**DATE: June 7, 2024**

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

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

**RE: FISCAL CLOSE – JUNE 30, 2024**

The following information is now available for Fiscal Close 2023-24:

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 in Project Portfolio Management (PPM)

As we near the year-end with the implementation of the new Aggie Enterprise Financial System, the collaborative efforts of ANR units, campus accounting, and budget offices are essential to ensure accurate recording of all financial activities in alignment with systemwide guidelines. As part of the year-end general ledger review process, we urge our units to review the new Project Portfolio Management (PPM) subledger Budget and actual records pertinent to their contracts and grants, as well as department and faculty projects. For transactions directly submitted to campus accounting offices, please adhere to the respective campus deadlines. For transactions processed through ANR Central Offices, including the Resource Planning and Management Office and Financial Services Office, please comply with the deadlines provided in this communication.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Closing Step** | **DATE** | **DESCRIPTION** | **Responsibility** |
|  |  |  |  |
| ANR-1 | May 10, 2024 | Locations submit CBR/GAEL/VLA/Others configuration for new FY via JIRA | ANR FS |
| ANR-2 | May 10, 2024 | CBR Characteristics that needs an update – submit to CBR group | ANR FS |
| ANR-3 | May 10, 2024 | Capacity Funds: To resolve the mismapped data from PPM to GL, distribute the data to the respective account owners. | AE Core Team |
| ANR-4 | May 22, 2024 | Start reviewing AWS Quick-sight and FCCS reports | ANR FS |
| OP-3 ANR-5 | May 22, 2024 | 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. | ANR RPM |
| ANR-6 | May 31, 2024 | Record 4H Year-End journal | ANR FS |
| ANR-7 | May 31, 2024 | MOU - Annual Internal Billing (IB) to UCD for Operation & Maintenance of Plants (OMP) and HR Services costs | ANR RPM/FS |
| ANR-8 | May 31, 2024 | Update the GAEL/CBR and VLA rates in the ANR website and listserve will be released to Business Managers | ANR FS |
| ANR-9 | May 31, 2024 | 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 |
| ANR-10 | May 31, 2024 | Proposed Journal Voucher request (Conversion data Unit leaders are working on) from AE Core Team to post by May close | ANR Central |
| ANR-11 | May 31, 2024 | GAEL Assessments Intercampus Transfer from Chart M, Chart J, Chart N to Chart 3310 | ANR FS |
| ANR-12 | May 31, 2024 | Ensure ServiceNow request for new COA segments is approved by 5:00pm | ANR & UCD Central Accounting |
| ANR-13 | June 1, 2024 | ANR FS to run the Aggie Enterprise Aging as of 5/31/2024. Begin reviewing accounts receivable aging reports and determine if invoice write-offs are needed | ANR FS / UCD CGA |
| ANR-14 | June 2, 2024 | Financial Services to release an updated UCPath Default statement by noon | Business Managers |
| ANR-15 | June 1-2, 2024 | 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 |
| OP-7 ANR-16 | June 3, 2024 | Send appropriate local financial control listing and 080X listing (Intercampus Trans Codes 78XXX) as of May 31 to all other AO's. (contact at BRC: Jan Kehoe) | ANR Central |
| UCD | June 3, 2024 | Supplier set-up registration requests and supplier edit registration requests due to facilitate invoicing. | SCM |
| ANR-17 | June 3-7, 2024 | 1. Receive E064 UCANR FY Funding Rollover Process Exception Report (MCOP and Non-MCOP) from UC Path 2. E064 Funding Rollover Process FY23-24 document. 3. ANR FS releases the E-064 to Departments | ANR All Units |
| UCD, ANR-18 | June 7,2024 | Last day to request Legacy Cost Transfers for data prior to Aggie Enterprise. | ANR Unit |
| OP-12 ANR-19 | June 7, 2024 | Record interlocation transfer journal entries associated with the Transmit Interlocation Transfer of fund files previously provided for the period ending May 31. Reclass January – May to the correct natural account | ANR RPM/FS |
| ANR-20 | June 7, 2024 | Coordinate with ANR Central Office for any property Sales Transaction. | ANR FS/UCD Capital Accounting/FPM/RPM |
| ANR-21 | June 7, 2024 | YTD UCPATH Payroll Default will be released to Business Managers/Payroll at 8:00 am | ANR FS |
| ANR -22 | June 7, 2024 | Review and resolve the PPM Defaults (DKOXXXX) transactions (Sarah to provide reports to the units) | ANR Units |
| OP-9 ANR-23 | June 13, 2024 | Record FY 2024 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 |
