

2016-17 Campus Fiscal Close Checklist

Step #	MONTH	DATE	STEP	EXPLANATION	RESP UNIT	HELP PHONE / EMAIL
1	MAY	22	Interlocation Transfer of Funds	Submit Interlocation Transfer of Funds (UFIN 1520-i) for FY16-17 to Financial Accounting by 5pm. Interlocation Transfer of Fund forms received after May 22 will be held until July for processing in FY17-18 because UCOP's Interlocation Transfer of Funds system is closed in June.	Financial Accounting	2-2080 itof@berkeley.edu
2	MAY	25**	Purchase Requisitions (=>\$5,000)	Submit all purchase requisitions for orders of \$5,000 and above. Note: Requisitions of higher complexity (for instance may need to go out to bid) may need to be submitted earlier. Consult your buyer if there are questions.	CSS Business & Financial Services/ Supply Chain Management	4-9000 (option 2)
3	JUNE	2**	New Employee Hires (Bi-Weekly/Non- Exempt)	Submit all requests for new bi-weekly (non-exempt) employees with June hire dates (and June 28 pay date) for Onboarding, entry into HCM and Payroll. Requests should be submitted promptly at the time of employment, but must be submitted no later than 6/2/17.	CSS Human Resources /Academic Personnel Support (HR/APS)	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
4	JUNE	2**	Chartstring Changes or Data Changes (Bi-Weekly/Non-Exempt)	Submit all requests for chartstring or data changes for all bi-weekly (non-exempt) employees for June 2017.	CSS Human Resources/Academic Personnel Support (HR/APS)	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
5	JUNE	2**	Workstudy Payroll Expense Transfers	Submit all requests for final Work Study Payroll Expense Transfers for any departmental payroll actions and/or retroactive chartstring changes via a Funding Change PET Request. Must be endorsed by the appropriate Approver(s) by 6/2/17, with the PET form or spreadsheet attached to the request .	CSS Human Resources/Academic Personnel Support (HR/APS)/Payroll	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
6	JUNE	8**	Travel & Entertainment (T&E) Reimbursements	Submit all T&E reimbursements (with complete information/documentation) to CSS either in BearBuy or in person at a CSS Satellite Support Office in Evans Hall or the drop-off location at Giannini Hall.	CSS Business & Financial Services	Visit a CSS Satellite Support Office or call 4-9000 (option 2)
7	JUNE	8**	Payment Requests	Submit all payment requests in BearBuy.	CSS Business & Financial Services	4-9000 (option 2)
8	JUNE	12**	Purchase Requisitions (<\$5,000)	Submit all low-value purchase requisitions for orders less than \$5,000.	CSS Business & Financial Services	4-9000 (option 2)
9	JUNE	12**	Payroll Expense Transfers	Submit all requests for any final Payroll Expense Transfers (PETs) for any departmental payroll actions and/or chartstring changes. Must be endorsed by the appropriate Approver(s) by 6/12/17 with the PET form or spreadsheet attached to the request.	CSS Human Resources/Academic Personnel Support (HR/APS)/Payroll	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
10	JUNE	13**	New Employee Hires (Monthly-Exempt)	Submit all requests for new monthly (exempt) employees with June hire dates (and July 1 pay date) for Onboarding, entry into HCM and Payroll. Requests should be submitted promptly at the time of employment, but must be submitted no later than 6/13/17.	CSS Human Resources /Academic Personnel Support (HR/APS)	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
11	JUNE	13**	Chartstring Changes or Data Changes (Monthly/Exempt)	Submit all requests for chartstring or data changes for all monthly (exempt) employees for June 2017.	CSS Human Resources/Academic Personnel Support (HR/APS)	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
12	JUNE	13**	Separations	Submit all requests for known faculty and/or staff Separations, effective for June 2017.	CSS Human Resources/Academic Personnel Support (HR/APS)	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
13	JUNE	13**	STAR Award Payments	Final deadline to submit all requests for any STAR Award payments (Achievement or Spot Awards) for monthly and/or bi-weekly employees.	CSS Human Resources/Academic Personnel Support (HR/APS)	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
14	JUNE	13**	Payroll Corrections (Bi-Weekly/ Non-Exempt)	Submit all requests for any late payroll corrections (excluding Payroll Expense Transfers) and missing payment requests for all bi-weekly (non-exempt) employees for the time period from 6/4/16 to 5/20/17 (that have not already been submitted).	CSS Human Resources/Academic Personnel Support (HR/APS)/Payroll	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)
15	JUNE	14	Payroll Expense Transfers that cannot be entered in OPTRS Submit Form UPAY 646	Payroll expense transfer actions older than 24 months must be submitted on Form UPAY 646 to the Payroll Office at #120 Warren Hall (2195 Hearst Ave) as soon as possible but no later than June 14 by 2:30 PM. (THESE NEED FINAL APPROVAL BY DELPHINE REGALIA).	Central Payroll	2-1336 payhelp@berkeley.edu
16	JUNE	14**	Payroll Corrections (Monthly/Exempt)	Submit all requests for any late payroll corrections (excluding Payroll Expense Transfers) and missing payment requests for monthly (exempt) employees for the time period from 7/1/16 to 5/31/17 (that have not already been submitted).	CSS Human Resources/Academic Personnel Support (HR/APS)/Payroll	Submit an online service request to CSS HR/APS or call 4-9000, (option 3)

