

University of California Santa Cruz Fiscal Close Schedule 2010-11

Due Date	Unit or System	Event	
<b>Week of 5/8/2011</b>			
5/10 - TU	5 pm	FIS	April 2011 (Period 10) closes.
5/13 - FR	5 pm	Planning & Budget	Last day to submit paper FY11 interlocation TOFs to Planning & Budget D44.
5/13 - FR	7 pm	PPS	Monthly (MO) on-line entry update (OEU) is closed (OEU closed 5/13/2011 - 5/24/2011).
<b>Weeks of 5/15/2011 &amp; 5/22/2011</b>			
No fiscal close events.			
<b>Week of 5/29/2011</b>			
5/30 - MO		All	Holiday: Memorial Day.
6/1 - WE	7 am	FIS	FY12 is open.
6/1 - WE	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 <b>*and*</b> where FY12 funds must be used. ~ <b>How To:</b> In the <i>CruzBuy Internal Notes</i> field indicate the order is to be processed in FY12 and select "Yes" in the Special Handling field on the requisition. ~ <b>Restrictions:</b> This method must be limited to requests where a long lead-time is needed to secure the goods or services and requests for blanket orders for FY12. Do not use this method for ordering supplies typically delivered the next day e.g., office supplies, lab supplies, etc. (Note: Requests for blanket orders will be reviewed; Purchasing will determine if a blanket order is the best method for requested commodities.)
6/1 - WE	5 pm	CruzBuy	Last day to receive CruzBuy budget approval for FY11 orders greater than \$25,000. ~ <b>How To:</b> CruzBuy requisitions for FY11 exceeding \$25,000 must be submitted and pass budget approval by 6/01/2011 and include all necessary supporting documentation for order processing. Requisitions missing necessary supporting documentation will be accommodated as exceptions and processed only if workload allows. ~ <b>Restrictions:</b> None.
<b>Week of 6/5/2011</b>			
6/9 - TH	5 pm	FIS	May 2011 (Period 11) closes.
6/10 - FR	noon	Media Services	Last day Learning Technologies (Media Services) will complete work requests for recharges applied to FY11. Work requests completed after this date will be billed in FY12.
6/10 - FR	5 pm	Physical Plant	Last day for Divisions/Units to submit FY11 Campus Facilities job requisitions to Physical Plant.
<b>Week of 6/12/2011</b>			
6/14 - TU	7 pm	PPS	Last day to enter on-line all hire actions for monthly rated employees who are paid via the UPAY644E (paper TRW) to affect the 7/1 (June earnings) paycheck.
6/15 - WE	7 pm	PPS	On-line entry update (OEU) is closed for monthly rated employees (OEU closed 6/15/2011 - 6/24/2011).
6/16 - TH	5 pm	CruzBuy	Last day to receive budget approval in CruzBuy for FY11 orders within the \$5,000 to \$25,000 range. ~ <b>How to:</b> Review order work flow and request PI/Other approvers & Budget approvers review and approve orders prior to 6/16/11. ~ <b>Restrictions:</b> None
6/16 - TH	5 pm	CruzBuy	Last day to receive budget approval in CruzBuy for FY11 orders less than \$5,000 requiring purchasing or other organizations to review and approve the request. ~ <b>How To:</b> Review order workflow and request PI/Other approvers & Budget approvers review and approve orders prior to 6/16/11. Order types impacted by this deadline are: . Blanket and Change Order Requests . Services Requests . Food and Entertainment Requests . Hazardous Materials and Chemical/Biological Reagents Requests . Any Request Form found in the Misc. and Restricted Purchases folder in CruzBuy ~ <b>Restrictions:</b> None

