

University of California Santa Cruz ~ Fiscal Close Schedule 2022-23

2023 Due Date		Unit or System	Event
Week of 4/30/23			
No fiscal close events for this week.			
Week of 5/7/23			
5/9 - TU	6:30 pm	FIS	April 2023 (Period 10) closes.
Week of 5/14/23			
5/15 - MO	5 pm	BAP	Last day to submit FY23 interlocation TOFs to Budget Analysis and Planning.
Week of 5/21/23			
5/26 - FR	noon	Media Services	Last day Learning Technologies (Media Services) will complete work requests for recharges applied to FY23. Work requests completed after this deadline will be billed in FY24.
Week of 5/28/23			
5/29 - MO		All	Holiday: Memorial Day.
6/1 - TH	7 am	FIS	FY24 is open.
6/1 - TH	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY24 funds must be used. ~ Instructions: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY24 and select "Yes" in the Special Handling field. ~ Restrictions: Limited to requests where a long lead-time is needed to secure goods or services, or for blanket orders covering FY24 (Note: Requests for blanket orders will be reviewed and Procurement Services will determine if a blanket order is the best method for requested commodities). ++ Do not use this method for ordering supplies typically delivered the next day e.g., office supplies, lab supplies, etc.
6/1 - TH	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY23 orders/change orders greater than \$25,000. ~ Instructions: CruzBuy requisitions for FY23 exceeding \$25,000 must be submitted and pass Org Approval by 5pm 6/1/23 and include all necessary supporting documentation for order processing. Requisitions missing the necessary supporting documentation will be accommodated as exceptions and processed only if workload allows. ~ Restrictions: None.
Week of 6/4/23			
6/7 - WE	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY23 orders/change orders less than \$5,000 requiring Procurement Services or other organizations to review and approve the request. ~ Instructions: Review order workflow and request PI/Other Approvers, Budget Approvers and/or F&E Approvers review and approve orders before 5pm on 6/7/23. 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 ~ Restrictions: None
6/7 - WE	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY23 orders/change orders within the \$5,000 to \$25,000 range. ~ Instructions: Review order workflow and request PI/Other Approvers, Budget Approvers and/or F&E Approvers review and approve orders before 5pm on 6/7/23. ~ Restrictions: None
6/8 - TH	2 pm	FIS/UCPath	5/27 BW Pay Period posts into FIS, based on estimated dates from UCPath.
6/9 - FR	6:30 pm	FIS	May 2023 (Period 11) closes.
Week of 6/11/23			
6/14 - WE	5 pm	ITS	Last day for Divisions/Units to submit FY23 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.

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2023 Due Date		Unit or System	Event
Week of 6/18/23			
6/19 - MO		All	Holiday: Juneteenth.
6/20 - TU	5 pm	FAR	Last day for Divisions/Units to submit FY23 Intercampus recharges to FAR.
6/22 - TH	2 pm	FIS/UCPath	6/10 BW Pay Period posts into FIS, based on estimated dates from UCPath.
6/23 - FR	8 am	UCPath	Funding Entry freeze begins at 8 am for UCPath funding rollover process for the Salary Cap/MCOP Funding Worksheet. After this point, no further FY23 funding may be entered on the UCPath Salary Cap/MCOP Funding Worksheet. For questions contact ucpath-fin-help@ucsc.edu
6/23 - FR	5 pm	CruzFly	Last day to receive unit approval for FY23 CTE Transactions in CruzFly. ~ Instructions: CruzFly Expense Reports for FY23 must be submitted, and be approved by Budget Approver and F&E Approver before 5pm on 6/23. FY23 Expense Reports submitted past this date are not guaranteed to be approved by AP, and may post to Cardholder's default FOAPAL.
Week of 6/25/23			
6/26 - MO	noon	UCPath	Funding Entry freeze ends for UCPath funding rollover process for the Salary Cap/MCOP Funding Worksheet. From this point forward, only FY24 funding may be entered on the UCPath Salary Cap/MCOP Funding Worksheet. For questions contact ucpath-fin-help@ucsc.edu
6/27 - TU	8 am	UCPath	Funding Entry freeze begins at 8 am for UCPath funding rollover process. After this point, no further FY23 funding may be entered. For questions contact ucpath-fin-help@ucsc.edu
6/29 - TH	noon	UCPath	Funding Entry freeze ends for UCPath funding rollover process. From this point forward, only FY24 funding may be entered. For questions contact ucpath-fin-help@ucsc.edu
6/29 - TH	2 pm	FIS/UCPath	6/30 MO Pay Period posts into FIS, based on estimated dates from UCPath.
6/29 - TH	5 pm	Bay Tree Bookstore	Deadline to make purchases *and* receive merchandise from Bay Tree Bookstore using FY23 recharges.
6/30 - FR	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY23 orders less than \$5,000 *not* requiring Procurement Services review or special handling. ~ Instructions: Review order workflow and request PI/Other Approvers & Budget Approvers and F&E Approvers review and approve orders before 5pm 6/30/23.
7/1 - SA	7 am	BAP	First day to submit FY24 interlocation TOFs; send to the Budget Analysis and Planning Office.
7/1 - SA	7 am	CruzBuy	Beginning today, CruzBuy orders will post to FY24, unless special handling is requested. See next line item for requesting FY23 orders.
7/1 - SA	7 am	CruzBuy	First day to request special circumstance orders/change orders to be back-dated to FY23. These requests will be accommodated as workload allows. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY23 and select "Yes" in the Special Handling field on the requisition. ~ Restrictions: . 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 FY24. Orders \$100,000 and over might require a request for proposal (RFP).
7/1 - SA	7 am	ERF	Starting today, Entertainment Reporting Forms (ERFs) & Meal Expense Tracking (MET) forms created in FY23 are now found under the FY 2022-23 tab within the Entertainment section of the Financial Affairs Dashboard. Contact entertainmenthelp@ucsc.edu for questions.
7/1 - SA	7 am	FIS/AP	First day to pay FY24 invoices against FY24 Purchase Orders and to process on-line receivers for FY24 purchase order related shipments.
Week of 7/2/23			
7/3 - MO	5 pm	UCPath	***Target deadline to approve Direct Retros for posting to FY23*** For questions contact ucpath-fin-help@ucsc.edu
7/4 - TU		All	Holiday: Independence Day.

