

**UCSD POLICY AND PROCEDURE MANUAL
FINANCIAL ADMINISTRATION—GENERAL
SECTION 300-60 SUPPLEMENT I PAGE 1**

Effective: 5/24/02

Supersedes: 6/1/01

Issuing Office: Business & Financial Svcs, General Accounting Division

**CHRONOLOGICAL SUMMARY OF DEPARTMENTAL
ACTION AND CUTOFF DATES FOR FISCAL YEAR
2001 - 2002 CLOSING**

DUE DATE	DUE IN TO	DEPARTMENTAL ACTION	REFERENCE SUPPLEMENT & ITEM NO
May 8	Campus Budget Office	Interlocation Transfers of Funds	II ***
June 10	Capital Planning	Establish/augment Capital Improvement Projects	II 15
June 12	Payroll	Online timekeeping entry deadline date (hourly-rated employees) for 6/19/02 paydate.	II 5
June 14	Storehouse	Storehouse Requisitions for custom items which the Storehouse receives by fax, mail or by telephone. By 3:30 p.m.	II 7
June 14	Purchasing	Purchase Order Requisition (Paper).	II 1
June 14	Physical Plant Services	Work Order Requests (C&RS) Services.	II 3
June 19	Office of Post Award Financial Services (OPAFS)	Payroll Expense Transfer (PET) for funds monitored by OPAFS. (see June 21 for other funds).	II 6
June 19	Purchasing	Purchase Order Requisition (Online).	II 1
June 20	Payroll	Online timekeeping entry deadline date (monthly-rated employees) for 7/01/02 paydate.	II 5
June 21	Payroll	Payroll Expense Transfer (PET) for Non-OPAFS funds.	II 6
June 24	Payroll	PPS final date to establish new employee or change employee status for monthly-rated employees' 7/01/02 paydate.	II 4
June 21	Purchasing	Low Value Purchase Orders (Paper).	II 2
June 21	Student Business Services (SBS)	Medical Center and University Invoices (ISIS AR). By 10:00 am.	II 14
June 24	General Accounting	Intercampus Recharges and Cost Transfers (Form 2059).	II 16
June 26	Payroll	Online timekeeping entry deadline date (hourly-rated employees) for 7/03/02 paydate.	II 5

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June 27	Payroll	PPS final date to establish new employee or change employee status for hourly-rated employees' 7/01/02 paydate.	II	4
June 28	Office Of Post Award Financial Services (OPAFS)	Electronic Non-Payroll Expense Transfers (ENPET) requiring OPAFS review (see July 13 for other funds).	II	10.a
June 28	Storehouse	Storehouse Requisitions for stock items which the Storehouse receives by fax, mail or by telephone. By 3:30 p.m.	II	7
June 28	Cashier's	The Central Cashier's Unit will be open until 4 p.m., but all Campus deposits (including Sub-Cashier's) should be delivered to Central Cashier's Unit by 2:00 pm. Departments that have cash receipts (i.e., cash or checks on hand) must deposit them with the Central Cashier by 4 p.m. Medical Center deposits (including Sub-Cashier's) must be deposited with Medical Center Cashier by 3:00 p.m. Medical Center cafeteria and pharmacy deposits are due at the Medical Center Cashier by 9:00 a.m. on July 1.	II	8
June 28	Purchasing	Low Value Purchase Orders (Online)	II	2
July 1	Medical Center Cashier	Medical Center cafeteria and pharmacy deposits to Medical Center Cashier, by 9:00a.m.	II	8
July 1	Campus Budget Office	Permanent Transfers of Funds affecting Staff Salaries expense account 61xxxx (must be entered online by 10:00am for approval by VC & CBO). Please note, transfers must have June transaction dates.	II	9.b
July 2	Academic Personnel	Permanent and current-year Transfers of Funds affecting Academic Salaries expense account 60xxxx (must be entered online by 10:00 a.m. for approval by APO). Please note, transfers must have June transaction dates.	II	9.a
July 3	Administrative Computing	Recharges (Automated): By 1:00 p.m. Please note, transactions must have June dates.	II	12
July 5	General Accounting	Recharges processed by departments online Please note, transactions must have June dates.	II	13
July 5	Office of Post Award Financial Services (OPAFS)	Budget Adjustment Journals (BAJ) and Financial Journals for funds monitored by OPAFS. (see July 13 for other funds). Please note, journals must have June transaction dates	II	10.b
July 10	Campus Budget Office	Online permanent Transfers of Funds affecting expense accounts 62xxxx – 69xxxx. Please note, transfers must have June transaction dates.	II	9.c
July 10	Campus Budget Office	Online current-year Transfers of Funds affecting expense accounts 61xxxx – 69xxxx. Please note, transfers must have June transaction dates.	II	9.d

