

**BFS GENERAL LEDGER FISCAL YEAR-END CLOSE SCHEDULE**

DESCRIPTION	LEDGER/ SYSTEM	TIME	JUNE 2025
Enter Permanent Budget transfers involving revenue rebudgets	PermBudg	9:00 p.m.	13-Jun
Permanent Budget journal screens not available to campus users	PermBudg		16-Jun to 8-Aug
Batch Interface Submission to BFS1	TempBudg/Actuals	8:30 p.m.	8-Jul
Review and approve all Online Financial Journals & Temporary Budget Journals ( <b>Campus Units</b> )	TempBudg/Actuals	9:00 p.m.	10-Jul
Approve and post all Online Financial Journals & Temporary Budget Journals ( <b>Central Units2</b> )	TempBudg/Actuals	9:00 p.m.	4-Aug
Final Month-End GL Data in Cal Answers3	TempBudg/Actuals	7:00 a.m.	6-Aug
Month-End Actuals Data in CalPlanning - Reporting Appl.4	Actuals	2:00 p.m.	6-Aug
Month-End Actuals Data in CalPlanning - Planning Appl.4	Actuals	9:00 a.m.	12-Aug

1 - This is the last day/time to submit a GL upload file to the BFS. If there is an upload error, the file may not be processed in the BFS-GL for the month.

2 - Central Units - secure period BFS users in the Budget Office, Contracts and Grants unit, and Financial Accounting and Controls unit.

3 - A BFS listserv message will be sent when it is confirmed that the final month-end tempbudg and actuals are in Cal Answers & CalRptg. To subscribe to the BFS listserv, go to <https://controller.berkeley.edu/subscribe-bfs-users-listserve>

4 - Check the CalPlanning home page for the most up-to-date information regarding data in CalPlanning.  
Check the Cal Answers and CalPlanning home pages for updates on availability of FY26 beginning balances. Go to  
<http://calanswers.berkeley.edu>  
<http://calplanning.berkeley.edu>