

April 24, 2023

**ALL DEPARTMENTS AND ORGANIZATIONS
UNIVERSITY OF CALIFORNIA, IRVINE**

RE: 2022-23 FISCAL YEAR-END CLOSE INFORMATION & DATES

Dear Colleagues:

These year-end close instructions are intended to assist in coordinating the needs of academic and administrative departments with the requirements of the Office of the President, the university, the Accounting & Fiscal Services Department, and other service departments.

Collectively, we are required to meet the deadlines established for UCI internal close procedures and comply with deadlines set-forth by the Office of the President. To better assist departments in meeting the required deadlines during the fiscal closing process, the section under "Fiscal Closing Deadlines" has been organized by deadline dates. If your dean or other administrative officer has established deadlines prior to the ones listed, please observe them.

All departments should utilize the Kuali Financial System (KFS) to record financial activity as appropriate. This year's fiscal year-end closing process will follow the same general timeline as the previous year's schedule with minor changes to certain cutoffs. For the campus at large, closing procedures will be completed in the June Fiscal Period (Period 12) in KFS.

Recommended Actions

In order to close in a timely manner, it is important that departments adhere to the cutoff dates outlined in

this letter. In addition to meeting the cutoff dates, it is recommended that the following actions be taken in each campus department:

- **Ledger Reconciliation:** Continue to promptly reconcile your monthly ledgers.
- **KFS Suspense Account:** Review the *KFS Suspense Account Audit Report (RUC1158)* to ensure that department salary and benefit expenses are not recorded against the KFS Suspense account (BF10002). Look for transactions posted against the KFS Suspense account and transfer them to the proper KFS accounts to ensure that these transactions are appropriately reflected in the department's financials for the current fiscal year. Salary expenses hitting the KFS suspense account will need to be transferred via the Direct Retro Process (Salary Cost Transfer) by the UCPath deadline of noon on July 3, 2023, for the transactions to be reflected in the current fiscal year.
- **Object Codes 9995 & 9999:** Expenses recorded to object codes 9995 and 9999 must be transferred to the correct object code(s) prior to fiscal close. The Office of the President does not allow any expenses to be recorded under these object codes. Using the *Fund Summary Report (FS0150D)*, please check both the asset and liability boxes to see transactions posted to 9995 and 9999.

New for FY 2023-24:

Common Chart of Accounts

About 10 years ago, the campus controllers of the University of California jointly made the decision to move to a new systemwide Common Chart of Accounts (CCOA). After many years of planning, financial data reported to UCOP from all UC campuses will be required to comply with the new CCOA standards starting on July 1, 2023.

The new CCOA was designed to create consistency across the University of California while allowing campuses to maintain local charts of accounts within the established framework. It has been designed to enhance reporting, budgeting, and financial management and to reduce extensive and expensive data reconciliations UCOP prepares across UC locations.

While our UCI chart of accounts is not significantly changing, we must align it to the new CCOA. Accounting & Fiscal Services is leading the project to transition to the CCOA in collaboration with campus stakeholders. Adoption of the new standards requires us to retrofit many of our financial applications and reports. Most of these changes are happening behind the scenes, but the Accounting Office will provide more information about how the CCOA will impact campus business units in future communications.

- **Unclaimed Electronic Payments:** Review the [Unclaimed Electronic Payments Report](#) under the “General Ledger - Campus Reports” section of KFS Decision Support to identify any unclaimed electronic payments. Use a [General Error Correction \(GEC\)](#) to move an unclaimed payment to the appropriate object code(s) and account(s). Ensure that all the supporting documents are attached to the GEC before submitting the GEC for approval. Departments should regularly review the *Unclaimed Electronic Payments Report* to ensure all payments are recorded properly and in a timely manner.
- **May Ledgers:** Thoroughly review your May (Period 11) ledgers and make all necessary corrections and adjustments. Ensure all transactions will be processed in time to appear in June (Period 12) ledgers. Departments cannot process adjustments after the Period 12 ledger closes.
- **Accounts Open:** Please ensure that all accounts and sub-accounts with balances are open in order to carry forward budgets into the new fiscal year.
- **Income in Control Accounts and Recharge Variances:** Income in control accounts and recharge variances both must be budgeted and aligned for fiscal closing. Departments have the choice of budgeting and aligning Income and consolidation codes in operating accounts if they want to see aligned balances on various reports.
- **Accounting Lines:** Review full accounting units (FAUs) provided to campus recharge units for recurring charges to ensure accuracy and to minimize corrections. Please ensure that KFS accounts submitted to recharge units are not closed to avoid transactions being rejected or posted to the continuation accounts.
- **Recharge Units:** Recharges should be processed in a timely manner. Recharge units must ensure that all recharges are completed for the same fiscal year at fiscal close. All recharge income object codes must be appropriated to the proper operating budgetary object codes.