| UCD/ANR-24 | June 14, 2024 | Submit list of any demolished buildings or structures from January 01-June 30, 2024, with Capital Asset Account Number (CAAN) to ANR Financial Services | FPM/RPM  All Business Managers |
| UCD/ANR-25 | June 14, 2024 | Complete ANR capital projects status and submit to UCD CAA, cc ANR Financial Services | FPM//RPM/BOC |
| UCD | June 14, 2024 | Deadline for submission of invoices and Payment Requests to [invoicing@ucdavis.edu](mailto:invoicing@ucdavis.edu). Submissions need to be error free with all required documentation. | SCM/ANR Units |
| ANR-26 | June 14, 2024 | Transfer May 24 and prior ANR expenditures from OP Oracle financial system to Entity 3310 | ANR FS |
| UCD/ANR-27 | June 14, 2024 | Review and confirm any new Awards and Amendments received prior to golive and post-go-live in PPM. Coordinate with UCD CGA to ensure their accurate recording. | ANR Central/UC ANR CGA |
| ANR-28 | June 14, 2024 | PPM Budget to Actual (Expenses) to review, PPM projects and tasks May Close | ANR All Units |
| UCD/ANR-29 | June 20, 2024 | Entity 3310:UC ANR Entity, Deadline: FY23 Intercampus Financial Recharges (IOC – Intercampus Order Charge), send the request to UC ANRFinancial Control Team @ [financialcontrol@ucanr.edu](mailto:financialcontrols@ucdavis.edu), last day to submit IOC for FY24 | ANR All Units |
| UCD/ANR-30 | June 20, 2024 | Funding Entry Initiators - All the Funding Entry needs to be initiated and approved on 06/20/2024 by 5:00 pm | Business Managers/Payroll |
| UCD/ANR-31 | June 21, 2024 | Last day to submit an Aggie Enterprise form request to close POs in Aggie Enterprise through ServiceNow. | SCM |
| UCD/ANR-32 | June 21, 2024 | AggieExpense travel reports must be fully approved by department and submitted to Travel team, free of errors and with all required documentation, by 5:00pm to post in FY 23-24. | ANR Units |
| ANR-33 | June 21, 2024 | Financial Services to review the UCPATH configured assessment rates | ANR FS |
| OP-74, ANR-34 | June 24, 2024 | Accrue Termination Benefits before final June cut off. (contact: Local HR) | ANR FS/Payroll/HR |
| ANR-35 | June 27, 2024 | BW On-Cycle PAY Confirm (240622B1X) | Business Managers/Payroll |
| UCD/ANR-36 | June 21-27, 2024 | 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 6/21/24 8AM – 6/27/24 12PM | ANR All Units |
| ANR-37 | June 26-28, 2024 | MO On-Cycle PAY Confirm (240630M0XL) | Business Managers/Payroll |
| UCD/ANR-38 | June 28,2024 | PCard expense reports must be fully approved by department to post to FY 23-24. | ANR All Units |
| UCD/ANR-39 | June 28,2024 | Deposits must be physically received by the Campus Central Cashier by 4:00pm. | SCM/ALL Units |
| ANR-40 | July 1, 2024 | Notification Entity 3310: AggieEQ Documents | ANR FS/CAA/RPM |
| ANR-41 | July 1, 2024 | Final Review of the Payroll Default for the period ending 6/30/24 | ANR FS |
| ANR -42 | July 1, 2024 | 2nd and Final Review the PPM Defaults (DKOXXXX) transactions (Sarah to provide reports to the units) | ANR Units |
| UCD/ANR-43  UCD/ANR-44 | July 2, 2024  July 2, 2024 | 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  ANR Central/BOC |
| ANR-45 | July 3, 2024 | Business Managers to clear the outstanding UCPATH Default balance prior to year-end SCT cutoff | Business Managers |
| UCD/ANR-46 | July 3, 2024 | Deadline to submit manual recharge requests in using the [Internal Billing Recharge Template](https://ucdavis.app.box.com/s/yu4oo5wm88ut3fc9yiywlnc17i2ihoxj). | ANR Unit Leaders |
| UCD/ANR-47 | July 3, 2024 | Deadline for campus approvers to approve AP invoices, by 5:00pm. | ANR Units/BOC |
| OP-19, ANR-48 | July 5, 2024 | 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. | ANR FS/RPM |
| ANR-49 | July 5, 2024 | Finalize and record property sales transaction (if any) | ANR FS/UCD Capital Accounting/RPM |
| ANR-50 | July 5, 2024 | Locations submit Cost Recovery Forms for EAP and IAP reimbursements via Salesforce case | ANR FS/RPM |
| ANR-51 | July 5, 2024 | Phase 2 -ALL PPM project related items posted in the general ledger needs to be updated in PPM | ANR AE Core Team |
| UCD/ANR-52 | July 7, 2024 | All SCTs for Fiscal Year 2023-24 must be submitted for approval. | ANR All Units |
| ANR-53 | July 8, 2024 | Confirm all SCTs are reviewed and approved | ANR Central Accounting |
| UCD/ANR-54 | July 8, 2024 | Accounts Payable Subledger closes. | Notice |
| OP-21, ANR-55 | July 8, 2024 | Cutoff for intercampus transfer of equipment. Coordinate all transfers with equipment managers. | ANR FS/UCD Capital Accounting/RPM |
