

University of California Santa Cruz ~ Fiscal Close Schedule 2024-25

2025 Due Date		Unit or System	Event
Week of 4/27/25			
No fiscal close events for this week.			
Week of 5/4/25			
5/9 - FR	6:30 pm	FIS	April 2025 (Period 10) closes.
Week of 5/11/25			
No fiscal close events for this week.			
Week of 5/18/25			
5/19 - MO	5 pm	BAP	Last day to submit FY25 interlocation TOFs to Budget Analysis and Planning.
Week of 5/25/25			
5/26 - MO		All	Holiday: Memorial Day.
5/30 - FR	noon	Media Services	Last day Learning Technologies (Media Services) will complete work requests for recharges applied to FY25. Work requests completed after this deadline will be billed in FY26.
Week of 6/1/25			
6/1 - SU	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY26 funds must be used. ~ Instructions: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY26 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 FY26 (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 - SU	7 am	FIS	FY26 is open.
6/2 - MO	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY25 orders/change orders greater than \$25,000. ~ Instructions: CruzBuy requisitions for FY25 exceeding \$25,000 must be submitted and pass Org Approval by 5pm 5/31/25 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.
6/5 - TH	2 pm	FIS/UCPath	5/24 BW Pay Period posts into FIS, based on estimated dates from UCPath.
6/6 - FR	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY25 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 6/6/25. 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
6/6 - FR	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY25 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 6/6/25. ~ Restrictions: None

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2025 Due Date		Unit or System	Event
Week of 6/8/25			
6/10 - TU	6:30 pm	FIS	May 2025 (Period 11) closes.
6/13 - FR	5 pm	ITS	Last day for Divisions/Units to submit FY25 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 6/15/25			
6/18 - WE	2 pm	FIS/UCPath	6/7 BW Pay Period posts into FIS, based on estimated dates from UCPath.
6/18 - WE	5 pm	FAR	Last day for Divisions/Units to submit FY25 Intercampus recharges to FAR.
6/19 - TH		All	Holiday: Juneteenth.
6/20 - 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 FY25 funding may be entered on the UCPath Salary Cap/MCOP Funding Worksheet. For questions contact ucpath-fin-help@ucsc.edu
Week of 6/22/25			
6/24 - TU	noon	UCPath	Funding Entry freeze ends for UCPath funding rollover process for the Salary Cap/MCOP Funding Worksheet. From this point forward, only FY26 funding may be entered on the UCPath Salary Cap/MCOP Funding Worksheet. For questions contact ucpath-fin-help@ucsc.edu
6/24 - TU	noon	UCPath	Funding Entry freeze begins at noon for UCPath funding rollover process. After this point, no further FY25 funding may be entered. For questions contact ucpath-fin-help@ucsc.edu
6/27 - FR	noon	UCPath	Funding Entry freeze ends for UCPath funding rollover process. From this point forward, only FY26 funding may be entered. For questions contact ucpath-fin-help@ucsc.edu
Week of 6/29/25			
6/30 - MO	2 pm	FIS/UCPath	6/30 MO Pay Period posts into FIS, based on estimated dates from UCPath.
6/30 - MO	4 pm	AIS	Last day to post, reverse, or adjust charges and payments/credits in AIS to be included in FY25 transactions. No transactions are allowed in AIS after 4pm.
6/30 - MO	4 pm	Bay Tree Campus Store	Deadline to make purchases *and* receive merchandise from Bay Tree Campus Store using FY25 recharges.
6/30 - MO	5 pm	AP	Last day to submit FY25 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.
6/30 - MO	5 pm	AP	Last day to submit FY25 non-PO payment requests to AP in order to have expenses appear on June (Period 12) preliminary ledger.
6/30 - MO	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY25 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 6/30/25.
6/30 - MO	5 pm	CruzFly	Last day to request default FOAPAL updates for CTE Cards or Instant Cards. Notify ctecard@ucsc.edu or instantcard@ucsc.edu with requested updates. Default FOAPALs will be used for accrual posting of unreconciled card transactions on 7/10.
6/30 - MO	5 pm	CruzFly	Last day for departmental approval of all CruzFly reimbursement expenses to be posted to FY25. Reimbursement expenses approved after this date will post to FY26.
6/30 - MO	5 pm	CruzFly	Last day to submit CTE or Instant Card Transactions 90 days or older in CruzFly. Any CTE or Instant Card Cardholder that has not submitted transactions 90 days or older from the date the transaction was first available in CruzFly will bear the "Imputed Income" consequence. The total of these transactions will be processed through payroll as taxable income and applicable taxes will be withheld from the employee's paycheck and will appear on their 2025 W-2. These expenses will be removed from CruzFly and posted in the ledger to the cardholder's default FOAPAL. For questions, please contact ctecard@ucsc.edu.
6/30 - MO	5 pm	FIS	Last day for units to submit Service Center change requests to FIS for FY25. Requests submitted after this date will be evaluated on case-by-case basis. For questions contact fis_probs@ucsc.edu.

