Welcome to the Fiscal Close Bulletin.

The Fiscal Close Bulletin is an internal newsletter, distributed every Thursday, aimed at all faculty, staff, and students at UC San Diego, in order to provide updates and training to help prepare for the upcoming fiscal year.

Thank you for your attention.

The Fiscal Close Bulletin team

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May 30, 2022

Upcoming Deadlines

June 10, 2022

Last day to submit the following for June posting:
- Cover: Final Expense Reports
- Cover: Work In Progress Expense Reports
- Cover: Gift Card Requests
- Cover: Event Sponsorship Requests

- To use in the required documentation and final financial approval.

June 10, 2022

Last day to submit travel-related wire requests.
- To use in the required documentation and final financial approval.

June 10, 2022

Last day for departments to get a new project or department approved. All existing projects or departments who have not had an approval in the last six months will lose funding.

June 10, 2022

Last day to submit Procurement, T&E, CTS, and Payment to Employee charges not reconciled (i.e. all statuses except for ones with "Sent for Payment") will be accrued as follows:

- Concur expenses with P-card, T&E card, CTS and Payment to Employee charges not reconciled (i.e. all statuses except for ones with "Sent for Payment") will be accrued as follows:

IPPS will accrue Concur expenses with transaction dates of June 30, 2022 or before in the GL with Project numbers.

Recommended Department Actions before June 30, 2022

- Submit Expense Reports and obtain Financial Unit approvals for P-card expenses once a month. To post to the ledger for FYE, make sure they are approved by your Financial Unit approvers before fiscal year end.

- Make sure that no OP values are selected for chart strings.
- Move Transactions from Available Expenses to applicable or new Expense Reports and complete the Report to enter "Concur Navigation".

What You Need To Know

Friendly Reminder from IPPS!

Last day to submit orders to Procurement to guarantee IPPS Professional Buyer review before June 30.

Last day for departments to submit AP invoice Non-Salary Cost Transfer Requests.

Monthly UCPath deadline to establish New Hires and Employee Data Change.

Monthly Timekeeping entry deadline for prior periods (RETRO).

Last day to approve other UC Intercampus/Subaward Invoices in Kuali Research Subaward system.

Last day to submit Intercampus Recharges and Intercampus Request for Reimbursements (IRR).

Last day to submit the following for June posting:
- Fiscal Year End Support
- What You Need To Know
- Upcoming Deadlines
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The Fiscal Close Bulletin is a limited-edition newsletter issued from May to July to provide you with weekly updates and guidance related to Fiscal Close.