Fiscal Closing Update

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Overview

• Fiscal Year End (FYE) closing is around the corner
• Corporate Financial Services (CFS) released the 2019-20 Closing Schedule for Fiscal Year End on 04/24/2020
• EFM have compiled deadlines for campus to submit to EFM for review and processing
• EFM sent an announcement of FYE Close EFM deadlines on 05/13/2020.
  ◦ Email Subject: 2019-20 FYE Close - EFM Deadlines
Fiscal Year End Preparation
Reconciling and Recording Expenses

What to do in May and continuing through FYE Close

• Review the fiscal closing letter and schedule to identify deadlines applicable to your area

• Conduct monthly reconciliation and ledger review:
  ◦ Verify that expenses booked to the ledger have been recorded to the appropriate FAU
  ◦ Process cost transfers for adjustments, if needed
  ◦ Submit vendor and subcontractor invoices to Accounts Payable in a timely manner
  ◦ Contact vendors and subcontractors for invoices billing for goods and services rendered during FY19-20
# FYE Close – EFM Deadlines

<table>
<thead>
<tr>
<th>Description</th>
<th>Deadline to Submit to EFM for Review/Processing</th>
<th>Deadline for EFM to Review, Approve, and Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll (UCPath) Direct Retro Expense Transfer</td>
<td>06/30/2020 @ 10:00 AM</td>
<td>07/06/2020 @ 5:00 PM</td>
</tr>
<tr>
<td>PPS Costs Transfer Journal Request</td>
<td>06/30/2020 @ 10:00 AM</td>
<td>07/10/2020 @ 8:00 PM</td>
</tr>
<tr>
<td>Accrual/Deferral Forms and Supporting Documents</td>
<td>07/06/2020 @ 10:00 AM</td>
<td>07/10/2020 @ 8:00 PM</td>
</tr>
<tr>
<td>NPEAR Non-Payroll Expense Adjustments</td>
<td>07/06/2020 @ 10:00 AM</td>
<td>07/10/2020 @ 8:00 PM</td>
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Expense Transfer

Payroll and Non-Payroll

• If the expense transfers are submitted after the deadlines, there is no guarantee that it will be reviewed in time for the fiscal year.

• Expense transfers that are not reviewed will be reviewed and processed next fiscal year.
When accruals are required & why it matters:

- The Governmental Accounting Standards Board (GASB) requires the UC/UCLA financial statements to be prepared on an “accrual basis” where expenses incurred in a fiscal year are recorded to the year which goods and services were rendered.
- In other words, an accrual is required if a department receives an invoice for expenses that will be recorded to a research project after the AP deadline of June 12th.

Steps to submit an accrual:

- Complete the accrual Form E
- Complete journal justification
- Submit supporting documentation to EFM at EFMOperations@research.ucla.edu

**Note:** accrual forms, justification template, and instructions will be published by CFS in June