University of California Santa Cruz ~ Fiscal Close Schedule 2017-18

2018 Due Date		Unit or System	Event
Week of 4/29/2018			
No fiscal close events for this week.			
Week of 5/6/2018			
5/9 – WE	6:30 pm	FIS	April 2018 (Period 10) closes.
5/11 – FR	5 pm	Planning & Budget	Last day to submit paper FY18 interlocation TOFs to Planning & Budget D44.
Weeks of 5/13/2018 & 5/20/2018			
No fiscal close events for these weeks.			
Week of 5/27/2018			
5/28 – MO		All	Holiday: Memorial Day.
6/1 – FR	7 am	FIS	FY19 is open.
6/1 – FR	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY19 funds must be used. ~ How To: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY19 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 FY19 (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 – FR	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY18 orders greater than $25,000. ~ How To: CruzBuy requisitions for FY18 exceeding $25,000 must be submitted and pass Org Approval by 5pm 6/1/18 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.
6/1 – FR	noon	Media Services	Last day Learning Technologies (Media Services) will complete work requests for recharges applied to FY18. Work requests completed after this deadline will be billed in FY19.
Week of 6/3/2018			
6/8 – FR	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY18 orders less than $5,000 requiring Procurement Services or other organizations to review and approve the request. ~ How To: Review order workflow and request PI/Other Approvers, Budget Approvers and/or F&E Approvers review and approve orders before 5pm on 6/8/18. 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
6/8 – FR	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY18 orders within the $5,000 to $25,000 range. ~ How to: Review order work flow and request PI/Other Approvers, Budget Approvers and/or F&E Approvers review and approve orders before 5pm on 6/8/18. ~ Restrictions: None

University of California Santa Cruz ~ Fiscal Close Schedule 2017-18

2018 Due Date		Unit or System	Event
Week of 6/10/2018			
6/11 – MO	6:30 pm	FIS	May 2018 (Period 11) closes.
6/15 – FR	5 pm	ITS	Last day for Divisions/Units to submit FY18 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 6/17/2018			
6/20 – WE	5 pm	FAR	Last day for Divisions/Units to submit FY18 Intercampus recharges to FAR.
6/21 – TH	7 pm	PPS	Deadline to enter adjustment transactions in OPTRS for the June MO payroll cycle (June 29, 2018 check). Select Pay Cycle MO *and* Pay Period End Date 063018 in OPTRS. Send email to payerr@ucsc.edu for questions/help. Refer to Payroll Deadline Schedules for all other payroll deadlines: https://financial.ucsc.edu/Pages/Payroll_Schedules_Calendars.aspx
Week of 6/24/2018			
6/29 – FR	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY18 orders less than $5,000 *not* requiring Procurement Services review or special handling. ~ How to: Review order work flow and request PI/Other approvers & Budget approvers and F&E Approvers review and approve orders before 5pm 6/29/18.
6/30 – SA	4 PM	Bay Tree Bookstore	Deadline to make purchases *and* receive merchandise from Bay Tree Bookstore using FY18 recharges.
Week of 7/1/2018			
7/1 – SU	7 am	CruzBuy	Beginning today, CruzBuy orders will post to FY19, unless special handling is requested. See next line item for requesting FY18 orders.
7/1 – SU	7 am	CruzBuy	First day to request special circumstance orders to be back-dated to FY18. These requests will be accommodated as workload allows. ~ How to: In the CruzBuy Internal Notes field indicate order is to be processed in FY18 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 FY19. Orders $100,000 and over require a request for proposal (RFP).
7/1 – SU	7 am	ERF	Starting today, Entertainment Reporting Forms (ERFs) created in FY18 are now found under the FY 2017-18 tab on the Financial Affairs Dashboard. Contact entertainmenthelp@ucsc.edu for questions.
7/1 – SU	7 am	FIS/FAST	First day to pay FY19 invoices against FY19 Purchase Orders and to process on-line receivers for FY19 purchase order related shipments.
7/1 – SU	7 am	Planning & Budget	First day to submit FY19 interlocation TOFs; send to the Planning & Budget Office.
7/3 – TU	7 pm	PPS	Deadline to enter adjustment transactions in OPTRS for the June B2TWO payroll cycle (July 11, 2018 check). Select Pay Cycle B2 *and* Pay Period End Date 063018 in OPTRS. **** This is the last opportunity to make updates that will affect the June DOPE **** Send email to payerr@ucsc.edu for questions/help.

