Getting Ready for Fiscal Close

We've added a new section in the Weekly Digest to help prepare you for Fiscal Close.

Department Cost Centers: Next Up

July 7 - (EOD) Foundation and Services
- Last day to request draw downs for the Foundation.
- Last day for transfers between Cost Centers.

July 7 - (EOD) AR Billing - Non-student/non-patient AR invoices must be in Oracle. Note: the effective date on the invoices must be the date the services were provided or the goods shipped.

July 7 - (EOD) Proj Cost Transfers - Self-service cost transfer in OFC PPM with final approval by EOD 7/8

July 8 - (EOD) Recharges via AP or Application - Last day to upload and process for costs reimbursed through June 30 should be included. - Unprocessed Errors must be resolved this day.

July 8 - (EOD) Recharges using RMP App or API - Last day to upload and process for costs reimbursed through June 30 should be included. - Unprocessed Errors must be resolved this day.

July 8 - (EOD) Post Payroll - Last day for a posting by EOD 7/8's.

July 8 - (EOD) Dept deadline to transfer June Payroll costs posted to Defraud Projects from Defraud Project in Oracle with final approval by EOD 7/9

Information on Department Action and Cut-off dates for Fiscal Closing 2021-2022 is posted to Blink. Please note that this page is subject to change and updates on various relevant information becomes available, click back to the Blink page at regular intervals.

Tips & General

How to Invite Supplier Contacts to Payment Compass
Payment Compass is a tool used to manage the payments and negotiations for non-employee payees at UC San Diego. You can invite a contact to view their existing payee/supplier profile per the instructions in our new KBA. There are several other KBAs available about how to use the system as well, so take the time to check them out by searching Payment Compass in the Services & Support Budget & Finance Knowledge Base.

Concur Travel & Expense
Business Meetings and Entertainment
Information regarding COVID-19 Event Planning and Attendance can be found on the Return to Learn website. Please note that this page is subject to change and updates on various relevant information becomes available, click back to the Blink page at regular intervals.

Adding Sufficient Allocation Data
When creating an expense with your chart string, verify that you have added all of the COA (Fund, Financial Unit, Approver, Function) and/or POET (Project, Task, Expenditure Type) values required for the Concur document. If your task is a Sponsored Project (begins with SP), please be sure to enter a Fund, Financial Unit and Project level.

Fiscal Closing Special Items Instructions
- (EOD) Office of Foundation and Gift Services: Recharges for work completed through June 30 should be included. - Unprocessed Errors must be resolved this day.
- (EOD) AR Billing - Non-student/non-patient AR invoices must be in Oracle. Note: the effective date on the invoices must be the date the services were provided or the goods shipped.
- (EOD) Dept deadline to transfer June Payroll costs posted to Defraud Projects from Defraud Project in Oracle with final approval by EOD 7/9

Announcements
Oracle 365 Office Hours Dates on June 30
Carryforward Balance Finalized and Assessed 300000
As we approach the new fiscal year, we want to update you on the data movement that will support our Fiscal year (carryover detail). Oracle only reflects the net position at the entity/fund level, UC San Diego is balancing the fiscal year to include the detailed carry forward balances across the Financial Unit and Project level.
The central Oracle team is currently revising this impacted reports to exist reporting from the previous year (instead of Account 300000) for all managerial P&L reported funding. For a demonstration and further Q&A, please attend the Oracle 365 Office Hours on Wednesday, June 30 at 6:00pm. Link to join: https://ucsd.zoom.us/j/93680320405

Stay tuned and check your inbox for additional guidance, including regularly updated knowledge base articles.