

University of California Santa Cruz ~ Fiscal Close Schedule 2025-26

2026 Due Date		Unit or System	Event
Week of 5/3/26			
No fiscal close events for this week.			
Week of 5/10/26			
5/11 - MO	6:30 pm	FIS	April 2026 (Period 10) closes.
Week of 5/17/26			
5/15 - FR	5 pm	BAP	Last day to submit FY26 interlocation TOFs to Budget Analysis and Planning.
Week of 5/24/26			
5/25 - MO		All	Holiday: Memorial Day.
5/29 - FR	noon	Media Services	Last day Learning Technologies (Media Services) will complete work requests for recharges applied to FY26. Work requests completed after this deadline will be billed in FY27.
Week of 5/31/26			
6/1 - MO	7 am	FIS	FY27 is open.
6/1 - MO	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY27 funds must be used. ~ Instructions: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY27 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 FY27 (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 - MO	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY26 orders/change orders greater than \$25,000. ~ Instructions: CruzBuy requisitions for FY26 exceeding \$25,000 must be submitted and pass Org Approval by 5pm 6/1/26 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 - FR	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY26 orders/change orders less than \$10,000 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 6/5/26. Order types impacted by this deadline are: . Inventorial Equipment . 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
6/5 - FR	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY26 orders/change orders within the \$10,000 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 6/5/26. ~ Restrictions: None

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Week of 6/7/26			
6/9 - TU	6:30 pm	FIS	May 2026 (Period 11) closes.
6/12 - FR	5 pm	ITS	Last day for Divisions/Units to submit FY26 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 6/14/26			
6/17 - WE	5 pm	FAR	Last day for Divisions/Units to submit FY26 Intercampus recharges to FAR.
6/18 - TH	2 pm	FIS/UCPath	6/6 BW Pay Period posts into FIS, based on estimated dates from UCPath.
6/19 - FR		All	Holiday: Juneteenth.
Week of 6/21/26			
6/22 - MO	8 am	UCPath	Funding Entry freeze begins at 8 am for UCPath funding rollover process. No funding should be entered until the freeze ends at noon on 6/30. For questions contact ucpath-fin-help@ucsc.edu
Week of 6/28/26			
6/30 - TU	noon	UCPath	Funding entry freeze ends at noon for UCPath funding rollover process. Funding entry may now resume. For questions contact ucpath-fin-help@ucsc.edu
6/30 - TU	2 pm	FIS/UCPath	6/20 BW Pay Period posts into FIS, based on estimated dates from UCPath. This posting includes June BW Accruals.
6/30 - TU	4 pm	AIS	Last day to post, reverse, or adjust charges and payments/credits in AIS to be included in FY26 transactions. No transactions are allowed in AIS after 4pm.
6/30 - TU	4 pm	Bay Tree Campus Store	Deadline to make purchases *and* receive merchandise from Bay Tree Campus Store using FY26 recharges.
6/30 - TU	5 pm	AP	Last day to submit FY26 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 - TU	5 pm	AP	Last day to submit FY26 non-PO payment requests to AP in order to have expenses appear on June (Period 12) preliminary ledger.
6/30 - TU	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY26 Purchase Order Requisitions less than \$10,000 *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 6/30/26.
6/30 - TU	5 pm	CruzFly	Last day to request default FOAPAL updates for OneCards or Instant Cards. Notify onecard@ucsc.edu or instantcard@ucsc.edu with requested updates. Default FOAPALs will be used for accrual posting of unreconciled card transactions on 7/9.
6/30 - TU	5 pm	CruzFly	Last day for departmental approval of all CruzFly reimbursement expenses to be posted to FY26. Reimbursement expenses approved after this date will post to FY27.
6/30 - TU	5 pm	CruzFly	Last day to submit OneCard or Instant Card Transactions 90 days or older in CruzFly. Any OneCard 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 2026 W-2. These expenses will be removed from CruzFly and posted in the ledger to the cardholder's default FOAPAL. For questions, please contact onecard@ucsc.edu.
6/30 - TU	5 pm	FIS	Last day for units to submit Service Center change requests to FIS for FY26. Requests submitted after this date will be evaluated on case-by-case basis. For questions contact fis_probs@ucsc.edu.

