



May 30, 2024 | FY23-24: 3rd 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 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.

#### June 5, EOD

##### Deadline to Submit Legacy Foundation Request for Funds Form:

- All transfers from the Foundation will now be automatic. Please refer to the [FAQ on Use of Foundation Funds](#) for additional information.
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## 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.

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## June 15, EOD

**Deadline to provide Gift Fund Chart Strings for all gift revenue to Gift and Foundation Accounting.**



# What You Need to Know

## Fiscal Closing 2023-2024: Departmental Action and Cutoff Dates

- Review important fiscal close dates for departments on [Blink](#).
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## 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](#).
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## 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 \(Receipts\)](#)
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## 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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