

SCHEDULE OF DEADLINES FOR THE JUNE 30, 2021 FISCAL PERIOD CLOSE

This schedule is provided for departments to coordinate their needs with the fiscal closing deadlines. Observance of the deadline dates and hours will facilitate the closing process for everyone. Questions concerning the transactions should be directed to the person or department shown within this schedule.

The closing of the general ledger is the last opportunity for a department to make/request corrections and adjustments for the period of July 1, 2020 through June 30, 2021 in order to have them affect fiscal year 2020-21 and be reflected on the June 30, 2021 Final Ledger.

SUMMARY OF DEADLINES AND REMINDERS

PRELIMINARY LEDGER DEADLINES

- A. Establishing Encumbrances
- B. Recording Expenditures
- C. Recording Income, Service Department Billings, and Recharges
- D. Recording Adjustments and Year-end Accruals & Deferrals
- E. Recording Budget Adjustments

Ledger Availability

RECONCILE LEDGERS MONTHLY

- √ Verify that all transactions have been posted to the correct chartstrings.
- √ Make necessary adjustments.
- √ Clear all deficits.
- √ Submit requests to Central Offices for Journals and Cost Transfers

Keep a close eye on all transactions.

SUMMARY OF DEADLINES AND REMINDERS:

Day	Date	Section	Description
Friday	5/21/2021	E	Interlocation Transfer of Funds
Tuesday	5/25/2021	F	CCOA Office Hour for Questions
Monday	5/28/2021	F	Department Additions and Department Title Changes
Friday	5/28/2021	B	Payroll - Bi-Weekly Pay Period 5/30/2021-6/12/2021
Friday	5/28/2021	A	Purchase Requisitions for Equipment
Friday	5/28/2021	A	Purchase Requisitions for Services
Friday	5/28/2021	A	Purchase Requisitions for Supplies
Friday	5/28/2021	D	Remission Benefits and Fellowships
Friday	5/28/2021	F	Requests for New Chartstring Segments
Tuesday	6/1/2021	A	Requisition Fully Approved
Friday	6/4/2021	A	Purchase Orders Issued
Tuesday	6/8/2021	F	CCOA Office Hour for Questions
Thursday	6/10/2021	B	Payroll - Monthly Pay Period 6/1/2021-6/30/2021
Thursday	6/10/2021	D	Payroll Expenditure Transfers
Friday	6/11/2021	B	Payroll - Bi-Weekly Pay Period 6/13/2021-6/26/2021
Tuesday	6/10/2021	E	May Budget File and Staffing List due to UCOP (Central Office)
Tuesday	6/15/2021	B	Procurement Card Transactions
Tuesday	6/15/2021	B	Travel and Reimbursement Transactions in Concur
Monday	6/21/2021	B	Final day to place catalog orders
Monday	6/21/2021	B	Invoices on Hold – To be cleared for processing by AP before 6/30
Monday	6/21/2021	B	Petty Cash Reimbursements
Monday	6/21/2021	B	Vendor Invoices, Reimbursements, and Check Requests
Tuesday	6/22/2021	F	CCOA Office Hour for Questions
Wednesday	6/23/2021	C	All adjustments for Cashiering for previously posted Cash/Checks/Credit Card receipts
Wednesday	6/30/2021	C	All Cash/Checks/Credit Card receipts to be deposited in Cashiering
Wednesday	6/30/2021	E	Budget Transfers and Adjustments
Wednesday	6/30/2021	C	Campus Gift Acceptance
Wednesday	6/30/2021	B	Gift Card Purchases & Distribution
Thursday	7/1/2021	F	New Fiscal Year Activity
Thursday	7/1/2021	C	The UCM Foundation Monetary Transfer
Friday	7/2/2021	B	Inter-campus Recharge Request
Wednesday	7/14/2021	B	Recharges - (Non-PPM)
Wednesday	7/14/2021	B	Recharges - (PPM)
Wednesday	7/14/2021	B	Cost Transfer and Adjustments Requests for PPM Projects
Wednesday	7/14/2021	D	Financial Journals
Thursday	7/15/2021	E	June Budget File and Staffing List due to UCOP (Central Office)
Wednesday	7/21/2021	D	Fiscal year end Accruals
Wednesday	7/21/2021	D	Fiscal Year-end Deferrals.
Friday	7/30/2021	Ledger	June Ledger Closed
Wednesday	8/4/2021	Ledger	June Ledger Closed - Final to UCOP
Wednesday	8/4/2021	A	Carry Forward of Funds

Please submit your ServiceNow tickets timely.
Adjustments for fiscal year funds **CANNOT** be posted after the June 30th and can't be adjusted in the next fiscal year. Please reconcile all accounts on a timely basis and post adjustments prior to the June period.

