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BUSINESS AND FINANCIAL SERVICES

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Budget & Finance Fiscal Close Bulletin



May 25, 2023 | FY22-23: 3rd 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 2, EOD

Last day to submit Move/Relocation Expense Reports (with required documentation and final departmental approval) for June posting. Note: the taxation that is applicable for move/relocation expenses will appear in July paychecks.

- Be sure to include the required documentation and final departmental approval
- KBA: How to Manage a Move Trip

June 7, 2:30pm

Monthly timekeeping entry deadline for prior periods (RETRO), PPE 06/30/2023; Pay Date 06/30/2023

- Blink: Ecotime Campus Timekeeping

June 7, EOD

Deadline for Retroactive Funding Changes for Graduate Financial Support

- Collab: Financial Support Request Tool (FSRT)

June 9, EOD

Deadline for June stipends for Graduate Financial Support

- Collab: Financial Support Request Tool (FSRT)

Last day to submit Travel Expense Reports Associated foreign wire payments (with required documentation and final departmental approval) for June posting.

- Be sure to include the required documentation and final departmental approval
- KBA: How to Process a Travel Wire

Last day to submit non-travel wire requests (including subaward wire payments).

- Blink: Non-Travel Wire Requests

Last day to submit Concur Travel Expense Reports (with required documentation and final departmental approval) for June posting.

- Be sure to include the required documentation and final departmental approval
- KBA: How to Submit a Travel Expense Report in Concur

Last day to submit Concur Events Expense Reports (with required documentation and final departmental approval) for June posting.

- Be sure to include the required documentation and final departmental approval
- KBA: How to Submit an Event Expense Report in Concur

Last day to submit Other Reimbursements Expense Reports (with required documentation and final departmental approval) for June posting.

- Be sure to include the required documentation and final departmental approval
- KBA: How to Submit a Non-Event Reimbursement in Concur

Last day to submit Concur Gift Card Requests for June posting.

- Be sure to include the required documentation and final departmental approval.
- KBA: How to Create a Gift Card Request

Last day to submit Concur Human Subject Payment Requests for June posting.

- Be sure to include the required documentation and final departmental approval.
- Blink: Expense Reimbursement for Human Subjects

What You Need To Know

Draft Document for Self Supporting Activities Fiscal Closing Instructions Ready for Review Until June

For anyone looking to review the SSA instructions document for fiscal close, a link to review the draft is available: Link to Draft Here.

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, the system 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, 2023

- Move Transactions from Available Expenses to applicable or new Expense Reports and complete the Report Header fields.
- To view reports on Outstanding Card Transactions for your department, visit the Business Analytics Hub.
- 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.

NGN Recharges for Accounting Period June 2023

For Fiscal Year-End Closing, NGN will post twice in the accounting period of June 2023 - one batch post for May payroll data, and another batch post for June payroll data.

Departments should be aware that NGN recharges for June will be posted as soon as possible after the UCPath payroll data burst on July 5th, and before PPM subledger closing on July 11th.

For more information on NGN recharge billing, please visit the NGN Blink Webpage at ngn.ucsd.edu.

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

(858) 246-4237

Attend Office Hours

Attend Office Hours

Submit a Ticket

Tuesdays through Thursdays
10AM - 12PM | 1PM - 3PM
Covered Topics

Event Calendar
Reporting: Schedule a 1-on-1 Zoom Session

Submit a ticket in Services & Support
Browse the Knowledge Base

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