

DATE: June 13, 2025

TO: ALL UC ANR FISCAL OFFICERS AND BUSINESS MANAGERS

FROM: UC ANR FINANCIAL SERVICES and RESOURCE PLANNING & MANAGEMENT

RE: FISCAL CLOSE – JUNE 30, 2025

The following information is now available for **Fiscal Close 2024-25**:

Processes for departments are similar to regular monthly fiscal closings. The purpose is to follow Generally Accepted Accounting Principles and match revenues and expenditures to the period incurred. The annual fiscal closing process is undertaken for two important reasons:

- Preparation of annual University of California audited financial statements.
- Budgetary closeout

The coordinated efforts of UC ANR units, along with campus accounting, and budget offices are crucial to ensure all financial activities are recorded timely and accurately. As part of the general ledger review closing process, units should clear any existing **overdrafts** within their Financial Departments.

- For transactions submitted directly to other UC campus accounting offices, follow the related campus deadlines.
- For transactions submitted to the UC ANR Central Offices – including the Financial Services office and Resource Planning and Management office, please follow the deadlines listed in this letter.

FISCAL CLOSE DATES

Transactions requiring review and approval by UC ANR central offices **must be received by the following dates***:

Date	Description	Responsibility	Status
May 9, 2025	Locations submit CBR/GAEL/VLA/Others configuration for new FY via JIRA	ANR FS	Complete
May 9, 2025	CBR Characteristics that needs an update – submit to CBR group	ANR FS	Complete
May 15, 2025	Last ITF for the fiscal year. ITFs are not processed in the month of June.	All ANR Units	Complete
May 19, 2025	Start reviewing AWS Quick-sight and FCCS reports	ANR FS	Complete
May 27, 2025	Input Interlocation Transfer of Funds data (15 type entries) for May ledger into Interlocation Transfer of Funds System. NOTE: This will be the LAST cycle for these entries for the fiscal year.	ANR RPM	Complete
May 30, 2025	Record 4H Year-End journal	ANR FS	Complete
May 30, 2025	MOU - Annual Internal Billing (IB) to UCD for Operation & Maintenance of Plants (OMP) and HR Services costs	ANR RPM/FS	Complete
May 30, 2025	Deadline for SCM Transaction Support Services clients to submit OPP requests for supplier registrations or updates to facilitate invoicing.	ANR Central	
May 30, 2025	Update the GAEL/CBR and VLA rates in the ANR website and listserv will be released to Business Managers. Link the Risk Management Site	ANR FS	In Progress
May 30, 2025	Phase 1-ALL PPM project related items posted in the general ledger needs to be updated in PPM(IOC, Deposits, Cost Transfers, External Revenues, ex touchnet: aventri/surveytool).	ANR AE Core Team	
May 30, 2025	Proposed Journal Entry request related to conversion submitted by AE Core Team to be posted by May close	ANR Central	
May 30, 2025	GAEL Assessments Intercampus Transfer from Entities 1131,1531,2031 to Chart 3310	ANR FS	

