

May 1, 2018

DEPARTMENTS/ADMINISTRATIVE OFFICERS:

Re: Fiscal Closing, June 30, 2018

It is time to prepare for the annual fiscal closing of the General Ledger as prescribed by the State of California. This closing process, which results in a statement of the year's financial operations in the University of California annual report, requires the coordinated efforts of General Accounting Services and campus departments to ensure that all financial activity is accurately recorded.

For campus departments, there are two significant periods in the fiscal closing process:

1. *May 1st - May 31st*

During this period, it is important that all departments review their ledgers and verify that all requisitions, invoices, and payroll transactions for the current fiscal year have been correctly recorded and that all financial adjustments are posted.

2. *June 1st - July 18th (June Preliminary Ledger close)*

During this period, please monitor June financial activity with the use of the On-Line Financial System Reports or FS-QDB - GL Transactions. Please make sure to post expense transfers, income and expense deferrals or accruals, budget adjustments and any other corrections for the fiscal year before the deadline. If you have any questions, please communicate with the appropriate contact listed in the *Schedule of Deadlines*.

✓ Beginning July 1, when submitting online transactions for **June** business, be sure to change the effective date to 06/30/18.

*REMINDER: All **revenue** and **expenditures** that pertain to fiscal year 2017-18 must be recorded in the general ledger by **July 9**. Review your accounts and verify that all financial activity for 2017-18 has been applied to the correct fiscal year and the correct Full Accounting Unit (FAU). If a correction is needed, all adjustments must be posted by **July 18**. Non-Payroll Adjustments for fiscal year funds, **CANNOT** be posted after that date, nor will adjustments be accepted in the next fiscal year.*

The period of time between the June preliminary ledger and the June final ledger, July 18 through August 3, is used by central administrative offices to process the required adjustments, and transfers that complete the closing process, and produce the June 30 Final General Ledger and associated reports.

The attachment to this document contains the following information to assist you in planning for fiscal closing:

Schedule of Deadlines for the Preliminary Ledger – pages 1 - 5

This schedule will enable you to coordinate your needs with the closing requirements of the University of California and various campus departments, including Accounting, Budget Office, Procurement, HRPC, Facilities/ACT, and the Graduate Division.

Summary of Deadline Dates – page 6

This listing provides summarized deadline information in date order and references the page where that step can be found within the *Schedule of Deadlines*.

Accounts Payable Fiscal Close Procedures

This letter provides the fiscal close procedures for CatBuy users for purchasing and submitting invoices for payment.

If you would like further information about fiscal closing, please contact Marianna Eastman in Accounting Services (228-4076), email accounting@ucmerced.edu, or the contact listed in the *Schedule of Deadlines*.

NOTICE: With the implementation of the Statement on Auditing Standards (**SAS 115, formerly SAS 112**), entitled *Communicating Internal Control Related Matters Identified in an Audit*, departments need to be diligent in retaining documentation, electronic or hard copy, and providing proof of internal controls. If requested, the lack of documentation could be interpreted by the auditors as a control deficiency and subsequently reported as an audit finding in financial reporting. For additional information, refer to the following UCLA Fiscal Closing website:

<https://www.finance.ucla.edu/corporate-accounting/closing-schedule-for-fiscal-year-end>

Marianna Eastman
General Accounting Manager
209-228-4076
meastman@ucmerced.edu
Attachment

RECONCILE LEDGERS MONTHLY

- ✓ Verify that all transactions have been posted to the correct Full Accounting Unit (FAU).
- ✓ Make necessary adjustments.
- ✓ Clear all deficits (review On-line Financial System overdraft reports).

ATTENTION:

All payroll expense transfers must be submitted to HRPC by June 11.

Revenue and expenditures that pertain to Fiscal year 2017-18 must be recorded in the general ledger by July 9.

Verify that all 2017-18 income and charges have been applied to the correct FAU.

All non-payroll adjustments must be posted by July 18.



