

SOM Finance Managers Meeting Fiscal Year End Close 2025

June 25, 2025

Fiscal Year-End Close

Fiscal Year-End Key Deadline Due Dates

- **Financial Journal (SC 535) deadlines (5p.m.):**
 - **July 10 – June prelim close** requiring the Control Point (CP) approval
 - **July 17 – June interim close** requiring CP approval (LAST DAY for net position transfer journals)
 - **July 21 – Department journals** not requiring CP approval

- **Cash Deposits:**
 - **June 30** - Deposit cash/checks in order to be counted in FY25

- **Salary Cost Transfer (SCT)/Direct Retro** deadline (5p.m.):

SCT Local APPROVAL due by 8PM	Monthly DR Local APPROVAL due by 5pm	Accounting Period	Journal Posts to GL	Journal Available in MyReports	Note
	Tuesday, July 1, 2025	12	Saturday, July 5, 2025	Monday, July 7, 2025	
Thursday, July 3, 2025		12	Thursday, July 10, 2025	Friday, July 11, 2025	

Fiscal Year-End Key Dates

June/July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
	<ul style="list-style-type: none"> Last day to deposit FY25 cash/checks FY25 bonus and incentive accruals due to CP 	<ul style="list-style-type: none"> Last day for FY25 direct retros (including CGA approval) 	<ul style="list-style-type: none"> Approve all P-Card transactions Last FY25 Bi-Weekly Payroll Posting to DPE 	<ul style="list-style-type: none"> Last day for FY25 salary cost transfers (including CGA approval) 	<ul style="list-style-type: none"> Independence Day Holiday 	
6	7	8	9	10	11	12
		<ul style="list-style-type: none"> Sales and Service revenue accruals due to CP Deadline for prelim journals requiring CP approval 		<ul style="list-style-type: none"> June Prelim Close 	<ul style="list-style-type: none"> Last batch of SCTs Posts to G/L 	
13	14	15	16	17	18	19
	<ul style="list-style-type: none"> July Ledgers Open 			<ul style="list-style-type: none"> AP accruals deadline (noon) Last day for FY25 journals requiring CP approval 		
20	21	22	23	24	25	26
	<ul style="list-style-type: none"> June Interim Close Last day for FY25 dept journals not requiring CP approval 		<ul style="list-style-type: none"> June Final Close for CP CP submit final Fund 1900 recon to BO 			
27	28	29	30	31		

Fiscal Year-End Management of State and Campus Core Funds

- State Funds (1900, 1924, 1972, 1984, and 1986) – aggregated at Dept ID level 2
 - No deficits allowed on these Funds. Projects in deficit need to be cleared by interim close.
 - Surplus balance of \$25,000 or less will be automatically carried forward.
 - Surplus balance in excess of \$25,000 is not allowed. For exceptional requests, please contact Randy Chan / Denise Lau.
 - No net position transfers (accounts 78xxx) between 19xx and non-19xx funds.
 - GME fund 1900 allocation (project 1000001) should be spent down. No deficits allowed.
- **Reminder: State Fund Guidelines Updated, Effective July 1, 2024**
 - Only the HSR earn code that is associated with scale 0 (X) can be charged to 19xx funds.
 - Over-the-cap (OTC) portion that is associated with the HSR earn code (X) can be charged to 19xx funds
 - A minimum of 33% of the scale 0 (X) portion of salary for ladder rank faculty must be paid from State funds.

Fiscal Year-End Management of State and Campus Core Funds (cont.)

- Campus Core Fund 5000 – aggregated at Dept ID level 2
 - **No deficits allowed on Fund 5000.** Projects in deficit need to be cleared by interim close.
 - All surplus balance will automatically be carried forward (there is no surplus carry forward balance limit/threshold.)
 - **No** net position **transfers** (accounts 78xxx) between **5000 and non-5000** funds.

Fiscal Year-End Management of State and Campus Core Funds (cont.)