Ensure Your Unit has Back-Up Delegate Approvers

Fiscal Officer Delegates—sometimes called Account Delegates—are KFS users that are authorized under certain circumstances to take workflow actions on a document in the place of an account's Fiscal Officer. An authorized delegate can take any action that is available to a Fiscal Officer, including the power to approve and disapprove transactions.

Departments should set up delegates as backups for all accounts to avoid delaying the approval of documents when the fiscal officer is unable to take action. [Learn More Here.](#)

Transaction Accrual/Deferral Criteria

Material transactions that were not recorded by the Period 12 deadline and are related to FY 2022-23 business must be accrued. To determine whether a transaction should be accrued or deferred for reporting purposes, UCI has established the following criteria:

- The goods and/or services are received in FY 2022-23, but the expense is not reflected on the 6/30 campus ledgers (expense accrual).
- Services are performed in FY 2022-23, but not billed (revenue accrual).
- Revenue is received in FY 2022-23 for services to be conducted in FY 2023-24 and future fiscal years (revenue deferral).
- Expenses that are recorded in FY 2022-23 for goods & services that will be received or occur in FY 2023-24 and future fiscal years (expense deferral).
- The transaction value is greater than or equal to UCI's accrual/deferral threshold. **For the FY 2022-23 close, the threshold is \$10,000.** There are two exceptions to this rule:
 - For equipment, anything greater than or equal to \$5,000 must be accrued.
 - For plant construction costs, anything greater than or equal to \$35,000 must be accrued. YEDA documents cannot be accrued for plant construction costs. Departments must inform AP about anything great than or equal to \$35,000.
- **C&G Accruals:** If departments have any accruals for contracts & grants funds, please provide the information to Griselda Duran (griseld@uci.edu) in Contracts and Grants Accounting by July 13. Emails requesting expense accruals on C&G funds must include the following: Fund number, PO number, a brief explanation, and a copy of the invoice. Departments should not process any accruals for contracts & grants funds.

Fiscal Close Workshops

The Accounting Office will be offering two Fiscal Close Workshop sessions on May 19 and 24. In addition, we will be offering a workshop session directed toward Auxiliary and Sales & Service Enterprises on May 31. This session will cover the same topics as the first two workshops, with additional topics unique to auxiliary and sales & service enterprises. More information and instructions for registering will be sent to campus departments via email in the near future.

Important Information

Please carefully review the closing dates in this letter. Questions can be directed to your department financial manager or KFS Support (kfs@uci.edu). Additionally, please keep in mind the following:

- **Action List Reminders:** During the final weeks of Period 12, KFS users will receive daily Action List reminders to help ensure a timely closing process.
- **KFS Decision Support** will be updated six nights per week, Sunday through Friday, during Fiscal Close (from July 2 through July 23).
- **June “Final” Ledgers** are anticipated to be available by the first weekend of August.
- **Potential Accruals:** Special attention should be devoted to the review of transactions processed in July for potential accruals. Please contact the KFS Support (kfs@uci.edu) as soon as possible if a material transaction should be evaluated for accrual consideration.
- **Review balances and financial responsibilities** for your department to ensure a complete and successful fiscal close.

Funds Carried Forward

UNRESTRICTED FUNDS

- **Unrestricted funds** can only be carried forward if they are in a **positive** status. Funds will be carried forward and re-appropriated in July of FY 2023-24, in each departmental account/sub-account.
- Campus departments will not be required to take any action during fiscal closing to carry forward these funds.
- All unrestricted funds are required to be in a **solvent** condition at fiscal year-end. If you are unable to resolve this occurrence, please contact the Budget Office.