Reminder: Non-Payroll Adjustments, for fiscal year funds, **CANNOT** be posted after the June prelim, nor can adjustments be made in the next fiscal year.

Keep a close eye on all transactions, especially between June 30 and July 18, you don't want to find any unexpected surprises on the final ledger.

SCHEDULE OF DEADLINES FOR THE JUNE 30, 2018 PRELIMINARY LEDGER

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. Although many transactions are now submitted electronically, there are still some paper documents that need to be manually processed. For those paper documents, if it is close to the cutoff date, please deliver to the appropriate office to guarantee a timely delivery. Whenever possible, please post transactions or send documents prior to the cutoff. Questions concerning the transactions should be directed to the contact or department shown within this schedule.

This schedule is available in General Accounting.

The preliminary ledger is the last opportunity a department will have to make corrections and adjustments for the period of July 1, 2017 through June 30, 2018, in order to have them affect fiscal year 2017-18, and be reflected on the June 30, 2018 Final Ledger.

PRELIMINARY LEDGER DEADLINES	PAGE
Establishing Encumbrances	1
Recording Expenditures	1 - 3
Recording Income, Service Department Billings, and Recharges	4
Recording Adjustments and Year-end Accruals & Deferrals	4
Recording Budget Adjustments	5
Ledger Availability	5
SUMMARY OF DEADLINES	6

Reminder: Non-payroll adjustments, for fiscal year funds, CANNOT be posted after the June prelim, nor will adjustments be accepted in the next fiscal year. Please reconcile all accounts on a timely basis and post adjustments prior to the July 18 deadline.

A. ESTABLISHING ENCUMBRANCES:

(COMMITMENTS AND CARRY FORWARDS) For purchase to be recorded using fiscal year 2017-2018 funding, item must be received on campus by 6/30/18 and services completed as of 6/30/18.

DAY	DATE	Hour	Transactions	Contact	Email
Fri.	11-May	5 p.m.	Purchase Requisitions for Equipment	Procurement Stephanie Zuniga	procurement@ucmerced.edu
			PLEASE NOTE: Requisitions received by the deadline will be processed in 2017-18 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 6/30/18 deadline to post/accrue expense for fiscal year 2017-18.		
Fri.	11-May	5 p.m.	Purchase Requisitions for Services	Procurement Stephanie Zuniga	procurement@ucmerced.edu
			PLEASE NOTE: Requisitions received by the deadline will be processed in 2017-18 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 6/30/18 can be accrued if invoice is received after 6/30/18.		
Fri.	11-May	5 p.m.	Purchase Requisitions for Supplies	Procurement Stephanie Zuniga	procurement@ucmerced.edu
			PLEASE NOTE: Requisitions received by the deadline will be processed in 2017-18 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 6/30/18 deadline to post/accrue expense for fiscal year 2017-18.		
Fri.	15-Jun	5 p.m.	Open Commitments	UCM Accounts Payable	accountspayable@ucmerced.edu
			Review open commitment subsidiary ledger to ensure encumbrances are valid. If items or services completed, work with vendors to receive invoices. If not a valid commitment, close order in Catbuy by June 30, 2018.		
Wed.	18-Jul	5 p.m.	Carry Forward of Funds	Budget Office	budget@ucmerced.edu
			19900, 19912, and 20095 as part of base allocations do not automatically carryforward. Faculty-related accounts such as Faculty incidentals, non-grant awards and stipends such as academic senate stipends, awards, Grad Chair stipends/awards, UG chair stipends/awards, and FAO awards will be manually carried forward. All other funds will automatically carryforward.		

