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.

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**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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The Fiscal Close Bulletin is a limited-edition newsletter issued from May to July to provide you with weekly updates and guidance related to Fiscal Close.