A. ESTABLISHING ENCUMBRANCES: (COMMITMENTS AND CARRY FORWARDS) For purchase to be recorded using fiscal year 2021-2021 funding, items and services must be received/completed by 6/30/21.						
DAY	DATE	Hour	Transactions	Contact	Email	
Friday	5/28/2021	5 p.m.	Purchase Requisitions for Equipment PLEASE NOTE: Requisitions received by the deadline will be processed FY 2020-2021 barring required documentation is attached/obtained. Requisitions received after the deadline will be processed on a first come first serve basis. For all funds, be sure requisition is submitted early enough so that requested items can be received on hand prior to 6/30/2021 deadline to post/accrue expense for fiscal year 2020-2021.	Procurement Todd Knittel	procurement@ucmerced.edu	
Friday	5/28/2021	5 p.m.	Purchase Requisitions for Services PLEASE NOTE: Requisitions received by the deadline will be processed in 2020-2021 barring required documentation is attached/obtained. Requisitions received after the deadline will be processed on a first come first serve basis. For all funds and specifically contract and grant funds, be sure that the award is current and that funds are available. Only services performed as of 6/30/2021 can be accrued if invoice is received after 6/30/2021.	Procurement Todd Knittel	procurement@ucmerced.edu	
Friday	5/28/2021	5 p.m.	Purchase Requisitions for Supplies PLEASE NOTE: Requisitions received by the deadline will be processed in 2020-2021 barring required documentation is attached/obtained. Requisitions received after the deadline will be processed on a first come first serve basis. For all funds, be sure requisition is submitted early enough so that requested items can be received in hand prior to 6/30/2021 deadline to post/accrue expense for fiscal year 2020-2021.	Procurement Todd Knittel	procurement@ucmerced.edu	
Tuesday	6/1/2021	5 p.m.	Requisition Fully Approved The requisition must be approved by this date so that procurement services has several days to review for compliance, and draft and issue the PO.	Procurement Todd Knittel	procurement@ucmerced.edu	
Friday	6/4/2021	5 p.m.	Purchase Orders Issued The purchase order must be issued by this date to ensure the goods or services can be delivered or performed and the invoice fully processed in this fiscal year.	Procurement Todd Knittel	procurement@ucmerced.edu	
Wednesday	8/4/2021	5 p.m.	Carry Forward of Funds Funds 19900, 19912, 19924, 19948, 19969, and 14000 do not automatically carry forward. Funds 19954 and 19958 will not automatically carry forward and are subject to UCOP carry forward guidelines for this fund. All unspent balances in fund 19955 will revert back to the State. Fund 19924 will be manually carried forward per the established Carry Forward Policy. Faculty related funding such as incidentals and non-grant awards will be manually carried forward based on eligibility per UC Merced Carry Forward Policy. Carry forward requests should be submitted to FP&A by this date. All other funds will automatically carry forward.	Financial Planning & Analysis	budget@ucmerced.edu	

