UC San Diego
BUSINESS AND FINANCIAL SERVICES

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Budget & Finance
Fiscal Close Bulletin



June 8, 2023 | FY22-23: 5th 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 9, EOD

Deadline for June stipends for Graduate Financial Support

- Collab: Financial Support Request Tool (FSRT)

Last day to submit Travel Expense Reports Associated foreign wire payments (with required documentation and final departmental approval) for June posting.

- Be sure to include the required documentation and final departmental approval
- KBA: How to Process a Travel Wire

Last day to submit non-travel wire requests (including subaward wire payments).

- Blink: Non-Travel Wire Requests

Last day to submit Concur Travel Expense Reports (with required documentation and final departmental approval) for June posting.

- Be sure to include the required documentation and final departmental approval
- KBA: How to Submit a Travel Expense Report in Concur

Last day to submit Concur Events Expense Reports (with required documentation and final departmental approval) for June posting.

- Be sure to include the required documentation and final departmental approval
- KBA: How to Submit an Event Expense Report in Concur

Last day to submit Other Reimbursements Expense Reports (with required documentation and final departmental approval) for June posting.

- Be sure to include the required documentation and final departmental approval
- KBA: How to Submit a Non-Event Reimbursement in Concur

Last day to submit Concur Gift Card Requests for June posting.

- Be sure to include the required documentation and final departmental approval.
- KBA: How to Create a Gift Card Request

Last day to submit Concur Human Subject Payment Requests for June posting.

- Be sure to include the required documentation and final departmental approval.
- Blink: Expense Reimbursement for Human Subjects

June 16, 3:00pm

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

What You Need To Know

Direct Retro Approval Deadline Change

- The final local approval deadline for Non-High Risk DR's has changed from 7/3 @ 5P to 7/7 @ 5P.

Important Cutoff Date Changes

Due to the timeline change for when direct retro processing will be done (as noted above), the following dates have been affected:

Date	Time	Due in	Subledger	Description
7/7	5:00 PM	UCPath	UCPath	Final local approval deadline for biweekly and monthly non "high risk" direct retros.
7/12	End Of Day	Oracle Financials Cloud	PPM	All cost transfers in OFC need to be final approved by campus departments.
7/12	12:00 PM	Oracle Financials Cloud	PPM	Resolve any PPM Unprocessed Costs from Recharge Operations or approved Cost Integrations, including cost transfers submitted in OFC.
7/12	12:00 PM	Budget & Finance Support	PPM	Submit MCI file submission (recharges) request in Services & Support before 12:00 PM.
7/13	End Of Day	Oracle Financials Cloud	Receivables and PPM	Last day for subledger transactions (note: subledger transactions cannot be processed after this day because subledgers are being closed on the next day).
7/14	End Of Day	UCPath	UCPath	Information Only (no action by departments): 2nd interval for direct retros to post to PPM and GL.
7/17	End Of Day	Oracle System	GL	Last day for departments to submit and approve all journal entries.

Blink pages and resources have been updated to reflect these date changes.

Fiscal Year-End Accounts Payable (AP) Accrual Process

Integrated Procure to Pay Solutions (IPPS) posts expense accruals annually during fiscal year-end. The accrual entries are prepared to post in the General Ledger (GL) only with project numbers for outstanding AP expenses of $2,500 or more that are in Oracle by the ledger cutoff date of July 7. The accrual process will start on July 10 to reflect in the GL on or before July 13. If adjustments need to happen after the departmental journal entry cutoff

date of July 17, submit them for VC office approval by July 21. For more information, visit the AP Accruals for Fiscal Close page on Blink.

Draft Document for Self Supporting Activities Fiscal Closing Instructions Ready for Review Until June 16

For anyone looking to review the SSA instructions document for fiscal close, a link to review the draft is available: Link to Draft Here. On June 16, the document will be converted to a PDF file and published on Blink.

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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