UC San Diego
BUSINESS AND FINANCIAL SERVICES

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Budget & Finance
Fiscal Close Bulletin



June 22, 2023 | FY22-23: 7th 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 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

June 26, 2:30 PM

Biweekly Timekeeping entry deadline for PPE 06/24/2023; Pay date 07/05/2023.

- Blink: Ecotime Campus Timekeeping

June 29, EOD

Last day to approve subaward invoices in KR to be posted in June ledger and have a 06/30/2023 payment date.

June 30, 1:30 PM

The Central Cashier's unit will close at 2:00 PM on June 30th for deposit processing, and all campus deposits (including sub-cashiers) should be delivered to Central Cashier's Office by 1:30 PM.

Departments that have cash receipts (i.e., cash or checks on hand) must deposit them with the Central Cashier by 1:30 PM.

- Blink: How to Make a Deposit

June 30, EOD

Last day to request transfers from the Foundation to Campus ledger for Foundation gift funds.

- Foundation Requests for Funds Form

Self-Supporting Activities (SSAs) to take physical inventory.

- Self-Supporting Activities Fiscal Close Instructions

Departments to identify real deficits and clean up fund alignment per Policy 300-2 (i.e., before June 30).

- Blink: Financial Deficit Policy

Last day to submit New Chart of Account Segments request for FY23.

- KBA: How to Request New Chart of Account (COA) Segments

UCSD Medical Center sub cashiers are requested to make their deposits on the last business day of June, June 30th (does not apply to Medical Center pharmacy and cafeteria).

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.

NEW: the Blink page includes a link to a preview of the Concur Accruals data. This file will be updated once a week through July 7, 2023. We are offering this special report because it joins the data from the Concur Expense Report and the Outstanding Card Charges report. This report can also be found in the AP & Concur Accruals for Fiscal Close Blink page under the Concur section. We hope to offer this as a report in the BAH in the future.

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.

Updated Self Supporting Activities Fiscal Closing Instructions

For anyone looking to review the updated SSA instructions document for fiscal close, a link to review the document is available: Link to Document Here.

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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