## Getting Ready for Fiscal Close

The following checklist was created to help departments review updates and changes to processes and procedures that occurred during the fiscal year. Ensure a full transition to new project/personnel assignments. The following items should be completed by June 15:

### Close/Inactivate Travel/Event Requests

Requests should be closed to lift the commitments. Concur users/delegates can close requisitions. The person who created the requisition can do so by following these steps:

1. Select the requisition in the Concur system.
2. Click on the “Requisition Details” tab.
3. Under the “Actions” section, select “Close Requisition.”

### Unidentified Unclaimed Payments

Unidentified unclaimed payments should be submitted to UCSD-DSH Accounts Receivable Panorama. Details can be found in the Unidentified Unclaimed Payments document.

### Oracle Financials Cloud

Oracle Financials Cloud updates are available for departmental use. Please contact Budget & Finance Support for assistance.

### Oracle Financials Cloud Tips & Tricks

- **Procurement & Payables concepts.** This course will be especially valuable for those new to Oracle Financials Cloud.
- **This course has recently been updated according to campus feedback.** Please note that you can also search “Concur” in the UC Learning Center to access Blink page for resources and training.

### Oracle Financials Cloud Updates

- **Changes.** The following updates from Oracle Financials Cloud have been made:
  - **Update ISIS Detail.** This will ensure that the data is accurate and complete.
  - **Move expense.** This will help to ensure that the data is up-to-date.
  - **Amend PPM Contracts.** This will help to ensure that the data is accurate and complete.
  - **Update the Kuali subaward record with the new project number.** This will help to ensure that the data is accurate and complete.
  - **Create the new detail codes (and Faux Indexes) to provide some overlap and ensure ISIS to OFC.** This will help to ensure that the data is up-to-date.
  - **SFS expire the original detail codes at the end of June.** This will help to ensure that the data is accurate and complete.
  - **See KB0033499.** This will help to ensure that the data is accurate and complete.
  - **Update detail code request process.** This will help to ensure that the data is accurate and complete.
  - **Concur expenses that post after new project recharge operations to ensure they are charging the new project number.** This will help to ensure that the data is accurate and complete.
  - **Review Manage Committed Income Charges.** This will help to ensure that the data is accurate and complete.
  - **See KB0033291.** This will help to ensure that the data is accurate and complete.
  - **Review invoices due as of May or any subsequent period to the new project.** This will help to ensure that the data is accurate and complete.
  - **Move June 15 requests through S&S which require central office processing.** This will help to ensure that the data is accurate and complete.
  - **Close Payables, PPM and GL cost transfer deadline for prior periods (RETRO).** This will help to ensure that the data is accurate and complete.
  - **Expense Report(s) and, as applicable, submit them for approval before the pay date 07/01/21.** This will help to ensure that the data is accurate and complete.
  - **Review Manage Committed Income Charges.** This will help to ensure that the data is accurate and complete.
  - **See KB0033225.** This will help to ensure that the data is accurate and complete.
  - **Unidentified unclaimed payments.** Please submit to UCSD-DSH Accounts Receivable Panorama. Details can be found in the Unidentified Unclaimed Payments document.
  - **See KB0033291.** This will help to ensure that the data is accurate and complete.
  - **Withdraw approved drain from the old project and include the transaction in the new project in PPM.** This will help to ensure that the data is accurate and complete.
  - **Cancel requisitions.** This will help to ensure that the data is accurate and complete.
  - **Submit a Services & Support ticket.** This will help to ensure that the data is accurate and complete.
  - **Close.** This will help to ensure that the data is accurate and complete.

### Getting Ready for Fiscal Close

- **The following checklist was created to help departments review updates and changes to processes and procedures that occurred during the fiscal year.** Ensure a full transition to new project/personnel assignments.

### Action Item Checklist

- **Click to view all.**
- **See KB0033291.**
- **See KB0033225.**
- **See KB0033499.**

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