For Fiscal close, IPPS will accrue the following:

In preparation for Fiscal Year-End Closing, please reconcile Procurement Card, Travel & Entertainment Card and CTS card through Payment Compass or Transcenta.

While most supplier invoices are received electronically at UC San Diego, there is a small percentage of invoices that are received via paper. These invoices are in Oracle as of the ledger cutoff date of July 7. The accrual process will start on July 10, and reflect in Oracle AP invoices totaling $2,500 or more in the system that are currently in "not validated" or "needs validation" status.

The report has not been approved or the report does not have a status of "Sent for Payment" and totals more than $2,500 will not be reflected in the GL until the report has been approved by the finance unit approver. Be sure to include the required documentation and final departmental approval.

Requests for Funds Transfer of less than $100,000 must have completed FinUnit approval. Departmental financial approvers and UCPath users should work with the Foundation Office to ensure timely receipt of gifts.

Departments must complete a Foundation Request for Funds form found here to request funds transfer.

Requests for Funds Transfer of less than $100,000 must have completed FinUnit approval. This includes large gifts and smaller endowment requests.

Resources available to support you:

- Blink: Lift PO Commitments
- Blink: Expense Reimbursement for Human Subjects
- Blink: Non-Travel Wire Requests
- Collab: Financial Support Request Tool (FSRT)
- KBA: How to Create a Gift Card Request
- KBA: How to Submit a Non-Event Reimbursement in Concur
- KBA: How to Manage a Move Trip
- UCPath Job Aids
- UCSD – T&E Instant Card
- UCSD – Procurement Card
- UCSD – T&E Card
- NGN Recharges for Accounting Period June 2023
- For anyone looking to review the SSA instructions document for fiscal close, a link to review the draft is available: Link here

The Fiscal Close Bulletin is a limited-edition newsletter, complimentary to the Weekly Digest, issued from June to July to provide you with weekly updates and guidance related to Fiscal Close. We are here to support you.

Subscribe to the Fiscal Close Bulletin or the Weekly Digest. View Department Deadlines for Upcoming Deadlines. Resources for the Financial Office, including Fixed Asset, Payment Processing, Payroll. Use TrueRemove™ to remove old transactions.

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