Getting Ready for Fiscal Close

**Department Cutoff Dates**

- The EOD Department's last day to submit GL Journal Entry is **June 30**.
- Final Edition **July 23**.

**RA Training Fundamentals**

- RA Training Fundamentals: Glossary: **Tuesday, July 13, 2021 & Tuesday, July 27, 2021 @ 11:00am - 12:00pm**
- RA Training Fundamentals: Post-award Toolbox: **Wednesday, July 21, 2021 @ 1:00pm - 3:00pm**
- RA Training Fundamentals: Transfer Departments: **Thursday, July 22, 2021 @ 10:00am - 1:00pm**
- RA Training Fundamentals: Review the article on. **Friday, July 23, 2021 @ 10:00am - 1:00pm**

**Tips:**

- Information on Departmental Action and Cutoff dates for Fiscal Closing 2020-2021 is available. This information includes the Fiscal Close. Thank you for your participation and hard work in this year's Fiscal Close.

**Resourses:**

- To access the RA Training Calendar linked below - more dates will be added soon!
- To register for the Fundamentals onboarding series, please click on the links or visit the RA Training Calendar.
- To learn more about it and download it to your device, please follow the provided instructions.

**Contact Us!**

- The best way to contact our team is via Email: [Email].
- For a list of the services we provide, please visit the Budget & Finance Support website.

**Announcements:**

- New Exception Reports Launched: **Monday, July 19, 2021 @ 8:00am - 9:00am**
- New POETAF Validation in Checkout: **Monday, July 19, 2021 @ 9:00am - 10:00am**
- New POETAF Validation in Checkout: **Monday, July 26, 2021 @ 9:00am - 10:00am**
- New POETAF Validation in Checkout: **Monday, July 26, 2021 @ 11:00am - 12:00pm**

**Law AB 1887 (Restrictions on State-Funded Travel)**

- If you are uncertain whether your funds are affected, please use alternate, appropriate fund sources other than California state funds for travel; it does not prevent UC travelers from traveling to those states. You may use alternate, appropriate fund sources other than California state funds for travel.

**Reassign Requisitions to Process Change Orders**

- If someone else needs to edit the requisition in Oracle Procurement, then the individual who submitted the requisition can edit it. Change orders and cancelations can only be processed by the individual who submitted the requisition in Oracle Procurement.

**Edit Requisition Lines in Oracle Procurement KBA**

- The user can navigate to the BPM Worklist. After submitting journals for approval, the item. Currently, there's an issue with viewing your pending journals in Oracle Financials Cloud.

**Tips:**

- Please be aware that users with the UCSD GL Journal Entry JR role need to periodically (i.e., more frequently than annually, or when an employee transfers than one year). We have created this onboarding checklist to help supervisors guide staff through this program and recommended systems training.

**Information (PII), please refrain from entering private information such as home matters to you.**

**Oracle and Concur Role Removal form**

- How to Determine the Oracle & Concur Roles
- How to Manage Oracle Access for Employees that changed to a non-sponsored project. This usually means that there are 538000 on Non-Sponsored Funds:
- Transactions incorrectly posted to UCPath Specific Funds:
- This report shows IDC expenses should be to the project. Cost Transfers would be needed to correct.
- SP Funds require project number in GL:
- clear these entries, but cost transfers may be needed.
- should not have any financial activity. Central cleanup is underway to

**New POETAF Validation in Checkout**

- This validation will check up to fifteen lines of the requisition and ensure, if a project is referenced in the chart string, that POETAF (e.g. project and task) information (PII), please refrain from entering private information such as home matters to you.

**New Exception Reports Launched**

- The course provides an overview of UC San Diego travel policy and procedure, understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro.