**Fiscal Year End Support**

**What You Need To Know**

**Upcoming Deadlines**

- **June 30**
  - UCSD Medical Center Pharmacy and Cafeteria to make last June deposits
  - Self-Supporting Activities to take Physical Inventory
  - Schedule a 1-on-1 Zoom Session

- **July 1**
  - The UCSD Medical Center Pharmacy and Cafeteria are requested to make their deposits on the last business day of June, to ensure all deposits are posted to the department’s account in Oracle by 9:00am on July 1.
  - All campus deposits (including sub-cashier's) should be delivered to Central Cashier’s unit by 1:30pm.

- **July 8**
  - Subledger transactions cannot be posted after 7/8/22
  - KBA: How to Initiate a Partial or Full Cost Transfer in Oracle PPM
  - KBA: How to Claim Unidentified Payments
  - KBA: How to Fill Out a Merchant Receipt Template

- **July 9**
  - KBA: How to Process A Journal Entry
  - Submit inventory with a copy of the GL journal entry
  - Provide copy of differential income distribution report attached in the GL journal entry
  - Provide depreciation schedule to Internal Controls & Accounting (BFS-ICA)
  - "Zero"/No project/Project "0000000"

- **July 10**
  - Last day for Department Deadlines
  - KBA: Creating a Billing Invoice in PPM
  - KBA: How to Claim Unidentified Payments

**Corrections to Self-Supporting Activities Instructions**

- The latest version of the file posted on Blink here has been updated. While the changes were minor in nature, please be sure to use and refer to the updated Instructions.

**KBA: Correlations To Self-Supporting Activities Instructions**

- Instructions have been updated. While the changes were minor in nature, please be sure to use and refer to the updated Instructions.

**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**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Department Deadlines</th>
</tr>
</thead>
</table>

**Submit a Payment Request**

For all payment types with final approval (excluding Events)

**KBA: How to Request New Chart of Account (COA) Segments**

**View Department Deadlines**