UC San Diego
BUSINESS AND FINANCIAL SERVICES

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Budget & Finance Fiscal Close Bulletin



May 9, 2022 | FY21-22: 1st 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

May 15, EOD

Last day to submit May ILTF Requests

- Interlocation Transfer of Funds (ILTF) to other UC's must be submitted by May 15, 2022 for Fiscal Year 2022. As a reminder, there is no ILTF processing in June.
- KBA: How to Process Interlocation Transfer of Funds
- Intercampus Transactions Blink Page

May 23, EOD

Last day for departments to post AR charges for June STUDENT Billing Statements

- When submitting a ticket, type in **Other Student Billing Support** in the *More Specifically...* box.

June 3, EOD

Last day to submit Travel Expense Reports Associated foreign wire payments for June posting

- Be sure to include the required documentation and final departmental approval.
- KBA: How to Process a Travel Wire

What You Need To Know

Foundation Transfers, 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:

- Gift and Foundation Accounting will be transferring balances from the Foundation to campus ledger for Foundation funds where the campus expendable is in deficit or the Foundation expendable is less than $500 with no recent transfer activity. These transfers will post on May 31, 2022. If you want to ensure these transfers are going into a particular project or financial unit, please submit a Request for Funds form by **May 20, 2022**.
- A notice of gift funds non-compliant with PPM 410-5 will be sent to fund holders and business officers to help prepare a carryforward request or spending plan, due **September 30, 2022**. 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, 2021 to June 30, 2022 and a stewardship report of expendable (current-use funds) gifts of $1 million or more, to be submitted by **July 29, 2022**. If you have any questions, please email fundstewardship@ucsd.edu.
- **Additional Resources**
  - Endowment Guide

- PPM 410-6 Policy on Financial Stewardship of Donor Gift Funds and Reporting to Donors

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Final Local Approval Deadlines for UCPath Direct Retros/Funding Entry Freeze

Below are the final local approval deadlines for UCPath Direct Retros:

- **Monday, May 16 @ 5:59am:** Biweekly Final Local Approval for posting in May
- **Friday, May 20 @ 5:59am:** Monthly Final Local Approval for posting in May
- **Tuesday, July 5 @ 5:00pm:** Monthly/Biweekly Final Local Approval for posting in June
  - Note: the deadline has been extended for Fiscal Close
- The above deadlines are very important to departments performing corrections associated with Payroll on Project "Zero"/No project/Project "000000".

The Fiscal Year End Funding Entry Freeze will be on June 24 to June 30. Do not approve any Funding Entry during this period, as it may interfere with the FYE rollover processes.

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

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