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2025 Due Date		Unit or System	Event
Week of 6/29/25 - continued			
7/1 - TU	7 am	AIS	Posting, reversing, or adjustments to charges and payments/credits in AIS can resume.
7/1 - TU	7 am	BAP	First day to submit FY26 interlocation TOFs; send to the Budget Analysis and Planning Office.
7/1 - TU	7 am	CruzBuy	Beginning today, CruzBuy orders will post to FY26, unless special handling is requested. See next line item for requesting FY25 orders.
7/1 - TU	7 am	CruzBuy	First day to request special circumstance orders/change orders to be back-dated to FY25. These requests will be accommodated as workload allows. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY25 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 FY26. Orders \$100,000 and over might require a request for proposal (RFP).
7/1 - TU	7 am	ERF	Starting today, Entertainment Reporting Forms (ERFs) & Meal Expense Tracking (MET) forms created in FY25 are now found under the FY 2024-25 tab within the Entertainment section of the Financial Affairs Dashboard. Contact entertainmenthelp@ucsc.edu for questions.
7/1 - TU	7 am	FIS/AP	First day to pay FY26 invoices against FY26 Purchase Orders and to process on-line receivers for FY26 purchase order related shipments.
7/1 - TU	2 pm	FIS/UCPath	6/21 BW Pay Period posts into FIS, based on estimated dates from UCPath. This posting includes June BW Accruals.
7/1 - TU	5 pm	UCPath	***Last day to approve Direct Retros for posting to FY25*** No new Direct Retros may be entered after this point. As of 5:01pm, UCPath is decommissioning the Direct Retro tool. For questions contact ucpath-fin-help@ucsc.edu
7/2 - WE	5 pm	BAP	Last day to make changes to UCPath Budget Distribution Page (BDP) for updating 2026 Staffing Lists.
7/3 - TH	2 pm	FIS/UCPath	Final Direct Retros for FY25 post into FIS, based on estimated dates from UCPath.
7/3 - TH	5 pm	BAP	Corrections to remaining Staffing List errors on 7/1/2025 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, 7/9.
7/3 - TH	8 pm	UCPath	***Last day to approve Salary Cost Transfers for posting to FY25*** Salary Cost Transfers approved after this point will post to FY26. For questions contact ucpath-fin-help@ucsc.edu
7/4 - FR		All	Holiday: Independence Day.

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2025 Due Date		Unit or System	Event
Week of 7/6/25			
7/7 - MO	noon	Cashier's Office	Last day to turn in FY25 deposits online and by depository drop to the Financial Service Center. Deposits must be submitted by noon 7/7 to be included in FY25. Anything for the new FY26, should not be submitted until 7/8 or after.
7/7 - MO	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/7 - MO	5 pm	BAP	Last day to submit FY25 TOF adjustments requiring Budget Analysis and Planning's approval.
7/7 - MO	5 pm	CruzBuy	Last day to request special circumstance orders/change orders to be processed for FY25. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY25 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 FY26.
7/7 - MO	5 pm	FAR	Last day for Divisions/Units to submit FY25 UCSC recharges to FAR.
7/7 - MO	5 pm	FAR/AP	For Divisions/Units who do not process their own on-line journals: Last day to submit FY25 journal requests to FAR/AP.
7/8 - TU	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/8 - TU	noon	FAR	For Divisions/Units which take physical inventory only: Last day to submit June 30 inventories to FAR.
7/8 - 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 FY25.
7/9 - WE	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/9 - WE	5 pm	Accounting	Last day for Divisions/Units to complete and approve on-line FY25 journals using rule codes requiring Central Accounting Office approvals. ** XJVB, XPRA, XEPT, XEQT, XECG/XECP & XTAX **
7/9 - WE	5 pm	BAP	Last day to post 2026 permanent budget transactions and provision adjustments on-line in FMW.
7/9 - WE	5 pm	CruzFly	Last day for departmental approval of non-delinquent CTE and Instant Card transactions with Bank Posting date of 6/30/25 or earlier to be posted to FY25. CTE and Instant Card transactions approved after 7/9 will post to FY26, regardless of the Bank Posting date.
7/9 - 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).
7/9 - 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).
7/9 - 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 FY25.
7/9 - WE	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY25 FIS Change Orders for pending FY25 payments.
7/10 - TH	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/10 - TH	2 pm	FIS/UCPath	Final Salary Cost Transfers for FY25 post into FIS, based on estimated dates from UCPath.
7/10 - TH	5pm	CruzFly	FY25 Accrual posting of unreconciled and non-delinquent CTE and Instant Card Transactions having a Bank Posting date of 6/30/25 or earlier. *** ALL UNRECONCILED AND UNAPPROVED CTE AND INSTANT CARD TRANSACTIONS WITH A BANK POSTING DATE OF 6/30/25 OR EARLIER WILL POST TO THE CARDHOLDER'S DEFAULT FOAPAL. THESE TRANSACTIONS WILL BE REVERSED IN FY26 **