- Run net position report to review balances NOW
 - If the Fund is in deficit, prepare SCTs and/or financial journals to move expenses off NOW
 - If the 19xx funds has a large surplus, consider the need to prepare SCTs and/or financial journals to move expenses onto the 19xx funds OR wait until July 2, after the last bi-weekly payroll cycle posts to the ledger to re-review balances
- Re-run net position report to review balances on July 2
 - Prepare any necessary SCTs to clear deficits or surpluses before July 3 (1 day)
 - All SCTs must be approved by the department and CGA by July 3, 5p.m., in order for it to hit June ledgers
 - Tip: Safer to plan a moderate surplus balance before entering Interim close. By doing so, departments would still have the opportunity to move non-payroll expenses onto the Fund to bring balances below the \$25K threshold after the SCT deadline.
- Re-run net position reports to review balances July 11 this is after the last SCT posting and Prelim close
 - Complete final financial journals to clear deficits or surpluses by July 21

Fiscal Year-End Management of Other Funds/Projects

- Gifts and Endowment Income Funds
 - Review department's spending plans for gifts and endowment projects that are out of compliance and **take action to complete the plans**
- Agency Funds 2xxx
 - **No deficits allowed**
 - Request affiliate to cut and **deposit check by June 30**
- Recharge Projects
 - Complete depreciation reserve journals by **July 17**
 - Complete recharge billing and clear unallowable expenses by **July 21**
- Employee Support Programs Rate Additive Project 2000625
 - **No deficits allowed** and large surpluses will be swept
 - Complete cost transfer journals by **July 3**
- Other Non-Revenue Generating Projects
 - Net position transfer funds into projects to cover deficits before **July 17** (e.g., 1000112, 1000111, and 1111111)

Fiscal Year-End Management of Other Funds/Projects (cont.)

- Payroll Default Project 2222222
 - SOM totals ~\$2.7M as of 06/24/25.
 - Please submit direct retros by July 1 or salary cost transfers by July 3 to clear suspended payroll in project 2222222.

Actual				AccOrig Level A Tit				
Project Cd	Fund Cd	Dept Level2 Cd	Dept Level2 Title	CF: Net position	Expense	Ending Net position		
2222222	5000	138300	M_MEDICINE	\$803,223	(\$7,305)	\$795,918		
2222222	5000	121085	M_Neurological Surgery	\$527,397	(\$102,421)	\$424,976		
2222222	5000	122000	M_Dean's Office	\$55,689	\$255,122	\$310,811		
2222222	5000	110058	M_IND (Neurodegenerative	\$27,626	\$206,033	\$233,658		
2222222	5000	130001	M_Ophthalmology	\$241,202	(\$74,633)	\$166,568		
2222222	5000	140020	M_Neurology	\$406,161	(\$256,961)	\$149,200		
2222222	5000	126600	M_Family Community Medi	\$44,522	\$97,189	\$141,711		
2222222	5000	136200	M_PEDIATRICS	\$7,872	\$78,482	\$86,354		
2222222	5000	122118	M_School Level Holding		\$83,418	\$83,418		
2222222	5000	115001	M_Biochemistry and Biophy	\$140,865	(\$63,411)	\$77,454		
2222222	5000	147100	M_Radiology	\$78,790	(\$12,399)	\$66,391		
2222222	5000	141040	M_Urology	\$78,330	(\$19,908)	\$58,422		
2222222	5000	128045	M_Diabetes Center	\$78,017	(\$25,451)	\$52,566		
2222222	5000	148200	M_Surgery	\$24,486	\$13,827	\$38,313		
2222222	5000	112100	M_Epidemiology & Biostat	\$57,992	(\$21,266)	\$36,726		
2222222	5000	114083	M_Regeneration Medicine	\$82,794	(\$51,123)	\$31,672		
2222222	5000	103008	M_Physiology	\$31,954	(\$8,479)	\$23,475		
2222222	5000	129070	M_Microbiology and Immur	\$24,693	(\$4,690)	\$20,003		
2222222	5000	143100	M_HDF Comprehensive Can	\$27,708	(\$11,716)	\$15,992		
2222222	5000	131020	M_Dermatology	\$6,875	\$7,262	\$14,137		

Fiscal Year-End Other Action Items

- Call for FY25 Dean's Office program support dollars
 - Reimbursements – send request to Willy Hsieh by July 8, noon
 - Deficit/operational support – send request to Willy Hsieh by July 15, noon
- Basic Science Funds Flow true-ups/downs
 - First true-up/down will post by prelim close
 - Final true-up/down will post by interim close
- General ledger verification
 - Complete June GLV by August 20
- Award verification
 - Complete June AV by July 23

