UC San Diego
BUSINESS AND FINANCIAL SERVICES

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Budget & Finance Fiscal Close Bulletin



June 1, 2023 | FY22-23: 4th 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 2, EOD

Last day to submit Move/Relocation Expense Reports (with required documentation and final departmental approval) for June posting. Note: the taxation that is applicable for move/relocation expenses will appear in July paychecks.

- Be sure to include the required documentation and final departmental approval
- KBA: How to Manage a Move Trip

June 7, 2:30pm

Monthly timekeeping entry deadline for prior periods (RETRO), PPE 06/30/2023; Pay Date 06/30/2023

- Blink: Ecotime Campus Timekeeping

June 7, EOD

Deadline for Retroactive Funding Changes for Graduate Financial Support

- Collab: Financial Support Request Tool (FSRT)

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

What You Need To Know

Transfers from Foundation Ledger to Campus Ledger

Please plan ahead for any transfers that need to be made from the Foundation ledger. All transfer requests must be received via Services & Support by Friday, June 30 to be processed for Fiscal Year 2023. Requests received after this time will be processed for FY24. This is only applicable for Foundation gift funds which begin with letters A-L.

Departments must complete a Foundation Request for Funds form found here and submit through UC San Diego Services & Support Portal, About: Gift Funds; Related to: Gift Fund Setup & Transfer; More Specifically: Foundation Requests for Funds Transfer.

NOTE: If your fund begins with letters M-Z do not complete this form. These are campus gift funds and the balance is already on the campus ledger. If you need to move money between projects or financial units, please complete a resource or cost transfer as applicable.

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

For anyone looking to review the SSA instructions document for fiscal close, a link to review the draft is available: Link to Draft 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.

For more information on NGN recharge billing, please visit the NGN Blink Webpage at ngn.ucsd.edu.

Friendly Reminders from IPPS

Fiscal Year-End AP (Accounts Payable) Accrual

IPPS (Integrated Procure to Pay Solutions) 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 as of the ledger cutoff date of July 7. The accrual process will start on July 10, and reflect in the GL on or before July 13. If adjustments need to be made beyond the departmental journal entry cutoff date of July 14, they can be submitted for VC office approval by July 21.

Reminders:

- AP accrual journals are posted in the GL with accounting date of 6/30/2023 and automatically reverse on 7/1/2023
- If adjustments are made to the June AP accruals for any departmental annual year-end reporting needs, please made sure to reverse the adjustment in July

ACCOUNTS PAYABLE:

While most supplier invoices are received electronically at UC San Diego, there is a small percentage of invoices that are received via physical mail. Please ensure that all invoices dated on or before June 30, 2023 are submitted to IPPS through Payment Compass or Transcepta.

For Fiscal close, IPPS will accrue the following:

- Oracle AP invoices totaling $2,500 or more in the system that are currently in “not validated” or “needs revalidation” status (not accounted to GL/PPM).
- Oracle AP invoices totaling $2,500 or more in the system that are validated but pending approval (not accounted to GL/PPM).

Recommended Department Actions before June 30, 2023

- Remind requesters and financial unit approvers to review and approve assigned invoices as soon as possible

- Review personal “Worklist” under “Tools” for any pending AP invoice approvals
- Proactively work with IPPS to resolve any invoice holds by submitting a ServiceNow ticket to Budget and Finance Support. Below are the ticket attributes to use:
    - I want to... Ask a Question or Make a Request
    - About... Invoices & Payables
    - Related to... AP Invoice Holds
    - More Specifically... AP Invoice Hold
    - Subject: AP invoice number and Purchase Order number
    - Description: [provide any additional information]

CONCUR:

In preparation for Fiscal Year-End Closing, please reconcile Procurement Card, Travel & Entertainment Card and CTS card charges in Concur as soon as possible. In the upcoming weeks, through the end of June, the system will send reminders to individual cardholders who have outstanding expenses.

- P-card expenses: reconcile within 30 days
- Travel and Entertainment (Events) expenses: reconcile within 45 days of the business travel end date or event date

For Fiscal close, IPPS will accrue the following:

- Expenses assigned to expense reports against the chart string(s) specified with the below conditions:
    - The report has not been approved or the report does not have a status of “Sent for Payment” and totals $2,500 or more, and:
        - For P-cards, the posted date of the expenses are on or before June 30, 2023.
        - For Travel and Events, the Business Travel End Date or Event Date is prior to or on June 30, 2023.
- Card Charges not assigned to expense reports and total $2,500 or more per transaction.
    - In this case, accruals will post against the cardholder’s *Profile* Financial Unit/Project, if populated. If not populated, they will post against the cardholder’s Primary [Payroll] Assignment Financial Unit/default project derived from OFC.

Card charges represent the following:

- *UCSD – CTS Air, Hotel Card
- *UCSD – T&E Card

- *UCSD – Procurement Card
- *UCSD – T&E Instant Card
- *UCSD – Procurement Instant Card

NOTE: card transactions over 365 days old as of June 15th may be charged off to the cardholder's Primary [Payroll] Assignment Financial Unit/default project derived from OFC. Please prioritize reconciling these expenses as soon as possible. Reference 4/18/23 Weekly Digest Article for more information.

Recommended Department Actions for Concur before June 30, 2023

- Assign transactions to expense reports, i.e. move transactions from Available Expenses to applicable or new Expense Reports and complete the Report Header fields, particularly the chart string fields and Business Travel Dates or Event Date.
- To add/edit one's "Profile" chart string, log in to Concur, Profile, Profile Settings and select Request or Expense Information
- To view reports on Outstanding Card Transactions and Expense Reports for your department, visit the Business Analytics Hub and search for "Concur"
- Submit Expense Reports and obtain all appropriate levels of approval 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.
- Questions? Submit a Services & Support case:
    - Support.ucsd.edu, Budget & Finance, Get Help
    - Select "Submit a Ticket to Budget & Finance Support"
    - Under "More Specifically", select "Concur Navigation". This will auto-populate the categories above.

Download the Fiscal Close Calendar to Outlook

If you use Outlook, then you can download the 2023 Fiscal Close Calendar.ics link and add the dates to your Outlook calendar.

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

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.

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