

**University of California Santa Cruz ~ Fiscal Close Schedule 2021-22**

2022 Due Date		Unit or System	Event
<b>Week of 5/1/22</b>			
5/6 - FR	5 pm	BAP	Last day to submit FY22 interlocation TOFs to Budget Analysis and Planning.
<b>Week of 5/8/22</b>			
5/10 - TU	6:30 pm	FIS	April 2022 (Period 10) closes.
<b>Week of 5/15/22</b>			
No fiscal close events for this week.			
<b>Week of 5/22/22</b>			
5/27 - FR	noon	Media Services	Last day Learning Technologies (Media Services) will complete work requests for recharges applied to FY22. Work requests completed after this deadline will be billed in FY23.
<b>Week of 5/29/22</b>			
5/30 - MO		All	Holiday: Memorial Day.
6/1 - WE	7 am	FIS	FY23 is open.
6/1 - WE	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY23 funds must be used. ~ Instructions: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY23 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 FY23 (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 - WE	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY22 orders/change orders greater than \$25,000. ~ Instructions: CruzBuy requisitions for FY22 exceeding \$25,000 must be submitted and pass Org Approval by 5pm 6/1/22 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.
<b>Week of 6/5/22</b>			
6/7 - TU	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY22 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 6/7/22. 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 - TU	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY22 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 6/7/22. ~ Restrictions: None
6/9 - TH	2 pm	FIS/UCPath	5/28 BW Pay Period posts into FIS, based on estimated dates from UCPath.
6/9 - TH	6:30 pm	FIS	May 2022 (Period 11) closes.
<b>Week of 6/12/22</b>			
6/14 - TU	5 pm	ITS	Last day for Divisions/Units to submit FY22 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.
6/17 - FR	5 pm	FAR	Last day for Divisions/Units to submit FY22 Intercampus recharges to FAR.

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<b>Week of 6/19/22</b>			
6/20 - MO		All	Holiday: Juneteenth.
6/23 - TH	2 pm	FIS/UCPath	6/11 BW Pay Period posts into FIS, based on estimated dates from UCPath.
6/24 - 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 FY22 funding may be entered on the UCPath Salary Cap/MCOP Funding Worksheet. For questions contact <a href="mailto:ucpath-fin-help@ucsc.edu">ucpath-fin-help@ucsc.edu</a>
<b>Week of 6/26/22</b>			
6/27 - MO	noon	UCPath	Funding Entry freeze ends for UCPath funding rollover process for the Salary Cap/MCOP Funding Worksheet. From this point forward, only FY23 funding may be entered on the UCPath Salary Cap/MCOP Funding Worksheet. For questions contact <a href="mailto:ucpath-fin-help@ucsc.edu">ucpath-fin-help@ucsc.edu</a>
6/28 - TU	8 am	UCPath	Funding Entry freeze begins at 8 am for UCPath funding rollover process. After this point, no further FY22 funding may be entered. For questions contact <a href="mailto:ucpath-fin-help@ucsc.edu">ucpath-fin-help@ucsc.edu</a>
6/29 - WE	5 pm	Bay Tree Bookstore	Deadline to make purchases *and* receive merchandise from Bay Tree Bookstore using FY22 recharges.
6/30 - TH	noon	UCPath	Funding Entry freeze ends for UCPath funding rollover process. From this point forward, only FY23 funding may be entered. For questions contact <a href="mailto:ucpath-fin-help@ucsc.edu">ucpath-fin-help@ucsc.edu</a>
6/30 - TH	2 pm	FIS/UCPath	6/30 MO Pay Period posts into FIS, based on estimated dates from UCPath.
6/30 - TH	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY22 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 6/30/22.
7/1 - FR	7 am	CruzBuy	Beginning today, CruzBuy orders will post to FY23, unless special handling is requested. See next line item for requesting FY22 orders.
7/1 - FR	7 am	CruzBuy	First day to request special circumstance orders/change orders to be back-dated to FY22. These requests will be accommodated as workload allows. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY22 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 FY23. Orders \$100,000 and over require a request for proposal (RFP).
7/1 - FR	7 am	ERF	Starting today, Meal Expense Tracking (MET) & Entertainment Reporting Forms (ERFs) created in FY22 are now found under the FY 2021-22 tab on the Financial Affairs Dashboard. Contact <a href="mailto:entertainmenthelp@ucsc.edu">entertainmenthelp@ucsc.edu</a> for questions.
7/1 - FR	7 am	FIS/AP	First day to pay FY23 invoices against FY23 Purchase Orders and to process on-line receivers for FY23 purchase order related shipments.
7/1 - FR	7 am	BAP	First day to submit FY23 interlocation TOFs; send to the Budget Analysis and Planning Office.
7/1 - FR	5 pm	FAR	Last day FAR will accept FY22 CTE related TOE requests. FY22 CTE related TOEs after this day must be entered by the department.
<b>Week of 7/3/22</b>			
7/4 - MO		All	Holiday: Independence Day.
7/5 - TU	noon	Cashier's Office	Last day to turn in FY22 deposits online and by depository drop to the Financial Service Center. Deposits must be submitted by 12pm 7/5 to be included in FY22. Anything for the new FY23, should not be submitted until 7/6 or after.
7/5 - TU	5 pm	UCPath	<b>***Last day to approve Direct Retros for posting to FY22***</b> After this point, Direct Retros will post to FY23. For questions contact <a href="mailto:ucpath-fin-help@ucsc.edu">ucpath-fin-help@ucsc.edu</a>

