m. on June 29, 2018. |
| June 29 | Student Business Services | <u>Sundry Debtor Bills</u> ➤ Sundry Debtor Bills must be posted in Banner by June 29 at 5:00 p.m. to be reflected on the Period 12 Ledger. |
| June 29 | 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 29th. ➤ Transactions must be marked “billable” by 5:00 p.m. on June 29th to be recorded in the Period 12 Ledger. |
| June 29 | Service & Auxiliary Departments* | <u>Review bi-weekly payroll (B1) information and time & attendance system for possible accruals.</u> ➤ No payroll accruals will be required this fiscal year. The bi-weekly (B1) PLD feeder for the payroll ending on June 30, 2018 will post on July 9 th approximately. If an accrual is required for some reason, complete the special accrual form posted at: http://accounting.ucr.edu/general/ under the tab “Fiscal Closing” and submit no later than 07/09/18. |
| July 03 | Accounting Office | <u>Feeder Systems</u> ➤ All feeder system departments must submit transactions for June 2018 to UCRFS no later than July 3 rd at 5:00. Please note this year-end cut-off date is earlier than the normal month-end cut-offs for feeder systems. |

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| July 05 | Accounting Office | <u>Accruals and Deferrals</u> <ul style="list-style-type: none"> ➤ Requests for accruals and deferrals of FY2017/18 expenses and/or revenues must be received in the Accounting Office by noon 5:00 p.m., July 5th. Every effort will be made to process all accruals/deferrals so that they are included in the ledgers published on July 7th. ➤ Specific accrual/deferral templates will be published via the UCRFS_USERS list and posted at http://accounting.ucr.edu/general/ under the tab “Fiscal Closing” in mid-May, 2018. |
| July 05 revised to July 09 at 5:00pm | Accounting Office | <u>Non Payroll Expenditure Cost Transfers - FCT and NCT</u> <ul style="list-style-type: none"> ➤ All NCT and FCTs affecting fiscal year 2017/18 must be completed and marked for posting no later than 5:00 p.m. on July 9th 5th. ➤ The journal created on date will default to 6/30/2018. ➤ Please note that all NCT and FCT journals must be marked for posting and error free at the end of the business day, July 9th 5th in order to be recorded on your Period 12 Ledger. |
| July 05 revised to July 09 at 5:00pm | Accounting Office | <u>ProCard Cost Transfers - PCT</u> <p>All ProCard expenses appearing in account 780315 (ProCard Expense Clearing) MUST be re-distributed to the appropriate FAU by July 9, 5, 2018.</p> <ul style="list-style-type: none"> ➤ Account 780315 must have a zero balance for June 30, 2018 year-end reporting. ➤ No prior year adjustments will be allowed. ➤ PCTs must be completed no later than 5:00 p.m. on July 9th 5th. The created on date will default to 06/30/18. ➤ All PCT journals must be marked for posting and error free by July 9th 5th in order to be recorded on your Period 12 Ledger. ➤ For transactions occurring prior to June 11th, Use Tax reversals requests and documentation should have been submitted to Accounts Payable by June 11th. ➤ For transactions occurring after June 12th, Use Tax reversals can be submitted to Accounts Payable by NOON 5:00 p.m on July 9th 5th. |
| July 7 | Accounting Office | <u>PLD Bi-Weekly (B1) Feeder</u> <ul style="list-style-type: none"> ➤ INFO ONLY-the Bi-weekly payroll related feeder journal is targeted to post on, July 7th. |

