UC San Diego
BUSINESS AND FINANCIAL SERVICES

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Budget & Finance Fiscal Close Bulletin



May 16, 2024 | FY23-24: 1st 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 24, EOD

Last day to submit requests for May interlocation transfer of funds (no June transfers for system).

- Check out the Knowledge Base Article for How to Submit for an Outgoing Interlocation Transfer of Funds (ILTF).

May 27, EOD

Last day for departments to request in Services & Support manual invoice in ISIS (non-Oracle) so that charges are reflected on June 2024 Student billing statements.

- Use the "Submit a Ticket" to Budget & Finance Support and type in "More Specifically..." box: Legacy Invoice Creation.

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.

Important Reminders: 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.

What You Need To Know

Fiscal Closing 2023-2024: Departmental Action and Cutoff Dates

Review important fiscal close dates for departments on Blink.

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

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

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)

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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