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Week of 6/28/26 - continued			
7/1 - WE	7 am	AIS	Posting, reversing, or adjustments to charges and payments/credits in AIS can resume.
7/1 - WE	7 am	BAP	First day to submit FY27 interlocation TOFs; send to the Budget Analysis and Planning Office.
7/1 - WE	7 am	CruzBuy	Beginning today, CruzBuy Purchase Orders will post to FY27, unless special handling is requested. See next line item for requesting FY26 Purchase Orders.
7/1 - WE	7 am	CruzBuy	First day to request special circumstance Purchase Orders/change orders to be back-dated to FY26. These requests will be accommodated as workload allows. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY26 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 FY27. Orders \$100,000 and over might require a request for proposal (RFP).
7/1 - WE	7 am	FIS/AP	First day to pay FY27 invoices against FY27 Purchase Orders and to process FIS receivers for FY27 purchase order related shipments.
7/1 - WE	2 pm	FIS/UCPath	6/30 MO Pay Period posts into FIS, based on estimated dates from UCPath.
7/2 - TH	5 pm	BAP	Last day to make changes to UCPath Budget Distribution Page (BDP) for updating 2027 Staffing Lists.
7/2 - TH	8 pm	UCPath	***Last day to approve Salary Cost Transfers for posting to FY26*** Salary Cost Transfers approved after this point will post to FY27. For questions contact ucpath-fin-help@ucsc.edu
7/3 - FR		All	Holiday: Independence Day.

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Week of 7/5/26			
7/6 - MO	noon	Cashier's Office	Last day to turn in FY26 deposits online and by depository drop to the Financial Service Center. Deposits must be submitted by noon 7/6 to be included in FY26. Anything for the new FY27, should not be submitted until 7/7 or after.
7/6 - MO	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/6 - MO	5 pm	BAP	Last day to submit FY26 TOF adjustments requiring Budget Analysis and Planning's approval.
7/6 - MO	5 pm	CruzBuy	Last day to request special circumstance Purchase Orders/change orders to be processed for FY26. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY26 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 FY27.
7/6 - MO	5 pm	FAR	Last day for Divisions/Units to submit FY26 UCSC recharges to FAR.
7/6 - MO	5 pm	FAR/AP	For Divisions/Units who do not process their own on-line journals: Last day to submit FY26 journal requests to FAR/AP.
7/7 - TU	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/7 - TU	noon	FAR	For Divisions/Units which take physical inventory only: Last day to submit June 30 inventories to FAR.
7/7 - TU	2 pm	FIS/UCPath	Final Salary Cost Transfers for FY26 post into FIS, based on estimated dates from UCPath.
7/7 - TU	5 pm	BAP	Corrections to remaining Staffing List errors on 7/1/2026 filled positions due to deficiencies in UCPath BDP functionality are to be forwarded ASAP to Porfirio Buendia (pbuendia@ucsc.edu) for manual update through Thursday, 7/9.
7/8 - WE	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/8 - WE	5 pm	Accounting	Last day for Divisions/Units to complete and approve on-line FY26 journals using rule codes requiring Central Accounting Office approvals. ** XJVB, XPRA, XEPT, XEQT, XECG/XECP & XTAX **
7/8 - WE	5 pm	CruzFly	Last day for departmental approval of non-delinquent OneCard and Instant Card transactions with Bank Posting date of 6/30/26 or earlier to be posted to FY26. OneCard and Instant Card transactions approved after 7/8 will post to FY27, regardless of the Bank Posting date.
7/8 - WE	5 pm	FAR	Last day for Divisions/Units to notify FAR of deferred income and/or prepaid expenses. Contact Scarlett Schwarz in FAR for details (scarlett@ucsc.edu).
7/8 - 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 Scarlett Schwarz in FAR for details (scarlett@ucsc.edu).
7/8 - WE	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY26 FIS Change Orders for pending FY26 payments.
7/9 - TH	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/9 - TH	5 pm	BAP	Last day to post 2027 permanent budget transactions and provision adjustments on-line in FMW.
7/9 - TH	5pm	CruzFly	FY26 Accrual posting of unreconciled and non-delinquent OneCard and Instant Card Transactions having a Bank Posting date of 6/30/26 or earlier. *** ALL UNRECONCILED AND UNAPPROVED ONECARD AND INSTANT CARD TRANSACTIONS WITH A BANK POSTING DATE OF 6/30/26 OR EARLIER WILL POST TO THE CARDHOLDER'S DEFAULT FOAPAL. THESE TRANSACTIONS WILL BE REVERSED IN FY27 ***
7/9 - TH	5 pm	FIS/AP	Last day to request FIS Receivers for goods/services received on or before 6/30. Receivers must have a transaction date of 6/30 to pay invoices for FY26.