RESTRICTED FUNDS

- **Contracts and Grants** - balances will be carried forward and re-appropriated in July.
- **Gift Fund** - accounts without current activities and with small balances should be reviewed by departments and closed out.
- **Endowment Fund** balances will be carried forward and re-appropriated in July of FY 2023-24. Funds are required to be in a solvent condition at fiscal year-end.

The remainder of this letter covers specific fiscal close deadlines. Please contact KFS Support (kfs@uci.edu) if there are circumstances or conditions that have not been addressed in this letter. Information about fiscal close can be found on the [Accounting & Fiscal Services website](#).

Thank you for your attention to UCI's FY 2022-23 fiscal close deadlines – a successful close requires the participation of the entire campus.

Regards,

Barry Oh

Interim Assistant Vice Chancellor and Controller
Accounting & Fiscal Services

Attachment:

- 1) 2022-23 Fiscal Year-End Close Calendar of Deadlines and Important Dates

2022-23 Fiscal Year-End Close

CALENDAR OF DEADLINES AND IMPORTANT DATES

Please review the closing dates below. Questions can be directed to your department financial manager or the KFS Help Desk (kfs@uci.edu).

May 9	Interlocation Transfer of Funds Departments transferring funds to the UC Office of the President or another campus must submit their request to the Budget Office by May 9. This will be the FINAL input for FY 2022-23.
May 16	KFS Requisitions: New Fiscal Year Recurring & Contract POs FY 2024 appears in drop-down box on KFS Requisition and PO for the next fiscal year. (Only to be used for Recurring PO or Contracts that have a start after July 1.) New Requisitions for the next fiscal year can be submitted any time starting on this date. Contact Procurement Services for questions at procurement@uci.edu .
June 1	High Value/High Risk and Contract Requisitions – FY 2022-23 Last day to submit a High Value/High Risk and Contract Requisition to ensure Procurement Services has sufficient processing and lead time to post in FY 2022-2023. Efforts will be made to approve submissions after this date but cannot be guaranteed. Please contact Procurement Services for time-sensitive transactions at procurement@uci.edu .
June 1	POA for High Value/High Risk, Contract, and Recurring Payment POs – FY 2022-23 Last day to request Procurement Services to process a POA for High Value/High Risk, Contract, and Recurring Payment POs. Comply with this deadline to ensure Procurement Services has sufficient processing and lead time to post in FY 2022-23. Efforts will be made to approve submissions after this date but cannot be guaranteed. Ensure there are sufficient funds on any POs to process all payments before fiscal year end. Please contact Procurement Services for time-sensitive transactions at procurement@uci.edu .
June 1	Submit UCIBuy High Value based Requisitions in KFS – FY 2022-23 Last day for generating High Value/UCIBuy Catalog Requisitions (>\$5,000 and/or containing any potential restricted commodities). Efforts will be made to approve submissions after this date but cannot be guaranteed. Please contact Procurement Services for time-sensitive transactions at ucibuy@uci.edu .

June 16 **UCPath Employee Data Change Actions – Monthly Payroll ending 06/30/23 (M0)**
@ 3 p.m. HR and Payroll actions for monthly employees must be submitted and locally approved within UCPath by 3 p.m. to be reflected on the 06/30/2023 check date:

- Mass Hire
- HR Template
- Union Enrollment
- Leave Transaction
- Retro Pay

June 16 **Travel and Event Management (TEM) – All Forms**
@ 4 p.m. TEM transactions that are “SUBMITTED,” “SCANNED” and “APPROVED” by Travel Accounting by 4 p.m. on June 16 will be recorded as expenses for FY 2022-23.

PLEASE NOTE: If you miss the June 16 deadline, **DO NOT** hold the documents. Submit your TEM transaction and upload receipts to the Image Scanning tab **immediately**. Do not upload back up documentation into the notes/attachments tab. The Accounting Office will make every effort to post them to the June ledger. **DO NOT** submit new year (FY 2023-24) transactions until July 1. Please contact Travel Accounting for questions at travel-accounting@uci.edu.

