FROM | Brian Fahnestock  
Interim Assistant Vice Chancellor & Controller  
Accounting & Fiscal Services

TO | All Campus Departments

DATE | May 21, 2019

2018-19 Fiscal Year-End Close Information & Dates

These instructions are intended to assist in coordinating the needs of academic and administrative departments with the requirements of the University, the Accounting & Fiscal Services Department, and other service departments.

We are required to comply with deadlines established by both the Office of the President and UCI. To better assist departments in meeting the various 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 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:

- Continue to promptly reconcile your monthly ledgers.
- Thoroughly review the May (Period 11) ledgers and make all necessary corrections/adjustments. Ensure that all transactions will be processed in time to
appear on the June (Period 12) ledgers. Departments cannot process adjustments after the Period 12 ledger closes.

- Review FAUs provided to campus recharge units for recurring charges to ensure accuracy and to minimize corrections.

- Please note that material transactions that were not recorded by the Period 12 cutoff and are related to 2018-19 business must be accrued as soon as possible. As a general rule, accruals should not be recorded for Contracts & Grants funds.

- To determine whether a transaction is material for reporting purposes, UCI has established the following criteria:
  
  o The goods and/or services are received in 2018-19, but the expense is not reflected on the 6/30 campus ledgers (expense accrual).
  
  o Services are performed in 2018-19, but not billed (revenue accrual).
  
  o Revenue is received in 2018-19 for services to be conducted in 2019-20 (revenue deferral).
  
  o Payment for goods/services in 2018-19 with expected benefit in 2019-20 (expense deferral).
  
  o The transaction value is greater than or equal to UCI’s accrual/deferral threshold. **For the 2018-19 close, the threshold is $10,000.** There are two exceptions to this rule:
    
    ▪ For capitalized equipment, anything greater than or equal to $5,000 should be accrued.
    
    ▪ For plant/capitalized construction costs, anything greater than or equal to $35,000 should be accrued.

**Important Information**

- The Accounting Office will be offering two Fiscal Close Workshop sessions on May 21 and 22. In addition, we will be offering a workshop session directed toward Auxiliary and Sales & Service Enterprises on June 4. This session will cover the same topics as the May 21 and 22 workshops, with additional topics unique to Auxiliary and Sales & Service Enterprises. More information is available on the UCLC website at [http://uclc.uci.edu/](http://uclc.uci.edu/). Registration through UCLC is required for all workshops.
- Please carefully review the closing dates in this letter. Questions can be directed to your department financial manager or the KFS Helpdesk (kfs@uci.edu).

- During the final weeks of Period 12, KFS users will receive daily Action List reminders to help ensure a timely closing process.

- Decision Support will be updated six nights per week, Sunday through Friday, during Fiscal Close (from July 7 through July 28).

- The June “Final” ledgers are anticipated to be available by the first weekend of August.

- Special attention should be devoted to the review of transactions processed in July for potential accruals. Please contact the KFS Helpdesk (kfs@uci.edu) as soon as possible if a material transaction should be evaluated for accrual consideration.

- Information about Fiscal Close can be found on the Accounting & Fiscal Services website: accounting.uci.edu/fiscalclos/.  

**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, Fiscal Year 2019-20, 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.

**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, Fiscal Year 2019-20. Funds are required to be in a solvent condition at fiscal year-end.

**To reduce the administrative burden of reviewing and carrying forward small balances, we ask that departments expend these balances with legitimate charges before year-end.**
The remainder of this letter covers specific fiscal close deadlines. Please contact the KFS Helpdesk (kfs@uci.edu) if there are circumstances or conditions that have not been addressed in this letter.

Thank you for your attention to UCI’s 2018-19 fiscal close deadlines – a successful close requires the participation of the entire campus.

