Fiscal Year End Support

Upcoming Deadlines

**May 23, EOD**
- Last day for departments to post all charges for June CHART 50 funding announcements.
  - Submit面對面Webinar Funding Announcement in the My Account tab – June 17th
- June 10, EOD
  - Last day to upload Travel Expense Reports to ensure timely payment for any pending
  - Attend Office Hours
    - Reporting:
      - Event Calendar
      - Attend Office Hours
- June 15, EOD
  - Last day to upload the following for June posting:
  - Last day to submit Travel Expense Reports
  - Last day for departments to post AR charges for June
  - STUDENT Billing Statements
  - Last day to submit non-travel wire requests

**June 10, EOD**
- Last day to submit non-travel wire requests

**June 15, EOD**
- Last day for departments to provide complete funding history to ensure timely posting
  - 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.
  - However, AP does not pause processing of invoices after 6/24/22 and they will continue to process invoices as they come in.
  - IPPS will accrue AP expenses that are entered into Oracle and Concur up to the AP June GL posting.

Recommended department actions before FYE 2022:

1. IPS is very close to posting all fiscal year end charges to the GL in order to:
   - Why did it take so long?

Concur Human Subject Payment Requests

3. Concur AP Human Subject Payment Requests

4. Concur Gift Card Requests

KBA: How to Process a Travel Wire

5. When submitting a ticket

Welcome to the Fiscal Close Bulletin.

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**Contact Information**

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- Office Hours:
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