Fiscal Year-End Accruals

- Revenue Accruals
 - Services performed but payments not received until after June 30
 - Send copies of sales and services invoices and chartstrings to Randy Chan by **July 8**
 - The Control Point will help complete the accrual journal to recognize revenue in FY2025 and record the accounts receivable
 - Estimated UCSF Health purchased services and strategic support true-ups/downs not processed by prelim close will be accrued
- Expense Accruals
 - Goods or services received but not paid until after June 30
 - Work with Control Point or Controller's Office to prepare accrual journal to recognize expense and record the accounts payable by **July 17**
 - Send unpaid invoices and accrual requests to nancy.truong@ucsf.edu
 - Estimated bonus/incentive accruals are due to Randy Chan by **June 27**

Best Practices

- **DO NOT WAIT UNTIL THE LAST DAY**
- PeopleSoft Journals
 - Plan to submit journals that require Control Point approval prior to 5p.m. of the due dates
 - Assign an alternate approver if department approver plans to be away
 - Double check journal dates to ensure correct posting period after July ledger opens on July 14
- Deficit Monitoring
 - Run a net position report and review all chartstrings in your department
 - Address deficits (and surplus on 19xx Funds)
 - STIP is calculated at the Fund-DeptID level, try to maintain a surplus balance to avoid STIP expense
 - Do not lump sum transfer through Account 58451 (unusual, nonrecurring); lump sum transfer at each individual posting level account
 - Review and correct chartstrings for any misuse of funds, functions, or incorrect combinations
 - Complete and submit deficit resolution plan for any unresolved deficits at Dept ID level 2 and Fund posting level after final close
- Compliance Monitoring
 - Run and review compliance metrics in the Financial Management Dashboard
 - Submit SCTs to clear transactions in the payroll default chartstrings (project 2222222) by July 3
 - Take actions to resolve all other compliance issues identified before interim close

Fiscal Year End Management of GME Funds

- Monthly basis – Departments to continue performing General Ledger Verification (GLV).
- Departments need to continue to monitor expenses on their COA's and move off direct expenses that are unallowable. Please transfer off all unallowable expenses by July 3rd.
 - All Computer device support service charges are unallowable (Account 55055) and should be moved off from ProjectID 1000001 and any other GME affiliate project codes
 - GAEL (57400) and DNR (55056) are unallowable under the VA (ProjectID's 1000107 and 2014656).
 - Final reconciliation will be performed on July 11th.
 - Refer to E-mail sent by Irene Dair on May 22nd and follow-up e-mail on June 18th for additional details.
- After unallowable expenses have been processed, **any deficit balances** in GME related Project ID's must be cleared by fiscal close. (Except for the SF VA)
 - Balances for the SF Veteran's Affairs (Project ID's 1000107 and 2014656) are still being reconciled as the VA has not paid outstanding invoices for FY'22 thru FY'25. Once this has been finalized, we will inform the Departments to clear any subsequent deficits.
- Moonlighting payments (ERN Code: "RGN") are not reimbursed by UCSF Health, these payments will need to be transferred off Project 1000001.
- As mentioned earlier, Fund 1900 (Project 1000001) must be spent down and cannot be in a deficit position.

Resources

- CO Year-end Close Presentation:
<https://controller.ucsf.edu/reference/general-accounting/fiscal-year-2024-25-year-end-close-presentation>
- Deficit Procedures for Deficit Resolution Business Plan (revised 4/15/2014):
https://brm.ucsf.edu/sites/g/files/tkssra1716/f/wysiwyg/Deficit_Procedures_20140415.pdf
- Deficit Monitoring and Resolution:
<https://policies.ucsf.edu/policy/300-49>
- SOM Fiscal Close (includes Reference Guide for Net Position Transfers):
<https://medschool.ucsf.edu/faculty-staff/deans-office-financial-affairs-unit/som-finance-operations/fiscal-year-end-close>
- Supply Chain Management (SCM) Year-End Deadlines:
<https://supplychain.ucsf.edu/news/submit-transactions-early-fiscal-year-end-0>
- Fiscal Year-End Funding Rollover:
<https://controller.ucsf.edu/news/202505/payroll/how-prepare-2024-25-fiscal-year-end-funding-rollover-process>