BFS GENERAL LEDGER FISCAL YEAR-END CLOSE SCHEDULE

DESCRIPTION	LEDGER/ SYSTEM	TIME	JUNE 2024
Enter Permanent Budget transfers involving revenue rebudgets	PermBudg	9:00 p.m.	14-Jun
Permanent Budget journal screens not available to campus users	PermBudg	—	17-Jun to 9-Aug
Recharge units process & approve Online Recharge Financial Journals	Actuals	9:00 p.m.	8-Jul
Batch Interface Submission to BFS[1]	TempBudg/Actuals	8:30 p.m.	8-Jul
Central Allocation Processes - Work Study funding[2]	TempBudg/Actuals	9:00 p.m.	8-Jul
Review and submit all Online Financial Journals & Temporary Budget Journals **(Campus Units)**	TempBudg/Actuals	9:00 p.m.	10-Jul
Review and post All Online Financial Journals & Temporary Budget Journals **(Central Units[3])**	TempBudg/Actuals	9:00 p.m.	2-Aug
Final Month-End GL Data in Cal Answers[4]	TempBudg/Actuals	7:00 a.m.	6-Aug
Month-End Actuals Data in CalPlanning - Reporting Appl.[5]	Actuals	2:00 p.m.	6-Aug
Month-End Actuals Data in CalPlanning - Planning Appl.[5]	Actuals	9:00 a.m.	9-Aug

1 - This is the last day/time to submit a GL upload file to BFS. If there is an upload error, the file may not be processed in BFS-GL for the month.

2 - The admin full costing (AFC) and indirect cost assessment (non contract & grant funds) for June will be processed after 07/10/24 (campus units' cut-off). Please ensure there are sufficient balances in the department funds to cover these assessments.

3 - Central Units - secure period BFS users in Budget Office, Contract & Grants unit and Financial Accounting & Controls unit.

4 - A BFS listserve message will be sent when it is confirmed that the final month-end tempbudg and actuals are in Cal Answers & CalRptg. To subscribe to the BFS listserv, go to https://controller.berkeley.edu/subscribe-bfs-users-listserve

5 - Check the CalPlanning home page for the most up-to-date information regarding data in CalPlanning.
Check the Cal Answers and CalPlanning home pages for updates on availability of FY25 beginning balances. Go to
http://calanswers.berkeley.edu
http://calplanning.berkeley.edu