**DATE: June 6, 2022**

**TO: ALL ANR FISCAL OFFICERS AND BUSINESS MANAGERS**

**FROM: ANR RESOURCE PLANNING & MANAGEMENT and FINANCIAL SERVICES**

**RE: FISCAL CLOSE – JUNE 30, 2022**

The following information is now available for Fiscal Close 2021-22:

Processes for departments are similar to regular monthly fiscal closings. The purpose is to follow generally accepted accounting principles and match revenue 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 ANR units, campus accounting, and budget offices are important to ensure all financial activities are accurately recorded. As part of the general ledger review process for closing, we ask our units to clear ***overdrafts*** that may exist for their sub-accounts. For transactions submitted directly to the various campus accounting offices, follow the appropriate campus deadlines. For transactions submitted to the ANR Central Offices including the Resource Planning and Management Office and Financial Services Office, please follow the deadlines listed in this letter.

**Transactions requiring review and approval of ANR central offices must be sent in time to be received by the following dates:**

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| --- | --- | --- | --- |
| **Closing Step** | **DATE** | **DESCRIPTION** | **Responsibility** |
| **1** | **May 27, 2022** | **Submit the configuration file for GAEL / VLA to UCPC** | **ANR Financial Services** |
| 2 | May 17, 2022 | Inter-location Transfer of Funds (ITF) Last cycle for FY 2021-22 | ANR Resource Planning and Management |
| 3 | May 31, 2022 | Record 4H Year-End journal | ANR Financial Services |
| 4 | May 31, 2022 | Redirect FY21-22 GAEL Rate Accounts | ANR Financial Services |
| 5 | June 1, 2022 | UCD CGA to send an updated AR Aging. FS to review ANR AR aging as of 5/31/2022. Begin reviewing accounts receivable aging reports and determine if invoice write-offs are needed | ANR Financial Services/ UCD CGA |
| 6 | June 6, 2022 | Complete the Travel and Other Reimbursements that took place prior to and including May 31, 2022 | ANR Unit in OP Building |
| 7 | June 7, 2022 | Record FY 2022 depreciation expense and write-off accumulated depreciation associated with the disposal or transfer of capital assets to the May ledger. | ANR FS/UCD Capital Accounting |
| 8 | June 7, 2022 | Coordinate with ANR Central Office for any property Sales Transaction. | ANR FS/UCD Capital Accounting |
| 9 | June 10, 2022 | YTD UCPATH Payroll Default will be released to Business Managers/Payroll | ANR FS |
| **10** | **June 10, 2022** | **First deadline to balance and reconcile Staffing List all ANR locations** | **ANR Unit** |
| 11 | June 10, 2022 | Complete and submit vendor invoices and check requests with invoice date June 1 - 7, 2022 | ANR OP Building |
| 12 | June 10, 2022 | Submit Purchase Orders (Office Depot, Waxie, CDW-G) in Oracle | ANR OP Building |
| 13 | June 13, 2022 | Complete the Travel and Other Reimbursements that took place June 1 -7, 2022 | ANR OP Building |
| 14 | June 11, 2022 | Submit Configuration file to UCPC for CBR | ANR FS |
| 15 | June 14, 2022 | Chart N at UCD: Submit list of any demolished buildings or structures from January 01-June 30, 2022 with Capital Asset Account Number(CAAN) to ANR Financial Services | FPM/  All Business Managers |
| 16 | June 14, 2022 | Complete ANR capital projects status in both Chart L and N and submit to UCD CAA, cc ANR Financial Services | FPM/BOC |
| 17 | June 15,2022 | All Non-Salary Permanent Budget Journal for Provision Accounts | ANR Resource Planning and Management |
| 18 | June 15, 2022 | Complete ANR UCOP Location Balance Sheet accounts reconciliation | ANR Financial Services |
| **19** | **June 16, 2022** | **Chart L Deadline: Intercampus Financial Recharges(IOC – Intercampus Order Charge), send the request to UCD Financial Control Team @ financialcontrols@ucdavis.edu** | **ANR Unit** |
| 20 | June 21,2022 | UCPATH begins Configuring New Assessment Rates for FY 21-22 | UCPATH |
| 21 | June 23, 2022 | Complete the Travel and Other Reimbursements that took place June 7 - 22, 2022. Expenses that took place after June 23, 2022 - ASAP | ANR OP Oakland Building |
| **22** | **June 23, 2022** | **Funding Entry Initiators - All the Funding Entry needs to be initiated and approved on 06/23/2022 by 5:00 pm** | **Business Managers/Payroll** |
| **23** | **June 24, 2022** | **Funding Rollover Process - Funding freeze starts at 8am on June 24 and ends June 30th at 12:00pm**  **ALL – During this freeze, No Funding entry should be done on 6/24-6/30** | **ANR All Units** |
| 24 | July 25, 2022 | UCOP Financial Journals processed should be submitted for approval within Oracle Financial System to ensure all approvals are received before the final posting deadline; Journals – Processed by the BRC | ANR OP Building |
