Getting Ready for Fiscal Close

- University will be able to collect on invoices that you do not anticipate the University will pay within the pay period after the end of the fiscal year. Additionally, if you are aware of any invoices that you do not anticipate the University will pay within the pay period after the end of the fiscal year, please submit a Services & Support ticket immediately.

- Friendly reminder that as we head into our first fiscal year-end close, we ask departments to ensure all invoices are paid by the last day of the month and that requests for invoices being paid after the fiscal year-end close are posted to the associated accounts by the respective fiscal close cutoff dates.

- Reconcile Your University Card Transactions:
  - If you have Concur Travel or Event Requests with projects that are closing, and these steps:
    - Verify with labs if goods and services have been received
    - Complete the activity before the end of the fiscal year, but commitments that will not be expensed do not need to be resolved until the new fiscal year opens
    - Commitments on closing projects that need to be expensed should be resolved before the end of the fiscal year.

- If an invoice is received against a transaction that references a closed project, notify departments when you no longer are required to submit a Services & Support ticket. Additionally, if you are aware of any invoices that you do not anticipate the University will pay within the pay period after the end of the fiscal year, please submit a Services & Support ticket immediately.

- When submitting a ticket via the Services & Support portal, please be sure to select the appropriate report category. Select from: Accounting, Financial Analysis, Procurement, Oracle Financials Cloud, Reconciliation, Concur, Nexus, Query, and More! The CoP would like to highlight new content, include new exercises, and focus on the most key Oracle: Buying and Paying courses. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

- This course has recently been updated according to campus feedback to reflect information becomes available. Refer back to the Blink page at regular intervals.

- When posting a transaction to a project, the project's fiscal year-endclose date is the key date to remember. The general chart codes number an account by fiscal year and project. Only transactions posted to the associated accounts will be considered for the fiscal year.

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