Fiscal Year End Support

**Recommended Department Actions before June 30, 2022**

1. **IPPS AP Expense Accrual FYE 2022**
   - Minimize outstanding transactions within Concur by adding charges to Expense Report(s), coding, and obtaining assigned invoices/transactions as soon as possible; work with the AP team to resolve any invoice hold issues.
   - Minimize outstanding invoices within Oracle by having Requesters and Financial Unit Approvers review/approve Concur cash advances that are assigned to travelers with trips that have not been completed or reconciled.
   - Minimize outstanding transactions within Oracle AP invoices that are validated but pending approval (not accounted to GL/PPM). This does not include invoices entered in Payment Compass that are not yet keyed into Oracle.

   **Oracle AP invoices**
   - For Travel, Events and Non-Events expenses, they must be reconciled within 45 days of the business travel end date or the event date.
   - For P-card expenses, one must reconcile them within 30 days.

2. **IPPS Posting**
   - Minimize outstanding transactions within Concur by adding charges to Expense Report(s) and obtaining assigned invoices/transactions as soon as possible; work with the AP team to resolve any invoice hold issues.
   - Minimize outstanding invoices within Oracle by having Requesters and Financial Unit Approvers review/approve Concur cash advances that are assigned to travelers with trips that have not been completed or reconciled.
   - Minimize outstanding transactions within Oracle AP invoices that are validated but pending approval (not accounted to GL/PPM). This does not include invoices entered in Payment Compass that are not yet keyed into Oracle.

   - AP expense accrual will be posted in the GL with project numbers. No posting will be done in PPM.

   - Submit Expense Reports and obtain Financial Unit approvals for P-card expenses once a month. To post to the ledger for FYE, make sure they are approved by your Financial Unit approvers before fiscal year end.

   - Make sure that no OP values are selected for chart strings in the system.

3. **Ledger Cutoff Dates**
   - June 28, 2022 (Fiscal Year End)
   - June 10, 2022 (EOD)

   - **Required approvals for new projects or augmentations must already have been completed.**

   - Departments/units must provide complete funding information to capital planning no later than June 10 in order to ensure any necessary approvals are in place.

   - On or before June 28, 2022, submit Expense Reports and obtain Financial Unit approvals for P-card expenses once a month. To post to the ledger for FYE, make sure they are approved by your Financial Unit approvers before fiscal year end.

   - Make sure that no OP values are selected for chart strings in the system.

   - Move Transactions from Available Expenses to applicable or new Expense Reports and complete the Report Header fields.

4. **Travel and Entertainment (Events)**
   - Submit Expense Reports and obtain all appropriate levels of approvals by the end date or the event date.

   - For P-card expenses, one must reconcile them within 30 days.

   - For Travel and Entertainment (Events) expenses, they must be reconciled within 45 days of the business travel end date or the event date.

5. **Events and Non-Events**
   - Submit Expense Reports and obtain Financial Unit approvals for P-card expenses once a month. To post to the ledger for FYE, make sure they are approved by your Financial Unit approvers before fiscal year end.

   - Make sure that no OP values are selected for chart strings in the system.

6. **Transactions to Avoid**
   - Do not submit transactions that are still in the payment cycle.
   - Do not code invoices for AP without having the approver sign off.
   - Do not submit invoices in the account payable cycle without the amount assigned.
   - Do not submit transactions without the required approver sign-off.

7. **Oracle GL/PPM**
   - Submit Expense Reports and obtain Financial Unit approvals for P-card expenses once a month. To post to the ledger for FYE, make sure they are approved by your Financial Unit approvers before fiscal year end.

   - Make sure that no OP values are selected for chart strings in the system.

8. **Other Considerations**
   - Minimize outstanding transactions within Concur by adding charges to Expense Report(s), coding, and obtaining assigned invoices/transactions as soon as possible; work with the AP team to resolve any invoice hold issues.
   - Minimize outstanding invoices within Oracle by having Requesters and Financial Unit Approvers review/approve Concur cash advances that are assigned to travelers with trips that have not been completed or reconciled.

   - Minimize outstanding transactions within Oracle AP invoices that are validated but pending approval (not accounted to GL/PPM). This does not include invoices entered in Payment Compass that are not yet keyed into Oracle.

   - AP expense accrual will be posted in the GL with project numbers. No posting will be done in PPM.

   - Submit Expense Reports and obtain Financial Unit approvals for P-card expenses once a month. To post to the ledger for FYE, make sure they are approved by your Financial Unit approvers before fiscal year end.

   - Make sure that no OP values are selected for chart strings in the system.

9. **Post Delayed Transactions**
   - If you have any delayed transactions, please contact your Financial Unit approvers.
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**End of Bulletin**