| Completed By Date | Contact | Action |
|--|--|---|
| <p>July 10 revised to July 11 at 4:00pm</p> | <p>Financial Planning and Analysis – Budgeted Funds Temporary BEA’s Accounting - Non-Budgeted Funds</p> | <p><u>Temporary Budget Establishment and Adjustments (BEA)</u></p> <ul style="list-style-type: none"> ➤ Please note that all BEAs must be marked for posting and error free by July 11th 10th at 4:00 p.m. 5:00 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 2017/18 must be entered in UCRFS by July 11th 10th at 4:00 p.m. 5:00 p.m. using 6/30/2018 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. |
| <p>July 12 revised to July 13 at 5:00pm</p> | <p>Financial Planning and Analysis – Budgeted Funds Temporary BEA’s Accounting - Non-Budgeted Funds</p> | <p><u>Extended Temporary Budget Establishment and Adjustments (BEA) Deadline-Please note: this deadline is for Organizational Units Only (e.g. Deans Offices, VC Offices, etc.)—departments should coordinate with their Org CFAO for approval to use this extended period of time.</u></p> <ul style="list-style-type: none"> ➤ Please note BEA transactions processed after 7/10 11/18 will be reflected on the June Final ledgers. ➤ Temporary Budget Establishment and/or Adjustments (BEA) for fiscal year 2017/18 must be entered in UCRFS by July 12th 13th at 5:00 p.m. using 6/30/2018 as the journal date (user MUST manually change the date). ➤ Please note that all BEAs must be marked for posting and error free by July 12th-13th in order to be reflected on June Final Ledger. |

**ATTACHMENT A - SUMMARY OF DEADLINE DATES
2017/18 FISCAL CLOSING LETTER**

| Completed By Date | Description of Deadline |
|--------------------------|---|
| May 4 | NIH Salary Cap Payroll Adjustments |
| May 7 | Funding for Academic & Staff Salary Increases |
| May 7 | Inter-location Transfer of Funds |
| May 11 | Equipment Orders |
| May 11 | P.O. Blankets |
| May 11 | Supply/Services Orders greater than \$100,000 |
| May 14 | Accrual/Deferral templates published |
| May 31 | Review BC60 transactions for classification criteria |
| May 31 | Review Fabrications to close out |
| May 31 | Permanent BEA's |
| June 1 | CFAOs review and update recharge, sales & service rates |
| June 7 | Chancellor Commitment Allocation Requests |
| June 8 | Supply and/or Services Orders less than \$100,000 |
| June 8 | Annual Transfer to Asset Acquisition/Reserve for Equipment |
| June 8 | ePay Requests |
| June 8 | Invoices from Vendors (including subcontracts) |
| June 8 | Travel Expense Vouchers |
| June 12 | Resolve and eliminate deficits in all funding sources |
| June 11 | FTD Reports with posted transactions through 6/9/2018 available |
| June 11 | ProCard Use Tax Corrections/Reversals |
| June 14 | Petty Cash Reimbursements through Cashiers |
| June 15 | Service Providers submit Feeder journals for activity through June 15 |
| June 15 | Equipment annual certification/bi-annual physical inventory |
| June 18 | FTD Reports with posted transactions through 6/16/2018 available |
| June 18 | Verify NIH Salary Cap and prepare payroll adjustments |
| June 18 | Intercampus Recharges Other Than Payroll |
| June 19 | Last day for Shared Service Centers to process and approve transactions for Monthly Payroll |
| June 19 22 | Last day for Shared Service Centers to process and approve transactions for Monthly Salary Cost Transfers |
| June 20 | Paper-based Non-Payroll Expense Transfers |
| June 20 | FYE Cut-Off for ProCard Purchases |
| June 21 | May ledger reconciliation should be completed and documented via LRSS (Reconciler role). |
| June 27 | Cash Deposits to Main Cashiers Office |
| June 25 | FTD Reports with posted transactions through 6/23/2018 available |

