

FY 2023-23 UCOP Fiscal Close Calendar

UCOP Team	Items	2023 - Due to BRC Or Processed by Department
BRC CAAP	Deadline to submit COA segment additions/changes for FY 22-23	1-May
BRC POP	Vendor invoices and check requests with an invoice date up to and including April 30, 2023	12-May
BRC CAAP	Journal requests affecting accounting activities prior to April 2023 ledger	12-May
BRC CAAP	Cost Transfer/Recharge requests for items on the April 2023 ledger	12-May
BRC CAAP	Interlocation Transfer of Funds (ILTF)	12-May
BRC POP	Vendor invoices and check requests with an invoice date up to and including May 31, 2023	5-Jun
BRC CAAP	Journal requests affecting accounting activities prior to May 2023 ledger	5-Jun
BRC CAAP	Cost Transfer/Recharge requests for items on the May 2023 ledger	5-Jun
BRC T&E	Travel/Entertainment and Other Reimbursements that took place prior to and including May 31, 2023	5-Jun
UCOP Payroll	Deadline to submit payroll changes for fiscal year 2022-23	7-Jun
BRC POP	Vendor invoices and check requests with invoice date June 1 - 7, 2023	9-Jun
BRC POP	Last Day to make Pcard purchases (last day to use your Pcard to make a purchase for FY 22-23)	9-Jun
BRC POP	Catalog Orders (Office Depot, Waxie, CDW-G) must be submitted in Oracle	9-Jun
BRC T&E	Travel/Entertainment and Other Reimbursements that took place June 1 -7, 2023	12-Jun
BRC CAAP	Cost Transfer/Recharge requests Within UCOP for June 2023 ledger	21-Jun
BRC CAAP	IRR deadlines - by campus: UCB, UCSF, UCD, UCLA, UCR, UCSC, UCSD, UCSB, UCI, UCM	Schedule to Come
BRC CAAP	Journals to campuses (processed by BRC) - campus deadlines: UCB, UCSF, UCD, UCLA, UCR, UCSC, UCSD, UCSB, UCI, UCM	Schedule to Come
BRC POP	Last day to process PCARD transactions (PCard Holders Only)	21-Jun
BRC T&E	Travel/Entertainment and Other Reimbursements that took place June 7 - 22, 2023	23-Jun
BRC T&E	Travel/Entertainment and Other Reimbursements that took place after June 23, 2023 - no guarantee for processing	ASAP
BRC POP	UC Path, UC Press, KTO, UC Legal file feeds to A/P	10-Jul
BRC POP	Vendor invoices and check requests with an invoice date after June 7, 2023- Submit these as you receive them	30-Jun
BRC L-Proc	Submissions to request PO closure	After July 18
BRC CAAP	Journals - Processed by the department should be submitted for approval within Oracle by the deadline to ensure all approvals are received before the final posting deadline	24-Jul
BRC CAAP	Journals - Processed by the BRC	24-Jul
BRC CAAP	Accruals and deferrals	24-Jul
BRC CAAP	Ledger - final (estimated)	3-Aug

*Due to the high volume of transactions that we receive during fiscal close, we ask that all payments and reimbursements are submitted as soon as possible. Please note that payment and reimbursement transactions received AFTER the specified due date may not be processed for FY 2022-23.*

**PLEASE NOTE: FISCAL CLOSE DEADLINES ARE FIRM – The BRC deadlines have been set in order to allow time for processing to meet CLOSE deadlines.**

To contact any of the BRC teams:

BRC T&E	<a href="mailto:BRCTravelandEnt@ucop.edu">BRCTravelandEnt@ucop.edu</a>
BRC POP	<a href="mailto:BRCPurchaseandPay@ucop.edu">BRCPurchaseandPay@ucop.edu</a>
BRC CAAP	<a href="mailto:BRC-CAAP@ucop.edu">BRC-CAAP@ucop.edu</a>
BRC L-Proc	<a href="mailto:UCOPContractor@ucop.edu">UCOPContractor@ucop.edu</a>
Send Invoices	<a href="mailto:Invoice@ucop.edu">Invoice@ucop.edu</a>