UC San Diego
BUSINESS AND FINANCIAL SERVICES

Subscribe to the Weekly Digest

Budget & Finance Fiscal Close Bulletin



July 13, 2023 | FY22-23: 10th 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

July 13, EOD

Last day for Receivables and PPM subledger transactions to be processed and final approved (note: subledger transactions cannot be posted after 7/14/2023).

- Blink: Ledger Close Dates

July 14, EOD

Last day for Self Supporting Activities (SSAs) to submit and final approve work-in-process journal entries.

- KBA: How to Create a Fiscal Year End Reversing Journal Entry

July 14, EOD

Last day for Self Supporting Activities (SSAs) to submit and final approve work-in-process journal entries.

- KBA: How to Create a Fiscal Year End Reversing Journal Entry

Last day for Self Supporting Activities (SSAs) to submit and final approve prepaid expense accrual journal entries.

- KBA: How to Create a Fiscal Year End Reversing Journal Entry

Information Only (no action by departments) - UCPath is processing 2nd interval for direct retros from 7/10-7/13 and expect to post them to PPM and GL on July 14.

July 17, EOD

Last day for departments to submit and approve all journal entries.

- Blink: Ledger Close Dates

July 21, EOD

Last day for VC Central Offices to submit and approve journal entries.

- Blink: Ledger Close Dates

What You Need To Know

Information on FYE VC Journal Entries

For this year's fiscal close, the cutoff for departmental journal entries is on July 17. Starting July 18, 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 18 through the end of the day on July 21. Here is a link to the list of authorized FY2023 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 18 — July 21**. 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 Knowledge Base 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.

AP & Concur Accruals for Fiscal Close

If you missed the recent Fiscal Close Bulletins, take a look at the AP & Concur Accruals for Fiscal Close Blink page for information on how accruals will be processed this year.

PPM 410-5 and PPM 410-6

Advancement Services is reviewing balances of gift funds and will ask your business unit for help to comply with the following:

- A notice of gift funds non-compliant with PPM 410-5 will be sent to fund holders and business officers in August 2023 using June 30 balances to help prepare a carryforward request or spending plan, due **September 30, 2023.** More information can be found on the Policy on Expenditure of Gift Funds webpage.
- All units with gift funds are responsible for developing and providing timely and impactful stewardship reports to donors on the use of and expenditure of their gifts. The Office of Gift Policy and Donor/Fund Stewardship will be asking for a narrative of the use of endowed gifts for the period July 1, 2022 to June 30, 2023 to be submitted by **July 28, 2023**. If you have any questions, please email fundstewardship@ucsd.edu.
    - Endowment Guide
    - PPM 410-6 Financial Stewardship of Donor Gift Funds and Reporting to Donors

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

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.

Manage your preferences | Opt Out using TrueRemove™
Got this as a forward? Sign up to receive our future emails.
View this email online.

9500 Gilman Dr, | La Jolla, CA 92093 US

This email was sent to .
To continue receiving our emails, add us to your address book.

Subscribe to our email list.