Welcome to the Fiscal Close Bulletin.

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.

May 9, 2022

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May 15, EOD

Last day to submit May EFT Requests

Interdepartmental Transfer of Funds (EFT) to other UC’s must be submitted by May 15, 2022 for Fiscal Year 2022. As a reminder, there is no EFT processing in June.

KBA: How to Process Interdepartmental Transfer of Funds

May 23, EOD

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

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 100 with zero 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 1-to-1 conversion request in operating plans, due September 30, 2022. More information can be found in the Gifts and Foundation Fund Expenditure Policies:

Gifts and Foundation Fund Expenditure Policies

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

Final Local Approval Deadlines for UCPath Direct Retros

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 "000000".

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

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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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Budget & Finance

Fiscal Close Bulletin

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