May 30, 2025	ServiceNow request for new COA segments should be approved by 5:00pm	ANR Central	
June 2, 2025	ANR FS to run the Aggie Enterprise Aging as of 5/31/2025. Begin reviewing accounts receivable aging reports and determine if invoice write-offs are needed	ANR FS / UCD CGA	
June 2, 2025	Last day to process May 2025 FITS (IB replacement)	All ANR Units	
June 2, 2025	Upload appropriate local financial control listing and 080X listing (Intercampus Trans Codes 78XXX) as of May 31 to Box. (contact at BRC: Jan Kehoe)	ANR FS	
June 2-6, 2025	1) Receive E064 UCANR FY Funding Rollover Process Exception Report (MCOP and Non-MCOP) from UC Path 2) E064 Funding Rollover Process FY24-25 document. (6/9-13/25) 3) ANR FS releases the E-064 to Departments (6/13/2025)	ANR All Units	Complete
June 6, 2025	Submit Benefit Cost Transfers for any benefits not cleared during the SCT (Salary Cost Transfer) process to the UCPath GL team at anr_ucpath_gl@ucanr.edu.	ANR All Units	
June 6, 2025	Deadline for supplier-completed registration and supplier edit requests due to facilitate invoicing.	ANR Central	
June 6, 2025	Record Interlocation Transfer journal entries associated with the Transmit Interlocation Transfer of fund files previously provided for the period ending May 31.	ANR RPM/FS	
June 6, 2025	Deadline for SCM Transaction Support Services clients to submit OPP requests for processing Payment Requests (non-PO payments).	SCM	
June 7, 2025	YTD UCPATH Payroll Default will be released to Business Managers/Payroll at 8:00 am	ANR FS	Complete
June 7, 2025	Coordinate with ANR Central Office for any property Sales Transaction.	ANR FS/RPM Capital /FPM/Real Estate/UCD Capital Accounting	
June 7, 2025	Review and resolve the PPM Defaults (DKOXXXX) transactions.	ANR Units	
June 9, 2025	Record CY depreciation expense and write-off accumulated depreciation associated with the disposal or transfer of capital assets to the May ledger.	ANR FS/RPM Capital/UCD Capital Accounting	
June 9, 2025	Begin reviewing accounts receivable aging reports and determine if invoice write-offs are needed	ANR FS/UCD CGA	
June 13, 2025	Deadline for submission of invoices and Payment Requests to invoicing@ucdavis.edu. Submissions need to be error free with all required documentation.	ANR Central	
June 13, 2025	Submit list of any demolished buildings or structures in FY2025, with Capital Asset Account Number (CAAN) to ANR Financial Services	FPM/All Business Managers	
June 13, 2025	Complete ANR capital projects status and submit to UCD CAA, cc ANR Financial Services	FPM/BOC	
June 13, 2025	Transfer May 25 and prior ANR expenditures from OP Oracle financial system to Entity 3310	ANR FS	
June 17, 2025	Perform asset impairment test to identify any potential capital asset impairments from January 1st through June 30th . Discuss any potential impairment losses with UCOP (GASB 42).	ANR FS/RPM Capital/UCD Capital Accounting	
June 17, 2025	Campus Controllers to review existing processes and procedures to determine whether project costs are appropriately capitalized or expensed at the end of each fiscal year. Refer to March 14, 2006 Regents Item for Committee on Grounds and Buildings.	ANR FS/UCD Capital Accounting	

June 18, 2025	Funding Entry Initiators - All Funding Entries need to be initiated and approved by 06/18/2025 at 5:00 pm.	Business Managers/Payroll	
June 20, 2025	Last day to upload Intercampus Financial Recharges (IOC – Intercampus Order Charge) to Box.	ANR All Units	
June 20, 2025	Last day to submit an Aggie Enterprise form request to close POs in Aggie Enterprise through ServiceNow.	ANR Central	
June 20, 2025	AggieExpense travel reports must be fully approved by department and submitted to Travel team, free of errors and with all required documentation to post, by 5:00pm to post in FY 24-25.	ANR All Units	
June 20, 2025	Financial Services to review the UCPATH configured assessment rates	ANR FS	
June 20-27, 2025	Funding Entry Freeze - UCPATH Funding Entry Freeze begins on June 20, 2025 at 8:00AM and ends on June 27, 2025 at 12:00PM.	ANR All Units	
June 23, 2025	MO On-Cycle PAY Confirm (250630M0XL)	Business Managers/Payroll	
June 27, 2025	PCard expense reports must be fully approved by department to post to FY 24-25.	ANR All Units	
June 27, 2025	Deadline for submission of invoices through Boundary Applications, free of errors.	ANR Central	
June 27, 2025	BW On-Cycle PAY Confirm (250621B1X)	Business Managers/Payroll	
June 27, 2025	Last day to submit FY25 Benefit Cost Transfers for any benefits not cleared during the SCT (Salary Cost Transfer) process to the UCPATH GL team at anr_ucpath_gl@ucanr.edu .	All ANR Units	
June 30, 2025	Deposits must be physically received by the Campus Central Cashier by 4:00pm.	ANR Central Unit	
June 30, 2025	All AR activity through June 30 will post to June. All PAYMENTS received after June 30th will post to July. July will open July 1. As is the case each period (month), when the new period is open, the default date on the invoice is the new period. If you are creating the invoice in July for June activity, you can change the period to June as long as that period is displayed as an option in the dropdown menu.	ANR Central/BOC	
June 30, 2025	Last day for Departments to submit for previously approved Central Campus Funding Commitments (19976) to RPM. Email Samantha, cc' budget@ucanr.edu	All ANR Units	
June 30, 2025	Deadline to send all intercampus Financial Journals (except transfer of funds balances to/from Systemwide) to responding campus	All ANR Units	
July 1, 2025	Notification Entity 3310: Capital Asset Management (CAMS) Documents July 1st through July 12th, Equipment Management will only process AggieEQ requests related to FY 24-25. Equipment Management will not process any requests related to the new fiscal year or requests that are submitted after July 12th until all FY 24-25 closing steps have been completed.	ANR FS/CAA/RPM Capital	
July 1, 2025	Final Review of the Payroll Default for the period ending 6/30/25	ANR FS	
July 1-2, 2025	UCPATH to release updated E-064 reports Funding Rollover process and exception reports to ANR financial Services, and ANR financial services review E-064 and release it to ANR units	ANR FS	

