**DATE: June 1, 2023**

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

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

**RE: FISCAL CLOSE – JUNE 30, 2023**

The following information is now available for Fiscal Close 2022-23:

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 12, 2023** | **Locations submit CBR/GAEL/VLA/Others configuration for new FY via JIRA** | **ANR FS** |
| 2 | **May 12, 2023** | **CBR Characteristics that needs an update – submit to CBR group** | **ANR FS** |
| 3 | May 22, 2023 | Start reviewing AWS Quick-sight and FCCS reports | ANR FS |
| 4 | **May 23, 2023** | Input inter-location Transfer of Funds data (15 type entries) for May ledger into Inter-location Transfer of Funds System. NOTE: This will be the LAST cycle for these entries for the fiscal year. OP Step 2 | ANR RPM |
| 5 | May 31, 2023 | Record 4H Year-End journal | ANR FS |
| 6 | May 31, 2023 | Travel/Entertainment and Other Reimbursements that took place prior to and including May 31, 2023 (OP BRC) | ANR Unit in OP Building |
| 7 | May 31, 2023 | MOU - Annual Internal Billing (IB) to UCD for Operation & Maintenance of Plants (OMP) and HR Services costs | ANR RPM |
| 8 | **May 31, 2023** | **First deadline to balance and reconcile Staffing List all ANR locations as of end of May 2023** | **ANR Unit** |
| 9 | June 1, 2023 | UCD CGA to send an updated AR Aging. FS to review ANR AR aging as of 5/31/2023. Begin reviewing accounts receivable aging reports and determine if invoice write-offs are needed | ANR FS / UCD CGA |
| 10 | June 5, 2023 | Record FY 2023 depreciation expense and write-off accumulated depreciation associated with the disposal or transfer of capital assets to the May ledger. OP – Step 10 | ANR FS/UCD Capital Accounting |
| 11 | June 7, 2023 | Coordinate with ANR Central Office for any property Sales Transaction. | ANR FS/UCD Capital Accounting |
| 12 | June 9, 2023 | Complete and submit vendor invoices and check requests with invoice date June 1 - 7, 2023 (OP BRC) | ANR OP Building |
| 13 | June 9, 2023 | Submit Purchase Orders (Office Depot, Waxie, CDW-G) in Oracle (OP BRC) | ANR OP Building |
| 14 | June 9, 2023 | YTD UCPATH Payroll Default will be released to Business Managers/Payroll at 8:00 am | ANR FS |
| 15 | June 12, 2023 | Complete the Travel and Other Reimbursements that took place June 1 -7, 2023 (OP BRC) | ANR OP Building |
| 16 | June 13, 2023 | Chart N at UCD: Submit list of any demolished buildings or structures from January 01-June 30, 2023, with Capital Asset Account Number (CAAN) to ANR Financial Services | FPM/  All Business Managers |
| 17 | June 13, 2023 | Complete ANR capital projects status in both Chart L and N and submit to UCD CAA, cc ANR Financial Services | FPM/BOC |
| 18 | June 15, 2023 | Finalize ANR UCOP Location Balance Sheet accounts reconciliation | ANR FS |
| 19 | June 16, 2023 | Transfer May 23 and prior ANR expenditures from OP Oracle financial system to Chart L | ANR FS |
| **20** | **June 20, 2023** | **Chart L Deadline: FY23 Intercampus Financial Recharges (IOC – Intercampus Order Charge), send the request to UCD Financial Control Team @** [**financialcontrols@ucdavis.edu**](mailto:financialcontrols@ucdavis.edu)**, last day to submit IOC for FY23** | **ANR All Units** |
| 21 | June 21,2023 | UCPATH begins Configuring New Assessment Rates for FY 23-24 | UCPATH/FS |
| 22 | June 21, 2023 | UCOP Business Resource Center (BRC) - Recharges within UCOP (OP BRC) | ANR OP Building |
| **23** | **June 22, 2023** | **Funding Entry Initiators - All the Funding Entry needs to be initiated and approved on 06/22/2023 by 5:00 pm** | **Business Managers/Payroll** |
| 24 | June 23, 2023 | Complete the Travel and Other Reimbursements that took place June 7 - 22, 2023. Expenses that took place after June 23, 2023 - ASAP (OP BRC) | ANR OP Oakland Building |
| 25 | June 23, 2023 | Financial Services to review the UCPATH configured rates | ANR FS |
| **26** | **June 23-29, 2023** | **Funding Rollover Process - Funding freeze starts at 8 am on June 23 and ends on June 29th at 12:00 pm**  **ALL – During this freeze, No Funding entry should be done on 6/23-6/29/23** | **ANR All Units** |
| 27 | June 26-28, 2023 | MO On-Cycle PAY Confirm **(230630M0XL)** | Business Managers/Payroll |
| 28 | June 28, 2023 | Financial Services to release an updated UCPath Default statement June 28 at noon | Business Managers |
| 29 | Jun 30, 2023 | GAEL Assessments Intercampus Transfer from Chart M, Chart J, Chart N to Chart L | ANR FS |
| 30 | June 30, 2023 | All Cash/Checks/Credit Card receipt to be deposited and documents must be fully approved in KFS **by 7:00pm** | ANR Locations L & 3 |
| 31 | June 30, 2023 | Business Managers to clear the outstanding UCPATH Default balance prior to year-end SCT cutoff | Business Managers |