Regards,

Brian Fahnestock
Interim Assistant Vice Chancellor & Controller
Accounting & Fiscal Services
## 2018-19 Fiscal Year-End Close

### IMPORTANT FISCAL CLOSE DEADLINES AND DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 17</td>
<td><strong>KFS Requisition and PO</strong>&lt;br&gt;2019-20 Fiscal Year appears in drop-down box on KFS Requisition and PO. (Use for Recurring PO or Contracts that start after July 1). Contact Procurement Services for questions (949-824-4040 or <a href="mailto:procurement@uci.edu">procurement@uci.edu</a>).</td>
</tr>
<tr>
<td>May 17</td>
<td><strong>Interlocation Transfer of Funds</strong>&lt;br&gt;Departments transferring funds to the Office of the President or another campus must submit their request to the Budget Office by May 17. This will be the FINAL input for the 2018-19 fiscal year.</td>
</tr>
<tr>
<td>June 7</td>
<td><strong>High Value or Contract Requisitions</strong>&lt;br&gt;Last recommended day to submit a High Value or Contract Requisition to ensure Procurement Services has sufficient processing and lead time to post in FY 2018/19. Please contact Procurement Services for time-sensitive transactions (949-824-4040).</td>
</tr>
<tr>
<td>June 7</td>
<td><strong>POA for High Value, Contract, or Recurring Payment POs</strong>&lt;br&gt;Last recommended day to request Procurement Services to process a POA for High Value, Contract, or Recurring Payment POs. Comply with this deadline to ensure Procurement Services has sufficient processing and lead time to post in FY 2018/19. Please contact Procurement Services for time-sensitive transactions (949-824-4040).</td>
</tr>
<tr>
<td>June 7</td>
<td><strong>Submit UCIBuy High Value based Requisitions in KFS</strong>&lt;br&gt;Last recommended day for generating High Value/UCIBuy Catalog Requisitions (&gt;$5000 and/or containing any potential restricted commodities). Please contact Procurement Services for time-sensitive transactions (949-824-4040).</td>
</tr>
<tr>
<td>June 19</td>
<td><strong>PALCard Purchases</strong>&lt;br&gt;The last recommended day for PALCard purchases to ensure the vendor/bank submits the charge by June 30. Please contact PALCard Administration for questions. <strong><a href="mailto:PALCard@uci.edu">PALCard@uci.edu</a></strong></td>
</tr>
</tbody>
</table>
June 20  **Payroll Time Reporting – Bi-weekly Payroll ending 06/15/19 (B1)**

Last day to enter leave usage for period 6/2 – 6/15 on the biweekly IDTC roster.

June 20  **Payroll Employee Database (EDB) Deadline – Monthly Payroll ending 06/30/19 (MO)**

All new hires, reclassifications, promotions, rate changes, and funding changes for automatically paid monthly employees must be entered into the EDB by this date to be reflected on the 07/01/19 check date.

June 20  **Payroll –  First Deadline for:**

- Payroll Expense Transfers
- Late/Reduce Pay
- Additional Pay adjustment transactions

In order to be reflected in June payroll ledger, these transactions should be prepared and scheduled for processing **no later than June 20**, using Pay Cycle "B1" and Pay Period End Date "061519" in the EDAT submenu within PPS (Payroll/Personnel System).

June 21  **Travel and Event Management (TEM) – All Forms**

TEM transactions that are “SUBMITTED,” “SCANNED” and “APPROVED” by Travel Accounting by 4 p.m. on June 21 will be recorded as expenses for 2018-19.

**PLEASE NOTE:** If you miss the June 21 deadline, **DO NOT** hold the documents. Submit your TEM transaction 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 2019-20) transactions until July 1.

June 21  **Disbursement Vouchers (DV)**

Disbursement Vouchers that are “SUBMITTED,” “SCANNED,” and “APPROVED” by Accounting by 4 p.m. on June 21 will be recorded as expenses for 2018-19.

**PLEASE NOTE:** If you miss the June 21 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 2019-20) transactions until July 1.
June 24  Close Fulfilled POs or RPOs with Remaining Balances

Last day for appropriate Procurement Services Contract Manager/Contract Analyst to close fulfilled (no remaining payments, goods or services) POs or 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 2018/19. Contact Procurement Services for time-sensitive transactions (949-824-4040).

June 24  Payroll Time Reporting – Monthly Payroll ending 06/30/19 (MO)

Last day to enter May 2019 leave time usage for monthly employees using the Leave Roster section of the Time Collection (IDTC) screen.

