**Upcoming IPPS Office Hours Schedule**

In observance of the Independence Day Holiday, IPPS will not be holding Office Hours on July 3rd. Regular Office Hours (June 29th and July 7th) will be held as scheduled. The regular Office Hours schedule will resume starting July 12th.

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**Getting Ready for Fiscal Close**

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

### Department Exempt Dates - Next Up

- **July 7th:** (OD) Foundation and Finance. Last day to request drawdowns from the Foundation (Note: This day only refers to drawdowns from the Foundation)
- **July 7th:** (OD) AR Billing - Non-student/non-patient AR invoices must be in Oracle. Note: the effective date on the invoices must be the date when the services were provided or the goods shipped.
- **July 7th:** (OD) PPM Cost Transfer - Self-initiated cost transfer in PPC with final approval required.
- **July 7th:** (OD) Recharges via AP or Application - For activities having significant work-in-progress recharges for work completed through June 30th should be included. Unprocessed errors must be reviewed and resolved.
- **July 7th:** (OD) Recharges using RMP or AP - Last day to upload and approve expenses. Note: the effective date on the invoices must be the date when the services were provided or the goods shipped.
- **July 7th:** (OD) Dept deadline to transfer June Payroll costs posted to Foundation from Dept/Project in Oracle with final approval by EOD 7/8.

Information on Department Action and Cutoff dates for Fiscal Closing 2020-2021 is posted to Blink. Please note that this page is subject to change and updates on relevant instructions will be posted to the Blink page at regular intervals.

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**Tips & General**

**How to Invite Supplier Contacts to Payment Compass**

Payment Compass is a tool used to manage the payments and registrations 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.

**How to Invite Supplier Contacts to Payment Compass**

You have questions about this edition? The best way to contact our team is via Services & Support.

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**Concur Travel & Expense**

**Business Meetings and Entertainment**

Information regarding COVID-19 in Event Planning and Attendance can be found in the "Get Ready for Leave" section on our COVID-19 events guidelines in addition to UC Travel & Entertainment requirements when handling business expenses.

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**About the Weekly Digest**

Every Tuesday important updates related to Budget & Finance, including Oracles, Fiscal Close, Cloud and Concur Travel & Expense reports to successfully pass validation.

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**Contact us**

Have questions about this edition? The best way to contact our team is via Services & Support.