

# Budget & Finance

## Fiscal Close Bulletin



May 18, 2023 | FY22-23: 2nd 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

### May 23, EOD

Last day for departments to post AR charges for June STUDENT Billing Statements.

- When submitting a ticket, select [Other Student Billing Support](#) in the More Specifically... box.

### 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](#)

## 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](#).

**Concur Reports Now Available in BAH**

Four reports displaying Concur data are now available from the 'Concur' tab within the Budget & Finance space of [BAH](#)! The four reports are:

- Concur Expense Reports: Use this report to view all expenses assigned to a Concur Expense Report.
- Outstanding Card Charges: Use this report to view unreconciled credit card transactions.
- Credit Card Transactions: Use this report to view information on all Concur-related card products (including the Procurement Card, Travel & Expense Card, and CTS air & hotel cards).
- Credit Cardholders: Use this report to view all cardholders that have used their university-issued credit card.

Information about each report can be found on [Blink](#). Stop by [IPPS Office Hours](#) every Wednesday in May from 9am-10am to talk to the report developers and get your questions answered.

**Resources Pertaining to Concur Deadlines**

June 2, EOD

## Deadline for Move/Relocation Expense Report for June posting

- For guidance on policy, the [Move/Relocation Expenses Overview](#) Blink Page provides a breakdown of the different move policies and which employees they apply for. For information on the process in Concur, please review the [How to Manage a Move Trip](#) KBA.
  - The taxation that is applicable for move/relocation expenses will appear in July paychecks.

## June 9, EOD

Deadline for Travel Expense Reports, Travel Expense Reports associated with Foreign Wire Payments, Event Expense Reports, Non-Event Expense Reports, Gift Card Requests and Human Subject Payments for June posting. **NOTE:** Reports must be fully approved at the department level with a status of Pending Central Office by the above due date.

- Most travel expense reports require a Travel Request to be linked to it before you submit it. Please review both Knowledge Base Articles for information on creating a Travel Request and Expense Report: [How to Create a Travel Request in Concur](#) and [How to Submit a Travel Expense Report](#).
  - For an overview on Travel Policy, reference the [Travel Policy Highlights](#) one-pager.
- When submitting an expense report to be paid via Wire, please review the [Travel: Requesting a Wire](#) Blink Page as well as the [How to Process a Travel Wire](#) KBA.
- For guidance on how to submit an Event Expense Report or reconcile T&E Card charges associated with an event, review the [How to Submit an Event Expense Report in Concur](#) KBA.
  - The [Meetings and Entertainment: Overview](#) Blink page outlines policy requirements for Events.
- For out-of-pocket Employee Reimbursements, review the [How to Submit a Non-Event Reimbursement in Concur](#) KBA.
- Use the [How to Create a Gift Card Request](#) KBA for guidance on how to submit a Gift Card Request and Human Subject Payments in Concur.

## June 23, EOD

Deadline for submission and final approval of P-Card Expense Reports for June posting

- For step-by-step instructions on how to reconcile your Procurement Card Charges, check out the [How to Reconcile Transactions and Create a Procurement Card Expense Report](#) KBA.
  - For information on common purchases and restrictions on the Procurement Card, please refer to this [Blink Page](#).

**Important Reminders:** Redact any Personal Identifiable Information (PII) from Concur Requests/Expense Reports before submission. PII includes but is not limited to home addresses, personal phone numbers, medical information, bank/check/credit card account and routing numbers.

# 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

Tuesdays through Thursdays

10AM - 12PM | 1PM - 3PM

[Covered Topics](#)

## Attend Office Hours

[Attend Office Hours](#)

[Event Calendar](#)

Reporting: [Schedule a 1-on-1 Zoom Session](#)

## Submit a Ticket

[Submit a ticket in Services & Support](#)

[Browse the Knowledge Base](#)

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