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<b>Week of 6/12/2011 - continued</b>		
6/16 - TH	5 pm ITS	Last day for Divisions/Units to submit FY11 FOAPAL, Unit or Name changes for Telephone & Network services in ITS. Send to itsbill@ucsc.edu. Changes submitted by this deadline will show on June ledgers.
<b>Week of 6/19/2011</b>		
6/21 - TU	5 pm FAR	Last day for Divisions/Units to submit FY11 Intercampus recharges to FAR.
6/21 - TU	8 am PPS	Timesheets for monthly employees due to Data Entry Services <b>*or*</b> Accounting Drop Box located in Mail Services (Jack Baskin Engineering Building). Last day to enter on-line hire actions for monthly rated employees paid via the on-line Roster.
6/23 - TH	7 pm PPS	Deadline to enter adjustment transactions in OPTRS for the June MO payroll cycle (July 1, 2011 check).
6/24 - FR	5 pm Printing Services	Last day for Divisions/Units to submit FY11 Printing Services job requisitions to Printing Services.
<b>Week of 6/26/2011</b>		
6/30 - TH	8 am Payroll	Timesheets for hourly employees due at Data Entry Services (2300 Delaware Ave) <b>*or*</b> in Accounting Drop Box located in Mail Services (Jack Baskin Engineering Building).
6/30 - TH	5 pm Bay Tree Bookstore	Deadline to make purchases <b>*and*</b> receive merchandise from Bay Tree Bookstore using FY11 recharges.
6/30 - TH	5 pm CruzBuy	Last day to receive budget approval in CruzBuy for FY11 orders less than \$5,000 <b>*not*</b> requiring purchasing review or special handling. ~ <b>How to:</b> Review order work flow and request PI/Other approvers & Budget approvers review and approve orders today before 5 pm. ~ <b>Restrictions:</b> None for orders not requiring purchasing review or special handling. See restrictions under 6/16/11 deadline for orders that do require purchasing or special handling.
7/1 - FR	7 am CruzBuy	Beginning today, CruzBuy orders will post to FY12, unless special handling is requested. See next line item for requesting FY11 orders.
7/1 - FR	7 am CruzBuy	First day to request special circumstance orders to be back-dated to FY11. These requests will be accommodated as workload allows. ~ <b>How to:</b> In the <i>CruzBuy Internal Notes</i> field indicate order is to be processed in FY11 and select "Yes" in the Special Handling field on the requisition. ~ <b>Restrictions:</b> . This method must be limited to requests where there is a significant budget impact. . Orders must be between \$10,000 and \$99,999.99. Orders valued less than \$10,000 will be processed in FY12. Orders \$100,000 and over require a request for proposal (RFP).
7/1 - FR	7 am FIS/FAST	First day to pay FY12 invoices against FY12 Purchase Orders and to process on-line receivers for FY12 purchase order related shipments.
7/1 - FR	7 am Planning & Budget	First day to submit FY12 interlocation TOFs; send to Alice Burke in the Planning & Budget Office.
7/1 - FR	10 am Cashier's Office	Last day to submit FY11 deposits to Central Cashier. Cashier's Office closes at 10am.
7/1 - FR	7 pm PPS	Deadline to enter adjustment transactions in OPTRS for the June MA payroll (July 8, 2011 check).
7/1 - FR	7 pm PPS	Deadline to enter payroll expenditure transfers (TOPES) in OPTRS to appear on the June DOPE. Must use MA pay cycle.
<b>Week of 7/3/2011</b>		
7/4 - MO	All	Holiday: Independence Day.
7/5 - TU	9 am Cashier's Office	Central Cashier's Office reopens to process FY12 transactions.
7/6 - WE	10 am PPS	PPP5302 DOPE Payroll Report available for pay period ending 6/30/2011.

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<b>Week of 7/3/2011 - continued</b>		
7/8 - FR	5 pm	Planning & Budget Last day to submit FY11 TOF adjustments requiring Planning & Budget's approval (send to the attention of: Alice Burke).
7/8 - FR	5 pm	FAST Last day to submit FY11 <b>PO invoice payment requests</b> to FAST for items <b>received on or before 6/30</b> in order to have expenses appear on June preliminary ledger.
7/8 - FR	5 pm	FAST Last day to submit FY11 <b>non-PO payment requests</b> (direct pays, travel, entertainment) to FAST in order to have expenses appear on June preliminary ledger.
7/8 - FR	5 pm	FAST/FAR For Divisions/Units who do not process their own on-line journals: Last day to submit FY11 journal requests to FAST/FAR.
7/8 - FR	5 pm	FAR Last day for Divisions/Units to submit FY11 UCSC paper recharges to FAR.
<b>Week of 7/10/2011</b>		
7/12 - TU	noon	FAR For Divisions/Units which take physical inventory only: Last day to submit June 30 inventories to FAR.
7/12 - TU	5 pm	CruzBuy Last day to request special circumstance orders to be processed for FY11. ~ <b>How to:</b> In the CruzBuy Internal Notes field indicate order is to be processed in FY11 and select "Yes" in the Special Handling field on the requisition. ~ <b>Restrictions:</b> . This method must be limited to requests where there is a significant budget impact. . Orders must be between \$10,000 and \$99,999.99. Orders valued less than \$10,000 will be processed in FY12.
7/12 - TU	7 pm	PPS Last day to enter on-line actions affecting distributions of monthly rated employees who have FTE.
7/13 - WE	noon	DWH Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/13 - WE	noon	Planning & Budget Last day to post FY11 permanent budget transactions and provision adjustments on-line in FMW. NOTE: Subsequent transactions/adjustments required to balance Final Staffing List must be coordinated through Planning and Budget Office.
7/13 - WE	noon	Purchasing Office Last day for Purchasing Office to complete and approve FY11 FIS Banner Change Orders with pending FY11 payments.
7/13 - WE	7 pm	PPS On-line Entry Update (OEU) closed for update of distribution data to monthly (MO) rated employees who have FTE. OEU remains open until 7pm for all other MO activity that does not involve changes, additions or deletions to the FTE.
7/14 - TH	7 pm	PPS On-line Entry Update (OEU) closed for monthly (MO) rated employees (7/12 is the last open day for OEU involving FTE; 7/13 is the first closed day for OEU involving FTE, and the last general open day; 7/14 is the first CLOSED day for all MO OEU). OEU for Roster employees can only be done if it does not alter any distributions with FTE.
7/14 - TH	noon	DWH Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/14 - TH	noon	FAR Last day for Divisions/Units to notify FAR of deferred income and/or prepaid expenses. Contact Chris MacFarlane in FAR for details (x9-4266).
7/14 - TH	noon	FAST Last day to enter Receivers for goods/services received on or before 6/30. Receivers must have a transaction date of 6/30/11 to be paid for FY11.
7/14 - TH	noon	FAST Last day for FAST to complete/approve FY11 invoices. Any remaining unpaid FY11 invoices <b>greater than \$10,000</b> will be accrued in the <b>*final*</b> June ledger.
7/14 - TH	noon	FAR Last day for Divisions/Units to notify Financial Accounting of un-invoiced goods/services received through 6/30/11 costing <b>greater than \$10,000</b> for accrual on the June <b>*preliminary*</b> ledger. Contact Lynne Boccignone in FAR for details (x9-2667).
7/14 - TH	noon	Accounting Last day for Divisions/Units to complete and approve on-line FY11 journals using rule codes requiring Central Accounting Office approvals. ** XJVB, XPRA, XEPT, XEQT, XECG & XTAX **
7/14 - TH	5 pm	Planning & Budget Last day to submit FY12 paper permanent budget transactions to Planning and Budget.

