

## SCHEDULE OF DEADLINES FOR THE JUNE 30, 2019 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 submit 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 person or department shown within this schedule

*The preliminary ledger is the last opportunity a department will have to make corrections and adjustments for the period of July 1, 2018 through June 30, 2019 in order to have them affect fiscal year 2018-19 and be reflected on the June 30, 2019 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 full accounting unit (FAU)
- ✓ Make necessary adjustments.
- ✓ Clear all deficits (review On-line Financial System overdraft reports).

Keep a close eye on all transactions, especially between June 30 and July 12, you do not want to find any unexpected surprises on the final ledger.

## SUMMARY OF DEADLINES AND REMINDERS:

Day	Date	Section	Description
Wed.	05/15/19	<b>B</b>	Payroll - Bi-Weekly Pay Period 5/19/19-6/1/19
Thurs.	05/16/19	<b>E</b>	Interlocation Transfer of Funds
Wed.	05/22/19	<b>B</b>	Payroll - Bi-Weekly Pay Period 5/19/19-6/1/19
Tues.	05/29/19	<b>B</b>	Payroll - Bi-Weekly Pay Period 6/2/19-6/15/19
Fri.	05/31/19	<b>B</b>	STAR Awards
Fri.	05/31/19	<b>D</b>	Remission Benefits and Fellowships
Mon.	06/03/19	<b>B</b>	Payroll - Monthly Pay Period 6/1/19-6/30/19
Tues.	06/05/19	<b>B</b>	Payroll - Bi-Weekly Pay Period 6/2/19-6/15/19
Fri.	06/07/19	<b>B</b>	Registration, Travel Related Vendor Invoices and Travel Expenses concluded prior to June 1st
Mon.	06/10/19	<b>B</b>	Payroll - Monthly Pay Period 6/1/19-6/30/19
Mon.	06/10/19	<b>D</b>	Payroll Expenditure Transfers
Wed.	06/12/19	<b>B</b>	Vendor Invoices, Reimbursements, and Check Requests - May 31 and Prior Invoice Date.
Wed.	06/12/19	<b>B</b>	H & I Status Invoices
Wed.	06/12/19	<b>B</b>	Facility, Fleet & TAP Recharges
Fri.	06/14/19	<b>A</b>	Open Commitments
Fri.	06/14/19	<b>B</b>	Procurement Card Transactions
Fri.	06/14/19	<b>B</b>	Registration, Travel Related Vendor Invoices and Travel Expenses concluded between June 1st - June 7th
Thurs.	06/20/19	<b>B</b>	Vendor Invoices, Reimbursements, and Check Requests
Fri.	06/21/19	<b>B</b>	Registration, Travel Related Vendor Invoices and Travel Expenses concluded between June 8th - June 14th
Fri.	06/21/19	<b>B</b>	Final day to place standard catalog orders in Catbuy & Bobcat Buy
Fri.	06/28/19	<b>B</b>	Vendor Invoices, Reimbursements, and Check Requests-BOX
Fri.	06/28/19	<b>B</b>	Vendor Invoices, Reimbursements, and Check Requests-Vendor Paperless Process
Fri.	06/28/19	<b>B</b>	Registration, Travel Related Vendor Invoices and Travel Expenses concluded between June 15th - June 21st
Fri.	06/28/19	<b>C</b>	The UCM Foundation Monetary Transfer
Fri.	06/28/19	<b>C</b>	Campus Gift Acceptance
Fri.	06/28/19	<b>C</b>	All Cash/Checks/Credit Card receipts
Mon.	07/01/19	<b>B</b>	Petty Cash Reimbursement
Mon.	07/01/19	<b>B</b>	Gift Card Purchases & Distribution
Wed.	07/03/19	<b>B</b>	Intercampus Recharge Request
Fri.	07/05/19	<b>B</b>	Manual Recharges
Mon.	07/08/19	<b>B</b>	On-Line Recharges
Wed.	07/10/19	<b>D</b>	Fiscal year end Accruals
Wed.	07/10/19	<b>D</b>	Fiscal Year-end Deferrals.
Wed.	07/10/19	<b>D</b>	On-line Financial Journals.
Fri.	07/12/19	<b>D</b>	On-line Non-Payroll Expenditure Adjustments
Fri.	7/12/19	<b>Ledger</b>	June PRELIMINARY ledger closed
Sat.	7/13/19	<b>Ledger</b>	Approximate release date for June PRELIMINARY ledger
Wed.	07/17/19	<b>A</b>	Carry Forward of Funds
Wed.	07/17/19	<b>E</b>	On-line Transfer of Funds – temporary budget
Wed.	8/7/19	<b>Ledger</b>	Approximate release date for June FINAL ledger

