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.

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

Submit a ticket via Services & Support > Get Help > Submit a Ticket to Budget and Finance Support.

Upcoming Deadlines
June 6, 2022
- Deadline for submission of FYE year-end E&OE (Earnings & Other Events) Expense Reports.
- Submit a Non-Salary Cost Transfer Request and APR invoice Non-Salary Cost Transfer Requests.
- Final day to submit FYE compensation runs to payroll.
- Submit Intercampus Recharge and Intercampus Request for Reimbursements (IRR) requests. This deadline allows for time for other campuses to process Intercampus Recharges and IRR's.
- SAP Concur Home:
  - View Department Deadlines
  - Attend Office Hours
  - Submit Events and Other Reimbursements Expense Reports
  - Submit Travel Expense Reports
  - Submit Gift Card Requests
  - Submit Human Subject Payment Requests
  - Submit Non-Salary Cost Transfer Requests
- Submit a Financial Close Financial Statement Request.
- Submit a Financial Close Financial Statement Request for travel, including:
  - Non-Travel Wire Requests
  - Biweekly Travel Update Report
  - Non-Travel Update Report
  - Biweekly Card Report
- View Department Deadlines

June 7, 2022
- Deadline for the departments of UC irs to submit Intercampus Recharge Requests.
- Submit a Non-Salary Cost Transfer Request.
- Submit a Financial Close Financial Statement Request.
- View Department Deadlines

What You Need To Know

Friendly Reminder from IPPS!

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.
- Submit Intercampus Recharge and Intercampus Request for Reimbursements (IRR) requests. This deadline allows for time for other campuses to process Intercampus Recharges and IRR's.
- Last day to submit Intercampus Recharges and Intercampus Request for Reimbursements (IRR) requests. This deadline allows for time for other campuses to process Intercampus Recharges and IRR's.
- Last day to submit the following for June posting:
  - Ecotime Portal
  - Concur Gift Card Requests
  - Concur Events and Other Reimbursements Expense Reports
  - Concur Travel Expense Reports
  - Concur Human Subject Payment Requests

IPPS reconciliation is not required for payment transactions (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 with chart elements) will be accrued against the default project associated with the employee's Primary [Payroll] Assignment Financial Unit.
- If the employee does not have a Financial Unit and Project populated in the profile, transactions will be accrued against the employee's profile.
- Transactions not assigned to expense reports will be accrued against the Financial Unit and Project populated in the employee's profile.
- Transactions that are assigned to expense reports with COA and Project fields populated will be accrued against the selected COA and Project.

For P-card expenses, one must reconcile them within 30 days.
For Travel and Entertainment (Events) expenses, they must be reconciled within 45 days of the business trip.
For instances where you have a default project, you must have an approved financial unit assignment that is approved by your Financial Unit approvers before submitting.

Move Transactions from Available Expenses to applicable or new Expense Reports and complete the Report Header fields, ensuring that the desired COA (Optional: Project, Task, Funding Source) fields are populated with those chart elements.

Make sure that no OP values are selected for chart strings.

For P-card expenses, one must reconcile them within 30 days.
For Travel and Entertainment (Events) expenses, they must be reconciled within 45 days of the business travel.
For Travel, the report must be submitted within 45 days of travel.

In preparation for Fiscal Year-End Closing, please reconcile Procurement Card, Travel & Entertainment Card and CTS card charges.

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 provide complete funding information to capital planning no later than June 10 in order to:

- Enter new projects/sub-awards/sub-agreements to capital planning.
- Augment/substitute/return funds for existing projects, within FY 2021-2022.
- Establish new FY 2021-2022 projects.
- Associate new projects/sub-awards/sub-agreements to existing projects/sub-awards/sub-agreements.

Non-Fiscal Year-End Support before June 30, 2022
- More Travel charges can be accrued against your Employee Travel Reports once the report period has ended. Charges can be accrued after the end date or the event date.
- Receipts for Travel and Entertainment expenses must be obtained within 45 days of the expense.
- For Travel and Entertainment (Events) expenses, receipts must be obtained within 45 days of the business travel.
- For P-card expenses, one must reconcile them within 30 days.
- For Travel and Entertainment (Events) expenses, receipts must be obtained within 45 days of the business travel.
- Submit an Intercampus Recharge to capital planning.

Final Day for departments to submit Intercampus Recharge Requests.
- View Department Deadlines

How to Get Help

Subscriptions to the Weekly Digest
- At https://athenaeum.ucsd.edu/ucpath
- For Pay Period Ending 06/30/22; Pay Date 07/01/22
- Biweekly
- For Pay Period Ending 06/30/22; Pay Date 07/01/22
- Monthly
- For Pay Period Ending 06/30/22; Pay Date 07/01/22
- Monthly
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About the Weekly Digest
- Submit Intercampus Recharge Requests
- Submit Intercampus Request for Reimbursements (IRR) requests. This deadline allows for time for other campuses to process Intercampus Recharges and IRR's.
- Last day to submit Intercampus Recharge Requests before June 30, 2022.
- Submit a Non-Salary Cost Transfer Request before June 30, 2022.
- Submit Expense Reports and obtain Financial Unit approvals once a month. To post to the ledger for FYE, make sure they are approved by your Financial Unit approvers before fiscal year end.
- Submit Intercampus Recharge Requests before June 30, 2022.
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