

# Budget & Finance

## Fiscal Close Bulletin



May 23, 2022 | FY21-22: 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

### June 3, EOD

Last day to submit Travel Expense Reports Associated foreign wire payments for June posting

- Be sure to include the required documentation and final departmental approval.
- [KBA: How to Process a Travel Wire](#)

### June 10, EOD

## Last day to submit the following for June posting:

1. Concur Travel Expense Reports
2. Concur Events and Other Reimbursements Expense Reports
3. Concur Gift Card Requests
4. Concur Human Subject Payment Requests

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- Be sure to include the required documentation and final departmental approval.
- [SAP Concur Home](#)

## June 10, EOD

### Last day to submit non-travel wire requests

- Be sure to include the required documentation and final departmental approval.
- [Non-Travel Wire Requests Blink Page](#)

## June 10, EOD

### Last day for departments to provide complete funding information to capital planning

- Departments/units must provide complete funding information to capital planning no later than June 10 in order to:
  - Establish new FY 2021-2022 projects
  - Augment/substitute/return funds for existing projects, within FY 2021-2022
- Required approvals for new projects or augmentations must already have been received.

## What You Need To Know

### 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**. In the upcoming weeks, through the end of June, we will send reminders to individual cardholders who have outstanding expenses.

- 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, 2022

- Move Transactions from Available Expenses to applicable or new Expense Reports and complete the Report Header fields, ensuring that the desired COA (Optional: Project, Task, Funding Source) fields are populated
- Make sure that no OP values are selected for chart strings
- 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

IPPS will accrue Concur expenses with transaction dates of June 30, 2022 or before in the GL with Project numbers. Please note the below:

- Concur expenses with P-card, T&E card, CTS and Payment to Employee charges not reconciled (i.e. all statuses except for ones with “Sent for Payment”) will be accrued as follows:
  - Transactions not assigned to expense reports will be accrued against the Financial Unit and Project populated in the employee’s profile
  - If the employee does not have a Financial Unit and Project populated in the profile, transactions will be accrued against the default project associated with the employee’s Primary [Payroll] Assignment Financial Unit

## 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](#)

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