DATE: May 1, 2016

TO: All Campus Departments

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

SUBJECT: Fiscal Closing Dates for June 30, 2016

This year's Fiscal Closing process will follow the same general timeline as the previous year's schedule; however, based upon the day of the week that the July 4th holiday falls this year, a few of the cut-offs require an earlier due date. For the campus at large, closing procedures will be completed with the June (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).

- Thoroughly review the April (Period 10) ledgers and make all necessary prior month adjustments.

- 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 FY2016 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 FY2016, but the expense is not reflected on the 6/30 campus ledgers (expense accrual).
    - Services are performed in FY2016, but not billed (revenue accrual).
    - Revenue is received in FY2016 for services to be conducted in FY2017 (revenue deferral).
    - Payment for goods /services in FY2016 with expected benefit in FY2017 (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. The materiality threshold increases as the closing process and year-end financial audit nears completion.

- $10,000 - July 1 to 5*
- $25,000 – July 6 to 12
- $50,000 – July 13 to 19
- $75,000 – July 20 to July 31
- $100,000 – Aug 1 to Aug 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 2015/16 are sincerely appreciated.

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

❖ The PowerPoint presentation on accruals and deferrals from last year can be reviewed on Accounting'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 can 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 6th and ending with the July 10th posting of the June Preliminary Reports. The reports, except for the July 10th posting, will be scheduled to run on Sunday based on all transactions posted through the preceding Saturday at 8:00pm and reports will be made available at http://ucrfsreports.ucr.edu/ the following Monday.

❖ 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 in late April 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 2015/16 closing letter
- UCRFS Correction Decision Tree Sheet
- Valid FAU Combinations Sheet
- 2015/16 Accrual/Deferral Worksheets
- Closing Worksheet Examples

IMPORTANT DATES YEAR-END CLOSING DATES

Completed By Date	Contact	Action
May 6	Academic Personnel/ Accounting Office	NIH Salary Cap PPS 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 PPS expense transfers as appropriate. ➢ Below is the link to the guidelines that were revised on January 16, 2016. http://academicpersonnel.ucr.edu/compensation/NIHSalaryCapGuidelines.pdf
May 9	Financial Planning and Analysis	Funding for Academic & Staff Salary Increases ➢ Provide requests for previously approved staff and academic salary increases including supporting documentation. (Excludes 7/1/16 academic merits & promotions)
May 9	Accounting Office	Inter-location Transfer of Funds ➢ Memos requesting transfer of funds (budgetary) between campuses must be in the Accounting Office by May 9 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 2016). ➢ Please be sure to coordinate with the "sending" campus as soon as possible to receive your 2015/16 allocations.
May 13	Procurement Services	Equipment Orders ➢ Use eBuy to submit new purchase requisitions ("PR") ➢ The May 13th deadline affects requisitions for equipment and facilities purchases which must have funds committed by June 30, 2016. ➢ This does not apply to contract, grant or other funds with expiration dates after June 30, 2016. ➢ Your cooperation is requested in anticipating your needs as far in advance of the May 13th deadline as possible.

Completed By Date	Contact	Action

May 13	Procurement Services	P.O. Blankets
		➢ A purchase requisition ("PR") must to be sent to Procurement Services for all renewals and new blankets which are to commence on or about July 1, 2016.
		➢ 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.
		  ✓ 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 13	Procurement Services	Supply/Services Orders greater than $100,000 ➢ Use eBuy to submit new purchase requisitions ("PR") ➢ The May 13th deadline affects requisitions for supply orders greater than $100K which must have funds committed by June 30, 2016. ➢ This does not apply to contract, grant or other funds with expiration dates after June 30, 2016. ➢ Your cooperation is requested in anticipating your needs as far in advance of the May 13th deadline as possible.
May 20	Equipment Management	Equipment Inventory ➢ Ensure annual certification or bi-annual physical inventories are completed and marked in the Equipment Management System for FY2016.

Completed By Date	Contact	Action

May 31	Accounting Office	Review BC60-Inventorial Equipment for correct classification.
		➢ Review all of the transactions posted to BC60 to ensure the equipment 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; 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	Review Fabrications in process. ➢ 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	Permanent BEA's ➢ Process all permanent BEA's for establishing/changing your permanent budget for 2016/17 by May 31, 2016. ➢ Additional information will be distributed by FPA via separate correspondence for the 2016/17 Staffing and Permanent Budget Process.