B. RECORDING EXPENDITURES:

DAY	DATE	Hour	Transactions	Contact	Email
Mon.	4-Jun	5 p.m.	STAR Awards	Compensation	comp@ucmerced.edu
			Cut off for paperwork submitted to HR to be processed from FY 17/18 funding.		
Wed.	13-Jun	4 p.m.	Vendor Invoices, Reimbursements, and Check Requests - May 31 and Prior Invoice Date	Merced Accounts Payable	accountspayable@ucmerced.edu
			To ensure received by UCLA Accounts Payable by 4 p.m. June 15, 2018 will be processed as 2017-18 business (unless clearly marked as 2018-19 business). Received after this date will be processed on a first-come first-served basis.		
Wed.	13-Jun	5 p.m.	Facility, Fleet & TAP Recharges	Cindy Roberts	croberts5@ucmerced.edu
			Recharges received in ACT by deadline will be processed effective FY 2017-18. ACT will continue to process until July 11, 2018 recharge unit deadline.		
Fri.	15-Jun	4 p.m.	H & I Status Invoices	Merced Accounts Payable	accountspayable@ucmerced.edu
			Work with accounts payable to resolve issues with invoices. Invoices on "I" status are not recorded as an expenses in fiscal year 2017-18. These should be cleared by 6/30/18.		

B. RECORDING EXPENDITURES: (Cont.)

DAY	DATE	Hour	Transactions	Contact	Email
<i>Fri.</i>	<i>15-Jun</i>	<i>10 a.m.</i>	Procurement Card Transactions	Procurement Stephanie Zuniga	procurement@ucmerced.edu
			Last day for procurement card purchases to be passed by the merchant to the credit card company and be included as 2017-18 business. It is best to place orders by 6/15/18 or as early in the month as possible. (Matching orders must be posted no later than Monday, June 25, 2018). The system may allow transactions after 6/15/18, but there are no guarantees that these transactions will be booked as 2017-18 business.		
<i>Thurs.</i>	<i>21-Jun</i>	<i>10 a.m.</i>	Vendor Invoices, Reimbursements, and Check Requests	Merced Accounts Payable	accountspayable@ucmerced.edu
			To ensure received by UCLA Accounts Payable by 10 a.m. June 25, 2018 will be processed as 2017-18 business (unless clearly marked as 2018-19 business). Received after this date will be processed on a first-come first-served basis. UCLA will process fiscal year 2017-2018 invoices received by deadline through 7/9/18.		
<i>Wed.</i>	<i>27-Jun</i>	<i>5 p.m.</i>	Final day to place orders for OfficeMax, Grainger, VWR & Fisher Scientific products	Procurement Stephanie Zuniga	procurement@ucmerced.edu
			The goods and services must be received prior to or on June 30, 2018, in order for the expenses to be valid for this fiscal year		
<i>Thurs.</i>	<i>28-Jun</i>	<i>4 p.m.</i>	Vendor Invoices, Reimbursements, and Check Requests-BOX	Merced Accounts Payable	accountspayable@ucmerced.edu
			Received in Accounting to be uploaded to UCLA's BOX folder will be processed as 2017-18 business.		
<i>Fri.</i>	<i>29-Jun</i>	<i>10 a.m.</i>	Vendor Invoices, Reimbursements, and Check Requests-Vendor Paperless Process	Merced Accounts Payable	accountspayable@ucmerced.edu
			Invoices submitted by <u>vendor</u> through electronic methods received up to June 29, 2018 will be processed. UCLA will process fiscal year 2017-2018 invoices received by deadline through 7/9/18.		
<i>Mon.</i>	<i>2-Jul</i>	<i>10 a.m.</i>	Petty Cash Reimbursements	Treasury & Banking	treasury@ucmerced.edu
			Request for reimbursements for all outstanding disbursements made through June 30, 2018 from University Petty Cash Funds. Custodians of a Petty Cash Fund should submit a request for reimbursement.		
<i>Mon.</i>	<i>2-Jul</i>	<i>10 a.m.</i>	Gift Card Purchases & Distribution	Treasury & Banking	treasury@ucmerced.edu
			Request for log of distribution of all outstanding gift card purchases made through June 30, 2018.		
<i>Thurs.</i>	<i>5-Jul</i>	<i>10 a.m.</i>	Intercampus Recharge Request	General Accounting Cristina	cledebur@ucmerced
			Deadline for processing FY 2017-18 recharges between campus locations. Merced transferring expenses to another campus.		
<i>Mon.</i>	<i>9-Jul</i>	<i>5 p.m.</i>	Manual Recharges	General Accounting Helen	recharge@ucmerced.edu
			Recharges received in Accounting by deadline will be processed effective FY 2017-18.		
<i>Wed.</i>	<i>11-Jul</i>	<i>5 p.m.</i>	On-Line Recharges	General Accounting	recharge@ucmerced.edu
			Recharges unit deadline for processing recharges effective FY 2017-18.		

