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BUSINESS AND FINANCIAL SERVICES

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Budget & Finance Fiscal Close Bulletin



May 23, 2024 | FY23-24: 2nd 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

May 24, EOD

Last day to submit requests for May interlocation transfer of funds (no June transfers for system).

- Check out the Knowledge Base Article for How to Submit for an Outgoing Interlocation Transfer of Funds (ILTF).

May 27, EOD

Last day for departments to request in Services & Support manual invoice in ISIS (non-Oracle) so that charges are reflected on June 2024 Student billing statements.

- Use the "Submit a Ticket" to Budget & Finance Support and type in "More Specifically..." box: Legacy Invoice Creation.

May 31, EOD

Deadline for Move/Relocation Expense Report for June posting

- For guidance on policy, the Move/Relocation Expenses Overview Blink Page provides a breakdown of the different move policies and which employees they apply to. For information on the process in Concur, please review the Knowledge Base Article: How to Manage a Move Trip.
- The taxation that is applicable for move/relocation expenses will appear in July paychecks.

Important Reminders: Redact any Personal Identifiable Information (PII) from Concur Requests/Expense Reports before submission. PII includes but is not limited to home addresses, personal phone numbers, medical information, bank/check/credit card account and routing numbers.

June 7, EOD

Deadline for retroactive funding changes and June stipends for Graduate Financial Support.

- For more information, see Financial Support Request Tool Documentation.

Deadline for Concur Travel Expense Reports, Travel Expense Reports associated with Foreign Wire Payments, Event Expense Reports, Non-Event Expense Reports, Gift Card Requests, and Human Subject Payments for June posting.

- **NOTE:** Reports must be fully approved at the department level with a status of Pending Central Office by the above due date.
    - Most travel expense reports require a Travel Request to be linked to it before you submit it. Please review both Knowledge Base Articles for information on creating a Travel Request and Expense Report: How to Create a Travel Request in Concur and How to Submit a Travel Expense Report.

- For an overview of the Travel Policy, refer to the Travel Policy Highlights one-pager.
- When submitting an expense report to be paid via Wire, please review the Travel: Requesting a Wire Blink Page as well as the How to Process a Travel Wire KBA.
- For guidance on how to submit an Event Expense Report or reconcile T&E Card charges associated with an event, review the How to Submit an Event Expense Report in Concur KBA.
- The Meetings and Entertainment: Overview Blink page outlines policy requirements for Events.
- For out-of-pocket Employee Reimbursements, review the How to Submit a Non-Event Reimbursement in Concur KBA.
- Use the How to Create a Gift Card Request KBA for guidance on how to submit a Gift Card Request and Human Subject Payments in Concur.

Deadline to submit non-travel wire requests (including sub-award wire payments).

- For more information, see the Blink page for Wire Transfers.

Important Reminder: Redact any Personal Identifiable Information (PII) from Concur Requests/Expense Reports before submission. PII includes but is not limited to home addresses, personal phone numbers, medical information, bank/check/credit card account and routing numbers.

What You Need To Know

Fiscal Closing 2023-2024: Departmental Action and Cutoff Dates

Review important fiscal close dates for departments on Blink.

Fiscal Closing Instructions for Self Supporting Activities

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

Draft Document for Self Supporting Activities Fiscal Closing Instructions Ready for Review
For anyone looking to review the SSA instructions document for fiscal close, a link to review the draft is available: Link to Draft Here.

Reminder: Year-End Approach
To all departments, please review the Accounts Receivable (AR) Aging report located on the BAH for outstanding invoices:
BAH.edu > Budget & Finance > Accounts Receivable Panorama > Receivables Aging Report

Additionally, review the Incoming Payments (Receipts) report to claim payments for application against outstanding invoices:
BAH.edu > Budget & Finance > Accounts Receivable Panorama > Incoming payments (Receipts)

Friendly Reminder from IPPS!
In preparation for Fiscal Year-End Closing, please reconcile Procurement Card, Travel & Entertainment Card and CTS card charges as soon as possible.

- For P-card expenses, one must reconcile them within 30 days
- For Travel and Entertainment (Events) expenses, they must be reconciled within 45 days of the business travel end date or the event date

Recommended Department Actions before June 30, 2024:

- Move Transactions from Available Expenses to applicable or new Expense Reports and complete the Report Header fields. If the trip or event does not take place until a future date, moving Card expenses to an Expense Report will curb reconciliation reminders.
- To view Outstanding Card Transactions for your department, visit the Business Analytics Hub (BAH). To view all available reports related to Concur expenses and card charges, search “Concur” in the BAH.
- Submit Expense Reports and obtain all appropriate levels of approvals by the Ledger Cutoff Dates for Travel, Events and Non-Events expenses.

Submit Expense Reports and obtain Financial Unit approvals for P-card expenses once a month. To post to the ledger for FYE, make sure they are approved by your Financial Unit approvers before fiscal year end.

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

Meet with ICA Blink Page

Submit a Ticket

Submit a ticket in Services & Support

Browse the Knowledge Base

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