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17	JUNE	15	Vendor Invoices	Vendor invoices must be received in the Controller's Office Mailroom (Warren Hall - Room 159) or via e-mail (only 1 invoice attached per e-mail) to ucinvoice@berkeley.edu by 4:00 p.m. on June 15 to ensure processing in June.	Accounts Payable	3-2199 disburse@berkeley.edu
18	JUNE	15**	Payment Request Approvals	Departments or CSS Research Administration (RA) must provide approval (org node) for payment request requisitions.	CSS Business & Financial Services	4-9000 (option 2)
19	JUNE	15**	Suspense Payroll Expense Transfers	Final deadline for units/departments to approve all suspense payroll actions in BFS.	CSS Human Resources/Academic Personnel Support (HR/APS)	BFS application support: 4-9000, option 1-1
20	JUNE	16	Permbudg Journal Entries	Enter all permanent budget journals by June 16. Submit all Permbudg journals requiring OCFO approval by DFL concierge.	Budget Office	http://cfo.berkeley.edu/divisional-finance-leaders/df-concierge/additional-resources/approve-permanent-budget-journal
21	JUNE	16	Permbudg Recharge & Revenue Budgets	Process Permanent Budget journals involving recharge or revenue rebudgeting. Units are expected to revise their recharge and revenue budgets based on projected activity in the new year for these funds. All recharge and revenue rebudget journals should have a journal date of June 30 and use transaction code 50.	Budget Office	recharge_certication@berkeley.edu http://cfo.berkeley.edu/recharge
22	JUNE	16	Deficit Waiver Requests for CG funds	Requests for new (or revised) deficit waivers for CG funds for FY16-17 must be submitted for DFL approval. Information about deficit resolution can be found at http://controller.berkeley.edu/cga/deficit-clearing-process . Instructions for completing a deficit clearing waiver request are available on the waiver form in BFS on the RA Grants WorkCenter.	CGA	4-7782 cgahelp@berkeley.edu
23	JUNE	19	Deficit Waiver Requests for NonCG Funds	Requests for new (or revised) deficit waivers for nonCG funds for FY16-17 must be submitted to the Budget Office. Information about deficit resolution and instructions for completing a waiver request will be posted in the DFL Concierge site.	Budget Office	http://cfo.berkeley.edu/divisional-finance-leaders/df-concierge/other/fiscal-closing-related
24	JUNE	19	Permbudg Not Available	Permanent Budget journal screens will not be available to campus users between June 19th and August 13th while fiscal close is being processed by the Budget Office. Departments will be able to run BAIRS reports on permanent budget transactions during this period.	Budget Office	N/A
25	JUNE	22	Submit Gifts	Gift Operations needs to close the fiscal year in CADS by Monday, July 10. All gifts with the required documentation (the Campus Gift Acceptance Report or GMM coversheet, the Miscellaneous Receipts, and/or the correspondence from the donor) must be delivered to Gift Operations by noon on June 22 in order to be accepted, entered and posted in CADS for inclusion in BFS for FY 2016-17. Gifts received by Gift Operations after June 22 will still be credited and receipted according to the check date or date of gift but Gift Operations cannot ensure that they will be included in the Berkeley Financial Systems for FY '16-'17 totals. Otherwise they will be included in the GL for posting to departmental chartstrings in FY 2017-18.	Gift Operations	3-9789 gifthelp@berkeley.edu
26	JUNE	23	Deficit Waiver Approvals for CG funds	DFLs to approve deficit waivers submitted by RAs.	CGA	4-7782 cgahelp@berkeley.edu
27	JUNE	24**	Voucher Approvals	Departments must confirm receipt of goods/services in BearBuy (vendor must also have a valid existing purchase order in BearBuy) and provide approval to pay invoice.	CSS Business & Financial Services	4-9000 (option 2)
28	JUNE	26	Pro-Card Transaction Approval	Pro-Card transactions in the staging table need to be reconciled and approved by June 26 to ensure posting to department GL. Note, a condensed pro-card staging period for year-end will be announced in early June.	Operational Accounting	415-476-9642 bluCard@berkeley.edu
29	JUNE	29	AP Vouchers	AP vouchers (Purchase Order (PO) vouchers and Payment Requests) must be approved by June 29 to generate posting to departmental chartstrings in the June ledger.	Accounts Payable	3-2199 disburse@berkeley.edu
30	JUNE	30	BFS:AR	(4:00 p.m.) Weekly, Month-BEG3 & Month-BEG4 Invoices must be created and put in Ready Status for revenue credit in FY 2016-17.	Accounts Receivable	2-5206 Nonstu_ar@berkeley.edu

