

# 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.

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## 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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