

University of California Santa Cruz ~ Fiscal Close Schedule 2020-21

2021 Due Date		Unit or System	Event
Week of 5/2/2021			
5/7 - FR	5 pm	BAP	Last day to submit FY21 interlocation TOFs to Budget Analysis and Planning.
Week of 5/9/2021			
5/11 - TU	6:30 pm	FIS	April 2021 (Period 10) closes.
Week of 5/16/2021			
No fiscal close events for this week.			
Week of 5/23/2021			
5/28 - FR	noon	Media Services	Last day Learning Technologies (Media Services) will complete work requests for recharges applied to FY21. Work requests completed after this deadline will be billed in FY22.
Week of 5/30/2021			
5/31 - MO		All	Holiday: Memorial Day.
6/1 - TU	7 am	FIS	FY22 is open.
6/1 - TU	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY22 funds must be used. ~ Instructions: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY22 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 FY22 (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 - TU	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY21 orders/change orders greater than \$25,000. ~ Instructions: CruzBuy requisitions for FY21 exceeding \$25,000 must be submitted and pass Org Approval by 5pm 6/1/21 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 6/6/2021			
6/7 - MO	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY21 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 6/7/21. 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 - MO	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY21 orders/change orders within the \$5,000 to \$25,000 range ~ Instructions: Review order work flow and request PI/Other Approvers, Budget Approvers and/or F&E Approvers review and approve orders before 5pm on 6/7/21. ~ Restrictions: None
6/9 - WE	2 pm	FIS/UCPath	5/29 BW Pay Period posts into FIS, based on estimated dates from UCPath.
6/9 - WE	6:30 pm	FIS	May 2021 (Period 11) closes.
6/11 - FR	5 pm	ITS	Last day for Divisions/Units to submit FY21 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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Week of 6/13/2021			
6/16 - WE	5 pm	FAR	Last day for Divisions/Units to submit FY21 Intercampus recharges to FAR.
Week of 6/20/2021			
6/24 - TH	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 FY21 funding may be entered on the UCPath Salary Cap/MCOP Funding Worksheet. For questions contact ucpath-fin-help@ucsc.edu
6/24 - TH	2 pm	FIS/UCPath	6/12 BW Pay Period posts into FIS, based on estimated dates from UCPath.
6/25 - FR	noon	UCPath	Funding Entry freeze ends for UCPath funding rollover process for the Salary Cap/MCOP Funding Worksheet. From this point forward, only FY22 funding may be entered on the UCPath Salary Cap/MCOP Funding Worksheet. For questions contact ucpath-fin-help@ucsc.edu
Week of 6/27/2021			
6/28 - MO	8 am	UCPath	Funding Entry freeze begins at 8 am for UCPath funding rollover process. After this point, no further FY21 funding may be entered. For questions contact ucpath-fin-help@ucsc.edu
6/30 - WE	noon	UCPath	Funding Entry freeze ends for UCPath funding rollover process. From this point forward, only FY22 funding may be entered. For questions contact ucpath-fin-help@ucsc.edu
6/30 - WE	5 pm	Bay Tree Bookstore	Deadline to make purchases *and* receive merchandise from Bay Tree Bookstore using FY21 recharges.
6/30 - WE	5 pm	FAR	Last day FAR will accept FY21 CTE related TOE requests. FY21 CTE related TOEs after this day must be entered by the department.
6/30 - WE	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY21 orders less than \$5,000 *not* requiring Procurement Services review or special handling. ~ Instructions: Review order work flow and request PI/Other Approvers & Budget Approvers and F&E Approvers review and approve orders before 5pm 6/30/21.
7/1 - TH	7 am	CruzBuy	Beginning today, CruzBuy orders will post to FY22, unless special handling is requested. See next line item for requesting FY21 orders.
7/1 - TH	7 am	CruzBuy	First day to request special circumstance orders/change orders to be back-dated to FY21. These requests will be accommodated as workload allows. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY21 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 FY22. Orders \$100,000 and over require a request for proposal (RFP).
7/1 - TH	7 am	ERF	Starting today, Meal Expense Tracking (MET) & Entertainment Reporting Forms (ERFs) created in FY21 are now found under the FY 2020-21 tab on the Financial Affairs Dashboard. Contact entertainmenthelp@ucsc.edu for questions.
7/1 - TH	7 am	FIS/AP	First day to pay FY22 invoices against FY22 Purchase Orders and to process on-line receivers for FY22 purchase order related shipments.
7/1 - TH	7 am	BAP	First day to submit FY22 interlocation TOFs; send to the Budget Analysis and Planning Office.
7/1 - TH	2 pm	FIS/UCPath	6/30 MO Pay Period posts into FIS, based on estimated dates from UCPath.