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July 12	General Accounting	Online Budget Adjustment Journals, Financial Journals, IFIS Non-Payroll Expense Transfers (NPET), Electronic Non-Payroll Expense Transfers (ENPET) not requiring OPAFS review (see June 28 and July 5 for OPAFS items). Please note, journals/transfers must have June transaction dates	II	11
July 12	General Accounting	Self-Supporting Activities – Online entries: 1. to record Final FY 2001/2002 depreciation. 2. to record June 30, 2002 inventory. 3. to record June 30, 2002 work-in-progress. 4. to zero deposit clearing accounts. 5. to zero bankcard clearing accounts.	II	***
July 12		JUNE PRELIMINARY OPERATING LEDGER CUT-OFF		
Aug 2		JUNE FINAL LEDGER CUT-OFF		
Aug 9		JULY, FY 2002/03, LEDGER CUT-OFF		
Aug 31	General Accounting	Self-Supporting Activities – Online entry to record Indirect Cost Recovery (Differential Income).	II	***

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Contacts for fund specific closing information:

Fund(s)	Fund Number(s)	Individual	Extension
Agency Funds	00001x – 00299x	Cam Thach	44076
Plant Funds	00300x – 01999x	Julie Staffiero	44638
Principal Appropriated Funds	04000x – 9599x	Ken Billmeier	44995
Educational Fund	05397x	Ken Billmeier	44995
Opportunity Fund	07427x	Ken Billmeier	44995
Private Gifts	14000x & 14001x	Judith Sanger (For Closing Inquiries)	40423
Federal Contracts/Grants	16000x – 16015x	Rachel Mercado (For Closing Inquiries)	40703
Special State Appropriations	18000x – 18199x	Robin Posner	40859
State Agency Agreements	18200x – 18999x	Judith Sanger (For Closing Inquiries)	40423
General Fund	19900x	Steve Ste. Marie	44951
Specific State Appropriations	19901x – 19999x	Robin Posner	40859
Student Fees	20000x – 20299x	Robert Colio	44992
ESPP (University Extension)	20300x & 20306x	Marlene Trivino	48514
OCME	20302x – 20305x	Clayton Egan	44673
Local Government Agreements	20600x – 20999x	Judith Sanger (For Closing Inquiries)	40423
Federal Contracts/Grants	21000x – 33999x	Rachel Mercado (For Closing Inquiries)	40703
Endowment Funds	34100x – 39799x	Robert Colio	44992
Unrestricted Gifts	39800x - 39998x	Judith Sanger (For Closing Inquiries)	40423
Private Gifts, Grants & Contracts, incl Fed Flow-Thru	40000x - 59999x	Judith Sanger (For Closing Inquiries)	40423
Self-Supporting Activities/Reserves:	See Below	See Below	
VCBA & VCER Activities	60000x - 69999x	Laurie Martin	44562
VCBA & VCER Activities	70000x - 74999x	Laurie Martin	44562
VCBA & VCER Activities	75000x - 76999x	Laurie Martin	44562
VCHS Activities	60000x - 69999x	Clayton Egan	44673
VCHS Activities	70000x - 74999x	Clayton Egan	44673
VCHS Activities	75000x - 76999x	Clayton Egan	44673
VCMS & VCRM&P Activities	60000x - 69999x	Julie Staffiero	44638
VCMS & VCRM&P Activities	70000x - 74999x	Julie Staffiero	44638
VCMS & VCRM&P Activities	75000x - 76999x	Julie Staffiero	44638

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VCAA & VCSA Activities	60000x - 69999x	Marlene Trivino	48514
VCAA & VCSA Activities	70000x - 74999x	Marlene Trivino	48514
VCAA & VCSA Activities	75000x - 76999x	Marlene Trivino	48514
Contract & Grant Administration	69750x	Steve Ste. Marie	44951
UC DRD Funds	69757x, 69758x	Erlinda Sanchez	44075
Complimentary & Beneficial Activities	69895x	Erlinda Sanchez	44075
Reserve for Summer Session	75025x	Robert Colio	44992
Reserve-Financial Aid Administration	75040x	Robert Colio	44992
Private Contracts, incl Fed Flow-Thru	78000x – 89999x	Judith Sanger (For Closing Inquiries)	40423

Mail Codes By Department – 2001/02 Fiscal Closing

Academic Personnel	0065
Campus Budget Office	0936
Cashier's	0009
Disbursements	0955
Office of Post Award	
Financial Services (OPAFS)	0954
General Accounting	0953
Human Resources	0922
Medical Ctr Accounting	8905
Payroll	0952
Physical Plant Services	0908
Purchasing	0914
Storehouse	0046
Student Business Services	0050