**RECONCILE LEDGERS MONTHLY:** Ensure all transactions have posted to the correct FAU. Make necessary adjustments. Clear all deficits (review Online Financial System overdraft reports).

**DO NOT HOLD DOCUMENTS:** All input and forms are processed on a daily basis.

Non-payroll adjustments, for fiscal year funds, **CANNOT** be posted after the June PRELIMINARY ledger closes 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 12 deadline.

### A. ESTABLISHING ENCUMBRANCES:

(COMMITMENTS AND CARRY FORWARDS) For purchase to be recorded using fiscal year 2018-2019 funding, item must be received on campus by 6/30/19 and services completed as of 6/30/19.

DAY	DATE	Hour	Transactions	Contact	Email
Fri.	06/14/19	5 p.m.	<b>Open Commitments</b>	UCM Accounts Payable	<a href="mailto:accountspayable@ucmerced.edu">accountspayable@ucmerced.edu</a>
			Review open commitment subsidiary ledger to ensure encumbrances are valid. If items received or services completed, work with vendors to receive invoices. If not a valid commitment, close order in Catbuy by June 30, 2019.		
			<b>Note: Encumbrances remaining as of 6/30/19 will carryforward and use the next year's budget.</b>		
Wed.	07/17/19	5 p.m.	<b>Carry Forward of Funds</b>	Financial Planning & Analysis	<a href="mailto:budget@ucmerced.edu">budget@ucmerced.edu</a>
			Funds 19900, 19912, 19924, 19948, 19969, 20095, and 69880 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.		
			<a href="#">UC Merced Carry Forward Policy</a>		

### B. RECORDING EXPENDITURES:

DAY	DATE	Hour	Transactions	Contact	Email
Fri.	05/31/19	5 p.m.	<b>STAR Awards</b>	Compensation	<a href="mailto:comp@ucmerced.edu">comp@ucmerced.edu</a>
			Cut off for paperwork submitted to HR to be processed from FY 18/19 funding.		
Wed.	06/12/19	4 p.m.	<b>Vendor Invoices, Reimbursements, and Check Requests - May 31 and Prior Invoice Date.</b>	Merced Accounts Payable	<a href="mailto:accountspayable@ucmerced.edu">accountspayable@ucmerced.edu</a>
			To ensure received by UCLA Accounts Payable by 4 p.m. June 14, 2019 will be processed as 2018-19 business (unless clearly marked as 2019-20 business). Received after this date will be processed on a first-come first-served basis.		
Wed.	06/12/19	5 p.m.	<b>Facility, Fleet &amp; TAP Recharges</b>	Cindy Roberts	<a href="mailto:croberts5@ucmerced.edu">croberts5@ucmerced.edu</a>
			Recharges received in ACT by deadline will be processed effective FY 2018-19. ACT will continue to process until July 10, 2019 recharge unit deadline.		
Wed.	06/12/19	4 p.m.	<b>H &amp; I Status Invoices</b>	Merced Accounts Payable	<a href="mailto:accountspayable@ucmerced.edu">accountspayable@ucmerced.edu</a>
			Work with accounts payable to resolve issues with invoices. Invoices on "I" status are not recorded as an expenses until resolved. These should be cleared by 6/30/19.		
Fri.	06/14/19	10 a.m.	<b>Procurement Card Transactions</b>	Procurement Todd Knittel	<a href="mailto:procurement@ucmerced.edu">procurement@ucmerced.edu</a>
			Last day for procurement card purchases to be passed by the merchant to the credit card company and be included as 2018-2019 business. It is best to place orders by 6/14/2019 or as early in the month as possible. (Matching orders must be posted no later than Monday, June 24, 2019). The system may allow transactions after 6/14/2019, but there are no guarantees that these transactions will be booked as 2018-2019 business.		
Thurs.	06/20/19	10 a.m.	<b>Vendor Invoices, Reimbursements, and Check Requests</b>	Merced Accounts Payable	<a href="mailto:accountspayable@ucmerced.edu">accountspayable@ucmerced.edu</a>
			To ensure received by UCLA Accounts Payable by 10 a.m. June 24, 2019 will be processed as 2018-19 business (unless clearly marked as 2019-20 business). PLEASE NOTE: Vendor Invoices, Reimbursements and Check Requests received after the June 24 cut-off will be processed on a first come, first serve basis.		