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31	JUNE	30	Campus Solutions	Submit CS batch files by <u>5:00pm</u> on June 30 for posting to departmental <u>chartstrings</u> in FY 2016-17.	Accounts Receivable	3-8829 studentbilling@berkeley.edu
32	JUNE	30	Campus Solutions	<u>Submit</u> CS invoices online by <u>5:00pm</u> on June 30 to ensure posting to departmental <u>chartstrings</u> in FY 2016-17.	Accounts Receivable	3-8829 studentbilling@berkeley.edu
33	JUNE	30	Cash Deposit	(12:00 noon) Departments <u>depositing</u> via the secure drop chute for deposits (CDS 'C' deposits) should transmit the Miscellaneous Receipt in CDS and deliver the deposit by 12:00 noon. (3:00 p.m.) Departments sending deposits directly to the bank (CDS 'B' deposits) must transmit the Miscellaneous Receipt in CDS by 3:00 p.m.	Cash-Handling & Banking Services	3-9803 cashiers@berkeley.edu
34	JULY	3	Central Benefit Assessment	Central fringe benefit assessment for June is processed and posted.	BFS Business Systems	3-4243 glsys@berkeley.edu
35	JULY	5	Approve Intercampus Financial Journals	On-line intercampus financial journals must be approved. On-line intercampus <u>financial</u> journals which are approved/posted after July 5 will be reversed from the June ledger and posted to July.	Financial Accounting	2-2080 FinancialControl@berkeley.edu
36	JULY	6	<u>BFS:AR</u>	(4:00 p.m.) End of Month Invoices must be created and put in Ready Status for revenue credit in FY 2016-17.	Accounts Receivable	2-4177 Nonstu_ar@berkeley.edu
37	JULY	7	JUNE Online Recharge Entries	Recharge units should process and approve all June online recharge entries by July 7 (reflected in <u>BAIRS</u> by July 10). No recharge transaction for June should <u>be posted after</u> July 7. If your department <u>receives recharges</u> posted after July 7, contact the unit responsible for the posting to request reversal and posting in the next fiscal year.	Recharge Units	recharge_certication@berkeley.edu http://cfo.berkeley.edu/recharge
38	JULY	10	JUNE Batch Interface	Batch interface submissions in BFS are due by 8:30 p.m. Files received after that deadline will <u>be held</u> for processing in July. Please note that some of the batch file entries may not show in <u>BAIRS</u> on the next business day if errors are <u>identified</u> during ledger <u>editing</u> and posting is interrupted. Additional processing time <u>is needed</u> for corrections and posting of these entries. All batch file entries should <u>be expected</u> in <u>BAIRS</u> on July 12.	BFS Analysts / BFS Tech team	glsys@berkeley.edu 3-4243 asdhelp@berkeley.edu
39	JULY	11	Central Allocation – Work-study	Central allocation processes for funding for work-study activities allocation is processed and posted on July 11.	BFS Business Systems	3-4243 glsys@berkeley.edu
40	JULY	13	JUNE Actuals Journal Cut-off	Process and approve all financial journals for inclusion in the June ledger, including year-end adjustments and accruals for FY 2016-17 by 9:00 p.m. Campus users will not be able to process June Actuals journal entries after July 13.	BFS Business Systems	3-4243 glsys@berkeley.edu
41	AUGUST	3	JUNE Final Ledger Balances	FY2016-17 ending balances and FY2017-18 beginning balances for TempBudg and Actuals are available in <u>BAIRS</u> .	<u>BAIRS</u> Team	3-4250 bfsbairs@berkeley.edu
42	AUGUST	3	JUNE Actuals Data Available in CalPlanning	June month-end Actuals data will be available in CalPlanning by 2:00 p.m.	CalPlanning	664-9000 (option 1, then 2)
43	AUGUST	11	<u>Permbudg</u> FY16-17 Final	Final June FY16-17 Permanent Budget transactions (through June 30) will be available in <u>BAIRS</u> .	<u>BAIRS</u> Team	3-4250 bfsbairs@berkeley.edu
44	AUGUST	11	General Allocation & Departmental Initial Transfers	General allocation and <u>departmental initial</u> transfers will <u>be posted</u> into accounts 71110, 71290 and 75101.	Budget Office	http://cfo.berkeley.edu/divisional-finance-leaders/dfi-concierge/other/fiscal-closing-related
45	AUGUST	14	<u>Permbudg</u> Processing Available to Campus Users	<u>Campus</u> user access to the Permanent Budget journal entry screens is <u>restored</u> .	Budget Office	<u>N/A</u>
46	AUGUST	19	JULY <u>Permbudg</u>	July Permanent Budget data will be available in <u>BAIRS</u> .	<u>BAIRS</u> Team	3-4250 bfsbairs@berkeley.edu

**** Units who do NOT receive support from Campus Shared Services (CSS) may contact the respective central campus department if they have any additional questions about the deadlines noted with an asterisk **.**