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2021 Due Date		Unit or System	Event
Week of 7/4/2021			
7/5 - MO		All	Holiday: Independence Day.
7/6 - TU	noon	Cashier's Office	Last day Central Cashier office accepts FY21 deposits. Financial Service Center closes at noon. Any deposits received after this time will post in FY22.
7/6 - TU	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/6 - TU	5 pm	FAR	Last day for Divisions/Units to submit FY21 UCSC recharges to FAR.
7/6 - TU	5 pm	FAR/AP	For Divisions/Units who do not process their own on-line journals: Last day to submit FY21 journal requests to FAR/AP.
7/6 - TU	5 pm	AP	Last day to submit FY21 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.
7/6 - TU	5 pm	AP	Last day to submit FY21 non-PO payment requests (direct pays, travel, entertainment) to AP in order to have expenses appear on June (Period 12) preliminary ledger.
7/6 - TU	5 pm	CruzBuy	Last day to request special circumstance orders/change orders to be processed for FY21. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY21 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 FY22.
7/6 - TU	5 pm	BAP	Last day to submit FY21 TOF adjustments requiring Budget Analysis and Planning's approval.
7/6 - TU	5 pm	UCPath	***Last day to approve Direct Retros for posting to FY21*** After this point, Direct Retros will post to FY22. For questions contact ucpath-fin-help@ucsc.edu
7/7 - WE	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/7 - WE	noon	FAR	For Divisions/Units which take physical inventory only: Last day to submit June 30 inventories to FAR.
7/7 - WE	5pm	Epro/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 FY21.
7/8 - TH	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/8 - TH	2 pm	FIS/UCPath	6/26 BW Pay Period posts into FIS, based on estimated dates from UCPath. This posting includes June BW Accruals.
7/8 - TH	5 pm	BAP	Last day to make changes to UCPath Budget Distribution Page (BDP) for updating 2022 Staffing Lists.
7/8 - TH	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY21 FIS Change Orders for pending FY21 payments.
7/8 - TH	5 pm	Accounting	Last day for Divisions/Units to complete and approve on-line FY21 journals using rule codes requiring Central Accounting Office approvals. ** XJVB, XPRA, XEPT, XEQT, XECG & XTAX **
7/8 - TH	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).
7/8 - TH	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).
7/8 - TH	5 pm	Epro/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 FY21.
7/9 - FR	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/9 - FR	2 pm	FIS/UCPath	Final Direct Retros for FY21 post into FIS, based on estimated dates from UCPath.
7/9 - FR	5 pm	BAP	Corrections to remaining Staffing List errors on 7/1/2021 filled positions due to deficiencies in UCPath BDP functionality are to be forwarded ASAP to Troy Lawson (telawson@ucsc.edu) for manual update Friday, 7/9.

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2021 Due Date		Unit or System	Event
Week of 7/11/2021			
7/12 - MO	noon	AP	Last day for AP to complete/approve FY21 invoices. Any remaining unpaid FY21 invoices greater than \$10,000 will be accrued in the *final* June (Period 14) ledger.
7/12 - MO	noon	Procurement Services	Last day for Procurement Services to complete and approve FY21 FIS PO's. Payments against these orders will be posted in FY22.
7/12 - MO	noon	FIS	Last day for Central Accounting Office and Divisions/Units doing own invoices to complete/approve FY21 invoices. Any remaining unpaid FY21 invoices greater than \$10,000 should be sent to Ed Moran for accrual in the *final* June (Period 14) ledger.
7/12 - MO	noon	FIS	Last day for Divisions/Units, Central Accounting Office and FAST to: ~ Complete/approve on-line FY21 encumbrance liquidations. ~ Complete/approve FY21 TOE/TOF adjustments using rule codes not requiring Central Accounting Office approval ** XTOE, XTOF, XDCG **
7/12 - MO	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/12 - MO	noon	FIS	**** FIS will be unavailable from noon today ****
7/12 - MO	noon	CruzBuy	** CruzBuy will be available but orders submitted after noon today will not be processed until Tuesday 7/13 **
7/12 - MO	noon	FIS	General Ledger Roll: Concurrent year processing begins.
7/12 - MO	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 FY22.
7/12 - MO	noon	FIS	June 2021 (Period 12) closes.
7/13 - TU	7 am	FIS/DWH	First day FIS/InfoView reports can be run for FY21, Period 12 (June preliminary reports).
7/13 - TU	7 am	FAR	First day to submit FY22 recharges to FAR.
7/13 - TU	7 am	FAR/AP	First day for Divisions/Units, FAR, and AP to approve FY22 payments against FY21 rolled POs.
7/13 - TU	7 am	FAR/AP	For units who do not process their own journals: First day to submit FY22 journal requests to FAR or AP.
7/13 - TU	7 am	Procurement Services	First day to enter FY22 Change Orders for FY21 rolled Purchase Orders.
7/13 - TU	5 pm	BAP	Last day to post 2022 permanent budget transactions and provision adjustments on-line in FMW.
Week of 7/18/2021			
No fiscal close events for this week.			
Week of 7/25/2021			
No fiscal close events for this week.			
Week of 8/1/2021			
8/3 - TU	7 am	FIS	**** FIS will be unavailable today ****
8/3 - TU	7 am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Wednesday 8/4 *
8/3 - TU	7 am	FIS	Budget Roll - Remaining Budgets roll into FY22.
8/3 - TU	3 pm	FIS	FY 2020-21 is closed.
8/4 - WE	7 am	FIS	First day FZIABAL (Budget Availability Form) and FZIGBAL (Budget Availability Form - Non-Revenue) show FY22 balances.
Week of 8/8/2021			
8/10 - TU	6:30 pm	FIS	July 2021 (Period 01) closes.