| 25 | June 27-29, 2022 | MO On-Cycle PAY Confirm **(210630M0XL)** | Business Managers/Payroll |
| 26 | June 24, 2022 | Financial Services to review the UCPATH configured rates | ANR FS |
| 27 | June 22, 2022 | UCOP Business Resource Center(BRC) - Recharges within UCOP | ANR OP Building |
| 28 | June 30, 2022 | GAEL Assessments Intercampus Transfer from Chart M, Chart J, Chart N to Chart L | ANR FS |
| 29 | June 30, 2022 | All Cash/Checks/Credit Card receipt to be deposited and documents must be fully approved in KFS **by 7:00pm** | ANR Locations L & 3 |
| 30 | June 30, 2022 | MOU - Annual Internal Billing (IB) to UCD for Operation & Maintenance of Plants (OMP) and HR Services costs | ANR Resource Planning and Management |
| 31 | June 30,2022 | Business Managers to clear the outstanding UCPATH Default balance by June 30 | Business Managers |
| 32 | June 30, 2022 | BW On-Cycle PAY Confirm (**220625B1X)** | Business Managers/Payroll |
| **33** | **June 30, 2022** | **Update the GAEL/CBR and VLA rates in the ANR website and listserve will be released to Business Managers** | **ANR Financial Services** |
| 34 | July 1, 2022 | BW On-Cycle PAY Confirm (**220625B1X**) – Final BW | Business Managers/Payroll |
| 35 | July 1, 2022 | Notification Loc L: Capital Asset Management (CAMS)Documents | ANR FS/CAA |
| 36 | July 1, 2022 | Final Review of the Payroll Default for the period ending 6/30/22 | ANR Financial Services |
| 37 | July 1, 2022 | All the SCT’s/Direct Retros (DR) for Fiscal Year 2021-22, **must be initiated by 5pm** | ANR Units |
| **38** | **July 1, 2022** | **All SCTs/Direct Retros for Fiscal Year 2021-22 must be submitted for approval.** | **ANR Units** |
| **39** | **July 5, 2022** | **All the SCT’s/Direct Retros (DR) for Fiscal Year 2021-22, must be approved by 5pm** | **ANR Payroll/Anne Marie** |
| 40 | July 6, 2022 | OP 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. OP Step 19 | ANR FS/RPM |
| 41 | July 6, 2022 | Record write-off for Aging Accounts Receivable(if any) – AR as of 6/30/2022 by 3:00pm | ANR Financial Services/ UCD CGA |
| **42** | **July 6, 2022** | **Final deadline to balance and reconcile Staffing List Loc L** | **ANR Units** |
| **43** | **July 6, 2022** | **Chart L Deadline– Non Year-end KFS Documents must be approved by 7:00pm. Non year-end General Ledger documents include: Budget Adjustment (BA), Pre-encumbrance (PE), Distribution of Income and Expense (DI), General Error Correction (GEC), Procurement Card (PCDO), Internal Billing (IB), Journal Voucher (JV)** | **ANR Units** |
| 44 | **July 6, 2022** | **Chart L Deadline: Period 12 Closes to Campus – June Prelim(Period 12) closes to campus at 7:00pm** | **ANR Units** |
| 45 | July 7,2022 | Re-budget TRM Payouts in UCPath with Prior approval from RPM; email Ray, cc Jennifer Bunge and Samantha Dang | ANR Units |
| 46 | July 8, 2022 | Consolidating Accounts to Sub8 with project code FYC22 | ANR Units/Business Managers |
| **47** | July 8, 2022 | Record property sales transaction (if any) | ANR FS/UCD Capital Accounting |
| 48 | July 8, 2022 | Prepare Cost recovery forms for EAP and IAP reimbursement and submit to UCPC | ANR FS |
| **49** | **July 13, 2022** | **Chart L Deadline: Last Day for Campus Departments Year-End Documents** | **ANR Units** |
| 50 | July 11, 2022 | OP Cutoff for submission of Treasurer Financial Journals for Endowment Fund Transfers. OP Step 26 | ANR FS |
| 51 | July 15, 2022 | Review and re-class object code 7200 Misc. Services (if any) were appropriate. OP Step 31 | ANR FS |
| **52** | **July 13, 2022** | **Chart J (UCB) – Campus Departments cutoff for all online financial and Temporary Budget Journals** | **ANR FS/RPM** |
| 53 | July 13, 2022 | 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 closing step 37 | ANR FS/UCD General Accounting |
| 54 | July 13, 2022 | Record other noncurrent liabilities at June 30, as well as the current portion associated with other noncurrent liabilities, on reversing journals. (IRM 105). OP Closing Step 43 | ANR FS/UCD General Accounting |
| **55** | **July 14-18, 2022** | **Chart L - Dean/Vice Chancellor's office access closes for Year End (YEXX) document processing at 7:00pm. YE documents must have all approvals secured (FINAL or PROCESSED document status) by 7:00pm to be included in the period.** | **ANR FS/RPM** |
| 56 | July 18, 2022 | A) Record 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). OP Closing Step 53 | ANR FS/RPM |
| 57 | July 31, 2022 | ICR Transfer from J to L, L to M | ANR FS/RPM |
| 58 | August 2, 2022 | **Chart J (UCB) – Central Units cutoff for all online financial and Temporary Budget Journals** | **ANR FS/RPM** |
| 59 | August 3, 2022 | All journal entries for June Final ledger | ANR FS |
| 60 | **August 5, 2022** | **June Final Ledger (Estimated)** | **ANR Units** |