| 32 | June 30, 2023 | BW On-Cycle PAY Confirm (**230624B1X)** | Business Managers/Payroll |
| **33** | **June 30, 2023** | **Update the GAEL/CBR and VLA rates in the ANR website and listserve will be released to Business Managers** | **ANR FS** |
| 34 | June 30, 2023 | BW On-Cycle PAY Confirm (**230624B1X**) – Final BW | Business Managers/Payroll |
| 35 | June 30, 2023 | Vendor invoices and check requests with an invoice date after June 7, 2023- Submit these as you receive them (OP BRC) | ANR OP Building |
| **36** | **July 5, 2023** | **All the SCT’s/Direct Retros (DR) for Fiscal Year 2022-23, must be initiated by 5 pm** | **ANR All Units** |
| 37 | June 30, 2023 | 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** |
| 38 | July 1, 2023 | Notification Loc L: Capital Asset Management (CAMS) Documents | ANR FS/CAA/RPM |
| 39 | July 1, 2023 | Final Review of the Payroll Default for the period ending 6/30/23 | ANR FS |
| **40** | **July 5, 2023** | **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 18** | **ANR FS/RPM** |
| 41 | July 6, 2023 | Record write-off for Aging Accounts Receivable (if any) – AR as of 6/30/2023 by 3:00pm | ANR FS/ UCD CGA |
| **42** | **July 6, 2023** | **All SCTs/Direct Retros for Fiscal Year 2022-23 must be submitted for approval.** | **ANR All Units** |
| **43** | **July 6, 2023** | **Final deadline to balance and reconcile Staffing List Loc L as of end of June 2023** | **ANR All Units** |
| **44** | **July 6, 2023** | **Chart L Deadline– Non-Year-end KFS Documents must be approved by 7:00 pm. 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 All Units** |
| **45** | **July 6, 2023** | **Chart L Deadline: Period 12 Closes to Campus – June Prelim (Period 12) closes to campus at 7:00 pm** | **ANR All Units** |
| 46 | July 6, 2023 | Re-budget TRM Payouts in UCPath with Prior approval from RPM; email Ray, Adolfo cc Samantha Dang | ANR All Units |
| **47** | **July 7, 2023** | **All the SCT’s/Direct Retros (DR) for Fiscal Year 2022-23, must be approved by 5 pm** | **ANR Payroll/Anne Marie** |
| 48 | July 7, 2023 | Consolidating Accounts to Sub8 with project code FYC23 | ANR All Units /Business Managers |
| 49 | July 7, 2023 | Finalize and record property sales transaction (if any) | ANR FS/UCD Capital Accounting/RPM |
| 50 | July 7, 2023 | Locations submit Cost Recovery Forms for EAP and IAP reimbursements via Salesforce case | ANR FS |
| **51** | **July 10 -13, 2023** | **FY23 Final SCT batch processing – 7/10 – 7/13/23** | **UCPath** |
| 52 | July 10, 2023 | OP Cutoff for submission of Treasurer Financial Journals for Endowment Fund Transfers. OP Step 24 | ANR FS |
| 53 | July 12, 2023 | 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 12, 2023 | Record other noncurrent liabilities on June 30, as well as the current portion associated with other noncurrent liabilities, on reversing journals. (IRM 105) Step 35 | ANR FS/UCD General Accounting |
| **55** | **July 13, 2023** | **Chart L Deadline: Last Day for Campus Departments Year-End Documents** | **ANR All Units** |
| 56 | July 14, 2023 | Review and re-class object code 7200 Misc. Services where appropriate. Misc. Services has a balance threshold of $10M as this was an audit finding Step 41 | ANR FS |
| **57** | **July 14, 2023** | **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** |
| 58 | July 17, 2023 | A) Record FY23 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 52 | ANR FS/RPM |
| 59 | July 24, 2023 | FY23 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 (OP BRC) | ANR OP Building |
| 60 | July 31, 2023 | ICR Transfer from J to L, L to M | ANR FS/RPM |
| 61 | August 2, 2023 | Chart J (UCB) – Central Units cutoff for all online financial and Temporary Budget Journals | ANR FS/RPM |
| 62 | August 4, 2023 | June Final ledger – OP Step 82 | ANR FS |

**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  **7/13/23, 7:00 pm** | Perm-budget non-salary journals  **6/16/23** | Permanent BEA’s  **5/30/23, 5:00 pm** | Transfer of Funds Perm (exc. sub 00 & 01), Temp, & Financial Journals  **5/23/23, 8:00 pm** |
| **CURRENT/**  **TEMPORARY**  **BUDGET** | Temp-Budget / Financial Journals  **7/12/23** | Temporary BEA’s  **7/11/23, 4:00 pm** |

**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 CA https://sp.ucop.edu/sites/finacct/corpacctg/Fiscal%20Close%2020222023/Forms/AllItems.aspx

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



UCR  [https://accounting.ucr.edu/fiscal-year-end-closing#fy2023](https://accounting.ucr.edu/fiscal-year-end-closing)



UCPATH



UCB

<https://cfo.berkeley.edu/divisional-finance-leaders/fiscal-close-dates-fy2022-23>

**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**

* Connie Tadesse (510) 987-0177 Connie.Tadesse@ucop.edu
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