**B. RECORDING EXPENDITURES: Cont.**

DAY	DATE	Hour	Transactions	Contact	Email
Fri.	06/21/19	5 p.m.	<b>Final day to place standard catalog orders in Catbuy &amp; Bobcat Buy for receipt by the end of the fiscal year</b>	Procurement Todd Knittel	<a href="mailto:procurement@ucmerced.edu">procurement@ucmerced.edu</a>
			The goods and services must be received prior to or on June 28, 2019, in order for the expenses to be valid for this fiscal year. Please work with Procurement on specialty or custom equipment, services, or supplies with longer than normal lead-times to ensure that orders are placed and received in time to meet fiscal year receipt requirements.		
Fri.	06/28/19	10 a.m.	<b>Vendor Invoices, Reimbursements, and Check Requests-BOX</b>	Merced Accounts Payable	<a href="mailto:accountspayable@ucmerced.edu">accountspayable@ucmerced.edu</a>
			Received in Accounting to be uploaded to UCLA's BOX folder will be processed as 2018-19 business. FY19 reimbursements (submitted through the paperless process only) must be submitted to UCLA by 4 p.m. on June 28, 2019.		
Fri.	06/28/19	10 a.m.	<b>Vendor Invoices, Reimbursements, and Check Requests-Vendor Paperless Process</b>	Merced Accounts Payable	<a href="mailto:accountspayable@ucmerced.edu">accountspayable@ucmerced.edu</a>
			Invoices that are submitted by vendors through electronic methods will depend on each vendors' capabilities for delivery and schedule for invoice submission. The Vendor Invoice Portal, EDI, or Transcepta are the three main methods. We will process any invoices received through these methods up until June 28, 2019. (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.)		
Mon.	07/01/19	10 a.m.	<b>Petty Cash Reimbursements</b>	Treasury & Banking	<a href="mailto:treasury@ucmerced.edu">treasury@ucmerced.edu</a>
			Request for reimbursements for all outstanding disbursements made		
Mon.	07/01/19	10 a.m.	<b>Gift Card Purchases &amp; Distribution</b>	Treasury & Banking	<a href="mailto:treasury@ucmerced.edu">treasury@ucmerced.edu</a>
			Request for log of distribution of all outstanding gift card purchases made through June 30, 2019.		
Wed.	07/03/19	10 a.m.	<b>Intercampus Recharge Request</b>	General Accounting Craig Ledebur	<a href="mailto:cledebur@ucmerced">cledebur@ucmerced</a>
			Deadline for processing FY 2018-19 recharges between campus locations. Merced transferring expenses to another campus.		
Fri.	07/05/19	5 p.m.	<b>Manual Recharges</b>	General Accounting Devan Hinojosa	<a href="mailto:recharge@ucmerced.edu">recharge@ucmerced.edu</a>
			Recharges for FY 2018-19 activity received in Accounting by deadline will be processed effective 6/30/19.		
Mon.	07/08/19	5 p.m.	<b>On-Line Recharges</b>	General Accounting Devan Hinojosa	<a href="mailto:recharge@ucmerced.edu">recharge@ucmerced.edu</a>
			Recharge unit deadline for processing recharges for services performed as of 6/30/19 .		

