University of California Santa Cruz ~ Fiscal Close Schedule 2023-24

2024 Due Date		Unit or System	Event
Week of 4/28/24			
No fiscal close events for this week.			
Week of 5/5/24			
5/9 - TH	6:30 pm	FIS	April 2024 (Period 10) closes.
Week of 5/12/24			
No fiscal close events for this week.			
Week of 5/19/24			
5/20 - MO	5 pm	BAP	Last day to submit FY24 interlocation TOFs to Budget Analysis and Planning.
Week of 5/26/24			
5/27 - MO		All	Holiday: Memorial Day.
5/31 - FR	noon	Media Services	Last day Learning Technologies (Media Services) will complete work requests for recharges applied to FY24. Work requests completed after this deadline will be billed in FY25.
6/1 - SA	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY25 funds must be used. ~ Instructions: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY25 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 FY25 (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 - SA	7 am	FIS	FY25 is open.
Week of 6/2/24			
6/3 - MO	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY24 orders/change orders greater than $25,000. ~ Instructions: CruzBuy requisitions for FY24 exceeding $25,000 must be submitted and pass Org Approval by 5pm 5/31/24 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.
6/6 - TH	2 pm	FIS/UCPath	5/25 BW Pay Period posts into FIS, based on estimated dates from UCPath.
6/7 - FR	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY24 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 6/7/24. 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 - FR	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY24 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 6/7/24. ~ Restrictions: None

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2024 Due Date		Unit or System	Event
Week of 6/9/24			
6/11 - TU	6:30 pm	FIS	May 2024 (Period 11) closes.
6/14 - FR	5 pm	ITS	Last day for Divisions/Units to submit FY24 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.
Week of 6/16/24			
6/19 - WE		All	Holiday: Juneteenth.
6/20 - TH	2 pm	FIS/UCPath	6/8 BW Pay Period posts into FIS, based on estimated dates from UCPath.
6/20 - TH	5 pm	FAR	Last day for Divisions/Units to submit FY24 Intercampus recharges to FAR.
6/21 - 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 FY24 funding may be entered on the UCPath Salary Cap/MCOP Funding Worksheet. For questions contact ucpath-fin-help@ucsc.edu
Week of 6/23/24			
6/24 - MO	noon	UCPath	Funding Entry freeze ends for UCPath funding rollover process for the Salary Cap/MCOP Funding Worksheet. From this point forward, only FY25 funding may be entered on the UCPath Salary Cap/MCOP Funding Worksheet. For questions contact ucpath-fin-help@ucsc.edu
6/24 - MO	noon	UCPath	Funding Entry freeze begins at noon for UCPath funding rollover process. After this point, no further FY24 funding may be entered. For questions contact ucpath-fin-help@ucsc.edu
6/27 - TH	noon	UCPath	Funding Entry freeze ends for UCPath funding rollover process. From this point forward, only FY25 funding may be entered. For questions contact ucpath-fin-help@ucsc.edu
6/28 - FR	4 pm	Bay Tree Bookstore	Deadline to make purchases *and* receive merchandise from Bay Tree Bookstore using FY24 recharges.
6/28 - FR	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY24 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 6/28/24.

