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BUSINESS AND FINANCIAL SERVICES

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Budget & Finance Fiscal Close Bulletin



June 15, 2023 | FY22-23: 6th Edition

Welcome to the Fiscal Close Bulletin.

The Fiscal Close Bulletin is a limited-edition newsletter, complimentary to the Weekly Digest, issued from May to July to provide you with weekly updates and guidance related to Fiscal Close.

View Department Deadlines

Upcoming Deadlines

June 16, 3:00 PM

Monthly UCPath deadline to establish new hires and employee data change, PPE 06/30/2023; Pay date 06/30/2023.

- UCPath Job Aids

June 16, EOD

Establish or augment capital improvement projects.

- Required approvals for new projects or augmentations must already have been received.
- Departments/units must provide complete funding information to capital planning no later than the date indicated in order to:
  - Establish new FY 2022-2023 projects

    - Augment/substitute/return funds for existing projects, within FY 2022-2023

Last day for departments to submit AP invoice non-salary cost transfer requests.

- AP invoice Non Salary Cost Transfer Request

Last day to submit POs to be closed via Services & Support ticket.

- Blink: Lift PO Commitments

Last day to submit orders to Procurement to guarantee IPPS Professional Buyer review before June 30th (must have completed FinUnit approval).

- KBA: Introduction to Oracle Procurement

June 20, 2:30 PM

Monthly Timekeeping entry deadline for current period, PPE 06/30/2023; Pay date 06/30/2023.

- Blink: Ecotime Campus Timekeeping

June 21, 2:30 PM

Biweekly Timekeeping entry deadline for prior periods (RETRO), PPE 06/24/2023; Pay date 07/05/2023.

- Blink: Ecotime Campus Timekeeping

June 22, 5:59 AM

Department approval deadline for biweekly and monthly "high risk" direct retros.

- UCPath Job Aids

June 22, 3:00 PM

Biweekly UCPath deadline to establish new hires and employee data change, PPE 06/24/2023; Pay date 07/05/2023.

- UCPath Job Aids

June 22, EOD

Last day for Final Approval of Funding Entry.

Do not enter or approve any new transactions from 6/23-6/29/2023 because it will interfere with the UCPath year-end

rollover process.

June 23, EOD

Last day to submit use tax adjustment with Services and Support ticket.

- KBA: How to Correct a Paid Supplier Invoice

Last day for submission and final approval of P-Card Expense Reports for June posting.

- KBA: How to Reconcile Transactions and Create a Procurement Card Expense Report

Last day to submit PO Invoices for June posting.

- KBA: How to Submit Purchase Order Invoices

Last day to submit subaward invoices in Payment Compass to be uploaded into KR by end of day Monday, 06/26/2023.

- Blink: Payment Compass Invoice Submission & Status

Last day to submit Payment Requests for June posting - All payment types with final approval excluding Events.

- KBA: Payment Requests

What You Need To Know

AP & Concur Accruals or Fiscal Close

If you missed the recent Fiscal Close Bulletins, take a look at the AP & Concur Accruals for Fiscal Close Blink page for information on how accruals will be processed this year.

Tip: for Concur, move all card transactions from Available Expenses to expense reports with the Report Header fields populated, even if the travel/event will not take place until after June 30th. This will ensure that the transactions will not get accrued for this fiscal year. If the Travel/Event will take place prior to June 30th, assigning the transactions to an expense report will ensure that the accrual will post against the desired chart string.

NGN Recharges for Accounting Period June 2023

For Fiscal Year-End Closing, NGN will post twice in the accounting period of June 2023 - one batch post for May payroll data, and another batch post for June payroll data.

Departments should be aware that NGN recharges for June will be posted as soon as possible after the UCPath payroll data burst on July 5th, and before PPM subledger closing on July 11th.

Please note that for secondary intervals of payroll for June that post after the July 5th date, the corresponding NGN recharges will be processed and posted in the July 2023 accounting period.

For more information on NGN recharge billing, please visit the NGN Blink Webpage at ngn.ucsd.edu.

Fiscal Year End Support

We are here to support you.

Below are resources that are available to you through Fiscal Close.

Call the Finance Help Line

(858) 246-4237
Tuesdays through Thursdays
10AM - 12PM | 1PM - 3PM
Covered Topics

Attend Office Hours

Attend Office Hours
Event Calendar
Reporting: Schedule a 1-on-1 Zoom Session

Submit a Ticket

Submit a ticket in Services & Support
Browse the Knowledge Base

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