B. RECORDING PAYROLL EXPENDITURES:

DAY	DATE	Hour	Transactions	Contact	Email
<i>Thurs.</i>	<i>17-May</i>	<i>5 p.m.</i>	Payroll - Bi-Weekly Pay Period 5/20/18-6/2/18	HRPC	hRPC@ucmerced.edu
			Documents to HR/APO to be included in pay cycle		
<i>Thurs.</i>	<i>24-May</i>	<i>5 p.m.</i>	Payroll - Bi-Weekly Pay Period 5/20/18-6/2/18	HRPC	hRPC@ucmerced.edu
			Documents to HRPC to be included in pay cycle		
<i>Fri.</i>	<i>1-Jun</i>	<i>5 p.m.</i>	Payroll - Bi-Weekly Pay Period 6/3/18-6/16/18	HRPC	hRPC@ucmerced.edu
			Documents to HR/APO to be included in pay cycle		
<i>Mon.</i>	<i>4-Jun</i>	<i>5 p.m.</i>	Payroll - Bi-Weekly Pay Period 6/3/18-6/16/18	HRPC	hRPC@ucmerced.edu
			Documents to HRPC to be included in pay cycle		

B. RECORDING PAYROLL EXPENDITURES: (cont.)

DAY	DATE	Hour	Transactions	Contact	Email
<i>Fri.</i>	<i>8-Jun</i>	<i>5 p.m.</i>	Payroll - Monthly Pay Period 6/1/18-6/30/18	HRPC	hrpc@ucmerced.edu
			Documents to HR/APO to be included in pay cycle		
<i>Mom.</i>	<i>11-Jun</i>	<i>5 p.m.</i>	Payroll - Monthly Pay Period 6/1/18-6/30/18	HRPC	hrpc@ucmerced.edu
			Documents to HRPC to be included in pay cycle		

