

University of California, Depreciation Closing Schedule, 2004-2005

Depreciation Closing Schedule No.	Final Closing Schedule No.	Description	Due Date	Responsibility
01		Provide current fiscal year useful life override worksheets for completion. (IRM 1E)	12/10/04	OP
02		Submit Fall 2004 Facilities file to OP (required, in part, to identify current fiscal year population of "laboratory" buildings for depreciation purposes).	12/14/04	Campus Facilities Data Managers
03		Record new year entries to reflect reversal of write-off of accumulated depreciation associated with capital assets disposed between 1/1/04 and 6/30/04 (see Closing Step No. 99, FY 2003-2004 Fiscal Closing Schedule). (IRM 4A)	12/31/04	AO
04		"Put" CFSAST and EFA100 reconciliation worksheets on the CA file server so campuses can "get" them through FTP. (IRM 2)	12/31/04	OP
05		Update 6/30/04 Library Materials and Collections capitalization, if 6/30/04 capitalization was based on estimates. (IRM 6C)	12/31/04	AO
06		Submit to OP requests for additions to University Useful Life table for equipment in order that requests may be considered for the University Useful Life table to be used for the FY 2005 depreciation calculation. (IRM 20)	12/31/04	AO
07		Review and revise the definitions to be used to determine current fiscal year population of "laboratory" buildings at the campus (program codes, room use codes, facility department codes). (IRM 1E)	1/31/05	AO
08		Finalize updates to the University Useful Life table for Equipment for the FY 2005 depreciation calculation. (IRM 20)	1/31/05	OP
09		Capitalize, by fund source and location, acquisition values for all CAAN-based assets (Buildings & Structures, Fixed Equipment, Infrastructure Assets, General Improvements, and Intangible Assets) occupied/completed between 1/1/04 and 12/31/04, or between 7/1/04 and 12/31/04 if the campus capitalized CAAN-based assets at 6/30/04. (IRM 5A, 1-1E, 8B, 18)	1/31/05	AO
10		Capitalize Equipment (University-owned and federally funded, non-University owned) and Special Collections acquired between 7/1/04 and 12/31/04 by location. (IRM 5, 17B)	1/31/05	AO
11		Reconcile data files (CFSAST and EFA100) to campus general ledger. (IRM 2, 5A)	2/10/05	AO

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12		<p>A. Submit Equipment Inventory File (dataset name FTPUSRn.PUT.EFA100.Y2004) and Equipment-Facilities Conversion File (FTPUSRn.PUT.EFA200.Y2004), where n is the numeric campus ID, BK=1, SF=2, DV=3, etc. to IRC as of 12/31. (IRM 5A)</p> <p>B. "Put" reconciliation between equipment file (EFA100) and general ledger (CFSBAL) on the CA file server so OP can "get" them through FTP. (IRM 2)</p> <p>C. Send confirming e.mail from campus Controller or Accounting Officer indicating approved placement of file and reconciliation through FTP. (IRM 5A)</p>	2/10/05	AO
13		<p>A. Transmit CFS AST (Plant Asset File) file to IRC as of 12/31. (IRM 5A)</p> <p>B. "Put" reconciliation between plant asset file (CFSAST) and general ledger (CFSBAL) on the CA file server so OP can "get" them through FTP. (IRM 2)</p> <p>C. Send confirming e.mail from campus Controller or Accounting Officer indicating approved placement of file and reconciliation through FTP. (IRM 5A)</p>	2/10/05	AO
14		Provide current fiscal year useful life override data (Buildings & Structures, Leasehold Improvements, and Intangible Assets) to override default useful life values for CAAN-based assets. Advise if no overrides. (IRM 1E, 18, 21)	2/10/05	AO
15		Produce current fiscal year population of "laboratory" buildings designation file for depreciation processing. (IRM 1E)	2/28/05	OP
16		Complete review of 12/31/04 reconciliations, edit and review data files (CFSAST, CFSBAL, EFA100). (IRM 5A)	3/7/05	OP
17		Compare FY 2004 to FY 2005 equipment files to establish disposals, additions, and changes. (IRM 17)	3/11/05	OP
18		Calculate FY 2005 depreciation expense and provide campuses with entries to record.	5/13/05	OP
19		Calculate FY 2005 accumulated depreciation associated with the disposal or transfer of capital assets and provide campuses with entries to record.	5/13/05	OP
20		Send table of Unit Values of Libraries and Collections to plant accountants. (IRM 6C)	5/13/05	OP
21		Record FY 2005 depreciation expense and write-off accumulated depreciation associated with the disposal or transfer of capital assets.	5/31/05	AO

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22		Record write-off of disposed assets from 1/1/05 through 6/30/05. All disposed assets must be recorded for the Preliminary Ledger.	7/15/05	AO
23		Send expenditure schedules for annual financial report to UCOP, including acquisition value and accumulated depreciation of University-owned equipment at the Labs. (IRM 17B)	7/24/05	DOE Labs
24		Close expenditures for renewals and replacements to renewals and replacements fund balances using appropriate transaction codes (IRM 15A)	8/5/05	AO
25		Capitalize Equipment (University-owned and federally-funded, Non-University-owned) and Special Collections acquired between 1/1/05 and 6/30/05. (IRM 5, 17B)	8/5/05	AO
26		Capitalize Software acquired between 7/1/04 and 6/30/05. (IRM 11)	8/5/05	AO
27		Capitalize Library Materials and Collections (General and Rare) acquisition values for the period 7/1/04 through 6/30/05. The capitalization may be based on estimates, but must be updated with actual values at 12/31/05. (IRM 5A, 6)	8/5/05	AO
28		Record Construction in Progress as of 6/30/05 on a reversing journal. (IRM 5A)	8/5/05	AO
29		Reclassify on a reversing journal materially significant buildings occupied and Infrastructure Assets and General Improvements completed between 1/1/05 and 6/30/05 from CIP to appropriate Plant Asset accounts. (IRM 5A)	8/5/05	AO
30		Record the amount of capital expenditures in Current Funds for FY 2005 to be reclassified to a non-mandatory transfer (eliminate capital expenditures from current funds). Worksheet from Exhibit 1 of IRM 15 available at http://www.ucop.edu/dirbf/dep-irms/exhibits.html . (IRM 15)	8/5/05	AO
31		Record net additions or disposals and related depreciation entries for University-owned equipment at DOE laboratories. (IRM 17B)	8/5/05	OP
32		Provide campuses with the journal entries to enter into FJE to write-off accumulated depreciation associated with capital assets disposed between 1/1/05 and 6/30/05.	8/19/05	OP
33		Record into FJE the entries provided by UCOP to write-off the accumulated depreciation associated with capital assets disposed between 1/1/05 and 6/30/05.	8/26/05	AO
34		Record new year entries to reflect reversal of write-off of accumulated depreciation associated with capital assets disposed between 1/1/05 and 6/30/05. (IRM 4A)	8/26/05	AO

AO Accounting Offices
 OP Office of the President