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

- **IPPS AP Expense Accrual FYE 2022**
  -IPP will accrue for expenses dated on or before June 30 including:
    -IPPS will accrue for 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
        -The GL/PPM discrepancy report will be updated to exclude posting with "Accrual" type journal entries.
        -IPPS received campus feedback to see expense accrual at the project level in order to report their financial statements
      -Change from FYE 2021
        -1. IPPS AP Expense Accrual FYE 2022
          -cardholders who have outstanding expenses.
          -In preparation for Fiscal Year-End Closing, please reconcile Procurement Card, Travel & Entertainment Card and CTS card cardholders who have outstanding expenses. In the upcoming weeks, through the end of June, we will send reminders to individual cardholders who have outstanding expenses. In the upcoming weeks, through the end of June, we will send reminders to individual cardholders who have outstanding expenses.
          -Friendly Reminder from IPPS!
            -Last day to submit the following for June posting:
              -1. Last day to submit Travel Expense Reports
              -2. Last day for departments to post AR charges for June
              -3. STUDENT Billing Statements
            -Recommended departmental actions before FYE 2022:
              -1. Departments should only process local accruals if their invoices are not in Oracle by 7/8/22.
              -2. 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 due to validation or approval routing.
              -3. 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.
              -4. Move Transactions from Available Expenses to applicable or new Expense Reports and complete the Report header fields.
              -1. Move Transactions from Available Expenses to applicable or new Expense Reports and complete the Report header fields.
              -2. For Travel and Entertainment (Events) expenses, they must be reconciled within 45 days of the business travel 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 completed.
              -5. Departments/units must provide complete funding information to capital planning no later than June 10 in order to:
              -1. Submit Expense Reports and obtain all appropriate levels of approvals by the end date or the event date
              -2. Make sure that no OP values are selected for chart strings
            -Non-Travel Wire Requests Blink Page
              -Be sure to include the required documentation and final departmental approval.
            -SAP Concur Home
              -**Concur Travel Expense Reports**
              -**Concur Gift Card Requests**
              -**Concur Human Subject Payment Requests**
              -**Concur Events and Other Reimbursements Expense Reports**
            -KBA: How to Process a Travel Wire
              -Type in other_student_billing_support when submitting a ticket
              -When submitting a ticket
              -Consult the Knowledge Base or submit a ticket in Services & Support
              -If you have any questions or concerns, please contact your assigned financial advisor.

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**Fiscal Year End Support**

- **What You Need To Know**
  - **Upcoming Deadlines**
    - **May 16, 2022**
      - Department Deadlines for Fiscal Year-End
      - Fiscal Year-End Support
    - **May 23, 2022**
      - Last day to submit the following for June posting:
      - Last day for departments to post AR charges for June
    - **June 3, EOD**
      - Last day to submit the following for June posting:
      - STUDENT Billing Statements
    - **June 10, EOD**
      - Last day to submit Travel Expense Reports
      - Non-Travel Wire Requests
        - Be sure to include the required documentation and final departmental approval.
      - Departments should only process local accruals if their invoices are not in Oracle by 7/8/22.
      - 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 due to validation or approval routing.
      - 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.
      - Move Transactions from Available Expenses to applicable or new Expense Reports and complete the Report header fields.
      - For Travel and Entertainment (Events) expenses, they must be reconciled within 45 days of the business travel date or the event date
      - For P-card expenses, one must reconcile them within 30 days
      - Required approvals for new projects or augmentations must already have been completed.
  - **Reason for the Change**
    - 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.
    - 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.
  - **KBA: How to Process a Travel Wire**
    - Type in other_student_billing_support when submitting a ticket
    - When submitting a ticket
    - Consult the Knowledge Base or submit a ticket in Services & Support
    - If you have any questions or concerns, please contact your assigned financial advisor.