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2024 Due Date		Unit or System	Event
Week of 6/30/24			
6/30 - SU	4 pm	AIS	Last day to post, reverse, or adjust charges and payments/credits in AIS to be included in FY24 transactions. No transactions are allowed in AIS after 4pm.
7/1 - MO	7 am	AIS	Posting, reversing, or adjustments to charges and payments/credits in AIS can resume.
7/1 - MO	7 am	BAP	First day to submit FY25 interlocation TOFs; send to the Budget Analysis and Planning Office.
7/1 - MO	7 am	CruzBuy	Beginning today, CruzBuy orders will post to FY25, unless special handling is requested. See next line item for requesting FY24 orders.
7/1 - MO	7 am	CruzBuy	First day to request special circumstance orders/change orders to be back-dated to FY24. These requests will be accommodated as workload allows. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY24 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 FY25. Orders $100,000 and over might require a request for proposal (RFP).
7/1 - MO	7 am	ERF	Starting today, Entertainment Reporting Forms (ERFs) & Meal Expense Tracking (MET) forms created in FY24 are now found under the FY 2023-24 tab within the Entertainment section of the Financial Affairs Dashboard. Contact entertainmenthelp@ucsc.edu for questions.
7/1 - MO	7 am	FIS/AP	First day to pay FY25 invoices against FY25 Purchase Orders and to process on-line receivers for FY25 purchase order related shipments.
7/1 - MO	2 pm	FIS/UCPath	6/30 MO Pay Period posts into FIS, based on estimated dates from UCPath.
7/2 - TU	2 pm	FIS/UCPath	6/22 BW Pay Period posts into FIS, based on estimated dates from UCPath. **This posting includes June BW Accruals.**
7/3 - WE	5 pm	AP	Last day to submit FY24 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.
7/3 - WE	5 pm	AP	Last day to submit FY24 non-PO payment requests (direct pays, travel, entertainment) to AP in order to have expenses appear on June (Period 12) preliminary ledger.
7/3 - WE	5 pm	BAP	Last day to make changes to UCPath Budget Distribution Page (BDP) for updating 2025 Staffing Lists.
7/3 - WE	5 pm	CruzFly	Last day for departmental approval for FY24 CruzFly reimbursements (travel, entertainment). Expense reports approved after 7/3 may post to FY25.
7/3 - WE	5 pm	UCPath	*****Last day to approve Direct Retros for posting to FY24***** Direct Retros approved after this point will post to FY25. For questions contact ucpath-fin-help@ucsc.edu
7/4 - TH		All	Holiday: Independence Day.
7/5 - FR	noon	Cashier's Office	Last day to turn in FY24 deposits online and by depository drop to the Financial Service Center. Deposits must be submitted by noon 7/5 to be included in FY24. Anything for the new FY25, should not be submitted until 7/6 or after.
7/5 - FR	5 pm	BAP	Corrections to remaining Staffing List errors on 7/1/2024 filled positions due to deficiencies in UCPath BDP functionality are to be forwarded ASAP to Insuh Pak (ikpak@ucsc.edu) for manual update through Wednesday, 7/10.
7/5 - FR	8 pm	UCPath	*****Last day to approve Salary Cost Transfers for posting to FY24***** Salary Cost Transfers approved after this point will post to FY25. For questions contact ucpath-fin-help@ucsc.edu

2024 Due Date		Unit or System	Event
Week of 7/7/24			
7/8 - MO	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/8 - MO	2 pm	FIS/UCPath	Final Direct Retros for FY24 post into FIS, based on estimated dates from UCPath.
7/8 - MO	5 pm	FAR/AP	For Divisions/Units who do not process their own on-line journals: Last day to submit FY24 journal requests to FAR/AP.
7/8 - MO	5 pm	BAP	Last day to submit FY24 TOF adjustments requiring Budget Analysis and Planning's approval.

7/8 - MO	5 pm	CruzBuy	Last day to request special circumstance orders/change orders to be processed for FY24.
			~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY24 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 FY25.

7/8 - MO	5 pm	CruzFly	Last day to receive unit approval for FY24 CTE Transactions in CruzFly. ~ Instructions: CruzFly Expense Reports for FY24 must be submitted, and be approved by Budget Approver and F&E Approver before 5pm on 7/8. FY24 Expense Reports submitted past this date are not guaranteed to be approved by AP, and may post to Cardholder's default FOAPAL.
7/8 - MO	5 pm	FAR	Last day for Divisions/Units to submit FY24 UCSC recharges to FAR.
7/9 - TU	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/9 - TU	noon	FAR	For Divisions/Units which take physical inventory only: Last day to submit June 30 inventories to FAR.
7/9 - TU	5pm	CruzFly	Final Export of Approved FY24 CTE Transactions in CruzFly post to FIS. *** ALL UNRECONCILED AND UNAPPROVED FY24 TRANSACTIONS WILL POST TO CARD HOLDER DEFAULT FOAPAL. TRANSACTIONS POSTING TO DEFAULT FOAPAL WILL BE REVERSED IN FY25 ***
7/9 - 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 FY24.
7/10 - WE	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/10 - WE	5 pm	Accounting	Last day for Divisions/Units to complete and approve on-line FY24 journals using rule codes requiring Central Accounting Office approvals. ** XJVB, XPRA, XEPT, XEQT, XECG/XECR & XTAX **
7/10 - WE	5 pm	BAP	Last day to post 2025 permanent budget transactions and provision adjustments on-line in FMW.
7/10 - 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).
7/10 - 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).
7/10 - 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 FY24.
7/10 - WE	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY24 FIS Change Orders for pending FY24 payments.
7/11 - TH	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/11 - TH	2 pm	FIS/UCPath	Final Salary Cost Transfers for FY24 post into FIS, based on estimated dates from UCPath.