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2025 Due Date		Unit or System	Event
Week of 7/6/25 - continued			
7/11 - FR	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/11 - FR	noon	UCPath	** UCPath will be unavailable to all users due to upgrade. Upgrade is scheduled to be complete by Monday, 7/14 at 6 am. This will not affect UCPath fiscal close deadlines. **
7/11 - FR	5pm	Procurement Services	Last day for Procurement Services to complete and approve FY25 FIS POs. Payments against these orders will be posted in FY26.
7/11 - FR	6pm	AP	Last day for AP to complete/approve FY25 invoices. Any remaining unpaid FY25 invoices greater than \$10,000 will be accrued in the *final* June (Period 14) ledger.
7/11 - FR	6pm	FIS	Last day for Central Accounting Office and Divisions/Units doing own invoices to complete/approve FY25 invoices. Any remaining unpaid FY25 invoices greater than \$10,000 should be sent to Ed Moran for accrual in the *final* June (Period 14) ledger.
7/11 - FR	6pm	FIS	Last day for Divisions/Units, Central Accounting Office and FAST to: ~ Complete/approve on-line FY25 encumbrance liquidations. ~ Complete/approve FY25 TOE/TOF adjustments using rule codes not requiring Central Accounting Office approval: ** XTOE/XTOR, XTOF, XDCG **
7/11 - FR	6pm	FIS	June 2025 (Period 12) closes.
7/12 - SA	7 am	CruzBuy	** CruzBuy will be unavailable due to upgrade and Fiscal Close processing. Orders cannot be submitted until after upgrade is complete, Sunday 7/13 at noon. **
7/12 - SA	7 am	FIS	**** FIS will be unavailable today ****
7/12 - SA	7 am	FIS	General Ledger Roll: Concurrent year processing begins.
7/12 - 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 FY26.
Week of 7/13/25			
7/13 - SU	7 am	FIS/DWH	First day FIS/InfoView reports can be run for FY25, Period 12 (June preliminary reports).
7/14 - MO	7 am	FAR	First day to submit FY26 recharges to FAR.
7/14 - MO	7 am	FAR/AP	First day for Divisions/Units, FAR, and AP to approve FY26 payments against FY25 rolled POs.
7/14 - MO	7 am	FAR/AP	For units who do not process their own journals: First day to submit FY26 journal requests to FAR or AP.
7/14 - MO	7 am	Procurement Services	First day to enter FY26 Change Orders for FY25 rolled Purchase Orders.
Week of 7/20/25			
No fiscal close events for this week.			
Week of 7/27/25			
No fiscal close events for this week.			
Week of 8/3/25			
TBD	TBD	FIS	**** FIS will be unavailable today ****
TBD	TBD	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until TBD **
TBD	TBD	FIS	Budget Roll - Remaining Budgets roll into FY26.
TBD	TBD	FIS	FY 2024-25 is closed.
TBD	TBD	FIS	First day FZIABAL (Budget Availability Form) and FZIGBAL (Budget Availability Form - Non-Revenue) show FY26 balances.