July 1, 2025	2 nd and Final Review the PPM Defaults (DKOXXXX) transactions (Sarah to provide reports to the units)	ANR Units	
July 3, 2025	Deadline for campus approvers to approve AP documents (invoices and Payment Requests) by 5:00pm.	ANR Central	
July 3, 2025	All UCPATH SCTs must be completed (FINAL or PROCESSED status).	ANR All Units	
July 3, 2025	Last day for posting to all Boundary System for FY2025, except UCPATH.	Notice	
July 3, 2025	Business Managers to clear the outstanding UCPATH Default balance prior to year-end SCT cutoff	Business Managers	
July 5, 2025	Phase 2-ALL PPM project related items posted in the general ledger needs to be updated in PPM	ANR AE Core Team	
July 5, 2025	Final deadline to balance and reconcile Staffing List <u>as of end of June 2025</u>	RPM to work with ANR All Units	
July 7, 2025	Finalize and record sick leave liability. GASB 101 (OP-17)	ANR FS	
July 7, 2025	UC ANR to submit Cost Recovery reimbursement form to UCPATH for EAP and IAP reimbursements via UCPATH Salesforce case	ANR FS/RPM	
July 7, 2025	Finalize and record property sales transaction (if any)	ANR FS/RPM Capital/UCD Capital Accounting	
July 7, 2025	All the SCT's for Fiscal Year 2024-25, <u>must be approved by 5 pm</u>	ANR Payroll/Anne Marie	
July 7, 2025	Cutoff for intercampus transfer of equipment. Coordinate all transfers with equipment managers.	ANR FS/UCD Capital Accounting	
July 7, 2025	Distribute electronic file of June financial control listings through 7/XX - Oracle to all other AO's (Upload to Box).	ANR FS	
July 8, 2025	UCOP Final Cutoff for processing of Intercampus Financial Journals (except transfer of funds balances to/from System wide). Local expense carryforward can be used for minor items or adjustments after Preliminary cutoff and resolved in the new year.	ANR FS/RPM	
July 8, 2025	Accounts Payable Subledger closes.	Notice	
July 8, 2025	Funding roll-over exception report available on the UC Davis UCPATH website.	ANR All Units	
July 9, 2025	Update Funding Entry (Bi-weekly) as needed before the July pay confirm.	ANR All Units	
July 9, 2025	Process the compensated absence accrual journal in summary form by function for expenditure classification and by fund group for funding source on a reversing journal. (OP/CMP-29)	ANR FS/UCD General Accounting	
July 9, 2025	Record other noncurrent liabilities on June 30, as well as the current portion associated with other noncurrent liabilities, on reversing journals. (IRM 105) (OP/CMP-33)	ANR FS/UCD General Accounting	
July 8, 2025	Respond and process all Intercampus Financial Journals (except transfer of funds balances to/from System wide). Local expense carryforward can be used for minor items or adjustments after Preliminary cutoff and resolved in the new year. (OP/CMP 26)	ANR FS	
July 11, 2025	Deadline to submit manual recharge requests using FITS (previously Internal Billing Recharge Template).	ANR Unit Leaders	
July 11, 2025	UCOP Cutoff for submission of Treasurer Financial Journals for Endowment/TRIP/BGP Fund Transfers.	ANR FS	
July 11, 2025	Last day to submit cost transfers between GL and PPM	ANR All Units	

