

SAN DIEGO CAMPUS FISCAL CLOSING DETAILED INSTRUCTIONS

A chronological summary of cutoff dates required for departmental action is provided in Supplement I as a guide to the following Fiscal Closing Detailed Instructions and must be used as a reference in order to meet the various closing date deadlines.

Note: Whenever the statement "for the current fiscal year" appears, it refers to the fiscal year being closed. Whenever the statement "the next fiscal year" appears, it refers to the fiscal year immediately succeeding the fiscal year being closed.

1. **Purchase Order Requisitions--(Paper/Online):** To ensure requisitions are processed for the current fiscal year, they must reach the Purchasing Division no later than the dates indicated in *Supplement I*.
2. **Low Value Purchase Orders—(Paper/Online):** To ensure purchase orders are processed for the current fiscal year, they must reach the Purchasing Division no later than the dates indicated in *Supplement I*.
3. **Work Order Requests:** In order to be recorded as current fiscal year encumbrances or expenditures, Work Order Requests must be received by Physical Plant Services by the date indicated in *Supplement I*. Work Order Requests must describe specific work that is to be performed.
4. **Payroll-Newly Hired or Changed Status Employees:** Final dates for online Payroll Personnel System (PPS) entries to establish new employee or change employee status for monthly-rated employees' July 1, 2002 paydate and for hourly-rated employees' July 3, 2002 paydate are indicated in *Supplement I*.
5. **Payroll:** Online timekeeping entries for June will be due on the dates indicated in Supplement I for both monthly-rated and hourly-rated employees. Entries should include payment for all services rendered in June.
6. **Payroll Expense Transfer (PET):** In order for transfers to appear in the June Preliminary Operating Ledger and in the June Distribution of Payroll Expense (DOPE), Payroll Division or Office of Post Award Financial Services (OPAFS) must receive Payroll Expense Transfers by the dates indicated in *Supplement I*.
7. **Storehouse:** All Storehouse Requisitions for custom and stock items received by the Storehouse by the dates indicated in *Supplement I* will be recorded as expenditures in the June Preliminary Operating Ledger.
8. **Cashiers:** All cash received on campus and at the Medical Center prior to the close of the last business day in June must be recorded as current fiscal year's business. The Central Cashier's Office will be open for deposits until 2:00 pm on the last business day in June. UCSD Medical Center subcashiers are requested to make their deposits by 3:00 pm on the last business day of June. The UCSD Medical Center Pharmacy and Cafeteria are exempt from this provision and will make their final June deposits by 9:00 am on the first business day in July.
9. **Transfer of Funds:**
 - a. Permanent and current year Transfer of Funds affecting Academic Salaries expense account 60xxxx must be entered online by 10:00 am on the date indicated in *Supplement I*.
 - b. Permanent Transfer of Funds affecting Staff Salaries expense account 61xxxx must be entered online by 10:00 am on the date indicated in *Supplement I*.

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- c. On-line entries for permanent Transfer of Funds affecting expense accounts 62xxxx through 69xxxx must be completed by the date indicated in *Supplement I*.
 - d. On-line entries for current-year Transfers of Funds affecting expense accounts 61xxxx through 69xxxx must be completed by the date indicated in *Supplement I*.
10. **Funds monitored by OPAFS:**
- a. Electronic Non-Payroll Expense Transfers (ENPET) requiring OPAFS review must be entered on-line and a copy of the ENPET Summary and backup documentation must be received by OPAFS by the date indicated in *Supplement I* to be recorded in the June Preliminary Operating Ledger.
 - b. Budget allocations (EMF template, journal rule class BA13), budget realignments (EMF template, journal rule class B013) and financial journals (EMF template, journal rule class FE53) must be entered on-line by the date indicated in *Supplement I* to be recorded in the June Preliminary Operating Ledger.
11. **Funds not monitored by OPAFS:** Budget adjustment journals (GEN template, journal rule class BG13), financial journals (GEN template, journal rule class FG53), IFIS Non-Payroll Expense Transfers (NPET), and Electronic Non-Payroll Expense Transfers (ENPET) not requiring OPAFS review, must be entered on-line by the date indicated in *Supplement I* to be recorded in the June Preliminary Operating Ledger. Please note that budget adjustment journals cannot be used to affect budgeted funds monitored by the Campus Budget Office (please refer to item 9, above).
12. **Recharges (Automated):** Campus recharge activities for which recharges are processed by Administrative Computing should submit electronic files to Administrative Computing by 1:00 p.m. on the date indicated in *Supplement I*. For activities having significant work-in-progress, the files should include recharges for work completed through June 30.
13. **Recharges (On-line):** Campus recharge activities which process their own recharges online should complete their processing by the date indicated in *Supplement I*. For activities having significant work-in-progress, recharges for work completed through June 30 should be included.
14. **University Invoices (ISIS AR):** University Invoices (billings) which are received by the Student Business Services Office by the date indicated in *Supplement I* will appear in the June Preliminary Operating Ledger.
15. **Establish/Augment Capital Improvement Projects:** Departments/units must send a written request to Capital Planning, mail code 0915, no later than the date indicated in *Supplement I* in order (1) to establish new FY 2001/02 projects or (2) to affect existing projects which require augmenting, substitution of funding or return of funds to originating source. Please note capital improvement projects are represented by organization numbers 96xxxx.
16. **Intercampus Recharges and Cost Transfers:** Activities recharging other UC campuses must submit recharge documents (Form 2059) to General Accounting by the date indicated in *Supplement I*.

Questions about the information above should be directed to Dennis Beeson (dbeeson@ucsd.edu, extension 44502) or Ken Billmeier (kbillmeier@ucsd.edu, extension 44995) General Accounting Division.

If there are questions concerning the application of the information to a specific fund, please contact the responsible person(s) listed in *Supplement I*.