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2022 Due Date		Unit or System	Event
<b>Week of 7/3/22 - continued</b>			
7/7 - TH	2 pm	FIS/UCPath	6/25 BW Pay Period posts into FIS, based on estimated dates from UCPath. <b>This posting includes June BW Accruals.</b>
7/7 - TH	5 pm	BAP	Last day to make changes to UCPath Budget Distribution Page (BDP) for updating 2023 Staffing Lists.
7/8 - FR	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/8 - FR	2 pm	FIS/UCPath	Final Direct Retros for FY22 post into FIS, based on estimated dates from UCPath.
7/8 - FR	5 pm	AP	Last day to submit FY22 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.
7/8 - FR	5 pm	AP	Last day to submit FY22 non-PO payment requests (direct pays, travel, entertainment) to AP in order to have expenses appear on June (Period 12) preliminary ledger.
7/8 - FR	5 pm	BAP	Corrections to remaining Staffing List errors on 7/1/2022 filled positions due to deficiencies in UCPath BDP functionality are to be forwarded ASAP to Troy Lawson (telawson@ucsc.edu) for manual update through Tuesday, 7/12.
7/8 - FR	5 pm	BAP	Last day to submit FY22 TOF adjustments requiring Budget Analysis and Planning's approval.
7/8 - FR	5 pm	CruzBuy	Last day to request special circumstance orders/change orders to be processed for FY22. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY22 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 FY23.
7/8 - FR	5 pm	FAR	Last day for Divisions/Units to submit FY22 UCSC recharges to FAR.
7/8 - FR	5 pm	FAR/AP	For Divisions/Units who do not process their own on-line journals: Last day to submit FY22 journal requests to FAR/AP.
<b>Week of 7/10/22</b>			
7/11 - MO	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/11 - MO	noon	FAR	For Divisions/Units which take physical inventory only: Last day to submit June 30 inventories to FAR.
7/11 - MO	5pm	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 FY22.
7/12 - TU	5 pm	Accounting	Last day for Divisions/Units to complete and approve on-line FY22 journals using rule codes requiring Central Accounting Office approvals. ** XJVB, XPRA, XEPT, XEQT, XECG & XTAX **
7/12 - TU	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/12 - TU	5 pm	BAP	Last day to post 2023 permanent budget transactions and provision adjustments on-line in FMW.
7/12 - TU	5 pm	FIS	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 FY22.
7/12 - TU	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 - TU	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 - TU	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY22 FIS Change Orders for pending FY22 payments.
7/13 - WE	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.

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2022 Due Date		Unit or System	Event
<b>Week of 7/10/22 - continued</b>			
7/14 - TH	noon	AP	Last day for AP to complete/approve FY22 invoices. Any remaining unpaid FY22 invoices greater than \$10,000 will be accrued in the *final* June (Period 14) ledger.
7/14 - TH	noon	Procurement Services	Last day for Procurement Services to complete and approve FY22 FIS PO's. Payments against these orders will be posted in FY23.
7/14 - TH	noon	FIS	Last day for Central Accounting Office and Divisions/Units doing own invoices to complete/approve FY22 invoices. Any remaining unpaid FY22 invoices greater than \$10,000 should be sent to Ed Moran for accrual in the *final* June (Period 14) ledger.
7/14 - TH	noon	FIS	Last day for Divisions/Units, Central Accounting Office and FAST to: ~ Complete/approve on-line FY22 encumbrance liquidations. ~ Complete/approve FY22 TOE/TOF adjustments using rule codes not requiring Central Accounting Office approval: ** XTOE, XTOF, XDCG **
7/14 - TH	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/14 - TH	noon	FIS	<b>**** FIS will be unavailable from noon today ****</b>
7/14 - TH	noon	CruzBuy	<b>** CruzBuy will be available but orders submitted after noon today will not be processed until Friday 7/15 **</b>
7/14 - TH	noon	FIS	General Ledger Roll: Concurrent year processing begins.
7/14 - TH	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 FY23.
7/14 - TH	noon	FIS	June 2022 (Period 12) closes.
7/15 - FR	7 am	FIS/DWH	First day FIS/InfoView reports can be run for FY22, Period 12 (June preliminary reports).
7/15 - FR	7 am	FAR	First day to submit FY23 recharges to FAR.
7/15 - FR	7 am	FAR/AP	First day for Divisions/Units, FAR, and AP to approve FY23 payments against FY22 rolled POs.
7/15 - FR	7 am	FAR/AP	For units who do not process their own journals: First day to submit FY23 journal requests to FAR or AP.
7/15 - FR	7 am	Procurement Services	First day to enter FY23 Change Orders for FY22 rolled Purchase Orders.
<b>Week of 7/17/22</b>			
No fiscal close events for this week.			
<b>Week of 7/24/22</b>			
No fiscal close events for this week.			
<b>Week of 7/31/22</b>			
8/2 - TU	7 am	FIS	<b>**** FIS will be unavailable today ****</b>
8/2 - TU	7 am	CruzBuy	<b>** CruzBuy will be available but orders submitted today will not be processed until Wednesday 8/3 **</b>
8/2 - TU	7 am	FIS	Budget Roll - Remaining Budgets roll into FY23.
8/2 - TU	3 pm	FIS	FY 2021-22 is closed.
8/3 - WE	7 am	FIS	First day FZIABAL (Budget Availability Form) and FZIGBAL (Budget Availability Form - Non-Revenue) show FY23 balances.
<b>Week of 8/7/22</b>			
8/9 - TU	6:30 pm	FIS	July 2022 (Period 01) closes.