June 16 **Disbursement Vouchers (DV)**
@ 4 p.m. Disbursement Vouchers that are “SUBMITTED,” “SCANNED,” and “APPROVED” by Accounting by 4 p.m. on June 16 will be recorded as expenses for FY 2022-23.

PLEASE NOTE: If you miss the June 16 deadline, **DO NOT** hold the documents. Submit your documents and upload receipts to the Image Scanning tab **immediately**. The Accounting Office will make every effort to post them to the June ledger. **DO NOT** submit new year (FY 2023-24) transactions until July 1. Please contact Travel Accounting for questions at travel-accounting@uci.edu.

June 16 **PALCard Online Purchases**
The last recommended day for PALCard online purchases to ensure the vendor/bank submits the charge by June 30. Please contact PALCard Administration for questions at PALCard@uci.edu.

June 18 @ Noon	TRS DTA Deadline – Monthly Payroll ending 05/31/23 The monthly Time Reporting System (TRS) Department Time Administrator (DTA) and TRS Auto-Approve deadline is noon June 18, 2023: <ul style="list-style-type: none"> • Leave Accrual Usage for M0 Pay Period Ending 05/31/23 • Monthly-Hourly positive T&A reporting for M0 Pay Period Ending 06/30/23
June 22 @ 3 p.m.	UCPath Employee Data Change Actions – Bi-Weekly Payroll ending 06/24/23 (B1) UCPath HR and Payroll actions for Bi-Weekly employees must be submitted and locally approved within UCPath by 3 p.m. to be reflected on the 07/05/2023 Bi-Weekly check date: <ul style="list-style-type: none"> • Mass Hire • HR Template • Union Enrollment • Leave Transaction • Retro Pay
June 22 @ 5 p.m.	UCPath PayPath Data Change Actions Deadline PayPath and Position Management actions for monthly employees must be submitted and locally approved within UCPath by 5 p.m. to be reflected on the 06/30/2023 monthly check date: <ul style="list-style-type: none"> • PayPath • Position Management
June 22	UCPath Funding Entry Change Deadline <ul style="list-style-type: none"> • Monthly Payroll ending 06/30/23 (M0) – All UCPath funding entry changes for automatically paid monthly employees must be submitted by June 22 to be reflected on the 06/30/23 check date. • Bi-weekly Payroll ending 06/24/23 (B1)– All UCPath funding entry changes for automatically paid bi-weekly employees must be submitted by June 22 to be reflected on the 07/05/23 check date.
June 23-29	UCPath Funding Entry Freeze Funding entry and Budget Distribution page will be frozen from June 23 through June 29 at noon . The system is not frozen, but funding entry will not update correctly if entries are made during this time.

June 26 **Close Fulfilled High Value/High Risk POs and RPOs with Remaining Balances**

Last day to request appropriate Procurement Services Contract Manager/Contract Analyst to **close** fulfilled (no remaining payments, goods, or services) High Value/High Risk POs and RPOs with **remaining balances** to release funds. Comply with this deadline to ensure Procurement Services has sufficient processing and lead time to post in FY 2022-23. Contact Procurement Services for time-sensitive transactions at procurement@uci.edu. PO Balances that are not closed in time will carry forward to the next fiscal year.

June 26 **Submit UCIBuy Requisitions as APOs in KFS**

Last *recommended* day for submitting UCIBuy Requisitions meeting criteria for **APO-Automated Purchase Orders (≤ \$5000 and not containing restricted items)** in KFS. It is recommended to notify departmental approvers that a Requisition has been submitted in approval workflow, since the last day to *finalize all REQS for FY 2022-23 is June 30*. Please contact your department Fiscal Officer for time-sensitive transactions.

June 26 **PALCard In-Store Purchases**

The last recommended day for *in-store* PALCard purchases to ensure the vendor/bank submits the charge by June 30. Please contact PALCard Administration for questions at PALCard@uci.edu.

June 27 **TRS Bi-Weekly DTA Deadline in TRS – BW Payroll Ending 06/24/23 (B1)**
@ Noon

The bi-weekly Time Reporting System (TRS) Department Time Administrator (DTA) and TRS Auto-Approve deadline to submit BW positive T&A reporting for pay period 06/11 – 06/24 is noon on June 27, 2023.

