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.

Upcoming Deadlines

May 15, EOD
- Last day to submit May GTF Requests
- Interdepartment Transfer of Funds (GTF) to other UC's must be submitted by May 15, 2022 for Fiscal Year 2022.
- As a reminder, there is no GTF processing in June.

KBA: How to Process Interdepartment 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
- New requirement: 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

Foundation Transfers, PPM 410-5 and PPM 410-6
- 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.

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

Fiscal Year End Support

We are here to support you.
Browse the following resources that are available to you through Fiscal Close.

Call the Finance Help Line
(858) 246-4237
Tuesdays through Thursdays
10am - 12pm | 1pm - 3pm

Submit a Ticket
Browse the Knowledge Base

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