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<b>Week of 7/10/2011 - continued</b>		
7/15 - FR	noon	Purchasing Office Last day for Purchasing Office to complete and approve FY11 FIS Banner PO's. Payments against these orders will be posted in FY12.
7/15 - FR	noon	FIS Last day for Central Accounting Office and Divisions/Units doing own invoices to complete/approve FY11 invoices. Any remaining unpaid FY11 invoices <b>greater than \$10,000</b> should be sent to FAR for accrual in the <b>*final*</b> June ledger.
7/15 - FR	noon	FIS Last day for Divisions/Units, Central Accounting Office and FAST to: ~ Complete/approve on-line FY11 encumbrance liquidations. ~ Complete/approve FY11 TOE/TOF adjustments using rule codes not requiring Central Accounting Office approval: <b>** XTOE, XTOF, XDCG **</b>
7/15 - FR	noon	FIS & CruzBuy <b>*** FIS &amp; CRUZBUY come down (ALL USERS ARE REQUIRED TO LOG OFF FIS &amp; CRUZBUY BY NOON) ***</b>
7/15 - FR	noon	FIS General Ledger Roll: Concurrent year processing begins.
7/15 - FR	noon	FIS Encumbrance Roll: ~ Purchase Orders and Blanket Purchase Orders with zero balances (excluding sub-awards) are automatically closed. ~ All open encumbrances are rolled into FY12.
<b>Week of 7/17/2011</b>		
7/18 - MO	7 am	Purchasing Office First day to enter FY12 Change Orders to FY11 rolled Purchase Orders.
7/18 - MO	7 am	FAR/FAST First day for Divisions/Units, FAR, and FAST to approve FY12 payments against FY11 rolled POs.
7/18 - MO	7 am	FAR/FAST For units who do not process their own journals: First day to submit FY12 journal requests to FAR or FAST.
7/18 - MO	7 am	FAR First day to submit FY12 paper recharges to FAR.
<b>Week of 7/24/2011</b>		
No fiscal close events.		
<b>Week of 7/31/2011</b>		
8/5 - FR	5 pm	FIS <b>**** FIS &amp; CRUZBUY come down (ALL USERS ARE REQUIRED TO LOG OFF FIS &amp; CRUZBUY BY 5:00 PM) ****</b>
8/6 - SA	7 am	FIS Budget Roll - Remaining Budgets roll into FY12.
8/6 - SA	5 pm	FIS FY 2010-11 is closed.
<b>Week of 8/7/2011</b>		
8/8 - MO	7 am	FIS First day FZIABAL and FZIGBAL show FY12 balances.
8/9 - TU	5 pm	FIS July 2011 (Period 01) closes.
8/10 - WE	7 am	FIS First day Inception to Date Reports (for example, FZRDITD2 & FZRSITD) will show correct balances for FY12.