June 25  Payroll – Second Deadline for:

- Payroll Expense Transfers
- Late/Reduce Pay
- Additional Pay adjustment transactions (including leave time reporting)

In order to be reflected in June payroll ledger, these transactions should be prepared and scheduled for processing no later than June 25, using Pay Cycle "MO" and Pay Period End Date "063019" in the EDAT submenu within PPS (Payroll/Personnel System).

June 26  PALCard In-Store Purchases

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

June 26  Recommended day to finalize UCIBuy Requisitions as APO’s 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. Please contact your department Fiscal Officer for time-sensitive transactions.

June 27  TouchNet Marketplace Credit Card Transactions

Last day for TouchNet Marketplace transactions to be included in the 2018-19 fiscal year. TouchNet transactions post to the ledger the day after they are received, therefore any payments received on June 28 or later will post to the
new fiscal year. For more information, please contact the Payment Card Services group at pcsgroup@uci.edu.

<table>
<thead>
<tr>
<th>June 28</th>
<th>POs &amp; Encumbrances</th>
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</thead>
<tbody>
<tr>
<td>• Last day to approve and encumber funds for Purchase Orders and Purchase Order Amends for FY 2018/19. High Value and Recurring Payment Requisitions require additional lead time – see previous “POA for High Value, Contract, or Recurring Payment POs” guidelines for details.</td>
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</tr>
<tr>
<td>• Last day for Contract Managers to close or void fulfilled (no remaining payments, goods, or services) POs with remaining balance, to release encumbered funds.</td>
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<table>
<thead>
<tr>
<th>June 28</th>
<th>Deposits to Campus Central Cashier</th>
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</thead>
<tbody>
<tr>
<td>To ensure the recording of deposits for 2018-19, 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 28. Actual deposits must be physically received by the Central Cashier by 1 p.m. on June 28. Deposits with discrepancies will be rejected online, so please be sure to check your deposits for accuracy before submitting and delivering to the Central Cashier to avoid a possible delay in processing.</td>
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</table>

Central Cashier will close at 1 p.m. on June 28 to ensure the processing of all deposits received on that date.

<table>
<thead>
<tr>
<th>June 28</th>
<th>Campus Credit Card Receipts (CCR) &amp; Cash Receipts (CR)</th>
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<tbody>
<tr>
<td>To ensure the recording of campus Credit Card Receipts (CCR) documents for 2018-19, all campus units (including School of Medicine) must submit their CCR eDocs by June 28th by 1 p.m., to allow campus Central Cashiers time to review.</td>
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For the Medical Center only, Credit Card Receipt (CCR) and Cash Receipt (CR) documents must also be finalized by June 28th to record in the 2018-2019 Fiscal Year. (Please contact Steffani Morales for MC Cashier processing times)

<table>
<thead>
<tr>
<th>June 28</th>
<th>Intercampus Recharges</th>
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<tbody>
<tr>
<td>Any department that plans to recharge another campus for services or materials supplied in 2018-19 should transmit the information to the Accounting Office by 4 p.m. on June 28. These will be processed against the 2018-19 departmental</td>
<td></td>
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</table>
account. Intercampus recharges received **AFTER 4 p.m.** June 28 will be recorded in the 2019-20 year.

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

<table>
<thead>
<tr>
<th>June 28</th>
<th><strong>Clear Department PO Encumbrances</strong></th>
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<tbody>
<tr>
<td></td>
<td>Departments should clear out old or invalid leftover encumbrances before year end. Purchase Orders (PO) that are open with future expected payments/credits after July 1 should remain open. Only those without expected future activity should be closed or voided by June 28.</td>
</tr>
</tbody>
</table>

To Close a PO, Fiscal Officers and Contract Managers can go in to the PO and select the ‘Close Order’ button to close and release all remaining encumbrances. To Void a PO, the Contract Manager can go in to the PO and select the ‘Void Order’ button, when there has been no prior activity on the PO. 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

