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.

Welcome to the Fiscal Close Bulletin.

Below are resources that are available to you through Fiscal Close.

- Bi-weekly/Monthly Non-High Risk Direct Retro FINAL Local Approval Deadline for posting in June
- Bi-weekly Timekeeping Entry Deadline for Current Period
- August 15 is the last day for departments to identify real deficits and clean up fund alignment
- Last day for subledger transactions
- Last day for select departments for unprocessed costs
- Last day to ensure departmental credit card accounts are zero or debit balance, and ensure there are no credit balances in credit card accounts

Schedule a 1-on-1 Zoom Session

Submit a Payment Request

For all payment types with final approval (excluding Events)

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

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)

Departmental sub-cashiers are exempt from this provision and will make their final deposits by this day

UCPath Job Aids

"Zero"/No project/Project "0000000" These are very important if departments are performing corrections associated with Payroll on Project 0000000.

EcoTime Portal

For Pay Period Ending 06/25/22; Pay Date 07/06/22

UCSD Medical Center Pharmacy and Cafeteria are exempt from this provision and will make their deposits on the last business day of June, unless an alternative date is approved.

The UCSD Medical Center Pharmacy and Cafeteria are requested to make their deposits on the last business day of June, unless an alternative date is approved.

- Fiscal Year End Support

We are here to support you.

More resources are available under the Fiscal Close Bulletin section.

Fiscal Close Bulletin

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Fiscal Year End Support