

University of California Santa Cruz ~ Fiscal Close Schedule 2018-19

2019 Due Date		Unit or System	Event
Week of 4/28/2019			
No fiscal close events for this week.			
Week of 5/5/2019			
5/9 - TH	6:30 pm	FIS	April 2019 (Period 10) closes.
5/10 - FR	5 pm	Planning & Budget	Last day to submit paper FY19 interlocation TOFs to Planning & Budget.
Weeks of 5/12/2019 & 5/19/2019			
No fiscal close events for these weeks.			
Week of 5/26/2019			
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 FY19. Work requests completed after this deadline will be billed in FY20.
5/31 - FR	5 pm	FAR	Last day FAR will accept FY19 CTE related TOE requests. FY19 CTE related TOEs after this day must be entered by the department.
6/1 - SA	7 am	FIS	FY20 is open.
6/1 - SA	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY20 funds must be used. ~ How To: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY20 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 FY20 (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.
Week of 6/2/2019			
6/3 - MO	7 am	FAR	First day FAR will accept FY20 CTE related TOE requests.
6/3 - MO	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY19 orders greater than \$25,000. ~ How To: CruzBuy requisitions for FY19 exceeding \$25,000 must be submitted and pass Org Approval by 5pm 6/3/19 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 6/9/2019			
6/10 - MO	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY19 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 6/10/19. 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
6/10 - MO	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY19 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 6/10/19. ~ Restrictions: None

University of California Santa Cruz ~ Fiscal Close Schedule 2018-19

2019 Due Date		Unit or System	Event
Week of 6/9/2019 - continued			
6/11 - TU	6:30 pm	FIS	May 2019 (Period 11) closes.
6/14 - FR	5 pm	ITS	Last day for Divisions/Units to submit FY19 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 6/16/2019			
6/19 - WE	5 pm	FAR	Last day for Divisions/Units to submit FY19 Intercampus recharges to FAR.
6/21 - FR	7 pm	PPS	Deadline to enter adjustment transactions in OPTRS for the June MO payroll cycle (July 1, 2019 check). Select Pay Cycle MO *and* Pay Period End Date 063019 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 6/23/2019			
6/28 - FR	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY19 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 6/28/19.
6/29 - SA	4 PM	Bay Tree Bookstore	Deadline to make purchases *and* receive merchandise from Bay Tree Bookstore using FY19 recharges.
Week of 6/30/2019			
7/1 - MO	7 am	CruzBuy	Beginning today, CruzBuy orders will post to FY20, unless special handling is requested. See next line item for requesting FY19 orders.
7/1 - MO	7 am	CruzBuy	First day to request special circumstance orders to be back-dated to FY19. These requests will be accommodated as workload allows. ~ How to: In the CruzBuy Internal Notes field indicate order is to be processed in FY19 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 FY20. Orders \$100,000 and over require a request for proposal (RFP).
7/1 - MO	7 am	ERF	Starting today, Entertainment Reporting Forms (ERFs) created in FY19 are now found under the FY 2018-19 tab on the Financial Affairs Dashboard. Contact entertainmenthelp@ucsc.edu for questions.
7/1 - MO	7 am	FIS/FAST	First day to pay FY20 invoices against FY20 Purchase Orders and to process on-line receivers for FY20 purchase order related shipments.
7/1 - MO	7 am	Planning & Budget	First day to submit FY20 interlocation TOFs; send to the Planning & Budget Office.
7/1 - MO	noon	Cashier's Office	Last day Central Cashier accepts FY19 deposits. Cashier's Office closes at noon (and re-opens tomorrow). ** Note: Please mark Fiscal Year 2018-19 deposits clearly at the top of the sub-cashier deposit form. ** Note: During construction, sub-cashiers will still be able to use the Main Cashier's Office outside depository as normal for dropping deposits.
7/2 - TU	10 am	Cashier's Office	Cashier's Office re-opens at 10 am. From this point forward, only FY20 deposits will be accepted. ** Note: During construction, sub-cashiers will still be able to use the Main Cashier's Office outside depository as normal for dropping deposits.

