Upcoming Deadlines

- May 25, EOD
  - Call for departments to pay all charges by June 10 filing deadline.
- June 3, EOD
  - Submit Benefits Expense Reports to ensure timely payment by year-end.
- June 10, EOD
  - Submit a Ticket in Services & Support.
  - Submit a Ticket.
  - Submit a Ticket in Reporting.

Recommended Department Actions before June 30, 2022

1. Cardholders who have outstanding expenses.
   - In preparation for Fiscal Year-End Closing, please reconcile Procurement Card, Travel & Entertainment Card and CTS card transactions.

2. Last day for departments to submit non-travel wire requests.
3. Last day to submit Travel Expense Reports.
   - Associated foreign wire payments for June posting.
4. Last day for departments to post AR charges for June STUDENT Billing Statements.

Fiscal Year End Support

Recommended Department Actions before June 30, 2022

1. Make sure that no OP values are selected for chart strings.
   - Move Transactions from Available Expenses to applicable or new Expense Reports and complete the Report.
2. For Travel and Entertainment (Events) expenses, they must be reconciled within 45 days of the business travel end date or the event date.
3. For P-card expenses, one must reconcile them within 30 days.
4. Required approvals for new projects or augmentations must already have been received.
5. Departments/units must provide complete funding information to capital planning no later than June 10 in order to:
   - Augment/substitute/return funds for existing projects, within FY 2021-2022.
   - Establish new FY 2021-2022 projects.
   - Receive new square footage.
   - Receive new equipment.

Recommended Department Actions for June 30

1. Minimize outstanding transactions within Concur by adding charges to Expense Report(s), coding, and obtaining all appropriate levels of approvals by the end of the month.
2. Minimize outstanding invoices within Oracle by having Requesters and Financial Unit Approvers review/approve any invoices that are in the system.
3. Minimize outstanding invoices within SAP Concur by completing the reconciliation process within 30 days of the invoice date.
4. Minimize outstanding transactions within the system by making sure that all charges are reconciled or assigned to travelers with trips that have not been completed or reconciled.
5. Minimize Concur cash advances that are assigned to travelers with trips that have not been completed or reconciled.
6. Minimize Concur expense reports with P-Card or CTS card charges that are posted in Concur but not reconciled by cardholders.
7. Minimize Concur Human Subject Payment Requests by ensuring that all charges are reconciled and approved.
8. Minimize Concur Travel Expense Reports by ensuring that all charges are reconciled and approved.

Recommended Department Actions for June 24

1. Departments should only process local accruals if their invoices are not in Oracle by 7/8/22.
   - Ledger due to validation or approval routing.
2. It is critical for departments to check their invoices after the AP June ledger cutoff date of 7/8/22 to confirm whether a submitted invoice has been recorded in the ledger.
3. However, AP does not pause processing of invoices after 6/24/22 and they will continue to process invoices as they come in.

Other Considerations

1. IPPS received campus feedback to see expense accrual at the project level in order to report their financial statements.
2. Reason for the Change
   - Last FY postings to the GL did not include project numbers.
   - Change from FYE 2021 ledger cutoff date of 7/8/22.

Reason for the Change

1. IPPS will accrue for expenses dated on or before June 30 including:
   - expenses that were already included by IPPS.
2. Duplicate accruals were done because departments posted their own accruals prior to department journal posting cutoff for

Reason for the Change

1. Departures
   - IPPS will accrue AP expenses up to department ledger cutoff of 7/16/21.
2. Change from FYE 2021
   - ledger cutoff date of 7/8/22.

Recommended Department Actions before June 30, 2022

1. Submit Benefits Expense Reports to ensure timely payment by year-end.
2. Submit a Ticket in Services & Support.
3. Submit a Ticket.
4. Submit a Ticket in Reporting.
5. Submit a Ticket in Schedule a 1-on-1 Zoom Session.
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