B. RECORDING TRAVEL EXPENDITURES:

DAY	DATE	Hour	Transactions	Contact	Email
<i>Fri.</i>	<i>8-Jun</i>	<i>10 a.m.</i>	Registration, Vendor Invoices and Travel Expenses concluded prior to June 1st	Travel Stacey Teixeira/Tracy England	travel@ucmerced.edu
			Must be received in the Express Travel Accounting queue or Travel Accounting office (registration fees or paper invoices) for processing by 10 am Friday, June 8th to be processed for Fiscal Year 2017-18. Express reimbursements that have been "returned for more information" on or before June 8th must be submitted back into the Travel Accounting queue by 10 am Friday, June 15th to be processed for Fiscal Year 2017-18.		
<i>Fri.</i>	<i>15-Jun</i>	<i>10 a.m.</i>	Registration, Vendor Invoices and Travel Expenses concluded between June 1st and June 8th	Travel Stacey Teixeira/Tracy England	travel@ucmerced.edu
			Must be received in the Express Travel Accounting queue or Travel Accounting office (registration fees or paper invoices) for processing by 10 am Friday, June 15th to be processed for Fiscal Year 2017-18. Express reimbursements that have been "returned for more information" on or before June 15th must be submitted back into the Travel Accounting queue by 5pm Monday, June 22th to be processed for Fiscal Year 2017-18.		
<i>Fri.</i>	<i>22-Jun</i>	<i>10 a.m.</i>	Registration, Vendor Invoices and Travel Expenses concluded between June 9th and June 15th	Travel Stacey Teixeira/Tracy England	travel@ucmerced.edu
			Must be received in the Express Travel Accounting queue or Travel Accounting office (registration fees or paper invoices) for processing by 10 am Friday, June 22nd to be processed for Fiscal Year 2017-18. Express reimbursements that have been "returned for more information" on or before June 29th must be submitted back into the Travel Accounting queue by 5pm Monday, June 22th to be processed for Fiscal Year 2017-18.		
<i>Fri.</i>	<i>22-Jun</i>	<i>10 a.m.</i>	Express Expense Reports – Applicable to 2017-18 travel and Travel Vendor Payments.	Travel Stacey Teixeira/Tracy England	travel@ucmerced.edu
			Note: If travel expenses are incurred prior to July 1 for a trip that will not be completed until fiscal year 2018-19, expenses may be charged to 2017-18 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.		
<i>Fri.</i>	<i>22-Jun</i>	<i>3 p.m.</i>	Direct bill payments for airfare	Travel Stacey Teixeira/Tracy England	travel@ucmerced.edu
			Must be submitted to UC Travel and ticketed by 3 pm Friday, June 22nd to be processed for Fiscal Year 2017-18. Any payments made after 3 pm on June 22nd will be processed with an effective date in the new fiscal year.		
<i>Fri.</i>	<i>29-Jun</i>	<i>5 p.m.</i>	Registration, Vendor Invoices and Travel Expenses concluded between June 16th and June 22nd	Travel Stacey Teixeira/Tracy England	travel@ucmerced.edu
			Must be received in the Express Travel Accounting queue or Travel Accounting office (registration fees or paper invoices) for processing by 10 am Friday, June 29th to be processed for Fiscal Year 2017-18. Express reimbursements that have been "returned for more information" on or before June 29th must be submitted back into the Travel Accounting queue by 5pm Monday, July 3rd to be processed for Fiscal Year 2017-18.		
			Travel & Entertainment expenses submitted after the June 29th deadline, will be processed with an effective date in the new fiscal year.		

C. RECORDING INCOME, SERVE DEPARTMENT BILLINGS, AND RECHARGES:

DAY	DATE	Hour	Transactions	Contact	Email
Fri.	6-Jul	5 p.m.	The UCM Foundation Monetary Transfer	General Accounting Craig Ledebur	accounting@ucmerced.edu
Fri.	29-Jun	2 p.m.	Campus Gift Acceptance All gift checks received as of June 30 must be deposited with the main cashier.	Cashiering	cashiers@ucmerced.edu
Fri.	29-Jun	2 p.m.	All Cash/Checks/Credit Card receipts Received as of June 30 must be posted in Cashnet by Monday, June 30, 2 p.m. to be marked as JUNE business. Plan to reconcile and close batches prior to the cutoff time to ensure any last minute issues can be resolved before the deadline. An extension to the cutoff time is not possible.	Cashiering	cashiers@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, 2017 through June 30, 2018, in order to have the changes be reflected on the June final Ledger.