| OP-19, ANR-56 | July 8, 2024 | Distribute electronic file of June financial control listings through 7/XX - Oracle to all other AO's. | ANR FS |
| UCD/ANR-57 | July 8, 2024 | Funding roll-over exception report available on the UC Davis UCPath website. | ANR All Units |
| OP-17 | July 8, 2024 | Publish rates for GASB 16 (Accounting for Compensated Absences).(Contact: Shaun Ruiz) | ANR Central Accounting |
| UCD/ANR-58 | July 10, 2024 | Update Funding Entry as needed before the July pay confirm. | ANR All Units |
| OP-27, ANR-59 | July 10, 2024 | '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! | ANR FS |
| OP-29, ANR-60 | July 10, 2024 | Respond to all outstanding Financial Control and Transaction Code entries | ANR FS |
| OP-31, ANR-61 | July 10, 2024 | 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. | ANR FS/UCD General Accounting |
| OP-35, ANR-62 | July 10, 2024 | 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 |
| ANR-63 | July 12, 2024 | Review and determine the MCP:Multi-County Partnership fees and budget. | ANR FS/RPM |
| ANR-64 | July 12, 2024 | Subledger(PPM/SCM/UCPATH) and General Ledger Reconciliation | ANR Central Accounting |
| ANR-65 | July 12, 2024 | PPM Budget to Actual(Expenses) to review, PPM projects and tasks June Close | ANR All Units |
| ANR-66 | July 12, 2024 | Department Expenditures review and post corrections (if any) | ANR All Units |
| ANR-67 | July 15, 2024 | 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 |
| OP-50, ANR-68 | July 15, 2024 | Clear General, Auto and Employment Practices liability account. | UCPath |
| OP-46, ANR-69 | July 15, 2024 | Accounting Manual: Financial Accounting Reconciliation, Perform and review the net position reconciliation | ANR FS |
| OP-48, ANR-70  OP-48, ANR-71 | July 15, 2024  July 15, 2024 | 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). | ANR FS/RPM  ANR FS/RPM |
| ANR-72 | July 15, 2024 | Agency account transactions are recorded as balance sheet items, not as income and expense. If receipts from an entity, organization or to an individual are in excess of the amount expended, the difference is be recorded as a liability, organization or individual concerned; if receipts are less than the amount expended, the difference is to be recorded as a receivable due to the University from the entity, organization or individual concerned. During the year, receipts and disbursements of agency funds may be recorded in non-reportable expenditure accounts in the 80XXXX account or Function 80 series. This will provide the department with the ability to identify separately each agency account and enable the accounting offices to provide the General Ledger expenditure sheets to departments administering these accounts. At year end, as part of the fiscal closing process, any balances in these non-reportable expenditure accounts must be transferred as appropriate to a balance sheet receivable or liability account. | ANR Central Accounting |
| ANR-73 | July 15, 2024 | Close PPM projects set to expire within PPM by June 30, 2024. | AE Team |
| ANR-75 | July 15, 2024 | Year End Systemwide Accounting Change: Record CBR year-end over/under assessments from UCPC with no reversal to CBR Expense Account 508000, Fund 13U49, Function Code 44 and 62, UCOP Financial Control 102110 | ANR FS/RPM |
| ANR-76 | July 15, 2024 | Review the Sales Tax Payables accounts for Q1 and Q2 and reconcile them for the payout due on July 31st. Once reconciled, please share the final amount with Ricardo Ricardo Buenrostro at [rbuenrostro@ucdavis.edu](mailto:rbuenrostro@ucdavis.edu) and Cindy E Fenton at [cfenton@ucdavis.edu](mailto:cfenton@ucdavis.edu). Ensure the publication sales are reviewed and reconciled as well | ANR FS/BOC/UCD Tax Team |
| OP-66, ANR-77 | July 16, 2024 | OP Cutoff for submission of Treasurer Financial Journals for Endowment Fund Transfers. | ANR FS |
| UCD/ANR-78 | July 16, 2024 | Project Portfolio Management Subledger Closes | ANR All Units |
| UCD/ANR-79 | July 16, 2024 | Accounts Receivable Subledger Closes | ANR All Units |
| UCD/ANR-80 | July 22, 2024 | Last day to post to General Ledger | ANR All Units |
| UCD/ANR-81 | July 22, 2024 | Last day for Dean/VC Office to submit for previously approved Central Campus Funding Commitments to BIA analyst. | ANR Central Units |
| ANR-82 | July 31, 2024 | ICR Transfer from J to L, L to M, July Ledger | ANR FS/RPM |
| OP 81, ANR-83 | August 6, 2024 | June Final ledger | ANR FS |
| OP-82, ANR-84 | August 9, 2024 | 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 |