June 27 **UCPath PayPath Data Change Actions Deadline**
@ 5 p.m.

PayPath and Position Management actions for monthly employees must be submitted and locally approved within UCPath to be reflected on the 07/05/2023 Bi-Weekly check date:

- PayPath
- Position Management

June 29 **TouchNet Marketplace Credit Card Transactions**

Last day for TouchNet Marketplace transactions to be included in FY 2022-23. TouchNet transactions post to the ledger the day after they are received, therefore any payments received on June 30 or later will post to the new fiscal year. For more information, please contact the Payment Card Solutions group at pcsgroup@uci.edu.

June 30 **Deposits to Payment Services (Irvine Campus)**
@ 1 p.m. To ensure the recording of deposits for 2022-23, campus departments and sub-cashiering stations must submit their deposit information through the **Campus Online Deposit System (C.O.D.) by 1 p.m. on June 30. Actual deposits must be physically received by Payment Services by 1 p.m. on June 30.** Deposits with discrepancies will be rejected online, so please be sure to check your deposits for accuracy before submitting and delivering to Payment Services to avoid a delay in processing.

Payment Services will close at 1 p.m. on June 30 to ensure the processing of all deposits received on that date.

June 30 **Credit Card Receipts (CCR) & Medical Center Cash Receipts (CR)**
@ 1 p.m. To ensure the recording of campus Credit Card Receipts (CCR) documents for FY 2022-23, all campus units (including Medical Center and School of Medicine) must submit their CCR eDocs by **1 p.m. on June 30**, to allow campus Central Cashiers time to review.

Medical Center Cash Receipt (CR) documents must also be finalized by **1 p.m. on June 30** to record in the 2022-23 Fiscal Year.

June 30 **KFS AR University Invoices (Sundry Debtor & Third-Party Billing)**
@ 1 p.m. Bills for goods & services rendered through June 30 must be submitted online through KFS AR (will route to Financial Services) no later than June 30 so that FY 2022-23 accounts can be credited. University invoices received or approved AFTER June 30 will be recorded in FY 2023-24. Deadline to submit and department approve (ad-hoc'd) Invoices in KFS AR is by **1 p.m.** to guarantee posting/approvals by June 30. Questions can be directed to nonstudentar@uci.edu.

June 30 **CBSO University Student Invoices**
@ 1 p.m. Bills for Student Invoices (only) through June 30 must be submitted online through CBSO and forwarded to Financial Services no later than June 30 so that 2022-23 accounts can be credited. University Student invoices received in CBSO AFTER June 30 will be recorded in the 2023-24 fiscal year. Deadline to submit Invoices in CBSO is **1 p.m.** to guarantee approvals by June 30.

June 30 Intercampus Recharges (ICT)
@ 4 p.m. Any department that plans to recharge another campus for services or materials supplied in FY2022-23 should transmit the information and process an [Intercampus Transfer \(ICT\) document](#) and submit to the Accounting Office by 4 p.m. on June 30. These will be processed against the FY 2022-23 departmental account. Intercampus recharges received **AFTER 4 p.m.** June 30 will be recorded in FY 2023-24.

Please Note: Accruals cannot be recorded on recharges to other campuses.

June 30 PDP Cutoff for Payment Feeder Systems
@ 7 p.m. The Pre-Disbursement Processor (PDP) cut-off date for June 2023 business is **7 p.m. on June 30**. This affects all units that send payment files to PDP (e.g., CE, Library, SBS, Physician Billing, and Medical Center).

June 30 PO, PO Amends, & Encumbrances for FY 2022-23 for all types
@ 8 p.m. Last day to finalize and encumber funds for PO and PO Amends for FY 2022-23 for all types/value.

- High Value/High Risk and Recurring Payment Requisitions require additional lead time for review – see previous “**POA for High Value/High Risk, Contract, and Recurring Payment POs**” guidelines for details.
- All PO Amends, PO Close, or PO Void requests must be finalized by **8 p.m.**
- Last day for contract managers to **close** or **void** fulfilled (no remaining payments, goods, or services) POs.

