

**DRAFT**  
**TENTATIVE SCHEDULE OF FISCAL CLOSE FY 2024-25 DEADLINES**

**Updated March, 2025**

The close of the 2024-2025 fiscal year is approaching, and it is once again time to communicate to UC ANR UCCE County Offices and Administrative Units our end-of-year planning dates for the close process. We appreciate your attention and efforts with regard to year-end fiscal responsibilities.

To meet the UC Davis Supply Chain (Accounting) **deadlines for posting expenditures to the June 2025 ledger**, we ask your cooperation in submitting your documents to your UC ANR Business Operations Center (BOC) Business Partner Team by the dates listed below. It is important to plan for our closing activities that take place in May and early June to meet these deadlines.

While we know that the dates in the table on the next page are certainly recommended in our year-end scheduling, it would be much appreciated if you could submit all types of documents as quickly as possible.

These key dates and deadlines apply to accounts with June 30, 2025 ending dates.

- Contracts and grants
- IPM Support Fund
- New Advisor Startup Funds (Advisors hired in FY21-22)
- FY24-25 Advisor Support Funds (21050) and One-Time Advisor Support (19976)
- FY24-25 CES Program Support Funds (19976) and UCCE General Support Funds (19974)
- **Academic Salary Cost Recovery Funds from 2022-23 (Task ARC023)**

<b>Helpful Links</b>	
<p><b><u><a href="#">Alphabetical Listing of Forms</a></u></b> The ANR Business Operations Center (BOC) has an updated list of all BOC and Workflow Automation (WFA) forms, and links to forms listed on the UC Davis Supply Chain Management (SCM) directory.</p>	<p><b><u><a href="#">BOC Business Partner Directory</a></u></b> Please direct any questions you may have about these deadlines to your Business Partner Team.</p>
<p><b><u><a href="#">UC Davis Finance &amp; Business: Fiscal Close</a></u></b> UC Davis has updated their Fiscal Close information to include how things work using Aggie Enterprise.</p>	

Due Date	Document Description	Comments
Friday, May 16	New Supplier Request	This can take <b>at least</b> 2 weeks. If you anticipate using a <b>new supplier</b> between now and the end of the year, please submit that request as soon as possible to allow time for the vendor to be set-up in the system.
Wednesday, May 21	Inter-location transfer (ITF) deadline	This is the deadline to submit ITF for fiscal year 24-25 to RPM
Friday, May 23	Requests for Purchase Orders (RPO) and Blanket Purchase Requests	Includes equipment, supplies over \$9,999, theft sensitive, excluded items, and contracts for services. Please allow time for the new contracting for services approval process through Employee & Labor Relations.
Wednesday, June 4	Last day to use UC ANR P-cards for posting to June ledger	Ensure that the items ordered are available for shipment and be received by June 30 <sup>th</sup> P-cards can be used after <b>June 4</b> , but those expenses run the risk of not being processed timely and could miss being posted to the 2024-25 FY ledger. There should be no change in your programmatic activities driven by this deadline.
Friday, June 6	Salary Cost Transfer (SCTs) due to the Business Operations Center (BOC)	For corrections to May ledgers which close on <b>June 8<sup>th</sup></b> Because of the timing of processing Salary Cost Transfers (SCT) through UCPath, submitting all SCTs by June 9 will allow for processing in time for the 2024-25 ledger.
Wednesday, June 11	Last day to submit Pcard reconciliation reports in Aggie Expense for posting to June ledgers.	Must include all appropriate documentation & approvals for posting in 24-25. If received after this date, it may post to the FY 2025. Any transactions received after <b>June 11</b> cannot be guaranteed to post to the 2024-25 ledger. Fully approved documents received after the <b>11<sup>th</sup></b> will be processed on a first-in-first-out priority basis.
Wednesday, June 11	Last day to submit purchases in Aggie Enterprise Punchout to post to FY 24-25	POs are dependent on outside vendors, not UC ANR or UC Davis. Ensure that the items ordered are available for shipment and will be received by June 30 <sup>th</sup> . Punchout catalog purchases can be made after <b>June 11<sup>th</sup></b> but these are not guaranteed to post to 2024-25 ledgers.
Friday, June 13	<b>Funding Freeze June 20-26th</b>	Funding changes need to be into WFA and routing by <b>June 13<sup>th</sup></b> . Funding entries won't resume until June 30.

Friday, June 13	Accounts Payable documents due to BOC	Includes check requests, vendor invoices and purchase orders (POs). Assumes all approval signatures and documentation are included. If you anticipate using a <b>new supplier</b> between now and the end of the year, please submit that request by <b>May 16<sup>th</sup></b> . (New suppliers can take up to 2 weeks to set up).
Friday, June 13	<i>For counties that do not deposit locally</i> – Last day to send Statement of Cash Collections (SCC) package with live check.	Mail all checks and SCC back up no later than <b>6/6</b> to ensure that it is received in the BOC no later than <b>6/13</b> .
Friday, June 13	Final day to deposit cash and checks in your local banks.	Misc. income and gifts. After today, cannot make deposits until July 1 (which will be recorded to FY 2025). <b>Please do not make cash deposits during the period June 15 – June 30</b> . Making cash deposits during this time does not allow sufficient time for you to submit supporting documentation, and for the BOC to process your statements timely.  <b>All deposits made July 1 or later will be posted to FY 2025-26.</b>
Friday, June 13	Non-payroll expense transfer requests (Journal Vouchers (JVs)) due to BOC.	For corrections to May ledgers. Requests for non-payroll transfers (JVs) should be submitted no later the <b>June 13</b> to allow time for your Business Partner Team to process.
Friday, June 13	Completed and submitted travel and entertainment reports due in Aggie Expense for BOC review.	Complete reports free of errors w/ all required documentation (receipts, mileage logs, etc.) and submit in Aggie Expense. After fiscal officer approval at the BOC, reports will route to the County/ <b>Area</b> Director/Director/Senior Leadership for approval.  Program Support funds being used for pre-payment of registration or travel expenses for conferences occurring in upcoming <b>July/August/September</b> can be submitted on or before <b>June 13</b> .
Tuesday, June 17	Final day for County/ <b>Area</b> Directors' approval of travel and entertainment reports in Aggie Expense.	Travel expenses for late June will be processed on a priority basis.
Friday, June 20	Statement of Cash Collection forms (SCCs) and cash receipt documents/packets scanned and sent to BOC.	Donation and income-deposits cannot be combined on one SCC. All SCC packets for checks must be deposited directly to local Bank of America.  We realize this is a quick turn-around for you but we do want to give you time to make your local bank deposits as late as possible, still allowing time for the BOC staff to process your documentation.

<p>Monday, June 16</p>	<p>Salary Cost Transfer (SCTs) due to the Business Operations Center (BOC)</p>	<p>For corrections to <b>June</b> ledgers which close on <b>July 8<sup>th</sup></b>. Because of the timing of processing Salary Cost Transfers (SCT) through UCPATH, submitting all SCTs by <b>June 16</b> will allow for processing in time for the 2024-25 ledger. <b>*There may be a possibility that we will be able to process SCT's for June Payroll the first week of July to post to the 24-25 ledgers, but we are waiting for confirmation.</b></p>
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