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.

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May to July 2022

Welcome to the Fiscal Close Bulletin.

We are here to support you.

Before you contact us, please refer to this guide through Fiscal Close.

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Submit a Ticket

Upcoming Deadlines

June 10, 2022

Last day to submit the following for June posting:
1. Cover - Event Expense Reports
2. Cover - Non-Event Expense Reports
3. Cover - Employee Service Expense Reports
4. Cover - Gift Cards Requests
5. Cover - Event Service Expense Reports

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

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 Cutoff Dates.
- Submit Expense Reports and obtain all appropriate levels of approvals by the end date or the event date.
- 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 Header fields, ensuring that the desired COA (Optional: Project, Task, Funding Source) fields are populated in the report.
- Events and Non-Events expenses must be reconciled within 45 days of the business travel end date. For Travel and Entertainment (Events) expenses, they must be reconciled within 45 days of the business travel end date or the event date.
- For P-card expenses, one must reconcile them within 30 days.
- Submit Intercampus Recharges and Intercampus Request for Reimbursements (IRR) to IPPS.

More Specifically,

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.

Transactions that are assigned to expense reports with COA and Project fields populated will be accrued against the desired financial unit and project.

Transactions not assigned to expense reports will be accrued against the Financial Unit and Project populated in the employee's profile.

Transactions not assigned to expense reports where Financial Unit and Project are not populated will be accrued against the default financial unit and project associated with the employee's Payroll Assignment.

In the upcoming weeks, through the end of June, we will send reminders to individual cardholders who have outstanding expenses.

Recommended Department Actions before June 30, 2022

- 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 submit Intercampus Recharges and Intercampus Request for Reimbursements (IRR).
- Last day to submit Non-Salary Cost Transfer Requests.
- Last day to approve High Risk Concur Human Subject Payment Requests.
- Last day to approve Travel and Entertainment Card charges not reconciled (i.e. all statuses except for ones with “Sent for Payment”).
- Last day to submit Order Requests 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.
- Last day for departments to provide complete funding information to capital planning no later than June 10 in preparation for the UC Intercampus/Subaward Invoices in Kuali Research Subaward system.
- Last day for departments to provide complete funding information to capital planning no later than June 10 for Biweekly and High Risk Concur Gift Card Requests.
- Last day for departments to provide complete funding information to capital planning no later than June 10 for Biweekly and High Risk Concur Events and Other Reimbursements Expense Reports.
- Last day for departments to provide complete funding information to capital planning no later than June 10 for Biweekly and High Risk Concur Travel Expense Reports.
- Last day for departments to provide complete funding information to capital planning no later than June 10 for Biweekly and High Risk Concur Non-Travel Wire Requests Blink Page.
- Last day for departments to provide complete funding information to capital planning no later than June 10 for Biweekly and High Risk Concur Financial Unit approvals must be completed before submitting.
- Last day to submit orders to Procurement to guarantee IPPS Professional Buyer review before June 30.

What You Need To Know

Friendly Reminder (THRU):

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

2. The Fiscal Close Bulletin is available in the Kuali Portal.
3. The Fiscal Close Bulletin is available in the SAP Concur Home.
4. The Fiscal Close Bulletin is available in the Concur Human Subject Payment Requests.
5. The Fiscal Close Bulletin is available in the Concur Gift Card Requests.
6. The Fiscal Close Bulletin is available in the Concur Events and Other Reimbursements Expense Reports.
7. The Fiscal Close Bulletin is available in the Concur Travel Expense Reports.
8. The Fiscal Close Bulletin is available in the Concur Non-Travel Wire Requests Blink Page.

Upcoming Deadlines

June 15, 2022

Friendly Reminder (THRU):

- Submit all Intercampus Recharges and Non-Salary Cost Transfer Requests.
- Submit all Travel Reimbursements.

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

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