UC San Diego
BUSINESS AND FINANCIAL SERVICES

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Budget & Finance Fiscal Close Bulletin



July 6, 2023 | FY22-23: 9th 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

July 7, 5:00 PM

Final local approval deadline for biweekly and monthly non "high risk" direct retros in UCPath.

- UCPath Job Aids

July 7, EOD

Last day for AP subledger transactions (note: Payables subledger transactions cannot be processed after this day).

- Blink: Ledger Close Dates

Self Supporting Activities (SSAs) to process recharge transactions through RMP Recharge Application or own integration.

- KBA: How to Process Transactions in the RMP Recharge Application

Self Supporting Activities (SSAs) to process transfer of funds to renewal & replacement reserve fund in RMP Recharge Application and provide a copy of the depreciation schedule to BFS-ICA in Services & Support.

- KBA: How to Process Transactions in the RMP Recharge Application

Self Supporting Activities (SSAs) to process differential income distribution in RMP Recharge Application and submit copy of differential income distribution report to BFS-ICA in Services & Support.

- KBA: How to Process Transactions in the RMP Recharge Application

July 10, EOD

Reminder: Self Supporting Activities (SSAs) to process inventory journal entry and submit a copy of the inventory report to BFS-ICA in Services & Support.

- Blink: Ledger Close Dates

Departments to submit non-student/non-patient AR invoices. Note: the effective date on the invoices must be the date when the services were provided or the goods shipped.

- KBA: How to Create a Project Portfolio Management (PPM) Billing Invoice in Oracle
- KBA: Creating an Invoice in Receivables

Reminder: Claim payments from unapplied receipts for posting in period 12.

- KBA: How to Claim Unidentified Payments

Reminder: Process transactions to clear balances in departmental credit card accounts and deposit clearing accounts.

- KBA: How to Process Transactions in the RMP Recharge Application

July 11, EOD

Last day to clear balances in departmental credit card clearing accounts and deposit clearing accounts.

- Self-Supporting Activities Fiscal Closing Special Items Instructions for FY22-23

July 12, 12:00 PM

Resolve any PPM Unprocessed Costs from Recharge Operations or approved Cost Integrations, including cost transfers submitted in OFC.

- KBA: How to View and Resolve PPM Cost Transfers Not Processed

Submit MCI file submission (recharges) request in Services & Support before 12:00 PM.

- Oracle MCI File Submission (Recharges) Request Form

July 12, EOD

All cost transfers in OFC need to be final approved by campus departments.

- KBA: How to Initiate a Partial or Full Cost Transfer in Oracle PPM

July 13, EOD

Last day for Receivables and PPM subledger transactions to be processed and final approved (note: subledger transactions cannot be posted after 7/14/2023).

- Blink: Ledger Close Dates

What You Need To Know

Differential Income Account Use

Departments that are currently using ***774010 - Differential Income Transfer to Reserve*** to record Differential Income will only be able to use this Expenditure Type through the end of this Fiscal Year-End close 2022-23.

In order to have consistent Account use throughout Campus, all Departments will be required to use Account ***773002 - Department Tax*** for recording Differential Income incurred during the new Fiscal Year starting July 1, 2023. Expenditure Type *774010 - Differential Income Transfer to Reserve* will be inactivated for the new Fiscal Year.

Resources

KBA: How to Record Departmental Support Differential Income

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.

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

Attend Office Hours

Attend Office Hours
Event Calendar

Submit a Ticket

Covered Topics

Reporting: Schedule a 1-on-1 Zoom Session

Submit a ticket in Services & Support

Browse the Knowledge Base

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