June 30 Clear Department PO Encumbrances Deadline

Departments should clear out old or invalid leftover encumbrances before year end. Purchase Orders (PO) that are open with expected payments/credits after July 1 should remain open. Only those without expected future activity should be closed or voided by June 30. Closing or voiding a PO will release all remaining encumbrances and no more activity (payments) can be done.

To close a PO, fiscal officers and contract managers can go into the PO and select the ‘Close Order’ button to close and release all remaining encumbrances. When there has been no activity on an open PO, then only the Contract Manager/Buyer can Void the PO. To void a PO, the contract manager can go into the PO and select the ‘Void Order’ button. To review open encumbrances on ledgers, use the [Encumbrance Report](#) from UCI

Decision Support. For EX (external encumbrance) entries, the Reference Document Number is the PO number. For questions regarding encumbrances themselves, please email kfs@uci.edu.

June 30 - Inventories (Stock in Trade)

July 1 Units submitting year-end inventories will take physical inventories (units and dollars) of their STOCK IN TRADE and reserve supplies at close of business June 30. Central Accounting will prepare KFS documents to record the change in inventory. Detailed instructions will be issued at a later date.

July 1 New Fiscal Year PALCard Purchases

PALCard purchases made on or after this date affect FY 2023-24 funds and will not appear in KFS until after FY 2022-23 Period 12 closes. Please contact PALCard Administration for questions at PALCard@uci.edu.

July 1 Last Day to Initiate KFS Account Maintenance Changes

The last day to initiate any account maintenance documents, including copying and editing accounts, and changing fiscal officers, is July 1. New maintenance documents for the new fiscal year can resume on July 31. Account responsibility changes can be submitted at any time using the Account Global document.

July 3 Deadline for UCPATH Direct Retros to be Fully Approved by Noon

@ Noon Last day and time to have all Direct Retros (salary cost transfers) fully approved in UCPATH to be encoded for the 2022-23 Fiscal Year. Due to processing time, approval, and review deadlines, be sure to submit your salary cost transfer well before the deadline to ensure it is fully approved before **noon on July 3**.

Departments must ensure KFS accounts are open and valid during pay periods being moved (for both the current and new funding lines). Do not attempt to close or update the expiration date of accounts until after the salary cost transfer has posted to the ledger.

July 4 UCPATH DOPE Report – Payroll Expenses

Online viewing and download for payroll expenses will be available on:

- June 29 for the monthly pay period ending 06/30/2023.
- July 4 for the biweekly pay period ending 06/24/2023

July 5 PALCard / PCDO Creation

Last PCDO Created date for FY 2022-23 (which includes bank file posting dates 6/30/23 and prior). Please contact PALCard Administration for questions at PALCard@uci.edu.

July 5 Close Travel Authorizations & Release Encumbrance for FY 2022-23

All Travel Authorization Close (TAC) documents (to release encumbrances for FY 2022-23) must be submitted by July 5 to clear entries for FY 2022-23. Travel reimbursements for FY 2022-23 trips have a much earlier deadline for approvals to report and expense out a trip and cannot post back to a prior fiscal year. Arrangers may manually submit Travel Authorization Close documents by going into the Travel Authorization and selecting the 'close TA' button for any department-encumbered, non-cash advance TAs. To review open encumbrances on ledgers, use the Encumbrance Report from UCI Decision Support, for IE (Internal Encumbrance) entries. The reference document number is the trip number or TEM number.

July 6 Invoices from Vendors - Charges under Specific Purchase Orders

@ 4 p.m.

Invoices should be submitted to the Accounting Office by **4 p.m.** on July 6. The Accounts Payable Office will be processing all invoices submitted to them as long as they are on open PO, with sufficient remaining funds. Vendor Invoices with a creation date of June 30 or prior, and fully approved by the department by the July 6 deadline, will be recorded on the June Preliminary General Ledger.

FY 2023-24 Note: In order to post to the General Ledger, the PREQ must be fully approved. Generally, invoices under \$10,000 will auto-approve, while Invoices over \$10,000 require department approval. If the invoice date reflects June 30 and prior, the invoice must be in final or processed status in order to post to the GL by July 6.

If you miss the July 6 deadline, **DO NOT** hold the invoices. Send your invoice to the Accounting Office **immediately**. Accounts Payable will make every effort to post them to the June ledger.

