UC San Diego
BUSINESS AND FINANCIAL SERVICES

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Budget & Finance Fiscal Close Bulletin



June 27, 2022 | FY21-22: 6th 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 27

2:30pm **Biweekly Timekeeping Entry Deadline for Current Period**

- For Pay Period Ending 06/25/22; Pay Date 07/06/22
- Ecotime Portal

June 30

1:30pm **Last day for Departments to submit all campus deposits (including sub-cashier's) to Central Cashier's Unit for End-of-Year Processing**

- All campus deposits (including sub-cashier's) should be delivered to Central Cashier’s unit by 1:30pm

- Departments that have cash receipts (i.e., cash or checks on hand) must deposit them with the Central Cashier by 1:30pm

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EOD **Last day for Self-Supporting Activities to take Physical Inventory**

EOD **Last day to submit New Chart of Account Segments request for FY22**

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

EOD **Last day to submit Payment Requests for June posting**

- For all payment types with final approval (excluding Events)
- Submit a Payment Request

EOD **Last day for Departments to identify real deficits and clean up fund alignment**

- Financial Deficit Policy Blink page

July 1

9:00am **Last day for UCSD Medical Center Pharmacy and Cafeteria to make final June deposits**

- UCSD Medical Center sub cashiers are requested to make their deposits on the last business day of June, **June 30**.
- The UCSD Medical Center Pharmacy and Cafeteria are **exempt** from this provision and will make their final June deposits by 9:00am on July 1.

July 5

5:00pm **Biweekly/Monthly Non-High Risk Direct Retro FINAL Local Approval Deadline for posting in June 2022**

- These are very important if departments are performing corrections associated with Payroll on Project “Zero”/No project/Project “0000000”
- UCPath Job Aids

EOD **Last day for Self-Supporting Activities to:**

- Provide depreciation schedule to Internal Controls & Accounting (BFS-ICA)
- Provide copy of differential income distribution report attached in the GL journal entry
- Submit inventory with a copy of the GL journal entry
- KBA: How to Process A Journal Entry

July 6

EOD **Recharge Operations: Last day to submit recharges for work completed through June 30 (for activities having significant work-in-progress)**

- PPM Unprocessed Errors **must be resolved** by this day

EOD **Last day to submit Non-student/Non-patient AR Invoices**

- Note: the effective date on the invoices must be the date when the services were provided or the goods shipped
- KBA: How to Claim Unidentified Payments
- KBA: How to Fill Out a Merchant Receipt Template
- KBA: Creating a Billing Invoice in PPM
- KBA: Creating an Invoice in Receivables

EOD **Last day to claim payments from unapplied receipts for posting in June 2022**

- KBA: How to Claim Unidentified Payments

EOD **UCPC June Payroll Data Burst**

EOD **Last day to ensure departmental credit card accounts are zero or debit balance, and ensure there are no credit balance in credit card accounts**

EOD **Last day for final approval for all cost transfers in Oracle**

- KBA: How to Initiate a Partial or Full Cost Transfer in Oracle PPM

EOD **Last day for final approval for all cost transfers in Oracle**

- KBA: How to Initiate a Partial or Full Cost Transfer in Oracle PPM

EOD **PPM Unprocessed Costs from Recharge Operations or approved Cost Integrations: Last day to resolve any unprocessed costs**

July 8

EOD **Last day to ensure departmental accounts are zero balance in deposit clearing accounts**

EOD **Last day for select departments with approved MCI+journal processing exception to be submitted**

EOD **Last day for subledger transactions**

- Note: Subledger transactions cannot be posted after 7/8/22

What You Need To Know

Corrections to Self-Supporting Activities Instructions

Based on recent feedback received on the self-supporting activities instructions posted to Blink, the PDF file with the instructions has been updated. While the changes were minor in nature, please be sure to use and refer to the current version of the file posted on Blink here.

Fiscal Close Deadline to Request Transfers From the Foundation for June

The deadline to submit a Foundation Request for Funds form to request a transfer of Foundation balances to Campus for FY 22 is **Thursday, June 30** via Services and Support. Any forms received after the deadline will be processed for July. If a separate approval is required, please be sure to include that in your original submission. **Only complete submissions will be processed for June**.

The Foundation Request for Funds form and criteria can be found here.

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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