



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 \(Receipts\)](#)

# 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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