Any invoices for FY 2022-23 services or dates that are not processed by the Preliminary Ledger (July 7, 2023) must be accrued by the department **if the expense is greater than \$10,000** (see the [Transaction Accrual/Deferral Criteria](#) section for capitalized equipment and plant/capitalized construction costs exceptions).

July 7 **Recharges for Internal Billing (IB) and Service Billing (SB) Documents**
@ 4 p.m. All recharges, including IB and SB documents, must be submitted by 4 p.m. on July 7 to be included in FY 2022-23 departmental accounts. All submitted IB documents will be auto approved on July 7 at the end of the day. Saved IB and SB documents that have not been submitted by 4 p.m. on July 7 will be cancelled, no matter the posting period. Recharge departments will not be able to initiate recharge documents for the new fiscal year until after Fiscal Period 12 closes for FY 2022-23.

July 7 **KFS Feeder System Cut-Off**
@ 7 p.m. The KFS Feeder System cut-off date for June 2023 business is July 7 by **7 p.m.** **This is mandatory to allow departments to make adjustments in their accounts after the preliminary fiscal year end period.** Any recharges uploaded after July 7 will be discarded or posted to KFS Fiscal Period 01 (July) in the new fiscal year.

July 7 **PALCard Reconciliation (PCDO)**
@ 8 p.m. Last day to approve PCDOs reconcile, adjust tax, and reallocate from default account). All unapproved PCDOs will auto-send after **8 p.m.**, regardless of date created, and post to Period 12, FY 2022-23. Please contact PALCard Administration for questions at PALCard@uci.edu.

FY 2022-23 Note: Review time for PCDO docs is significantly reduced to meet fiscal close deadlines. Department reconcilers should review their Action List quickly to meet the July 7th deadline. Additionally, once the fiscal year closes, no additional corrections/changes may be done on FY 2022-23 transactions.

July 7 **Distribution of Income and Expense (DI) and Advance Deposit (AD)**
@ 8 p.m. Last day to create, submit, and approve all Distribution of Income and Expense (DI) or Advance Deposit (AD) documents. All saved or unapproved AD and DI documents will be cancelled after **8 p.m.** on July 7, if not in final or processed status. New fiscal year documents cannot be created until after Period 12 closes.

July 8–13 **Emails to Request Accruals for Contracts & Grants Funds**
Goods and services received by June 30, 2023, and not processed/approved by AP should be accrued. Disbursement Vouchers and invoices should be accrued, if applicable to the current fiscal year. Departments should submit the request to accrue expenses for C&G funds to Griselda Duran (griseld@uci.edu) in Contracts & Grants Accounting from July 8 to

July 13. Proper supporting documents – at minimum fund number, PO#, a copy of the invoice, a brief explanation – are required to be attached to the email request. Departments should NOT process accruals for contracts & grants funds using YEDA documents.

July 8-14 Accruals, Budget Alignment, and Final Error Corrections

The period from July 8 -14 should be used for final necessary accruals, final budget alignments, and final error corrections. Regular department closing activities should have been finished by July 7.

July 8-14 Accruals/Deferrals (YEDA Document)

All accruals, except payroll, are required to be entered using the YEDA document. Goods and services received by June 30, 2023, and not processed/approved by AP should be accrued. Disbursement Vouchers and Invoices should be accrued, if applicable to the current fiscal year. Departments can accrue expenses using the YEDA document from July 8 to July 14. They must reference the KFS document or reference number that contains the transaction that is being accrued. Proper supporting documents are required to attach to YEDA document. Please have the manager of your business office or unit director be the initiator and certify their approval in the Notes and Attachments tab.

July 10 Updated UCPATH DOPE Report

Online viewing and download for final salary cost transfer (Direct Retro) payroll expenses for Fiscal Year 2022-23 will be available by July 10 in ZotPortal.

July 10-11 Accrual of Exceptional Recharge Expenses Normally Processed via IB, SB, or Feeder System Recharges

Recharge activity that occurred in the FY 2022-23 for interdepartmental recharges that are normally processed through IB, SB, or Feeder Systems, and did not make the July 7th deadline should be accrued so long as it meets threshold requirements. Departments can accrue expenses using the YERA document but should contact the Fiscal Officers and approvers as soon as they submit.