<table>
<thead>
<tr>
<th>June 28</th>
<th><strong>PDP Cutoff for Payment Feeder Systems</strong></th>
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<tr>
<td></td>
<td>The Pre-Disbursement Processor (PDP) cut-off date for June 2019 business is June 28. This affects all units that send payment files to PDP (e.g., CE, Library, SBS, and Medical Center).</td>
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</tbody>
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<table>
<thead>
<tr>
<th>June 28</th>
<th><strong>Last Day to Initiate KFS Account Maintenance Changes</strong></th>
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<tbody>
<tr>
<td></td>
<td>The last day to initiate any account maintenance documents, including copying and editing accounts and changing fiscal officers, is June 28. New maintenance document for the new fiscal year can resume on July 18 – the day after June 2019 (Period 12) closes.</td>
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<table>
<thead>
<tr>
<th>July 1</th>
<th><strong>New Year PALCard Purchases</strong></th>
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<tbody>
<tr>
<td></td>
<td>PALCard purchases made on or after this date affect FY 2019/20 funds and will not appear in KFS until after FY 2018/19- Period 12 Closes. Please contact PALCard Administration for questions. <a href="mailto:PALCard@uci.edu">PALCard@uci.edu</a></td>
</tr>
</tbody>
</table>
July 2  PALCard Reconciliation (PCDO)

Last FY 2018/19 PCDO Created date. Last Day to approve PCDO eDocs created on July 2 will be July 10. Please contact PALCard Administration for questions:
PALCard@uci.edu

July 3  Time Reporting Deadline for Bi-Weekly Payroll Ending 06/29/19 (B2)

Last day to enter leave usage for period 6/16 – 6/29 on the biweekly IDTC roster.

July 3  Payroll – Third Deadline for:

- Payroll Expense Transfers

Last Chance for:

- Late/Reduce Pay
- Additional Pay adjustment transactions
- Z Payments (School of Medicine)

In order to be reflected in June payroll ledger, these transactions should be prepared and scheduled for processing no later than July 3, using Pay Cycle “B2” and Pay Period End Date "062919" in the EDAT submenu within the Payroll/Personnel System (PPS). This is the absolute last Pay Cycle to be used for Late/Reduce Pay and Additional Pay Adjustment to be included in 2018-19 business.

July 3  Inventories

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 3  University Invoices (Sundry Debtor Bills)

Bills for services rendered through June 30 must be submitted online through CBSO and forwarded to Financial Services no later than July 3 so that 2018-19 accounts can be credited. University Invoices received AFTER July 3 or that have a July invoice date will be recorded in the 2019-20 fiscal year.

July 5  Close Travel Authorizations & Release Encumbrance for FY 2018-19

All Travel Authorization Close (TAC) documents (to release encumbrances for FY 2018-19) must be submitted by July 5 to clear entries for the 2018-19 Fiscal
Year. Travel Reimbursements for FY 2018-19 trips have a much earlier deadline, to report and expense out a trip, and cannot post back to a prior fiscal year. Travel Authorization Close documents may be manually submitted by Arrangers going in to 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 5  **Payroll Expense Distribution Ledgers June (PPPS302) in FileNet**
June 2019 Activity. Online viewing and download will be available on July 5 from FileNet (formerly the Electronic Document Library or EDL).

July 5  **Recharges for Internal Billing (IB) and Service Billing (SB) Documents**
All recharges, including IB and SB documents, must be submitted by July 5 to be included in 2018-19 departmental accounts. All submitted IB documents will be auto-approved on July 5 at the end of the day. Saved IB and SB documents that have not been submitted by July 5 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 2018-19.

July 5  **Feeder System Cut-Off**
The Feeder System cut-off date for June 2019 business is July 5 by 7:00pm. This is mandatory to allow departments three business days to make adjustments in their accounts during the pre-lim Fiscal Year End period. Any recharges uploaded after July 5 will be discarded or posted to KFS Fiscal Period 01 (July) in the new 2019-20 fiscal year.

July 8  **Invoices from Vendors**
**Charges under Specific Purchase Orders**
Invoices should be submitted to the Accounting office by 4 p.m. on July 8. 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 submitted by the July 8 deadline, will be recorded on the June Preliminary General Ledger.
If you miss the July 8 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 2018-19 services or dates that are not processed by the Pre-Lim ledger (7/10/19) **must** be accrued by the department **if the expense is greater than $10,000** (see page 2 for capitalized equipment and plant/capitalized construction costs exceptions).

