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

- In preparation for Fiscal Year-End Closing, please reconcile Procurement Card, Travel & Entertainment Card and CTS card charges as soon as possible. In the upcoming weeks, through the end of June, we will send reminders to individual holders.

- For Travel and Entertainment (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.

- SPIE: Please setup your departmental capital projects in the Capital Planning database by the end of June.

- 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.

- Recommended actions before Fiscal Year-End:
  - 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 assigned invoices/transactions as soon as possible; work with the AP team to resolve any invoice hold issues.
  - 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.
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**Upcoming Deadlines**

- Last day for departments to provide complete funding information to capital planning
- Last day to submit non-travel wire requests
- Last day to submit Travel Expense Reports
- Last day for departments to post AR charges
- Last day for STUDENT Billing Statements

**IPPS Posting**

- IPPS will accrue for expenses dated on or before June 30 including:
  - Other Considerations: expenses that were already included by IPPS
  - Duplicate accruals were done because departments posted their own accruals prior to department journal posting cutoff for
  - **Reason for the Change**
  - Change from FYE 2021
  - **IPPS Accrual Timeline**
  - Departments should only process local accruals if their invoices are not in Oracle by 7/8/22. ledgers due to validation or approval routing.
  - As long as the invoice can be found in Oracle, IPPS will process the expense accrual if the invoice has not been posted to the ledger. However, AP does not pause processing of invoices after 6/24/22 and they will continue to process invoices as they come in.
  - The IPPS AP team guarantees that invoices submitted by 6/24/22 via Payment Compass will be processed in the June period.

**IPPS AP Expense Accrual FYE 2022**

- Recommended departmental actions before 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.
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**Tips for making your June 30 posting successful**

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