B. RECORDING EXPENDITURES:

DAY	DATE	Hour	Transactions	Contact	Email
Tuesday	6/15/2021	5 p.m.	Procurement Card Transactions Last day for procurement card purchases to be passed by the merchant to the credit card company and be included as 2020-2021 business. It is best to place orders as soon as possible.	UC Merced Travel	travel@ucmerced.edu
Tuesday	6/15/2021	5 p.m.	Travel and Reimbursement Transactions in Concur Last day to submit travel and reimbursement activity to be accounted by 06/30/2021. All dependent approvals must be received timely.	UC Merced Travel	travel@ucmerced.edu
Monday	6/21/2021	5 p.m.	Final day to place catalog orders The goods and services must be received prior to or on June 30, 2021, in order for the expenses to be valid for this fiscal year.	Procurement Todd Knittel	procurement@ucmerced.edu
Monday	6/21/2021	5 p.m.	Invoices on Hold – To be cleared for processing by AP before 6/30 Work with accounts payable to resolve issues with invoices.	Merced Accounts Payable	accountspayable@ucmerced.edu
Monday	6/21/2021	5 p.m.	Petty Cash Reimbursements Request for reimbursements for all outstanding disbursements made through June 30, 2021 from University Petty Cash Funds. Custodians of a Petty Cash Fund should submit a request for reimbursement.	Treasury & Banking	treasury@ucmerced.edu
Monday	6/21/2021	5 p.m.	Vendor Invoices, Reimbursements, and Check Requests Invoices that are submitted by vendors through electronic methods will depend on each vendors' capabilities for delivery and schedule for invoice submission. (Due to the nature of electronic invoicing, departments are encouraged to work directly with the vendors for large purchases to ensure that the invoices are transmitted in the correct year.)	Merced Accounts Payable	accountspayable@ucmerced.edu
Wednesday	6/30/2021	5 p.m.	Gift Card Purchases & Distribution Request for log of distribution of all outstanding gift card purchases made through June 30, 2021.	Treasury & Banking	treasury@ucmerced.edu
Friday	7/2/2021	5 p.m.	Intercampus Recharge Request Deadline for processing FY 2020-2021 recharges between campus locations.	General Accounting Craig Ledebur	cldebur@ucmerced
Wednesday	7/14/2021	5 p.m.	Cost Transfer and Adjustments Requests for PPM Projects Requests for cost transfers and adjustments must be submitted to ServiceNow to be recorded timely.	Project Portfolio Financial Management	ppfm@ucmerced.edu
Wednesday	7/14/2021	5 p.m.	Recharges - (Non-PPM) Recharges for FY 2020-2021 activity must be received by deadline via ServiceNow.	General Accounting Devan Hinojosa	recharge@ucmerced.edu
Wednesday	7/14/2021	5 p.m.	Recharges - (PPM) Recharges for FY 2020-2021 activity must be received by deadline via ServiceNow.	Project Portfolio Financial Management	ppfm@ucmerced.edu

B. RECORDING PAYROLL EXPENDITURES:					
DAY	DATE	Hour	Transactions	Contact	Email
Friday	5/28/2021	5 p.m.	Payroll - Bi-Weekly Pay Period 5/30/2021-6/12/2021 Documents to UCM Payroll to be included in pay cycle	UCM Payroll Services	payrollservices@ucmerced.edu
Friday	6/11/2021	5 p.m.	Payroll - Bi-Weekly Pay Period 6/13/2021-6/26/2021 Documents to UCM Payroll to be included in pay cycle	UCM Payroll Services	payrollservices@ucmerced.edu
Thursday	6/10/2021	5 p.m.	Payroll - Monthly Pay Period 6/1/2021-6/30/2021 Documents to UCM Payroll to be included in pay cycle	UCM Payroll Services	payrollservices@ucmerced.edu

B. RECORDING TRAVEL EXPENDITURES:					
DAY	DATE	Hour	Transactions	Contact	Email
Tuesday	6/15/2021	5 p.m.	Travel and Reimbursement Transactions in Concur Expense reimbursements need to be submitted by this date. Proper approvals need to be completed in Concur. Contact Travel with any questions. Note: If travel expenses are incurred prior to July 1 for a trip that will not be completed until fiscal year 2020-2021, expenses may be charged to 2020-2021 funds (for round trip tickets, per diem, and other allowable expenses). To record the charges, a letter requesting approval to accrue expenses and detailing the account to be charged, traveler, destination, and dates of travel must be sent to the specified address.)	UC Merced Travel	travel@ucmerced.edu
Tuesday	6/15/2021	5 p.m.	Procurement Card Transactions Last day for procurement card purchases to be passed by the merchant to the credit card company and be included as 2020-2021 business. It is best to place orders as soon as possible.	UC Merced Travel	travel@ucmerced.edu

C. RECORDING INCOME, SERVE DEPARTMENT BILLINGS, AND RECHARGES:					
DAY	DATE	Hour	Transactions	Contact	Email
Wednesday	6/23/2021	5 p.m.	All adjustments for Cashiering for previously posted Cash/Checks/Credit Card receipts	Cashiering	cashiers@ucmerced.edu
Wednesday	6/30/2021	3 p.m.	All Cash/Checks/Credit Card receipts to be deposited in Cashiering	Cashiering	cashiers@ucmerced.edu
Wednesday	6/30/2021	5 p.m.	Campus Gift Acceptance All gift checks received by June 30th.	Cashiering	cashiers@ucmerced.edu
Thursday	7/1/2021	5 p.m.	The UCM Foundation Monetary Transfer	General Accounting	accounting@ucmerced.edu

D. RECORDING ADJUSTMENTS:

NOTE: This is the last opportunity a department will have to make corrections and adjustments for the period of July 1, 2020 through June 30, 2021, in order to have the changes be reflected on the June final Ledger.

