Getting Ready for Fiscal Close

Many of you have received the FFR (Final Fiscal Report) reminder in your email. Please note that this is a reminder for anyone who may not have been aware of their Fiscal Close deadlines.

Starting next week, the Weekly Digest will no longer provide updates regarding Fiscal Close. Thank you for your participation and hard work in this year's Fiscal Close.

Fiscal Close!

This year's fiscal close will conclude on Friday July 16. The Fiscal Close is a process for summarizing and reporting the financial activity for the fiscal year. This process is required by the University's financial reporting standards and is necessary to prepare the annual financial statements.

Please Refer to the Fiscal Close Checklist to help supervisors guide staff through this program and recommended systems training.

Departmental Preparers Need Guidance

If you are not familiar with the roles for departmental users, then please refer to our Blink page on Law AB 1887. Please note that this page is subject to updates as new information is published.

The User Roles article is a good resource for viewing the various roles available within Concur and Concur Procure. Please review the article and contact your General Ledger to review the roles assigned to your department.

How to Find Your GL Department Preparer: General Ledger (GL) Department Preparer is a person who has been assigned to a department to act as the representative for the department in GL. They are responsible for providing support to the department in GL. If you do not have a GL Department Preparer assigned to your department, please contact your General Ledger to request a GL Department Preparer.

How to Assign a GL Department Preparer: GL Department Preparer is assigned to a department by the General Ledger. The GL Department Preparer role is assigned to a department using Oracle. To assign a GL Department Preparer to a department, please contact your General Ledger.

How to Manage User Role Access: Oracle users have access to the General Ledger (GL) and Concur (Concur Procure or Concur Travel). To manage user role access, please refer to the article on How to Look Up User Roles in Oracle.

How to Manage Oracle Access for Employees that are to be Deprovisioned: Oracle users have access to the General Ledger (GL) and Concur (Concur Procure or Concur Travel). To manage user role access, please refer to the article on Oracle and Concur Access Monitoring and Deprovisioning.

How to Determine the Oracle & Concur Roles: Please refer to the article on How to Determine the Oracle & Concur Roles.

How to Manage De-Provisioning / Oracle User Setup: To manage de-provisioning / Oracle user setup, please refer to the article on Oracle and Concur Access Monitoring and Deprovisioning.

How to Create a GL Journal Entry: GL Journal Entries are used to post financial transactions to the General Ledger. The GL Journal Entry article provides instructions on how to create a GL Journal Entry.

How to Process a GL Journal Entry: GL Journal Entries are used to post financial transactions to the General Ledger. The GL Journal Entry article provides instructions on how to process a GL Journal Entry.

How to Manage Oracle Access for Employees that Transferred: If you have employees who transferred departments, please refer to the article on How to Manage Oracle Access for Employees that Transferred.

How to Look Up User Roles in Oracle: Please refer to the article on How to Look Up User Roles in Oracle.

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