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Budget & Finance Fiscal Close Bulletin



July 15, 2022 | FY21-22: Special 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

For this year's fiscal close, the cutoff for departmental journal entries is the **end of the day today (July 15th)**. Starting tomorrow (July 16th), departments **must submit their journal entries through their Vice Chancellor (VC) office for entry into OFC**.

VC offices have identified the individuals who are authorized to submit journal entries from July 16th through the end of the day on July 22nd. Here is a link to the list of authorized FY22 VC Office Users for each VC area.

Please note that central offices (such as Internal Controls & Accounting, Sponsored Projects Finance, Foundation, and Health) will **reject** all journal entries that are submitted by unauthorized users from **July 16th to July 22nd**. Internal Controls & Accounting will be monitoring approved journal entries to ensure VC offices are submitting journal entries for approval and posting.

Guidance regarding the use of the year-end special prefix has been published in this article: How to Process a Journal Entry. Please note the following guidance:

- For VC Offices
    - For year-end reversal journal entries, prefix the entire name with **YE##** (## being the last two digits of the year) + **VC Abbreviation** + **Sub Department Abbreviation** (if applicable) + **Preparer Initials** + **Journal number**
- For Central Offices
    - For year-end reversal journal entries, prefix the entire name with **YE##** (## being the last two digits of the year) + **CO Abbreviation** + **Preparer Initials** + **Journal number**
- Health System Medical Center/Physician Group/Population Health Service Organization business units are to follow Medical Center Journal naming structure, which is a different structure compared to campus.

We thank you for your continued support.

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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