*Please note that the above date is an estimate and is set to accommodate UCD’s and Systemwide deadlines. Due to the Aggie Implementation, the dates may change on short notice, either earlier or later. We will do our best to keep you updated with any developments.*

**Office Hours: June - July**

**Tuesdays 1:00-3:00, Thursdays 1:00-3:00**

**Join Zoom Meeting:** [**https://ucanr.zoom.us/j/5304004429?omn=92724343974**](https://ucanr.zoom.us/j/5304004429?omn=92724343974)

**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://aggieenterprise.ucdavis.edu/fiscal-close-calendar>

UCOP Corporate Accounting (Systemwide) <https://ucofficeofthepresident.sharepoint.com/sites/finacct/corpacctg/Fiscal%20Year%2020232024/Forms/AllItems.aspx?viewpath=%2Fsites%2Ffinacct%2Fcorpacctg%2FFiscal%20Year%2020232024%2FForms%2FAllItems%2Easpx>

UCOP BRC [Financial Systems Replacement - Fiscal Close 2023 - 24 - All Documents (sharepoint.com)](https://ucofficeofthepresident.sharepoint.com/sites/fsr/FIS%20Training/Forms/AllItems.aspx?csf=1&web=1&e=ZOTgo1&cid=16a1c5b4%2D1318%2D4d12%2Dafbb%2D1c6f0cda95ba&FolderCTID=0x01200089AE4EBD3444AD42A8A99D860D084E81&id=%2Fsites%2Ffsr%2FFIS%20Training%2FFiscal%20Close%202023%20%2D%2024) 

UCR

[https://accounting.ucr.edu/fiscal-year-end-closing#fy2024]( https://accounting.ucr.edu/fiscal-year-end-closing#fy2024 )

UCPATH 

UCB

<https://cfo.berkeley.edu/divisional-finance-leaders/fiscal-close-dates-fy2022-23 [SL:fy2023-24 Not Found]>

**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
* Lani Landayan (510) 987-9441 Lani.Landayan@ucop.edu

**ANR Resource Planning & Management Office**

* Samantha Dang (510) 987-6049 [Samantha.Dang@ucop.edu](mailto:Samantha.Dang@ucop.edu)
* Raymond Williams (510) 987-9240 Raymond.williams@ucop.edu
* Adolfo Limon (510) 987-9445 Adolfo.Limon@ucop.edu
* Alan Wong (510) 987-9736 Alan.wong@ucop.edu