**B. RECORDING PAYROLL EXPENDITURES:**

DAY	DATE	Hour	Transactions	Contact	Email
Wed.	05/15/19	5 p.m.	<b>Payroll - Bi-Weekly Pay Period 5/19/19-6/1/19</b>	HRPC	<a href="mailto:hrpc@ucmerced.edu">hrpc@ucmerced.edu</a>
			Documents to HR/APO to be included in pay cycle		
Wed.	05/22/19	5 p.m.	<b>Payroll - Bi-Weekly Pay Period 5/19/19-6/1/19</b>	HRPC	<a href="mailto:hrpc@ucmerced.edu">hrpc@ucmerced.edu</a>
			Documents to HRPC to be included in pay cycle		
Tues.	05/29/19	5 p.m.	<b>Payroll - Bi-Weekly Pay Period 6/2/19-6/15/19</b>	HRPC	<a href="mailto:hrpc@ucmerced.edu">hrpc@ucmerced.edu</a>
			Documents to HR/APO to be included in pay cycle		
Tues.	06/05/19	5 p.m.	<b>Payroll - Bi-Weekly Pay Period 6/2/19-6/15/19</b>	HRPC	<a href="mailto:hrpc@ucmerced.edu">hrpc@ucmerced.edu</a>
			Documents to HRPC to be included in pay cycle		
Mon.	06/03/19	5 p.m.	<b>Payroll - Monthly Pay Period 6/1/19-6/30/19</b>	HRPC	<a href="mailto:hrpc@ucmerced.edu">hrpc@ucmerced.edu</a>
			Documents to HR/APO to be included in pay cycle		
Mon.	06/10/19	5 p.m.	<b>Payroll - Monthly Pay Period 6/1/19-6/30/19</b>	HRPC	<a href="mailto:hrpc@ucmerced.edu">hrpc@ucmerced.edu</a>
			Documents to HRPC to be included in pay cycle		

**B. RECORDING TRAVEL EXPENDITURES:**

DAY	DATE	Hour	Transactions	Contact	Email
Fri.	06/07/19	10 a.m.	<b>Registration, Vendor Invoices and Travel Expenses concluded prior to June 1st</b>	UC Merced Travel	<a href="mailto:travel@ucmerced.edu">travel@ucmerced.edu</a>
			Express reimbursements that have been "returned for more information" must be submitted back into the Travel Accounting queue by 10 am Friday, June 14th to be processed for Fiscal Year 2018-19.		
Fri.	06/14/19	10 a.m.	<b>Registration, Vendor Invoices and Travel Expenses concluded between June 1st and June 7th</b>	UC Merced Travel	<a href="mailto:travel@ucmerced.edu">travel@ucmerced.edu</a>
			Express reimbursements that have been "returned for more information" must be submitted back into the Travel Accounting queue by 5pm Friday, June 21th to be processed for Fiscal Year 2018-19.		
Fri.	06/21/19	10 a.m.	<b>Registration, Vendor Invoices and Travel Expenses concluded between June 8th and June 14th</b>	UC Merced Travel	<a href="mailto:travel@ucmerced.edu">travel@ucmerced.edu</a>
			Express reimbursements that have been "returned for more information" must be submitted back into the Travel Accounting queue by 5pm Friday, June 28th to be processed for Fiscal Year 2018-19.		
Fri.	06/28/19	5 p.m.	<b>Registration, Vendor Invoices and Travel Expenses concluded between June 15th and June 21st</b>	UC Merced Travel	<a href="mailto:travel@ucmerced.edu">travel@ucmerced.edu</a>
			Express reimbursements that have been "returned for more information" must be submitted back into the Travel Accounting queue by 5pm Tuesday, July 2nd to be processed for Fiscal Year 2018-19.		

