UC San Diego
BUSINESS AND FINANCIAL SERVICES

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Budget & Finance
Fiscal Close Bulletin



June 6, 2022 | FY21-22: 4th Edition

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 10, EOD

Last day to submit the following for June posting:

1. Concur Travel Expense Reports
2. Concur Events and Other Reimbursements Expense Reports
3. Concur Gift Card Requests
4. Concur Human Subject Payment Requests

- Be sure to include the required documentation and final departmental approval.
- SAP Concur Home

June 10, EOD

Last day to submit non-travel wire requests

- Be sure to include the required documentation and final departmental approval.
- Non-Travel Wire Requests Blink Page

June 10, EOD

Last day for departments to provide complete funding information to capital planning

- Departments/units must provide complete funding information to capital planning no later than June 10 in order to:
  - Establish new FY 2021-2022 projects
  - Augment/substitute/return funds for existing projects, within FY 2021-2022
- Required approvals for new projects or augmentations must already have been received.

June 15, EOD

Last day to approve High Risk Biweekly and High Risk Monthly Direct Retro at the department level for posting in June 2022

- This deadline is very important if departments are performing corrections associated with Payroll on Project "Zero"/No project/Project "0000000".
- UCPath Job Aids

June 15, EOD

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

- This deadline allows for time for other campuses to process Intercampus Recharges and IRR's.
- Submit an Intercampus Recharge

June 15, EOD

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

- Kuali Portal

June 15, EOD

Monthly Timekeeping entry deadline for prior periods (RETRO)

- For Pay Period Ending 06/30/22; Pay Date 07/01/22
- Ecotime Portal

June 17, 2:30pm

Monthly UCPath deadline to establish New Hires and Employee Data Change

- For Pay Period Ending 06/30/22; Pay Date 07/01/22
- UCPath Job Aids

June 17, EOD

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

- Submit a Non-Salary Cost Transfer Request

June 17, EOD

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

- FinUnit approvals must be completed before submitting.
- Ecotime Portal

What You Need To Know

Friendly Reminder from IPPS!
In preparation for Fiscal Year-End Closing, please reconcile Procurement Card, Travel & Entertainment Card and CTS card charges **as soon as possible**. In the upcoming weeks, through the end of June, we will send reminders to individual cardholders who have outstanding expenses.

- 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 end date or the event date

Recommended Department Actions before June 30, 2022

- 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
- Make sure that no OP values are selected for chart strings
- Submit Expense Reports and obtain all appropriate levels of approvals by the Ledger Cutoff Dates for Travel, Events and Non-Events expenses
- 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

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

- 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:
    - Transactions that are assigned to expense reports with COA and Project fields populated will be accrued with those chart elements
    - Transactions not assigned to expense reports will be accrued against the Financial Unit and Project populated in the employee’s profile
    - If the employee does not have a Financial Unit and Project populated in the profile, transactions will be accrued against the default project associated with the employee’s Primary [Payroll] Assignment Financial Unit

Questions? Submit a ticket via Services & Support > Get Help > Submit a Ticket to Budget and Finance Support > Under *More Specifically,* enter "Concur Navigation".

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

Attend Office Hours

Submit a Ticket

Submit a ticket in Services & Support
Browse the Knowledge Base

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

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

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