Completed By Date	Contact	Action
June 1	Financial Planning and Analysis	➢ <u>Sales & Services Rates</u> 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 9	Financial Planning and Analysis	<u>Chancellor Commitment Allocation Requests</u> ➢ Provide requests, including required supporting documentation, for allocation of any pending FY2016 Chancellor's commitments to FPA.
June 10	Procurement Services	<u>Supply and/or Services Orders less than $100,000</u> ➢ Use eBuy to submit new "PR" requisitions ➢ June 10 is the last day Procurement Services will accept requisitions against FY2015/16 appropriations and still ensure issue of the orders by June 30, 2016. ➢ In order to be a bona fide encumbrance, a valid purchase order must be issued to a vendor on or before June 30, 2016 by Procurement Services. The June 10th deadline affects all classifications of expense accounts except equipment and facilities, and Supply/Services Orders greater than $100,000 which have a cutoff date of May 13th. ➢ This date does not apply to funds from contracts, grants or other funds with expiration dates after June 30, 2016. ➢ 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.

Completed By Date	Contact	Action
June 10	Accounting Office	**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. ➤ Please refer to http://accounting.ucr.edu/general/ under the tab "Fiscal Closing" for the required form and instructions.
June 10	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 10 at 5:00 p.m. to ensure posting to the Period 12 Ledger. ➤ ePay requests submitted after this date will be prioritized for Period 12 Ledger processing; departments will need to evaluate ePay requests not processed in FY2016 as potential accrual items.
June 10	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. ➤ Invoices submitted after this date will be prioritized for Period 12 Ledger processing; departments will need to evaluate invoices not processed in FY2016 as potential accrual items. ➤ Please ensure related purchases orders are marked in eBuy as "Okay to Pay"/received. ➤ Note: this category includes subcontract invoices requiring the Principal Investigator's approval to pay.
June 10	Accounts Payable	**Travel Expense Vouchers** ➤ Due to the high volume of activity at year-end, travel expense vouchers must be approved and in the Accounting Office iTravel queue by June 10 at 5:00 p.m. to ensure posting to the Period 12 Ledger. ➤ Travel expense vouchers submitted after this date will be prioritized for Period 12 Ledger processing; departments will need to evaluate travel expenses not processed in FY2016 as potential accrual items.

Completed By Date	Contact	Action
June 13	Accounting Office	<u>Resolve and eliminate 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.
June 13	Accounts Payable	<u>ProCard Use Tax Corrections</u> ➢ E-mail documentation for ProCard related Use Tax corrections/reversals for transactions processed through June 12 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 16	Main Cashiers Office	<u>Petty Cash Reimbursement</u> ➢ All petty cash reimbursements through the Main Cashiers Office must be turned into the Main Cashiers Office by June 16 to be recorded in the Period 12 Ledger.
June 17	Accounting Office	<u>Feeder Systems</u> ➢ All feeder system departments have been asked to submit their journal entries to UCRFS by June 17 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, LMS, MDR, MSG, 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 20	Departments w/ NIH grants	<u>NIH Salary Cap</u> ➢ Verify NIH Salary Cap PPS Adjustments have been initiated. Salaries charged to NIH funds cannot exceed the caps.

Completed By Date	Contact	Action
June 20	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 20.
June 22	Accounting Office	<u>Paper–based Non-Payroll Expense Transfers</u> ➢ 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 22. ➢ 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 21, relating to FY2015/16 AND requiring a paper cost transfer form may be submitted through July 1, 2016.
June 23	Departments	<u>Ledger Reconciliation and Storage System (LRSS)</u> ➢ May ledger reconciliation should be completed and documented via LRSS (Reconciler role) to allow correction to be identified and corrected and reflected on the Period 12 ledgers.
June 23	Procurement Services	<u>ProCard Purchases</u> ➢ 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 FY2016 ledgers.
June 23	Payroll Office	<u>Payroll/Personnel System Database Changes for June Monthly Current (MO) Payroll</u> ➢ Last day to enter time worked/leave taken and make any changes to PPS that will affect June monthly current (MO) payroll.