DAY	DATE	Hour	Transactions	Contact	Email
Friday	5/28/2021	5 p.m.	Remission Benefits and Fellowships Adjustments to Graduate Division for processing in fiscal year 2020-2021.	Graduate Division Eric Cannon	ecannon2@ucmerced.edu
Thursday	6/10/2021	5 p.m.	Payroll Expenditure Transfers The last date for UCM Payroll Services to receive expense transfers for processing as of 6/30/2021. Units can send their fully executed forms to UCM Payroll Services.	UCM Payroll Services	payrollservices@ucmerced.edu
Wednesday	7/14/2021	5 p.m.	Financial Journals All requests for Accounting to complete journals received by deadline will be processed for 6/30/2021.	Accounting Services	accounting@ucmerced.edu
Wednesday	7/21/2021	5 p.m.	Fiscal year end Accruals Accrue expense for goods received on campus or services completed by 6/30/2021 but not recorded in ledger as of 6/30/2021. Provide Accounting Services documentation requesting approval to accrue expenses, documentation (invoice/receiving) showing received date or date of services and Chartstring to be charged.	Accounting Services	accounting@ucmerced.edu
Wednesday	7/21/2021	5 p.m.	Fiscal Year-end Deferrals Deferral of revenue received as of 6/30/2021 that represents services that have not been completed. Request to defer expenses for costs paid in advance (covering future periods). Send documentation to Accounting Services requesting to defer revenue/expense to next year. Note: Contract/Grant funds are automatically deferred.	Accounting Services	accounting@ucmerced.edu

E. RECORDING BUDGET ADJUSTMENTS:

DAY	DATE	Hour	Transactions	Contact	Email
Friday	5/21/2021	5 p.m.	Interlocation Transfer of Funds This is a firm cutoff. Any requests received after this date cannot be processed until FY 2020-2021.	Financial Planning & Analysis	budget@ucmerced.edu
Tuesday	6/10/2021	5 p.m.	May Budget File and Staffing List due to UCOP (Central Office) Reporting requirement to UCOP	Financial Planning & Analysis	budget@ucmerced.edu
Wednesday	6/30/2021	5 p.m.	Budget Transfers and Adjustments Requests submitted by this date will be processed for fiscal close.	Financial Planning & Analysis Project Portfolio Financial Management	budget@ucmerced.edu ppfm@ucmerced.edu
Thursday	7/15/2021	5 p.m.	June Budget File and Staffing List due to UCOP (Central Office) Reporting requirement to UCOP	Financial Planning & Analysis	budget@ucmerced.edu

F. ADDITIONAL STEPS FOR LEDGER CLEANUP AND 7/1/2021 NEW FISCAL YEAR CHANGES:

DAY	DATE	Hour	Transactions	Contact	Email
Tuesday	5/25/2021	10 a.m.	CCOA Office Hour for Questions CCoA team answers questions from departments regarding fiscal close/freeze/org hierarchy changes/CCoA segments/Projects	General Accounting	accounting@ucmerced.edu
Monday	5/28/2021	5 p.m.	Department Additions and Department Title Changes Request for any department hierarchy title changes, deletion, and addition of departments. Final opportunity to make any hierarchal changes under current financial system.	General Accounting	accounting@ucmerced.edu
Friday	5/28/2021	5 p.m.	Requests for New Chartstring Segments	General Accounting	accounting@ucmerced.edu
Tuesday	5/25/2021	10 a.m.	CCOA Office Hour for Questions CCoA team answers questions from departments regarding fiscal close/freeze/org hierarchy changes/CCoA segments/Projects	General Accounting	accounting@ucmerced.edu
Tuesday	5/25/2021	10 a.m.	CCOA Office Hour for Questions CCoA team answers questions from departments regarding fiscal close/freeze/org hierarchy changes/CCoA segments/Projects	General Accounting	accounting@ucmerced.edu
Thursday	7/1/2021	5 p.m.	New Fiscal Year Activity Effective new fiscal year, departments to use new project codes for academic programs.	General Accounting	accounting@ucmerced.edu

JULY 10, 2021 8:00 P.M. - The June PRELIMINARY Ledger is now closed

LEDGER AVAILABILITY:

Friday	7/30/2021	June Ledger Closed			
Wednesday	8/4/2021	June Ledger Closed - Final to UCOP			

NOTE: Departments are urged to submit transactions on a daily basis. **DO NOT HOLD** manual documents, forms are processed on a daily basis. Accounting Services will not be able to process documents for the June 30 ledger if they are received after the listed cut off dates.