University of California Santa Cruz ~ Fiscal Close Schedule 2018-19

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Week of 6/30/2019 - continued			
7/2 - TU	7 pm	PPS	<p>Deadline to enter adjustment transactions in OPTRS for the June B2TWO payroll cycle (July 10, 2019 check). Select Pay Cycle B2TWO *and* Pay Period End Date 062919 in OPTRS.</p> <p>** This is the last opportunity to make updates that will affect the June DOPE **</p> <p>Send email to payerr@ucsc.edu for questions/help.</p>
7/4 - TH		All	Holiday: Independence Day.
Week of 7/7/2019			
7/8 - MO	4 pm	FIS	June payroll journals post into Banner
7/8 - MO	5 pm	FAR	Last day for Divisions/Units to submit FY19 UCSC paper recharges to FAR.
7/8 - MO	5 pm	FAST/FAR	For Divisions/Units who do not process their own on-line journals: Last day to submit FY19 journal requests to FAST/FAR.
7/8 - MO	5 pm	FAST	Last day to submit FY19 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.
7/8 - MO	5 pm	FAST	Last day to submit FY19 non-PO payment requests (direct pays, travel, entertainment) to FAST in order to have expenses appear on June (Period 12) preliminary ledger.
7/8 - MO	5 pm	Planning & Budget	Last day to submit FY19 TOF adjustments requiring Planning & Budget's approval.
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	5 pm	CruzBuy	<p>Last day to request special circumstance orders to be processed for FY19.</p> <p>~ How to: In the CruzBuy Internal Notes field indicate order is to be processed in FY19 and select "Yes" in the Special Handling field on the requisition.</p> <p>~ Restrictions:</p> <ul style="list-style-type: none"> + 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 FY20.
7/9 - TU	7 pm	Planning & Budget	<p>Last day to update PPS EDB to affect final 2020 Staffing List for Bi-weekly.</p> <p>** Note: This deadline coincides with the Payroll initial roster update deadline for BW.</p>
7/10 - WE	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/10 - WE	noon	Procurement Services	Last day for Procurement Services to complete and approve FY19 FIS Banner Change Orders for pending FY19 payments.
7/11 - TH	noon	Accounting	Last day for Divisions/Units to complete and approve on-line FY19 journals using rule codes requiring Central Accounting Office approvals. ** XJVB, XPRA, XEPT, XEQT, XECG & XTAX **
7/11 - TH	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/11 - 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).
7/11 - 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).

University of California Santa Cruz ~ Fiscal Close Schedule 2018-19

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Week of 7/7/2019 - continued			
7/11 - 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 FY19.
7/11 - TH	noon	FAST	Last day for FAST to complete/approve FY19 invoices. Any remaining unpaid FY19 invoices greater than \$10,000 will be accrued in the *final* June (Period 14) ledger.
7/11 - TH	7 pm	Planning & Budget	Last day to update PPS EDB to affect final 2020 Staffing List for Monthly. ** Note: This deadline precedes the Payroll initial roster update deadline for MO.
7/12 - FR	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/12 - FR	5 pm	Planning & Budget	Last day to post 2020 permanent budget transactions and provision adjustments on-line in FMW.
7/12 - FR	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY19 FIS Banner PO's. Payments against these orders will be posted in FY20.
7/12 - FR	6:30 pm	FIS	Last day for Central Accounting Office and Divisions/Units doing own invoices to complete/approve FY19 invoices. Any remaining unpaid FY19 invoices greater than \$10,000 should be sent to FAR for accrual in the *final* June (Period 14) ledger.
7/12 - FR	6:30 pm	FIS	Last day for Divisions/Units, Central Accounting Office and FAST to: ~ Complete/approve on-line FY19 encumbrance liquidations. ~ Complete/approve FY19 TOE/TOF adjustments using rule codes not requiring Central Accounting Office approval: ** XTOE, XTOF, XDCG **
7/13 - SA	7 am	FIS	**** FIS BANNER will be unavailable today ****
7/13 - SA	7 am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Sunday 7/14 **
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 FY20.
7/13 - SA	3 pm	FIS	June 2019 (Period 12) closes.
7/13 - SA	3 pm	DWH	Special feed from FIS to Data Warehouse; Encumbrance Roll journals will feed.
Week of 7/14/2019			
7/14 - SU	7 am	FIS	First day FIS reports can be run for FY19, Period 12 (June preliminary reports).
7/15 - MO	7 am	FAR	First day to submit FY20 paper recharges to FAR.
7/15 - MO	7 am	FAR/FAST	First day for Divisions/Units, FAR, and FAST to approve FY20 payments against FY19 rolled POs.
7/15 - MO	7 am	FAR/FAST	For units who do not process their own journals: First day to submit FY20 journal requests to FAR or FAST.
7/15 - MO	7 am	Procurement Services	First day to enter FY20 Change Orders for FY19 rolled Purchase Orders.
Week of 7/21/2019			
No fiscal close events for this week.			

University of California Santa Cruz ~ Fiscal Close Schedule 2018-19

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Week of 7/28/2019			
8/3 - SA	7am	FIS	**** FIS Banner will be unavailable today ****
8/3 - SA	7am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Monday 8/5 **
Week of 8/4/2019			
8/4 - SU	7am	FIS	**** FIS Banner will be unavailable today ****
8/4 - SU	7am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Monday 8/5 **
8/4 - SU	7am	FIS	Budget Roll - Remaining Budgets roll into FY20.
8/4 - SU	3pm	FIS	FY 2018-19 is closed.
8/5 - MO	7 am	FIS	First day FZIABAL (Budget Availability Form) and FZIGBAL (Budget Availability Form - Non-Revenue) show FY20 balances.
8/8 - TH	7 am	DWH	First day Inception to Date Reports (for example, Extramural Fund Review) will show correct carry forward balances.
8/9 - FR	6:30 pm	FIS	July 2019 (Period 01) closes.