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Week of 7/2/23 - continued			
7/6 - TH	noon	Cashier's Office	Last day to turn in FY23 deposits online and by depository drop to the Financial Service Center. Deposits must be submitted by noon 7/6 to be included in FY23. Anything for the new FY24, should not be submitted until 7/7 or after.
7/6 - TH	2 pm	FIS/UCPath	6/24 BW Pay Period posts into FIS, based on estimated dates from UCPath. This posting includes June BW Accruals.
7/6 - TH	5 pm	BAP	Last day to make changes to UCPath Budget Distribution Page (BDP) for updating 2024 Staffing Lists.
7/7 - FR	5 pm	BAP	Corrections to remaining Staffing List errors on 7/1/2023 filled positions due to deficiencies in UCPath BDP functionality are to be forwarded ASAP to Troy Lawson (telawson@ucsc.edu) for manual update through Wednesday, 7/12.
7/7 - FR	5 pm	UCPath	***Last day to approve Direct Retros for posting to FY23*** Direct Retros approved after this point will post to FY24. For questions contact ucpath-fin-help@ucsc.edu
Week of 7/9/23			
7/10 - MO	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/10 - MO	2 pm	FIS/UCPath	Second-to-last batch of Direct Retros for FY23 posts into FIS, based on estimated dates from UCPath.
7/10 - MO	5 pm	AP	Last day to submit FY23 PO invoice payment requests to AP for items received on or before 6/30 in order to have expenses appear on June (Period 12) preliminary ledger.
7/10 - MO	5 pm	AP	Last day to submit FY23 non-PO payment requests (direct pays, travel, entertainment) to AP in order to have expenses appear on June (Period 12) preliminary ledger.
7/10 - MO	5 pm	BAP	Last day to submit FY23 TOF adjustments requiring Budget Analysis and Planning's approval.
7/10 - MO	5 pm	CruzBuy	Last day to request special circumstance orders/change orders to be processed for FY23. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY23 and select "Yes" in the Special Handling field on the requisition. ~ Restrictions: + 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 FY24.
7/10 - MO	5 pm	FAR	Last day for Divisions/Units to submit FY23 UCSC recharges to FAR.
7/10 - MO	5 pm	FAR/AP	For Divisions/Units who do not process their own on-line journals: Last day to submit FY23 journal requests to FAR/AP.
7/11 - TU	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/11 - TU	noon	FAR	For Divisions/Units which take physical inventory only: Last day to submit June 30 inventories to FAR.
7/11 - TU	5pm	CruzFly	Final Export of Approved FY23 CTE Transactions in CruzFly posts to FIS. *** All unreconciled and unapproved FY23 transactions will post to cardholder default FOAPAL. Transactions posting to default FOAPAL will be reversed in FY24. *** For questions contact cruzfly-help@ucsc.edu
7/11 - TU	5pm	FIS/AP	Last day to request Receivers for goods/services received on or before 6/30. Receivers must have a transaction date of 6/30 to pay invoices for FY23.
7/12 - WE	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/12 - WE	5 pm	Accounting	Last day for Divisions/Units to complete and approve on-line FY23 journals using rule codes requiring Central Accounting Office approvals. ** XJVB, XPRA, XEPT, XEQT, XECG & XTAX **
7/12 - WE	5 pm	BAP	Last day to post 2024 permanent budget transactions and provision adjustments on-line in FMW.
7/12 - WE	5 pm	FIS/AP	Last day to enter/complete Receivers for goods/services received on or before 6/30. Receivers must have a transaction date of 6/30 to pay invoices for FY23.
7/12 - WE	5 pm	FAR	Last day for Divisions/Units to notify FAR of deferred income and/or prepaid expenses. Contact Ed Moran in FAR for details (x9-1926).
7/12 - WE	5 pm	FAR	Last day for Divisions/Units to notify FAR of un-invoiced goods/services received through 6/30 costing greater than \$10,000 for accrual on the June (Period 12) preliminary ledger. Contact Ed Moran in FAR for details (x9-1926).
7/12 - WE	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY23 FIS Change Orders for pending FY23 payments.

