UC San Diego
BUSINESS AND FINANCIAL SERVICES

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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 and 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.

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
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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