

FINAL

The close of the 2022-2023 fiscal year is approaching, and it is once again time to communicate to UC ANR UCCE County offices our end-of-year planning dates for the close process. We appreciate your attention and efforts with regard to year-end spending. Because of our remote work environment, we are sending out this message a bit earlier than usual, just to give you additional time to plan ahead!

To meet the UC Davis Supply Chain (Accounting) deadlines for posting expenditures to the June 2023 ledger, we ask your cooperation in submitting documents to the BOC by the dates listed below. It is important to plan for our closing activities to take place in May and early June in order to meet these deadlines.

These key dates and deadlines apply to accounts with June 30, 2023 ending dates, including:

ANR UCCE Program Support Funds (L-###PDSL)
ANR UCCE General Support Funds (L-###CEGS)
Contracts and grants with 6/30/23 end dates
IPM Support Funds with 6/30/23 end dates
New Advisor Startup Funds with 06/30/23 end dates
Academic Salary Cost Recovery Funds from 2020-21 or older

KEY DATES FOR 22-23 FISCAL CLOSING

Purchasing

UCCE Requests for RPOs for Purchase Orders and Purchase Agreements due to BPT - May 25

Requests for Purchase Orders may include orders for equipment items, 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.

If you anticipate using a **new vendor** 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. (New vendors can take up to 2 weeks to set up) New vendor requests should be submitted by Friday, May 19.

Final day to use Purchasing card (P-card) – June 7

To be included as a 2022-23 expense, any purchase that is for the June ledger must be completed by June 14. Please ensure that the items ordered are available for shipping as merchants are unable to charge a credit card until items are shipped. The University does not control the merchant's electronic processing of purchasing card transactions.

P-cards can be used after June 9, but those expenses run the risk of not being processed timely and could miss being posted to the 2022-23 FY ledger. There should be no change in your programmatic activities driven by this deadline.

P-card transaction detail forms and receipts due to BPT - June 14

We realize this is a quick turn-around for you from the transaction deadline still allowing the BOC staff time to process your transactions.

Fully approved documents received after the 14th will be processed on a first-in-first-out priority basis; any transactions received after June 14 cannot be guaranteed to post to the 2022-23 ledger.

Accounts Payable

Vendor invoices and accounts payable documents due to BPT - June 14

Includes check requests (honorarium, county reimbursements), vendor invoices, and departmental purchase orders DPOs. Assumes all approval signatures and documentation are included.

If you anticipate using a **new vendor** between now and the end of the year, please submit that request as soon as possible. (New vendors can take up to 2 weeks to set up)

Cash Deposits

Cash deposits – Last day to make cash deposits at local bank - June 14

Includes miscellaneous income and gift deposits.

Please do not make cash deposits during the period June 15 – June 30. 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.

Statement of cash collection forms (SCCs) with cash receipts due to BOC -June 20

The June 20 deadline is for both Donation SCC's and Miscellaneous Cash Deposit SCC's.

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.

For counties that do not deposit locally – Last day to send SCC package with live check - June 16

Includes miscellaneous income and gift deposits.

Direct Retros and Cost Transfers

Direct Retros due to BOC – June 9

Because of the timing of processing Direct Retros through UCPATH, submitting all DR's by June 9 will allow for processing in time for the 2022-23 ledger.

Non-Payroll Expense transfers due to your BPT at the BOC – June 16

Requests for non-payroll transfers (GECs) should be submitted no later the June 16 to allow time for your BPT to process.

Travel and Entertainment

AggieExpense / Entertainment Reports submitted by traveler in AggieExpense - June 14 for AggieExpense Reconciliation

Program Support funds being used for pre-payment of registration or travel expenses for conferences occurring in upcoming **July/August/September** can be submitted on or before June 14

Reports must be complete and free of errors with all required documentation (receipts, mileage logs, etc.).

After fiscal officer approval at the BOC, reports are routed to the County Director for approval.

Approval by County Director of Travel & Entertainment reports in AggieExpense- June 22

Travel expenses for late June will be processed on a priority basis.

Aggie Buy – June 15

Last day to submit purchases in Aggie Buy to ensure posting to 2022-23 ledgers. Aggie Buy purchases can be made after June 15 but these are not guaranteed to post to 2022-23 ledgers.

TENTATIVE SCHEDULE OF FISCAL CLOSE FY 2022-23 DEADLINES

See chart below

These key dates and deadlines apply to accounts with June 30, 2023 ending dates. A matrix format is provided of the above information for your easy reference.

ANR Program Support Funds (L-###PDSL)
ANR General Support Funds (L-###CEGS)
Contracts and grants with 6/30/23 end dates
IPM Support funds with 6/30/23 end dates
New Advisor Startup Funds with 06/30/23 end dates
Academic Salary Cost Recovery Funds from 2020-21 or older

Due Date	Document Description	Comments
Friday, May 19	New Vendors Request	This can take up to 2 weeks
Friday, May 26	UCCE Requests for Purchase Orders and Purchase Agreements (RPOs)	Includes equipment, supplies over \$9,999, theft sensitive, excluded items and contracts for services
Wednesday, June 7	Last day to use UC ANR P-cards for posting to June ledger	Ensure that the items ordered are available for shipment and will be received by June 30 th
Friday, June 9	Direct Retro salary transfers (DRs) due to BOC	For corrections to May ledgers which close on June 9 th
Wednesday, June 14	Last day to submit Pcard reconciliation reports in Aggie Expense for posting to June ledgers.	Must include all appropriate documentation & approvals for posting in 22-23. If received after this date, it may post to the FY 2024
Friday, June 16	Accounts Payable documents due to BOC	Includes check requests, vendor invoices and departmental purchase orders (DPOs). Assumes all approval signatures and documentation are included.
Friday, June 16	<i>For counties that do not deposit locally</i> – Last day to send SCC package with live check	
Friday, June 16	Final day to deposit cash in your local banks. Do not make deposits in your local banks during the period June 15 – June 30. All deposits made July 1 or later will be coded to the FY 2022-23	Misc. income and gifts. After today, cannot make deposits until July 1 (to be recorded on FY 2024).
Friday, June 16	Requests for non-payroll transfers (GECs) should be submitted no later the June 16 to allow time for your BPT to process.	
Wednesday, June 15	Last day to submit purchases in Aggie Buy to post to FY 22-23	PO's are dependent on outside vendors. Not ANR or Davis. Ensure that the items ordered are available for shipment and will be received by June 30 th
Friday, June 16	Non-Payroll expense transfers (GECs) due to BOC	For corrections to May ledgers
Friday, June 16	Completed and submitted travel and entertainment reports due in Aggie Travel for BOC review	Complete reports free of errors w/ all required documentation submitted in Aggie Travel
Tuesday, 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
Thursday, June 22	Final day for County Directors' approval of travel and entertainment reports in Aggie Travel	

While we know that the above dates 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.
Please direct any questions you may have about the above deadlines to your Business Partner Team.