DAY	DATE	Hour	Transactions	Contact	Email
Fri.	1-Jun	3 p.m.	Remission Benefits and Fellowships Adjustments to Graduate Division for processing in fiscal year 2017-18.	Graduate Division Eric Cannon	ecannon2@ucmerced.edu
Mon.	11-Jun	5 p.m.	Payroll Expenditure Transfers - July-November 2017-PPS The last date for HRPC to receive PPS expense transfers for processing as of 6/30/18. Units can send their fully executed forms to HRPC.	HRPC	hrpc@ucmerced.edu
Mon.	11-Jun	5 p.m.	Payroll Expenditure Transfers - December 2017-May 2018-UCPath The last date for HRPC to receiveUCPath expense transfers for the 6/30/18 fiscal close. Units can send their fully executed forms to HRPC.	HRPC	hrpc@ucmerced.edu
Wed.	11-Jul	5 p.m.	Fiscal year end Accruals Accrue expense for goods received on campus or services completed by 6/30/18 but not charged. Provide Accounting Services documentation requesting approval to accrue expenses and detail the FAU to be charged.	Merced Accounts Payable	accountspayable@ucmerced.edu
Wed.	11-Jul	5 p.m.	Fiscal Year-end Deferrals Deferral of revenue received as of 6/30/18 that has been received for services not completed as of 6/30/18. Send documentation to Accounting Services requesting to defer revenue to next year. Note: Contract/Grant funds are automatically deferred.	Treasury & Disbursements	treasury@ucmerced.edu
Wed.	11-Jul	5 p.m.	On-line Financial Journals. All requests for Accounting to complete journals received by deadline will be processed for 6/30/18.	Accounting Services	accounting@ucmerced.edu
Wed.	18-Jul	8 p.m.	On-line Non-Payroll Expenditure Adjustments Deadline for departments fo complete non-PEARS. For Contract/Grant funds, non-PEAR over the 120 days should be submitted earlier to give approver time to approve.	Accounting Services	accounting@ucmerced.edu

REMINDER: Non-Payroll adjustments, for fiscal year funds, CANNOT be posted after June Prelim, nor will adjustments be accepted in the next fiscal year. Post all adjustments by July 18, with June 30, 2018 effective date.

E. RECORDING BUDGET ADJUSTMENTS:

DAY	DATE	Hour	Transactions	Contact	Email
Wed.	16-May	5 p.m.	Interlocation Transfer of Funds	Budget Office	budget@ucmerced.edu
			This is a firm cutoff any requests received after this date cannot be processed until FY 2018-19.		
Wed.	18-Jul	5 p.m.	On-line Transfer of Funds – temporary budget	Budget Office	budget@ucmerced.edu
			Requested submitted to Budget Office will be processed for fiscal close.		

JULY 18, 2018 8:00 P.M. - The June PRELIMINARY Ledger is now closed

Thurs.	19-Jul	June Prelim now available through FS-QDB.	All Ledger reports are in Document Direct
Mon.	6-Aug	June Final now available through FS-QDB.	All Ledger reports are in Document Direct

NOTE: Departments are urged to submit transactions on a daily basis. **DO NOT HOLD** manual documents, forms are processed on a daily basis. Accounting



SUMMARY OF DEADLINES
Good Luck for a successful "Closing!"