<table>
<thead>
<tr>
<th>July 9</th>
<th>Payroll – Final Deadline for:</th>
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<tbody>
<tr>
<td></td>
<td>• Payroll Expense Transfers</td>
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</tbody>
</table>

In order to be reflected in June/July payroll ledger, these transactions should be prepared and scheduled for processing no later than July 9, using Pay Cycle “XX” and Pay Period End Date "070119" in the EDAT submenu in PPS. This is the absolute last Pay Cycle to be used for expense transfers to be included in prior year business. Ledgers will be updated with these payroll transactions on July 10.

**Reminder:** Only Payroll Expense Transfers encoded with a Pay Period End Date of 07/01/19 or earlier will be processed into the June/July payroll ledger. **DO NOT** process any other transactions on this cycle (LX, RX, AP, FT). THEY WILL BE DELETED.

<table>
<thead>
<tr>
<th>July 10</th>
<th>Payroll Expense Distribution Ledgers June/July (PPP5302) in FileNet</th>
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Online viewing and download for June/July will be available on July 10 from FileNet (formerly the Electronic Document Library or EDL).

<table>
<thead>
<tr>
<th>July 10</th>
<th>PALCard Reconciliation (PCDO)</th>
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</table>

Last day to approve PCDOs. All Unapproved PCDOs will auto-send after 8 p.m., regardless of date created. Please contact PALCard Administration for questions. [PALCard@uci.edu](mailto:PALCard@uci.edu)

<table>
<thead>
<tr>
<th>July 10</th>
<th>Distribution of Income and Expense (DI) and Advance Deposit (AD)</th>
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</table>

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 10th, if not in final or processed
The status. New Fiscal Year documents cannot be created until after Period 12 closes.

**July 11-17  Accruals, Budget Alignment, and Final Error Corrections**

Regular department closing activities should be finished by July 10. The period from July 11-17 should be used for final necessary accruals, final budget alignments, and final error corrections.

**EXPENSE ACCRUALS ARE TO BE FOR $10,000 OR MORE PER INVOICE, TRAVEL VOUCHER, RECHARGE, ETC. (See page 2 for capitalized equipment and plant/capitalized construction costs exceptions.)**

**July 11–17  Accruals (YEDA Document)**

All accruals, except Payroll, are required to be entered using the YEDA document. Goods and services received by June 30, 2019, 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 11 to July 17. They must reference the KFS document or reference number that contains the transaction that is being accrued.

**July 11–17  AP Deferrals (Deferred Expense) - YEDA Document**

The cutoff for all Accounts Payable deferrals is July 17, at 4pm. Expenses that are deferred on invoices paid in June will be reflected on the July ledger.

**July 11–17  Accrual of Travel, Event and Other Expenses Normally Processed in TEM**

Travel, Event, and Relocation Expenses incurred in 2018-19 fiscal year 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. Deadline to submit and approve the YEDA document is July 17 by 4pm.

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 to be an advance, rather than an accrual, for financial reporting purposes.
July 17  **Income/Recharge 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 18-19 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 code (0008) by Account/Sub-Account in FY 19-20 Period BB. Income budget alignment entries on control accounts (and on non-control accounts, if desired) must be complete by July 17. See the [Guide to Budgeting for Income](#) for more information.

July 17  ***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, 2019, 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 949-824-4460 or wtung@uci.edu if you have any questions.

July 17  **Final Deadline for Campus Departments to Record All Activity in Period 12**

Departments must close the fiscal year in a solvent condition. All KFS documents must be in Final or Processed status to be included in the period.

At the end of the day on July 17, any GEC, BA, BAT, YEDA, or AV documents for Period 12 of 2019/2020 that are not in Final status will be canceled. Documents requiring central office approval should be department-approved and submitted to Accountings by 4 PM on July 17. **It is recommended that any fiscal year 2019/20 documents be initiated after July 17 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.
<table>
<thead>
<tr>
<th>Early August</th>
<th>Final 2018-19 Reports will be Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Period 13 will be used by Central Accounting to record FYE entries required by OP and UCI policy. It will close on July 31. Final 2018-19 reports will be available for departments (including Period 13) in Decision Support shortly thereafter.</td>
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<thead>
<tr>
<th>August 7</th>
<th>July (Period 1) Ledger</th>
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<tbody>
<tr>
<td></td>
<td>The July 2019 (Fiscal Period 01 for FY 2020) will close on Wednesday, Aug. 7.</td>
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