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2026 Due Date		Unit or System	Event
Week of 7/5/26 - continued			
7/10 - FR	noon	DWH	Special feed from FIS to Data Warehouse; FIS transactions posted since 6:30pm yesterday will feed.
7/10 - FR	5 pm	AP	Last day for AP to complete/approve FY26 invoices. Any remaining unpaid FY26 invoices greater than \$10,000 will be accrued in the *final* June (Period 14) ledger.
7/10 - FR	5 pm	FIS	Last day for Central Accounting Office and Divisions/Units doing their own invoices to complete/approve FY26 FIS invoices. Any remaining unpaid FY26 invoices greater than \$10,000 should be sent to Scarlett Schwarz for accrual in the *final* June (Period 14) ledger.
7/10 - FR	5 pm	FIS	Last day for Divisions/Units, Central Accounting Office and AP to: ~ Complete/approve on-line FY26 encumbrance liquidations. ~ Complete/approve FY26 TOE/TOF adjustments using rule codes not requiring Central Accounting Office approval: ** XTOE/XTOR, XTOF, XDCG **
7/10 - FR	5 pm	FIS/AP	Last day to enter/complete FIS Receivers for goods/services received on or before 6/30. Receivers must have a transaction date of 6/30 to pay invoices for FY26.
7/10 - FR	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY26 POs. Payments against these orders will be posted in FY27.
Week of 7/12/26			
7/12 - SU	5 pm	FIS	Last day for FY26 recharges to post to FY26 ledgers. For questions, please contact SJ Casciato (scasciat@ucsc.edu).
7/12 - SU	5 pm	FIS	June 2026 (Period 12) closes.
7/13 - MO	7 am	FIS	**** FIS will be unavailable today ****
7/13 - MO	7 am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Tuesday 7/14 **
7/13 - MO	7 am	FIS	General Ledger Roll: Concurrent year processing begins.
7/13 - MO	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 FY27.
7/14 - TU	7 am	FAR	First day to submit FY27 recharges to FAR.
7/14 - TU	7 am	FAR/AP	First day for Divisions/Units, FAR, and AP to approve FY27 payments against FY26 rolled POs.
7/14 - TU	7 am	FAR/AP	For units who do not process their own journals: First day to submit FY27 journal requests to FAR or AP.
7/14 - TU	7 am	FIS/DWH	First day FIS/InfoView reports can be run for FY26, Period 12 (June preliminary reports).
7/14 - TU	7 am	Procurement Services	First day to enter FY27 Change Orders for FY26 rolled Purchase Orders.
Week of 7/19/26			
No fiscal close events for this week.			
Week of 7/26/26			
No fiscal close events for this week.			
Week of 8/2/26			
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 FY27.
TBD	TBD	FIS	FY 2025-26 is closed.
TBD	TBD	FIS	First day FZIABAL (Budget Availability Form) and FZIGBAL (Budget Availability Form - Non-Revenue) show FY27 balances.
Week of 8/9/26			
8/11 - TU	6:30 pm	FIS	July 2026 (Period 01) closes.