Completed By Date	Contact	Action
June 23	Payroll Office	**Payroll Expenditure Transfers for MO Pay Cycle** ➢ Last day to enter salary/benefit expenditure transfers for employees on monthly pay cycle in FY2016 to ensure transaction appears in the Period 12 Ledger. ➢ Please use pay cycle code "MO" with pay end date of "06/30/16". ➢ 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 23	Payroll Office	**Payroll/Personnel System Database Changes for B1 Pay Cycle – Bi-Weekly Payroll** ➢ Last day to enter time worked/leave taken and make any changes to PPS that will affect the B1 Biweekly Payroll paid on June 29th.
June 23	Payroll Office	**Payroll Expenditure Transfers for Biweekly Pay Cycle** ➢ Last day to enter salary/benefit expenditure transfers for employees on biweekly pay cycle in FY2016 to ensure transaction appears in the Period 12 Ledger. ➢ Please use pay cycle code B1 with pay end date of "06-18-16" ➢ 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 28	Main Cashiers Office	**Cash Deposits** ➢ The Main Cashiers Office must receive all cash and checks by June 28 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.
June 29	Accounting Office	**PPS, GEL, and CWF Feeders** INFO ONLY-the payroll related feeder journals are scheduled to post on Wednesday night, June 29th.

Completed By Date	Contact	Action
June 30	Accounting Office	**Addition/Reduction to Valid DAPO Encumbrances** ➢ 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 <u>Encumbrances: eBuy Change Order Guide</u> for a process guide.
June 30	Financial Planning and Analysis	**Balance Staffing** ➢ Staffing needs to be balanced by June 30th. ➢ For reference please see Staffing instructions under the <u>Budget and Resource Analysis</u> section of FPA's web site. ➢ Additional Staffing related deadlines will be distributed the first of May.
June 30	Physical Plant	**Construction and Repair Work Orders** ➢ Department accounts will be charged in the Period 12 Ledger for all work completed on construction and repair orders through June 30th.
June 30	Procurement Services	**Encumber DAPO Orders.** ➢ All DAPO eBuy orders must be marked as either "Encumbered" or "OK to Pay" to ensure they are encumbered on the June 30th ledgers.

June 30	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 5:00 p.m., June 30th.
		  ➢ Refer to <u>Encumbrances: The UCRFS Close PO & Encumbrance Release</u> for a process guide.
		➢ **Please do not process encumbrance adjustments and/or releases related to fiscal year 2016/17 until after July 10, 2016**

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	Mail 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	Printing and Reprographics	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	EMF Accounting	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, 2016
		   ✓ Budget period begin dates of June 30, 2016 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	Storehouse	Storehouse Orders ➢ If it is necessary to ensure your Storehouse transaction is recorded in FY2016/17, please submit your request no later than 3:00 p.m., June 30th. ➢ The Storehouse will be open until 5:00 p.m. on June 30, 2016.
June 30	Student Business Services	Sundry Debtor Bills ➢ Sundry Debtor Bills must be posted in SIS 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	All Departments	<u>Review bi-weekly payroll information and time & attendance system for possible accruals.</u> ➢ Approximately 90% of the pay for this group will not be reflected on the 06/30/16 ledgers. It is recommended that service and auxiliary enterprises* determine if an accrual should be submitted for the pay period 06/19/16-06/30/15 based on materiality by FAU. If an accrual will be submitted, complete the special accrual form posted at: http://accounting.ucr.edu/general/ under the tab "Fiscal Closing" and submit no later than 07/01/16. *all other fund groups will be booked at a consolidated level for financial reporting purposes by Accounting.
July 01	Accounting Office	<u>Feeder Systems</u> ➢ All feeder system departments must submit transactions for June 2016 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 05	Accounting Office	<u>Accruals and Deferrals</u> ➢ Requests for accruals and deferrals of FY2015/16 expenses and/or revenues must be received in the Accounting Office by noon, 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, 2016.

Completed By Date	Contact	Action
July 05	Accounting Office	<u>Non Payroll Expenditure Cost Transfers - FCT and NCT</u> ➤ All NCT and FCTs affecting fiscal year 2015/16 must be completed and marked for posting no later than 5:00 p.m. on July 5th. ➤ The journal created on date will default to 6/30/2016. ➤ Please note that all NCT and FCT journals must be marked for posting and error free at the end of the business day, July 5th in order to be recorded on your Period 12 Ledger. ➤
July 05	Accounting Office	<u>ProCard Cost Transfers - PCT</u> All ProCard expenses appearing in account 780315 (ProCard Expense Clearing) MUST be re-distributed to the appropriate FAU by July 5, 2016. ➤ Account 780315 must have a zero balance for June 30, 2016 year-end reporting. ➤ No prior year adjustments will be allowed. ➤ PCTs must be completed no later than 5:00 p.m. on July 5th. The created on date will default to 06/30/16. ➤ All PCT journals must be marked for posting and error free by July 5th in order to be recorded on your Period 12 Ledger. ➤ For transactions occurring prior to June 13th, Use Tax reversals requests and documentation should have been submitted to Accounts Payable by June 13th. ➤ For transactions occurring after June 15th, Use Tax reversals can be submitted to Accounts Payable by NOON on July 5th.
July 07	Financial Planning and Analysis – Budgeted Funds Temporary BEA's Accounting - Non-Budgeted Funds	<u>Temporary Budget Establishment and Adjustments - BEA</u> ➤ Temporary Budget Establishment and/or Adjustments (BEA) for fiscal year 2015/16 must be entered in UCRFS by July 7th at 5:00 p.m. using **6/30/2016** 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 7th in order to be reflected on the Period 12 Ledger. ➤ 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.