July 11, 2025	PPM Budget to Actual to review, PPM projects and tasks	ANR All Units	
July 14, 2025	Distribute electronic file of June Preliminary financial control listings to all other AO's. (e-mail) Indicate date of cutoff. (can be done sooner if possible) Oracle- OP only! (Upload to Box)	ANR FS	
July 14, 2025	REC will handle the processing of equipment depreciation for recharge usage and reclass using a financial journal to ensure alignment and proper allocation of the recharge percentage. While the rate was established within the KFS system, the current automated process with AE is not accommodating this.	Recharge Units	
July 14, 2025	Last day for departments to submit requests to transfer expenses to/from capital to/from noncapital for inclusion in FY 24/25. (Not including equipment.)	ANR RPM Capital/FPM/FS	
July 14, 2025	Close PPM projects set to expire within PPM by June 30, 2025.	AE Team	
July 15, 2025	Clear General, Auto and Employment Practices liability account. OP-50	UCPath	
July 15, 2025	Perform and review the net position reconciliation. Beginning balance must tie to prior year ending balance. No abnormal balances in restricted funds. Accounting Manual: Financial Accounting Reconciliation.	ANR FS	
July 15, 2025	A) Record FY25 expenditures to 19900/xx funds equal to the State appropriation. B) All other expenditures should be transferred to either a UC General Fund number (19931,19933,19934,19940, 19941, or 19942) (contact: Janet Marinas).	ANR FS/RPM	
July 16, 2025	Project Portfolio Management Subledger Closes	ANR All Units	
July 17, 2025	Accounts Receivable Subledger Closes**	ANR All Units	
July 17, 2025	Last day to clear Gift/Endowment fund overdrafts. Transfer sufficient expenses to an appropriate alternative fund source. To monitor funds use the UCD GL Summary Balances Report, running by financial department and parent codes: 1000C, 1010C, 1020C, 6000C, 7000C, 8000C, 3000C. If your fund uses multiple financial departments, run the report by fund to get a more accurate balance of the fund. Updated 5/20/2025 - Gift fund overdrafts not cleared by July 17th will be permanently moved to the departments general fund. (This is different from last year's process.)	ANR All Units	
July 17, 2025	In compliance with Generally Accepted Accounting Principles (GAAP), goods and services must be recorded in the year they were received or performed, and income must be recorded in the same year as the expenses that generated the income. The 100000D Accrual Deferral journal is used to make these adjustments.	ANR FS	
July 23, 2025	Accrue Termination Benefits before final June cut off. (contact: Local HR). Ref: GASB Statement No. 47	ANR FS/Payroll/HR	
July 25, 2025	Consolidating Accounts on program, project and activity level	ANR All Units /Business Managers	
July 25, 2025	Last day to post to General Ledger	ANR All Units	
July 28, 2025	Period 12 Close	ANR All Units	

July 31, 2025	ICR Transfer from 1131 to 1331	ANR FS/RPM	
August 1, 2025	Entity 1131 (UCB) – Central Units cutoff for all online financial and Temporary Budget Journals	ANR FS/RPM	
August 6, 2025	June Final ledger	ANR FS	
August 6, 2025	Upload final Intercampus financial control, T&R listing in Box.	ANR FS	
August 8, 2025	Send a copy of the local 02-journal to close Financial Control Accounts X-1195XX into Account X-119500 to CA(RL). CA will prepare the M-OP and the E-OP journals.	ANR FS	
September 15, 2025	Campuses and PwC campus teams final signoff on campus balances.		

** Dates reflected in this schedule may be subject to change according to the respective UC fiscal close schedule.*

KEY BUDGET DEADLINES FOR ALL LOCATIONS*

Type	UCD Location 3310	UCB Location J	UCR Location N	UCOP Location M
BASE / PERMANENT BUDGET	Dept. Year End Docs (YEXX) – Current & Base <u>7/13/25, 7:00 pm</u>	Perm-budget non-salary journals <u>6/16/25</u>	Permanent BEA's <u>5/30/25, 5:00 pm</u>	Transfer of Funds Perm (exc. sub 00 & 01), Temp, & Financial Journals <u>5/23/25, 8:00 pm</u>
CURRENT/ TEMPORARY BUDGET		Temp-Budget / Financial Journals <u>7/12/25</u>	Temporary BEA's <u>7/11/25, 4:00 pm</u>	

* Deadlines may be subject to change per campus fiscal close schedules.

CAMPUS ACCOUNTING INFORMATION

The Office of the President and Campuses posted their fiscal closing instructions and year-end calendar. **UC ANR units that routinely process transactions through UC Office of the President (OP), Berkeley, Davis, or Riverside Accounting Offices should refer to the following fiscal closing procedures and schedules for transaction processing deadlines:**

Each campus Accounting Office offers comprehensive support to assist you in preparing for the fiscal closing process. Please check the websites listed below for the schedule at each campus.

Campus/Unit	Year End Close Schedule
UC Davis	https://aggieenterprise.ucdavis.edu/fiscal-close-calendar
UC Berkeley	https://cfo.berkeley.edu/fiscal-close-dates-fy2024-25
UC Riverside	https://accounting.ucr.edu/FY25-Year-End-Close
UCOP Systemwide Accounting & Reporting	https://ucop.box.com/s/pvvgfvu33vyqy4fzb0t2zcyjwdh78ykk8
UCOP BRC	https://ucofficeofthepresident.sharepoint.com/sites/fsr/FIS
UCPATH	2025 FYE GL and Configurations Activities Calendar

UC ANR CENTRAL OFFICE CONTACTS:

If you have any questions or need additional assistance, please contact a team member in ANR Central Offices:

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