The Fiscal Close Bulletin
Welcome to the Fiscal Close Bulletin.
Below are resources that are available to you through Fiscal Close.

Upcoming Deadlines

June 27
- KBA: How to Initiate a Partial or Full Cost Transfer in Oracle PPM
- KBA: How to Request New Chart of Account (COA) Segments
- KBA: How to Claim Unidentified Payments
- KBA: Creating an Invoice in Receivables
- KBA: Creating a Billing Invoice in PPM
- KBA: How to Fill Out a Merchant Receipt Template
- KBA: How to Process A Journal Entry
- KBA: Provide copy of differential income distribution report attached in the GL journal entry
- KBA: Provide depreciation schedule to Internal Controls & Accounting (BFS-ICA)

June 28
- KBA: How to Finalize Local Approval for Biweekly/Monthly Non-High Risk Direct Rotal (Final Approval)
- KBA: How to Finalize Local Approval for Biweekly/Monthly High Risk Direct Rotal (Final Approval)

June 29
- KBA: How to Finalize Local Approval for Biweekly/Monthly Non-High Risk Direct Rotal (Final Approval)
- KBA: How to Finalize Local Approval for Biweekly/Monthly High Risk Direct Rotal (Final Approval)

July 1
- UCSD Medical Center Pharmacy and Cafeteria are requested to make their final June deposits.

July 4
- KBA: How to Issue an Unpaid check

July 5
- KBA: How to Issue an Unpaid check

July 6
- KBA: How to Issue an Unpaid check

July 7
- KBA: How to Issue an Unpaid check

July 8
- Last day for subledger transactions
- Last day for select departments with approved MCI+journal processing exception to be submitted
- Last day to ensure departmental accounts are zero balance in deposit clearing accounts
- Last day for UCPath Job Aids
- Last day to claim payments from unapplied receipts for posting in June 2022

July 9
- KBA: How to Issue an Unpaid check

July 11
- UCSD Medical Center Pharmacy and Cafeteria are requested to make their final June deposits.

July 12
- KBA: How to Issue an Unpaid check

July 13
- KBA: How to Issue an Unpaid check

July 14
- KBA: How to Issue an Unpaid check

July 15
- KBA: How to Issue an Unpaid check

July 18
- KBA: How to Issue an Unpaid check

July 19
- KBA: How to Issue an Unpaid check

July 21
- KBA: How to Issue an Unpaid check

July 22
- KBA: How to Issue an Unpaid check

July 25
- KBA: How to Issue an Unpaid check

July 26
- KBA: How to Issue an Unpaid check

July 27
- KBA: How to Issue an Unpaid check

July 28
- KBA: How to Issue an Unpaid check

July 29
- KBA: How to Issue an Unpaid check

July 30
- KBA: How to Issue an Unpaid check

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.

What You Need To Know

Fiscal Close Bulletin:
The Fiscal Close Bulletin is a Newsletter that provides you with important information regarding Fiscal Close. It includes various types of content such as deadlines, guidelines, and FAQs that help you stay informed and prepared throughout the Fiscal Close process.

KBA:
Knowledge Base Articles (KBAs) are detailed explanations of specific Fiscal Close procedures or issues. They provide step-by-step instructions and are designed to help you understand the processes and make informed decisions.

What are the requirements for submitting a Foundation Request for Funds form?
Only complete submissions will be considered for approval. See the Foundation Request for Funds form and criteria for further details. If a request is not complete, it will be returned to the department for correction.

FY 22 Foundation Request for Funds form:
The deadline to submit a Foundation Request for Funds form to request a transfer of Foundation balances to Campus for Fiscal Close Deadline to Request Transfers From the Foundation is Friday, July 8, 2022. Submit a Foundation Request for Funds form and criteria to be considered for approval. See the Foundation Request for Funds form and criteria for further details.

FY 22 version of the file posted on Blink:
The FY 22 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 FY 22 version of the file posted on Blink here.

EOD:
End of Day:
- Last day for departments to identify real deficits and close fund alignment
- Last day to submit payment requests for June posting
- Last day for departments to submit financial deficits under the Fiscal Deficit Policy Blink page
- Last day for submitting end-of-year processing
- Last day for submitting subledger transactions
- Last day for processing journal entries
- Last day for submitting unprocessed costs from Recharge Operations or approved cost integrations

We are here to support you. If you have questions or need assistance, please feel free to contact us.

Contact Information:
- Phone: (858) 246-4237
- Email: fiscalclose@ucsd.edu
- Website: https://www.ucsd.edu/departments/financial/administration/fiscal_close.html

Subscribe to the Weekly Digest:
May to July to provide you with weekly updates and guidance related to Fiscal Close.

View Department Deadlines:

Fiscal Year End Support:
We are here to support you. Please let us know if you need any assistance or have questions. Thank you.