ATTACHMENT A - SUMMARY OF DEADLINE DATES
2015/16 FISCAL CLOSING LETTER

Completed By Date	Description of Deadline
May 6	NIH Salary Cap PPS Adjustments
May 20	Equipment annual certification/bi-annual physical inventory
May 9	Funding for Academic & Staff Salary Increases
May 9	Inter-location Transfer of Funds
May 15	Accrual/Deferral templates published
May 13	Equipment Orders
May 13	P.O. Blankets
May 13	Supply/Services Orders greater than $100,000
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 8	FTD Reports with posted transactions through 6/7/2016 available
June 9	Chancellor Commitment Allocation Requests
June 10	Supply and/or Services Orders less than $100,000
June 10	Annual Transfer to Asset Acquisition/Reserve for Equipment
June 10	ePay Requests
June 10	Invoices from Vendors (including subcontracts)
June 10	Travel Expense Vouchers
June 13	Resolve and eliminate deficits in all funding sources
June 13	FTD Reports with posted transactions through 6/11/2016 available
June 13	ProCard Use Tax Corrections/Reversals
June 16	Petty Cash Reimbursements through Cashiers
June 17	Service Providers submit Feeder journals for activity through June 20
June 20	FTD Reports with posted transactions through 6/18/2016 available
June 20	Verify NIH Salary Cap and prepare PPS adjustments
June 20	Intercampus Recharges Other Than Payroll
June 22	Paper–based Non-Payroll Expense Transfers
June 23	PPS Database Changes for June MO Payroll
June 23	Payroll Expenditure Transfers MO Payroll
June 23	Payroll/Personnel System Database Changes for June Biweekly B1 Payroll
June 23	Biweekly Payroll Expenditure Transfers B1 Payroll

Completed By Date	Description of Deadline
June 23	May ledger reconciliation should be completed and documented via LRSS (Reconciler role).
June 23	FYE Cut-Off for ProCard Purchases
June 28	Cash Deposits to Main Cashiers Office
June 29	PPS, GEL, CWF Feeders – INFO only. The payroll related feeders are scheduled to post on the night of June 29th
June 27	FTD Reports with posted transactions through 6/25/2016 available
June 30	Addition/Reduction to Valid Encumbrances (change orders)
June 30	Balance Staffing
June 30	Construction and Repair Work Orders
June 30	Encumber DAPO Orders
June 30	Encumbrance Release
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	Storehouse Orders
June 30	Sundry Debtor Bills (through SIS)
June 30	Web Recharge System
July 01	FTD Reports with posted transactions through 06/30/2016 available. This will include all June 2016 Payroll and AP transactions.
July 01	All feeder system transactions for June submitted to GL
July 02	FTD Reports with June transactions posted through 7/01/2016 available
July 03	FTD Reports with June transactions posted through 7/02/2016 available
July 04	FTD Reports with June transactions posted through 7/03/2016 available
July 05	Accruals/Deferrals due by Noon
July 05	Non Payroll Expenditure Cost Transfer (NCT & FCT)
July 05	ProCard Cost Transfers (PCT)
July 05	FTD Reports with June transactions posted through 7/04/2016 available.
July 06	FTD Reports with June transactions posted through 7/05/2016 available
July 07	Temporary Budget Establishment and Adjustment (BEA)

Completed By Date	Description of Deadline
July 07	FTD Reports with June transactions posted through 7/06/2016 available. This report should include requested and approved accruals/deferrals submitted by 7/5/2016
July 08	FTD Reports with June –transactions posted through 7/07/2016 available.
July10	Preliminary June 2016 Ledgers Posted

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
	Cindy Williams	2-7375
Lapsing Funds	Cindy Williams	2-7375
Staffing – Academic	Robb Miller	2-3244
Staffing – Staff	Robb Miller	2-3244
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	Gabe Nwandu	2-1956
	Grant Christensen	2-1943
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	Cindy Williams	2-7375
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