Upcoming Deadlines

June 10, EOD
- Submit a ticket via Services & Support

June 10, EOD
- Reporting:
  - Attend Office Hours

June 10, EOD
- Attorneys
  - Attend Office Hours

June 10, EOD
- Contact the Finance Help Line

June 10, EOD
- June 15, EOD
- Attend Office Hours

June 15, EOD
- June 15, EOD
- Attend Office Hours

June 15, EOD
- (858) 246-4237

June 15, EOD
- Covered Topics
  - 10AM - 12PM | 1PM - 3PM
  - Tuesdays through Thursdays

June 15, EOD
- Under Questions?

Recommended Department Actions before June 30, 2022

- Cardholders who have outstanding expenses.

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

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

Friendly Reminder from IPPS!

- The Fiscal Close Bulletin is a limited-edition newsletter, complimentary to the Weekly Digest, issued from June 6, 2022.
- This digest is not something we are doing more than once.
- The upcoming weeks, through the end of June, we will send reminders to individual departments/units.

Non-Fiscal Year-end Deadlines before June 30, 2022

- More specifically,
  - Concur Navigation.
  - Concur Human Subject Payment Requests
  - Concur Gift Card Requests
  - Concur Events and Other Reimbursements Expense Reports
  - Concur Travel Expense Reports

Non-Fiscal Year-end Deadlines before June 30, 2022

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

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What You Need To Know

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What You Need To Know

More Specifically,
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.