Welcome to the Fiscal Close Bulletin.

The Fiscal Close Bulletin provides important deadlines and resources for departments to help ensure a smooth fiscal close. It is issued from May to July.

Upcoming Deadlines

**June 15**
- Last day to approve High Risk Biweekly and High Risk Monthly Direct Retros at the department level for posting in June 2022
- Last day to submit intercampus Recharges and intercampus Request for Reimbursements (RFR)
- This deadline affects the Biweekly and Monthly Direct Retros for June 2022.
- Last day to approve either UC intercampus/subawards requests in Research Post Award Subaward system.

**June 17**
- Monthly Timekeeping entry deadline for prior periods (RETRO)
- Last day to submit Intercampus Recharges and Intercampus Request for Reimbursements (RFR)
- Last day for departments to submit AP invoices Non-Salary Cost Transfer Requests
- Last day to submit orders to Procurement to guarantee IPPS Professional Buyer review before June 30

**June 18**
- Last day for Final Approval of Funding Entry

**June 21**
- Monthly Timekeeping entry deadline for current period
- UCPath: How to Correct a Paid Supplier Invoice

**June 24**
- Last day to submit use tax adjustment via Services & Support ticket
- Last day to submit Final Expense Reports for June posting
- Last day for P-Card Expense Reports

**June 28**
- Last day to submit Final Expense Reports for June posting
- Last day to submit Payment Requests for June posting

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

Submit a ticket
- Services & Support
- Schedule a 1-on-1 Zoom Session
- Submit a Ticket
- Browse the Knowledge Base

View Department Deadlines

Upcoming Deadlines

**June 15**
- Last day to approve High Risk Biweekly and High Risk Monthly Direct Retros at the department level for posting in June 2022
- This deadline is very important if departments are performing corrections associated with Payroll on both the Kuali Payroll and the ECOFIN system.

**June 17**
- Monthly Timekeeping entry deadline for prior periods (RETRO)
- Last day to submit Intercampus Recharges and Intercampus Request for Reimbursements (RFR)
- Last day for departments to submit AP invoices Non-Salary Cost Transfer Requests
- Last day to submit orders to Procurement to guarantee IPPS Professional Buyer review before June 30

**June 21**
- Monthly Timekeeping entry deadline for current period
- UCPath: How to Correct a Paid Supplier Invoice

**June 24**
- Last day to submit use tax adjustment via Services & Support ticket
- Last day to submit Final Expense Reports for June posting
- Last day for P-Card Expense Reports

**June 28**
- Last day to submit Final Expense Reports for June posting
- Last day to submit Payment Requests for June posting
- For all payments (with Final Approval last date containing June)
- Submit a Payment Request

Happy Fiscal Closing!
The Fiscal Close Bulletin is a limited-edition newsletter issued from May to July to provide you with weekly updates and guidance related to Fiscal Close.