Day	Date	Page	Description
<i>Fri.</i>	<i>11-May</i>	<i>1</i>	Purchase Requisitions for Equipment
<i>Fri.</i>	<i>11-May</i>	<i>1</i>	Purchase Requisitions for Services
<i>Fri.</i>	<i>11-May</i>	<i>1</i>	Purchase Requisitions for Supplies
<i>Wed.</i>	<i>16-May</i>	<i>5</i>	Interlocation Transfer of Funds
<i>Thurs.</i>	<i>17-May</i>	<i>2</i>	Payroll - Bi-Weekly Pay Period 5/20/18-6/2/18
<i>Thurs.</i>	<i>24-May</i>	<i>2</i>	Payroll - Bi-Weekly Pay Period 5/20/18-6/2/18
<i>Fri.</i>	<i>1-Jun</i>	<i>4</i>	Remission Benefits and Fellowships
<i>Fri.</i>	<i>1-Jun</i>	<i>2</i>	Payroll - Bi-Weekly Pay Period 6/3/18-6/16/18
<i>Mon.</i>	<i>4-Jun</i>	<i>1</i>	STAR Awards
<i>Mon.</i>	<i>4-Jun</i>	<i>3</i>	Payroll - Monthly Pay Period 6/1/18-6/30/18
<i>Fri.</i>	<i>8-Jun</i>	<i>2</i>	Payroll - Bi-Weekly Pay Period 6/3/18-6/16/18
<i>Fri.</i>	<i>8-Jun</i>	<i>3</i>	Registration, Vendor Invoices and Travel Expenses concluded prior to June 1st
<i>Mon.</i>	<i>11-Jun</i>	<i>3</i>	Payroll - Monthly Pay Period 6/1/18-6/30/18
<i>Mon.</i>	<i>11-Jun</i>	<i>4</i>	Payroll Expenditure Transfers - July-November 2017-PPS
<i>Mon.</i>	<i>11-Jun</i>	<i>4</i>	Payroll Expenditure Transfers - December 2017-May 2018-UCPath
<i>Wed.</i>	<i>13-Jun</i>	<i>1</i>	Vendor Invoices, Reimbursements, and Check Requests - May 31 and Prior Invoice Date.
<i>Wed.</i>	<i>13-Jun</i>	<i>1</i>	Facility, Fleet & TAP Recharges
<i>Fri.</i>	<i>15-Jun</i>	<i>1</i>	Open Commitments
<i>Fri.</i>	<i>15-Jun</i>	<i>2</i>	Procurement Card Transactions
<i>Fri.</i>	<i>15-Jun</i>	<i>1</i>	H & I Status Invoices
<i>Fri.</i>	<i>15-Jun</i>	<i>3</i>	Registration, Vendor Invoices and Travel Expenses concluded between June 1st - June 8th
<i>Thurs.</i>	<i>21-Jun</i>	<i>2</i>	Vendor Invoices, Reimbursements, and Check Requests
<i>Fri.</i>	<i>22-Jun</i>	<i>3</i>	Registration, Vendor Invoices and Travel Expenses concluded between June 9th - June 15th
<i>Fri.</i>	<i>22-Jun</i>	<i>3</i>	Express Expense Reports – Applicable to 2017-18 travel and Travel Vendor Payments
<i>Fri.</i>	<i>22-Jun</i>	<i>3</i>	Direct bill payments for airfare
<i>Wed.</i>	<i>27-Jun</i>	<i>2</i>	Final day to place orders for OfficeMax, Grainger, VWR & Fisher Scientific products
<i>Thurs.</i>	<i>28-Jun</i>	<i>2</i>	Vendor Invoices, Reimbursements, and Check Requests-BOX
<i>Fri.</i>	<i>29-Jun</i>	<i>2</i>	Vendor Invoices, Reimbursements, and Check Requests-Vendor Paperless Process
<i>Fri.</i>	<i>29-Jun</i>	<i>3</i>	Registration, Vendor Invoices and Travel Expenses concluded between June 16th - June 22nd
<i>Fri.</i>	<i>29-Jun</i>	<i>4</i>	Campus Gift Acceptance
<i>Fri.</i>	<i>29-Jun</i>	<i>4</i>	All Cash/Checks/Credit Card receipts
<i>Mon.</i>	<i>2-Jul</i>	<i>2</i>	Petty Cash Reimbursement
<i>Mon.</i>	<i>2-Jul</i>	<i>2</i>	Gift Card Purchases & Distribution
<i>Thurs.</i>	<i>5-Jul</i>	<i>2</i>	Intercampus Recharge Request
<i>Fri.</i>	<i>6-Jul</i>	<i>4</i>	The UCM Foundation Monetary Transfer
<i>Mon.</i>	<i>9-Jul</i>	<i>2</i>	Manual Recharges
<i>Wed.</i>	<i>11-Jul</i>	<i>4</i>	Fiscal year end Accruals
<i>Wed.</i>	<i>11-Jul</i>	<i>4</i>	Fiscal Year-end Deferrals.
<i>Wed.</i>	<i>11-Jul</i>	<i>4</i>	On-line Financial Journals.
<i>Wed.</i>	<i>11-Jul</i>	<i>2</i>	On-Line Recharges
<i>Wed.</i>	<i>18-Jul</i>	<i>1</i>	Carry Forward of Funds
<i>Wed.</i>	<i>18-Jul</i>	<i>4</i>	On-line Non-Payroll Expenditure Adjustments
<i>Wed.</i>	<i>18-Jul</i>	<i>5</i>	On-line Transfer of Funds – temporary budget