

TENTATIVE SCHEDULE OF FISCAL CLOSE FY 2024-25 DEADLINES

The close of the 2024-2025 fiscal year is approaching, and it is once again time to communicate to UC ANR UCCE County Offices and Administrative Units our end-of-year planning dates for the close process. We appreciate your attention and efforts with regard to year-end fiscal responsibilities.

To meet the UC Davis Supply Chain (Accounting) **deadlines for posting expenditures to the June 2025 ledger**, we ask your cooperation in submitting your documents to your UC ANR Business Operations Center (BOC) Business Partner Team by the dates listed below. It is important to plan for our closing activities that take place in May and early June to meet these deadlines.

While we know that the dates in the table on the next page are certainly recommended in our year-end scheduling, it would be much appreciated if you could submit all types of documents as quickly as possible.

These key dates and deadlines apply to accounts with June 30, 2025 ending dates.

- Contracts and grants
- IPM Support Fund
- New Advisor Startup Funds (Advisors hired in FY21-22)
- FY24-25 Advisor Support Funds (21050) and One-Time Advisor Support (19976)
- FY24-25 CES Program Support Funds (19976) and UCCE General Support Funds (19974)
- Academic Salary Cost Recovery Funds from 2022-23 (Task ARC023)

Helpful Links

Alphabetical Listing of Forms

The ANR Business Operations Center (BOC) has an updated list of all BOC and Workflow Automation (WFA) forms, and links to forms listed on the UC Davis Supply Chain Management (SCM) directory.

BOC Business Partner Directory

Please direct any questions you may have about these deadlines to your Business Partner Team.

FY 24-25 Tentative/Projected Deadlines		
Due Date - Projected	Document Description	Comments
Tuesday, May 20, 2025	New Supplier Request	This can take at least 2 weeks. If you anticipate using a new supplier between now and the end of the year, please submit that request as soon as possible to allow time for the vendor to be set-up in the system. Internal: submit by 5pm
Wednesday, May 21, 2025	Inter-location transfer (ITF) deadline	This is the deadline to submit ITF for fiscal year 24-25 to RPM
Friday, May 23, 2025	Requests for Purchase Orders (RPO) and Blanket Purchase Requests that require Davis Purchasing Review	Includes equipment, supplies over \$9,999, theft sensitive, excluded items, and contracts for services. Please allow time for the new contracting for services approval process through Employee & Labor Relations. Purchase Orders approved after June 27 will post encumbrances to FY25-26.
Wednesday, June 4, 2025	Last day to use UC ANR P-cards for posting to June ledger	Ensure that the items ordered are available for shipment and be received by June 30 th . P-cards can be used after June 4 , but those expenses run the risk of not being processed timely and could miss being posted to the 2024-25 FY ledger. There should be no change in your programmatic activities driven by this deadline.
Friday, June 6, 2025	Salary Cost Transfer (SCTs) due to the Business Operations Center (BOC)	For corrections to May ledgers which close on June 8 . Because of the timing of processing Salary Cost Transfers (SCT) through UCPath, submitting all SCTs by June 9 will allow for processing in time for the 2024-25 ledger.
Wednesday, June 11, 2025	Last day to submit purchases in Aggie Enterprise Punchout to post to FY 24-25	POs are dependent on outside vendors, not UC ANR or UC Davis. Ensure that the items ordered are available for shipment and will be received by June 30 th . Punchout catalog purchases can be made after June 11 but these are not guaranteed to post to 2024-25 ledgers. Purchase Orders approved after June 27 will post encumbrances to FY25-26.

Friday, June 13, 2025	Requests for Purchase Order (RPO) that do not require Davis Purchasing review	Purchases under \$10K or on an existing agreement, no contract signature needed, not a controlled substance or sensitive item. Purchase Orders approved after June 27 will post encumbrances to FY25-26.
Friday, June 13, 2025	Funding Freeze June 20-26	Funding changes need to be into WFA and routing by June 13 . Funding entries won't resume until June 30.
Friday, June 13, 2025	<i>For counties that do not deposit locally</i> – Last day to send Statement of Cash Collections (SCC) package with live check.	Mail all checks and SCC back up no later than June 6 to ensure that it is received in the BOC no later than June 13 .
Friday, June 13, 2025	Final day to deposit cash and checks in your local banks.	Misc. income and gifts. After today, cannot make deposits until July 1 (which will be recorded to FY 2025). Please do not make cash deposits during the period June 15 – June 30 . Making cash deposits during this time does not allow sufficient time for you to submit supporting documentation, and for the BOC to process your statements timely. All deposits made July 1 or later will be posted to FY 2025-26. Internal: Deposits must be physically received by Campus Central Cashier by 4pm
Friday, June 13, 2025	Non-payroll expense transfer requests (Journal Vouchers (JVs)) due to BOC.	For corrections to May ledgers. Requests for non-payroll transfers (JVs) should be submitted no later the June 13 to allow time for your Business Partner Team to process.
Friday, June 13, 2025	Completed and submitted travel and entertainment reports due in AggieExpense for BOC review. Must be fully approved by department by Thursday June 19	Complete reports free of errors w/ all required documentation (receipts, mileage logs, etc.). and submit in Aggie Expense. After fiscal officer approval at the BOC, reports will route to the County Director/Director/Senior Leadership for approval. Program Support funds being used for pre-payment of registration or travel expenses for conferences occurring in upcoming July/August/September can be submitted on or before June 13.

Monday, June 16, 2025	Request to close Aggie Enterprise Close PO	To close an Aggie Enterprise PO email your BOC team the PO number by EOD Monday June 16.
Monday, June 16, 2025	Last day to submit Intercampus Financial Recharges (IOC)	Submit Intercampus Order/Charge Form in Service Now by 5pm.
Tuesday, June 17, 2025	Final day for County Directors' approval of travel and entertainment reports in AggieExpense.	Travel expenses for late June will be processed on a priority basis.
Wednesday, June 18, 2025	Last day to submit Pcard reconciliation reports in AggieExpense for posting to June ledgers. Must be fully approved by department by Thursday June 26	Must include all appropriate documentation & approvals for posting in 24-25. If received after this date, it may post to the FY 2025. Any transactions received after June 18 cannot be guaranteed to post to the 2024-25 ledger. Fully approved documents received after the 18th will be processed on a first-in-first-out priority basis.
Wednesday, June 18, 2025	Accounts Payable documents due to BOC	Includes check requests, vendor invoices and purchase orders (POs). Assumes all approval signatures and documentation are included. If you anticipate using a new supplier between now and the end of the year, please submit that request by May 20 . (New suppliers can take up to 2 weeks to set up).
Friday, June 20, 2025	Statement of Cash Collection forms (SCCs) and cash receipt documents/packets scanned and sent to BOC.	Donation and income-deposits cannot be combined on one SCC. All SCC packets for checks must be deposited directly to local Bank of America. We realize this is a quick turn-around for you but we do want to give you time to make your local bank deposits as late as possible, still allowing time for the BOC staff to process your documentation.
Monday, June 23, 2025	Salary Cost Transfer (SCTs) due to the Business Operations Center (BOC)	For corrections to June ledgers which close on June 8 . Because of the timing of processing Salary Cost Transfers (SCT) through UCPath, submitting all SCTs by June 23 will allow for processing in time for the 2024-25 ledger.
Tuesday, July 8, 2025	Accounts Payable Subledger Closes for FY 24-25	Must be submitted by 8pm.