UC San Diego
BUSINESS AND FINANCIAL SERVICES

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Budget & Finance Fiscal Close Bulletin



June 29, 2023 | FY22-23: 8th Edition - **CORRECTION**

Welcome to the Fiscal Close Bulletin.

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.

View Department Deadlines

Upcoming Deadlines

June 30, 1:30 PM

The Central Cashier's unit will close at 2:00 PM on June 30th for deposit processing, and all campus deposits (including sub-cashiers) should be delivered to Central Cashier's Office by 1:30 PM.

Departments that have cash receipts (i.e., cash or checks on hand) must deposit them with the Central Cashier by 1:30 PM.

- Blink: How to Make a Deposit

June 30, EOD

Last day to request transfers from the Foundation to Campus ledger for Foundation gift funds.

- Foundation Requests for Funds Form

Self-Supporting Activities (SSAs) to take physical inventory.

- Self-Supporting Activities Fiscal Close Instructions

Departments to identify real deficits and clean up fund alignment per Policy 300-2 (i.e., before June 30).

- Blink: Financial Deficit Policy

Last day to submit New Chart of Account Segments request for FY23.

- KBA: How to Request New Chart of Account (COA) Segments

UCSD Medical Center sub cashiers are requested to make their deposits on the last business day of June, June 30th (does not apply to Medical Center pharmacy and cafeteria).

July 3, 9:00 AM

UCSD Medical Center pharmacy and cafeteria are to make their final June deposits by 9:00 AM on the first business day on July 3rd.

July 5, EOD

Last day to submit intercampus recharge requests.

- Intercampus Recharge Request Form

July 7, 5:00 PM

Final local approval deadline for biweekly and monthly non "high risk" direct retros in UCPath.

- UCPath Job Aids

July 7, EOD

Last day for AP subledger transactions (note: Payables subledger transactions cannot be processed after this day).

- Blink: Ledger Close Dates

Self Supporting Activities (SSAs) to process recharge transactions through RMP Recharge Application or own integration.

- KBA: How to Process Transactions in the RMP Recharge Application

Self Supporting Activities (SSAs) to process transfer of funds to renewal & replacement reserve fund in RMP Recharge Application and provide a copy of the depreciation schedule to BFS-ICA in Services & Support.

- KBA: How to Process Transactions in the RMP Recharge Application

Self Supporting Activities (SSAs) to process differential income distribution in RMP Recharge Application and submit copy of differential income distribution report to BFS-ICA in Services & Support.

- KBA: How to Process Transactions in the RMP Recharge Application

What You Need To Know

AP & Concur Accruals or Fiscal Close

If you missed the recent Fiscal Close Bulletins, take a look at the AP & Concur Accruals for Fiscal Close Blink page for information on how accruals will be processed this year.

CORRECTION: Click here for a preview file (SSO required) of Concur accruals data with the above filters; this data is through June 28, 2023. This data will be refreshed and finalized by July 7, 2023. We are offering this special report because it joins the data from the Concur Expense Report and the Outstanding Card Charges report. We hope to offer this as a report in the BAH in the future.

Tip: for Concur, move all card transactions from Available Expenses to expense reports with the Report Header fields populated, even if the travel/event will not take place until after June 30th. This will ensure that the transactions will not get accrued for this fiscal year. If the Travel/Event will take place prior to June 30th, assigning the transactions to an expense report will ensure that the accrual will post against the desired chart string.

Updated Self Supporting Activities Fiscal Closing Instructions

For anyone looking to review the updated SSA instructions document for fiscal close, a link to review the document is available: Link to Document Here.

NGN Recharges for Accounting Period June 2023

For Fiscal Year-End Closing, NGN will post twice in the accounting period of June 2023 - one batch post for May payroll data, and another batch post for June payroll data.

Departments should be aware that NGN recharges for June will be posted as soon as possible after the UCPath payroll data burst on July 5th, and before PPM subledger closing on July 11th.

Please note that for secondary intervals of payroll for June that post after the July 5th date, the corresponding NGN recharges will be processed and posted in the July 2023 accounting period.

For more information on NGN recharge billing, please visit the NGN Blink Webpage at ngn.ucsd.edu.

Fiscal Year End Support

We are here to support you.

Below are resources that are available to you through Fiscal Close.

Call the Finance Help Line

(858) 246-4237
Tuesdays through Thursdays
10AM - 12PM | 1PM - 3PM
Covered Topics

Attend Office Hours

Attend Office Hours
Event Calendar
Reporting: Schedule a 1-on-1 Zoom Session

Submit a Ticket

Submit a ticket in Services & Support
Browse the Knowledge Base

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