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

DAY	DATE	Hour	Transactions	Contact	Email
Fri.	06/28/19	5 p.m.	<b>The UCM Foundation Monetary Transfer</b>	General Accounting Craig Ledebur	<a href="mailto:accounting@ucmerced.edu">accounting@ucmerced.edu</a>
Fri.	06/28/19	2 p.m.	<b>Campus Gift Acceptance</b>	Cashiering	<a href="mailto:cashiers@ucmerced.edu">cashiers@ucmerced.edu</a>
			All gift checks received as of Friday, June 28 must be deposited with the main cashier.		
Fri.	06/28/19	2 p.m.	<b>All Cash/Checks/Credit Card receipts</b>	Cashiering	<a href="mailto:cashiers@ucmerced.edu">cashiers@ucmerced.edu</a>
			Received as of Friday, June 28 must be posted in Cashnet by Friday, June 28, 2 p.m. to be marked as JUNE business. All deposits after this time will have a business date of July 1st.		

**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

DAY	DATE	Hour	Transactions	Contact	Email
Fri.	05/31/19	3 p.m.	<b>Remission Benefits and Fellowships</b>	Graduate Division Eric Cannon	<a href="mailto:ecannon2@ucmerced.edu">ecannon2@ucmerced.edu</a>
			Adjustments to Graduate Division for processing in fiscal year 2018-19.		
Mon.	6/10/2019	5 p.m.	<b>Payroll Expenditure Transfers</b>	HRPC	<a href="mailto:hrpc@ucmerced.edu">hrpc@ucmerced.edu</a>
			The last date for HRPC to receive UCPath expense transfers for the 6/30/19 fiscal close. Units can send their fully executed forms to HRPC.		
Wed.	07/10/19	5 p.m.	<b>Fiscal year end Accruals</b>	Merced Accounts Payable	<a href="mailto:accountspayable@ucmerced.edu">accountspayable@ucmerced.edu</a>
			Accrue expense for goods received on campus or services completed by 6/30/19 but not recorded in ledger as of 6/30/19. Provide Accounting Services documentation requesting approval to accrue expenses, documentation (invoice/receiving) showing received date or date of services and FAU to be charged.		
Wed.	07/10/19	5 p.m.	<b>Fiscal Year-end Deferrals.</b>	Treasury & Disbursements	<a href="mailto:treasury@ucmerced.edu">treasury@ucmerced.edu</a>
			Deferral of revenue received as of 6/30/19 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.		
Wed.	07/10/19	5 p.m.	<b>On-line Financial Journals.</b>	Accounting Services	<a href="mailto:accounting@ucmerced.edu">accounting@ucmerced.edu</a>
			All requests for Accounting to complete journals received by deadline		
Fri.	07/12/19	8 p.m.	<b>On-line Non-Payroll Expenditure Adjustments</b>	Accounting Services	<a href="mailto:accounting@ucmerced.edu">accounting@ucmerced.edu</a>
			Deadline for departments to complete non-PEARS. For		

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

**E. RECORDING BUDGET ADJUSTMENTS:**

DAY	DATE	Hour	Transactions	Contact	Email
<i>Thurs.</i>	05/16/19	5 p.m.	<b>Interlocation Transfer of Funds</b>	Financial Planning & Analysis	<a href="mailto:budget@ucmerced.edu">budget@ucmerced.edu</a>
			This is a firm cutoff. Any requests received after this date cannot be		
<i>Wed.</i>	07/17/19	5 p.m.	<b>On-line Transfer of Funds – temporary budget</b>	Financial Planning & Analysis	<a href="mailto:budget@ucmerced.edu">budget@ucmerced.edu</a>
			Requests submitted by this date will be processed for fiscal close.		

JULY 12, 2019 8:00 P.M. - The June PRELIMINARY Ledger is now closed

**LEDGER AVAILABILITY:**

<i>Fri.</i>	7/12/19	<b>June Preliminary ledger closed</b>
<i>Sat.</i>	7/13/19	<b>Approximate release date for June Preliminary ledger</b>
<i>Wed.</i>	8/7/19	<b>Approximate release date for June Final ledger</b>

**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.  
 Reminder: Non-Payroll adjustments for fiscal year funds cannot be posted after the June preliminary ledger close, nor will adjustments be accepted in the next fiscal year.