**KEY BUDGET DEADLINES FOR ALL LOCATIONS**

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| --- | --- | --- | --- | --- |
|  | **UCD Location L** | **UCB Location J** | **UCR Location N** | **UCOP Location M** |
| **BASE /**  **PERMANENT**  **BUDGET** | Dept. Year End Docs (YEXX) – Current & Base  **7/13/22, 7:00pm** | Perm-budget non-salary journals  **6/17/22** | Permanent BEA’s  **5/27/22, 5:00pm** | Transfer of Funds Perm (exc. sub 00 & 01), Temp, & Financial Journals  **7/2/22, 8:00pm** |
| **CURRENT/**  **TEMPORARY**  **BUDGET** | Temp-Budget / Financial Journals  **7/13/22** | Temporary BEA’s  **7/8/22, 4:00pm** |

**Campus Accounting Information:**

The Office of the President and Campuses posted their fiscal closing instructions and year-end calendar. **ANR units that routinely process transactions through the 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.

UCD <https://financeandbusiness.ucdavis.edu/systems/kuali/fiscal-close/calendar>

UCOP BRC <https://ucofficeofthepresident.sharepoint.com/sites/fsr/SitePages/Financial-Information-System.aspx>



UCR <https://accounting.ucr.edu/fiscal-year-end-closing>



UCPATH



UCB [https://cfo.berkeley.edu/fiscal-close-dates-fy2021-22](https://cfo.berkeley.edu/fiscal-close-dates-fy2021-22" \t "_blank)

**ANR CENTRAL OFFICES CONTACT INFORMATION**

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

**ANR Financial Services Office**

* Jing Yu (510) 987-0059 [Jing.Yu@ucop.edu](mailto:Jing.Yu@ucop.edu)
* Connie Tadesse (510) 987-0177 [connie.tadesse@ucop.edu](mailto:connie.tadesse@ucop.edu)
* Sherry Li (510) 987-9416 XiaolianSherry.Li@ucop.edu

**ANR Resource Planning & Management Office**

* Jennifer Bunge (510)987-0102 [Jennifer.Bunge@ucop.edu](mailto:Jennifer.Bunge@ucop.edu)
* Samantha Dang (510) 987-6049 [Samantha.Dang@ucop.edu](mailto:Samantha.Dang@ucop.edu)
* Raymond Williams (510) 987-9240 [raymond.williams@ucop.edu](mailto:raymond.williams@ucop.edu)
* Alan Wong (510) 987-9736 [Alan.Wong@ucop.edu](mailto:Alan.Wong@ucop.edu)