| Completed By Date | Description of Deadline |
|---|---|
| June 29 | Last day for Shared Service Centers to process and approve transactions for Bi-weekly (B1) Payroll |
| June 29 22 | Last day for Shared Service Centers to process and approve transactions for Bi-weekly (B1) Salary Cost Transfers |
| June 29 | Monthly (MO) payroll related feeder journal is targeted to post Friday night, June 29th. |
| June 29 at 3:00 p.m. | Addition/Reduction to Valid Encumbrances (change orders) |
| June 29 | Balance Staffing |
| June 29 | Construction and Repair Work Orders |
| June 29 at 3:00 p.m. | Encumber DAPO Orders |
| June 29 at 3:00 p.m. | Encumbrance Release |
| June 29 | Fleet Work Orders |
| June 29 | Mail Work Orders |
| June 29 | Printing Work Orders |
| June 29 | PAMIS BEAs |
| June 29 | Complete resolution and elimination of deficits in all funding sources |
| June 29 | Storehouse Orders |
| June 29 | Sundry Debtor Bills (through Banner) |
| June 29 | Web Recharge System |
| July 02 | FTD Reports with posted transactions through 06/30/2018 available. This will include all AP transactions. |
| July 03 | All feeder system transactions for June submitted to GL |
| July 03 | FTD Reports with June transactions posted through 7/02/2018 available |
| July 04 | FTD Reports with June transactions posted through 7/03/2018 available |
| July 05 | Accruals/Deferrals due by Noon 5:00 p.m. |
| July 05 revised to 09 | Non Payroll Expenditure Cost Transfer (NCT & FCT) |
| July 05 revised to 09 | ProCard Cost Transfers (PCT) |
| July 05 | FTD Reports with June transactions posted through 7/04/2018 available. |
| July 06 | FTD Reports with June transactions posted through 7/05/2018 available |
| July 07 | FTD Reports with June transactions posted through 7/06/2018 available. This report should include requested and approved accruals/deferrals submitted by 7/5/2018 |
| July 07 | Bi-weekly (B1) payroll related feeder journal is targeted to post July 7th. |
| July 09 | FTD Reports with June –transactions posted through 7/08/2018 available. |
| July 10 | FTD Reports with June –transactions posted through 7/09/2018 available |

| Completed By Date | Description of Deadline |
|----------------------------------|---|
| July 10 revised to 11 | Cutoff for Temporary Budget Establishment and Adjustment (BEA) to be reflected on Period 12 Financial Transaction Detail Report (Preliminary June 2018) |
| July 11 | FTD Reports with June –transactions posted through 7/10/2018 available |
| July 11 revised to 12 | Preliminary June 2018 Ledgers Posted |
| July 12 revised to 13 | Extended Cutoff for Temporary Budget Establishment and Adjustment (BEA) Org Units Only |
| July 13 | FTD Reports with June –BEAs posted through 7/12/2018 available |

**ATTACHMENT B
OFFICES AND TELEPHONE EXTENSIONS FOR FISCAL CLOSING**

| TOPIC | CONTACT | EXTENSION |
|--|--------------------------|------------------|
| Accruals/Deferrals | Jerry Monahan | 2-1942 |
| | Pauline Librenjak | 2-1955 |
| | | |
| Financial Planning and Analysis | Matt Hull | 2-3243 |
| | Stephanie Flores | 2-7715 |
| | Susana Salazar | 2-2876 |
| | | |
| Lapsing Funds | Stephanie Flores | 2-7715 |
| | | |
| Staffing – Academic and Staff | Lorissa Zavala | 2-3250 |
| | | |
| Procurement Services | Gae Purvis | 2-3001 |
| ProCard | Dana Allen | 2-3008 |
| | | |
| Equipment Management | Steve Staples | 2-4209 |
| | | |
| Contracts & Grants | Fred de Vera | 2-1948 |
| | | |
| SIS Sundry Debtor Billing-SBS | Rhonda High | 2-5950 |
| | | |
| Cashiers | Suzanne Bailey | 2-3209 |
| | | |
| Payroll (thru June 28th) | Gabe Nwandu | 2-1956 |
| | Grant Christensen | 2-1943 |
| (after June 28th) | Elena Valdez | 2-1958 |
| | Sonia Kalogonis | 2-1961 |
| | | |
| 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 |
| | Michael Mochache | 2-1920 |