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2024 Due Date		Unit or System	Event
Week of 7/7/24 - continued			
7/12 - FR	noon	AP	Last day for AP to complete/approve FY24 invoices. Any remaining unpaid FY24 invoices greater than $10,000 will be accrued in the *final* June (Period 14) ledger.
7/12 - FR	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/12 - FR	noon	FIS	Last day for Central Accounting Office and Divisions/Units doing own invoices to complete/approve FY24 invoices. Any remaining unpaid FY24 invoices greater than $10,000 should be sent to Ed Moran for accrual in the *final* June (Period 14) ledger.
7/12 - FR	noon	FIS	Last day for Divisions/Units, Central Accounting Office and FAST to: ~ Complete/approve on-line FY24 encumbrance liquidations. ~ Complete/approve FY24 TOE/TOF adjustments using rule codes not requiring Central Accounting Office approval: ** XTOE/XTOR, XTOF, XDCG **
7/12 - FR	noon	Procurement Services	Last day for Procurement Services to complete and approve FY24 FIS POs. Payments against these orders will be posted in FY25.
7/12 - FR	5 pm	FIS	June 2024 (Period 12) closes.
7/13 - SA	5 am	UCPath	** UCPath will be unavailable to all users due to upgrade. Upgrade is scheduled to be complete by Sunday, 7/14 at 6 pm. This will not affect UCPath fiscal close deadlines. **
7/13 - SA	7 am	CruzBuy	** ** CruzBuy will be unavailable to all users due to upgrade and Fiscal Close processing. Orders cannot be submitted until after upgrade is complete, Sunday 7/14 at noon. **
7/13 - SA	7 am	FIS	**** FIS will be unavailable today ****
7/13 - SA	7 am	FIS	General Ledger Roll: Concurrent year processing begins.
7/13 - 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 FY25.
Week of 7/14/24			
7/14 - SU	7 am	FIS/DWH	First day FIS/InfoView reports can be run for FY24, Period 12 (June preliminary reports).
7/15 - MO	7 am	FAR	First day to submit FY25 recharges to FAR.
7/15 - MO	7 am	FAR/AP	First day for Divisions/Units, FAR, and AP to approve FY25 payments against FY24 rolled POs.
7/15 - MO	7 am	FAR/AP	For units who do not process their own journals: First day to submit FY25 journal requests to FAR or AP.
7/15 - MO	7 am	Procurement Services	First day to enter FY25 Change Orders for FY24 rolled Purchase Orders.
Week of 7/21/24			
No fiscal close events for this week.			
Week of 7/28/24			
8/3 - SA	7 am	FIS	**** FIS will be unavailable today ****
8/3 - SA	7 am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Sunday 8/4 **
8/3 - SA	7 am	FIS	Budget Roll - Remaining Budgets roll into FY25.
8/3 - SA	3 pm	FIS	FY 2023-24 is closed.
Week of 8/4/24			
8/4 - SU	7 am	FIS	First day FZIABAL (Budget Availability Form) and FZIGBAL (Budget Availability Form - Non-Revenue) show FY25 balances.
8/9 - FR	6:30 pm	FIS	July 2024 (Period 01) closes.