



May 2020 BRC Blast – Fiscal Close Calendar

FY 2019-20 BRC Fiscal Close Calendar

BRC Team	Items	2020 - Due to BRC
BRC L-Proc	Requisitions for Services and Change Orders for P orders w/current valid, executed contract in place and all required approvals for Services starting prior to July 1. For requests for services starting after June 30, these should be entered into the new Oracle system.	1-May
BRC L-Proc	Requisitions for Goods over \$10,000. Requests recv'd after deadline must receive exceptional approval from Director of BRC. (Issuance of PO does not guarantee that this expense will be paid in FY 19-20)	8-May
BRC CAAP	Interlocation Transfer of Funds (ILTF)	14-May
BRC POP	Vendor invoices and check requests with an invoice date up to and including April 30, 2020	15-May
BRC CAAP	Journal requests affecting accounting activities prior to April 30, 2020	15-May
BRC CAAP	NPEAR requests for items on the April 2020 ledger	15-May
BRC CAAP	Recharge requests for activities that have taken place prior to April 30, 2020	15-May
BRC CAAP	Open commitment reports due back to CAAP team	15-May
BRC POP	Vendor invoices and check requests with an invoice date up to and including May 31, 2020	3-Jun
BRC T&E	Travel/Entertainment that took place prior to and including May 31, 2020	5-Jun
BRC POP	Vendor invoices and check requests with invoice date June 1 - 7, 2020.	9-Jun
BRC POP	Last Day for Pcard transactions	9-Jun
BRC POP	Catalog Orders (Office Depot, Grainger, ASUCLA etc) must be received in ServiceNow	9-Jun
BRC POP	Vendor invoices and check requests with an invoice date after June 7, 2020- Hold these invoices to be submitted in the new Oracle financial system.	9-Jun
BRC POP	Low-value (under \$10,000) order requests must be received in ServiceNow. After this date, all low-value orders should be held and submitted in the new Oracle financial system.	9-Jun
BRC T&E	Travel/Entertainment that took place June 1 -7, 2020	10-Jun
BRC T&E	Travel/Entertainment that took place June 8 - 16, 2020	17-Jun
BRC CAAP	NPEARS (Non-Payroll Expenditure Adjustments) to campuses	22-Jun
BRC CAAP	Recharges - Intercampus and ITS recharges	22-Jun
BRC CAAP	Journals to campuses	24-Jun
BRC T&E	Travel/Entertainment that took place June 17 - 23, 2020	24-Jun
BRC T&E	Travel/Entertainment that took place after June 23, 2020 - no guarantee for processing	ASAP
BRC CAAP	Recharges - Within UCOP	29-Jun
BRC CAAP	Ledger - Preliminary available	11-Jul
BRC CAAP	Journals within UCOP	24-Jul
BRC CAAP	Accruals and deferrals	27-Jul
BRC CAAP	Ledger - final (estimated)	4-Aug

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