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2023 Due Date		Unit or System	Event
Week of 7/9/23 - continued			
7/13 - TH	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/14 - FR	9 am	FIS/UCPath	Final Direct Retros for FY23 post into FIS, based on estimated dates from UCPath.
7/14 - FR	noon	AP	Last day for AP to complete/approve FY23 invoices. Any remaining unpaid FY23 invoices greater than \$10,000 will be accrued in the *final* June (Period 14) ledger.
7/14 - FR	noon	FIS	Last day for Central Accounting Office and Divisions/Units doing own invoices to complete/approve FY23 invoices. Any remaining unpaid FY23 invoices greater than \$10,000 should be sent to Ed Moran for accrual in the *final* June (Period 14) ledger.
7/14 - FR	noon	FIS	Last day for Divisions/Units, Central Accounting Office and FAST to: ~ Complete/approve on-line FY23 encumbrance liquidations. ~ Complete/approve FY23 TOE/TOF adjustments using rule codes not requiring Central Accounting Office approval: ** XTOE, XTOF, XDCG **
7/14 - FR	noon	Procurement Services	Last day for Procurement Services to complete and approve FY23 FIS POs. Payments against these orders will be posted in FY24.
7/14 - FR	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/14 - FR	6 pm	CruzBuy	** CruzBuy will be unavailable to all users due to upgrade. Orders cannot be submitted until after upgrade is complete, Sunday 7/16 at noon. **
7/14 - FR	6:30 pm	FIS	**** FIS will be unavailable until Sunday 7/16 ****
7/14 - FR	6:30 pm	FIS	June 2023 (Period 12) closes.
7/15 - SA	7 am	FIS	General Ledger Roll: Concurrent year processing begins.
7/15 - SA	7 am	FIS	Encumbrance Roll: ~ Purchase Orders and Blanket Purchase Orders with zero balances (excluding sub-awards) are automatically closed. ~ All open encumbrances are rolled into FY24.
Week of 7/16/23			
7/16 - SU	7 am	FIS/DWH	First day FIS/InfoView reports can be run for FY23, Period 12 (June preliminary reports).
7/17 - MO	7 am	FAR	First day to submit FY24 recharges to FAR.
7/17 - MO	7 am	FAR/AP	First day for Divisions/Units, FAR, and AP to approve FY24 payments against FY23 rolled POs.
7/17 - MO	7 am	FAR/AP	For units who do not process their own journals: First day to submit FY24 journal requests to FAR or AP.
7/17 - MO	7 am	Procurement Services	First day to enter FY24 Change Orders for FY23 rolled Purchase Orders.
Week of 7/23/23			
No fiscal close events for this week.			
Week of 7/30/23			
8/3 - TH	7 am	FIS	**** FIS will be unavailable today ****
8/3 - TH	7 am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Friday 8/4 **
8/3 - TH	7 am	FIS	Budget Roll - Remaining Budgets roll into FY24.
8/3 - TH	3 pm	FIS	FY 2022-23 is closed.
8/4 - FR	7 am	FIS	First day FZIABAL (Budget Availability Form) and FZIGBAL (Budget Availability Form - Non-Revenue) show FY24 balances.
Week of 8/6/23			
8/9 - WE	6:30 pm	FIS	July 2023 (Period 01) closes.