University of California Santa Cruz ~ Fiscal Close Schedule 2017-18

2018 Due Date	Unit or System	Event
Week of 7/1/2018 - continued		
7/4 - WE		All	Holiday: Independence Day.
7/6 - FR	noon	Cashier's Office	Last day Central Cashier accepts FY18 deposits. Cashier's Office closes at noon (and re-opens Monday, July 9).
Week of 7/8/2018		
7/9 - MO	10 am	Cashier's Office	Cashier's Office re-opens at 10 am. From this point forward, only FY19 deposits will be accepted.
7/9 - MO	4 pm	FIS	June payroll journals post into Banner
7/9 - MO	5 pm	FAR	Last day for Divisions/Units to submit FY18 UCSC paper recharges to FAR.
7/9 - MO	5 pm	FAST/FAR	For Divisions/Units who do not process their own on-line journals: Last day to submit FY18 journal requests to FAST/FAR.
7/9 - MO	5 pm	FAST	Last day to submit FY18 PO invoice payment requests to FAST for items received on or before 6/30 in order to have expenses appear on June (Period 12) preliminary ledger.
7/9 - MO	5 pm	FAST	Last day to submit FY18 non-PO payment requests (direct pays, travel, entertainment) to FAST in order to have expenses appear on June (Period 12) preliminary ledger.
7/9 - MO	5 pm	Planning & Budget	Last day to submit FY18 TOF adjustments requiring Planning & Budget's approval.
7/10 - TU	noon	FAR	For Divisions/Units which take physical inventory only: Last day to submit June 30 inventories to FAR.
7/10 - TU	5 pm	CruzBuy	Last day to request special circumstance orders to be processed for FY18. ~ How to: In the CruzBuy Internal Notes field indicate order is to be processed in FY18 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 FY19.
7/11 - WE	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/11 - WE	noon	Procurement Services	Last day for Procurement Services to complete and approve FY18 FIS Banner Change Orders for pending FY18 payments.
7/11 - WE	7 pm	Planning & Budget	Last day to update PPS EDB to affect final 2019 Staffing List. ** Note: This deadline precedes the Payroll initial roster update deadline.
7/12 - TH	noon	Accounting	Last day for Divisions/Units to complete and approve on-line FY18 journals using rule codes requiring Central Accounting Office approvals. ** XJVB, XPRA, XEPT, XEQT, XECG & XTAX **
7/12 - TH	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/12 - TH	noon	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 - TH	noon	FAR	Last day for Divisions/Units to notify Financial Accounting 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 - TH	noon	Procurement Services/ FAST	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 FY18.
7/12 - TH	noon	FAST	Last day for FAST to complete/approve FY18 invoices. Any remaining unpaid FY18 invoices greater than $10,000 will be accrued in the *final* June (Period 14) ledger.

University of California Santa Cruz ~ Fiscal Close Schedule 2017-18

2018 Due Date		Unit or System	Event
7/12 - TH	5 pm	Planning & Budget	Last day to post 2019 permanent budget transactions and provision adjustments on-line in FMW.
Week of 7/8/2018 - continued			
7/13 - FR	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/13 - FR	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY18 FIS Banner PO's. Payments against these orders will be posted in FY19.
7/13 - FR	6:30 pm	FIS	Last day for Central Accounting Office and Divisions/Units doing own invoices to complete/approve FY18 invoices. Any remaining unpaid FY18 invoices greater than $10,000 should be sent to FAR for accrual in the *final* June (Period 14) ledger.
7/13 - FR	6:30 pm	FIS	Last day for Divisions/Units, Central Accounting Office and FAST to: ~ Complete/approve on-line FY18 encumbrance liquidations. ~ Complete/approve FY18 TOE/TOF adjustments using rule codes not requiring Central Accounting Office approval: ** XTOE, XTOF, XDCG **
7/14 - SA	7 am	FIS	**** FIS BANNER will be unavailable today ****
7/14 - SA	7 am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Sunday 7/15 **
7/14 - SA	7 am	FIS	General Ledger Roll: Concurrent year processing begins.
7/14 - 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 FY19.
7/14 - SA	3 pm	FIS	June 2018 (Period 12) closes.
7/14 - SA	3 pm	DWH	Special feed from FIS to Data Warehouse; Encumbrance Roll journals will feed.
Week of 7/15/2018			
7/15 - SU	7 am	FIS	First day FIS reports can be run for FY18, Period 12 (June preliminary reports).
7/16 - MO	7 am	FAR	First day to submit FY19 paper recharges to FAR.
7/16 - MO	7 am	FAR/FAST	First day for Divisions/Units, FAR, and FAST to approve FY19 payments against FY18 rolled POs.
7/16 - MO	7 am	FAR/FAST	For units who do not process their own journals: First day to submit FY19 journal requests to FAR or FAST.
7/16 - MO	7 am	Procurement Services	First day to enter FY19 Change Orders for FY18 rolled Purchase Orders.
Week of 7/22/2018			
No fiscal close events for this week.			
Week of 7/29/2018			
8/4 - SA	7am	FIS	**** FIS Banner will be unavailable today ****
8/4 - SA	7am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Sunday 8/5 **
8/4 - SA	7am	FIS	Budget Roll - Remaining Budgets roll into FY19.
8/4 - SA	3pm	FIS	FY 2017-18 is closed.
Week of 8/5/2018			
8/5 - SU	7 am	FIS	First day FZIABAL (Budget Availability Form) and FZIGBAL (Budget Availability Form - Non-Revenue) show FY19 balances.
8/8 - WE	7 am	FIS	First day Inception to Date Reports (for example, FZRDITD2 & FZRSITD) will show correct carry forward balances.
8/9 - TH	6:30 pm	FIS	July 2018 (Period 01) closes.