YERA documents that are not Department Approved by ALL Fiscal Officers involved by 4 p.m. on July 11 will be disapproved. Note that the YERA document is an exceptional document due to errors or major recharge expenses that did not meet the July 7th deadline for all Recharge Feeder systems. A corresponding July fiscal period 01 transaction should also be created via IB or via the Feeder system, to account for the recharge reversal.

July 12 **Capital Asset General Error Corrections (GEC)**
@4 p.m. All GECs that involve equipment or capital asset should be department-approved by July 12 by 4 p.m. These are often associated with object codes for capital assets and require completion of the Capital Asset tab (object 9XXX). The short deadline is required to allow Equipment Management and General Accounting's Asset Accountants to record and process entries in the Capital Asset Management (CAM) module.

July 14 **AP Deferrals (Deferred Expense) – YEDA Document**
@ 4 p.m. The cutoff for all Accounts Payable deferrals is at **4 p.m.** on July 14. Expenses that are deferred on invoices paid in June will be reflected on the July ledger.

July 14 **Accrual of Travel, Event and Other Expenses Normally Processed in TEM**
@ 4 p.m. Travel, event, and relocation expenses incurred in FY 2022-23 for airfare (including round-trip costs), meals, lodging, foreign per diem, etc. normally processed in TEM, should be accrued so long as it meets threshold requirements. Departments can accrue expenses using the YEDA document. The deadline to submit and approve the YEDA document is **4 p.m. on July 14.**

For trips beginning July 1 or later, it is not permissible to accrue any travel costs, even if tickets are purchased in June. This is considered an advance, rather than an accrual, for financial reporting purposes.

July 14 **Income Budget Alignment**
UCI requires all KFS control accounts (UCnnnnn) to end the fiscal year with an income variance of zero. Budgeted income on KFS control accounts must be aligned with actual income by KFS chart, account, and object.

There is no requirement that non-control accounts (operating accounts) in KFS end the fiscal year with an income variance of zero, but if departments want to see income budgets equal actual income on FY 2022-23 reports, then entries to align budgeted income must be recorded. Whether income variances are zero or not on non-control accounts, the budget carryforward process will post any budget surpluses to the unallocated budget object.

July 14 **Recharge Income Budget Alignment**
All recharge income object codes (39xx) balances must be appropriated to the correct operating budgetary object code. Please review Fund Summary Report.

July 14 *****FOR AUXILIARY AND SERVICE ENTERPRISES ONLY*****

All auxiliary and service enterprises are required to accrue income that has not been recorded on the June Preliminary Ledger for sales and services performed in the fiscal year ending June 30 using the YEDA, YERA, or AV document. Also, expenses for goods and services received prior to July 1, 2023, must be accrued.

PLEASE NOTE: Interdepartmental recharge income and expense will not be allowed to be accrued unless the offsetting department agrees to the accrual. Contact Srey Tung at wtung@uci.edu if you have any questions.

July 14 **Final Deadline for Campus Departments to Record All Activity in Period 12**
@ 8 p.m. *Departments must close the fiscal year in a solvent condition.* All KFS documents must be in Final or Processed status on July 14 **by 8 p.m.** to be included in the period.

At the end of the day on July 14, any GEC, BA, BAT, YEDA, or AV documents that are not in final status will be canceled. Documents requiring central office approval should be department-approved and submitted to the Accounting Office by **4 p.m.** on July 14. It is recommended that **any FY 2023-24 documents be initiated after July 14 to avoid unintended system cancelation.** If a transaction in a canceled document should be recorded in Period 1, it will have to be re-entered or copied.

Early August **Final FY 2022-23 Reports Available**

Period 13 will be used by the Accounting Office to record fiscal year end entries required by the Office of the President and UCI policy. It will close on July 28. Final FY 2022-23 reports will be available for departments (including Period 13) in Decision Support first week of August.

Aug. 7 **July (Period 1) Ledger**

The July 2023 ledger (Fiscal Period 01 for FY 2023-24) will close on Monday, Aug. 7.