

Budget & Finance

Fiscal Close Bulletin



July 18, 2022 | FY21-22: 8th 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

July 22

EOD Last day for VC Central Offices to submit Journal Entries

- [KBA: How to Process a Journal Entry](#)

What You Need to Know

FYE Cutoff for Departmental Journal Entries

For this year's fiscal close, the cutoff for departmental journal entries was on July 15. Starting July 16, departments **must submit their journal entries through their Vice Chancellor (VC) office for entry into OFC.**

VC offices have identified the individuals who are authorized to submit journal entries from July 16 through the end of the day on July 22. Here is a [link to the list of authorized FY22 VC Office Users for each VC area.](#)

Please note that central offices (such as Internal Controls & Accounting, Sponsored Projects Finance, Foundation, and Health) will **reject** all journal entries that are submitted by unauthorized users from **July 16 – July 22**. Internal Controls & Accounting will be monitoring approved journal entries to ensure VC offices are submitting journal entries for approval and posting.

Guidance regarding the use of the year-end special prefix has been published in this Knowledge Base Article: [How to Process a Journal Entry](#). Please note the following guidance:

- For VC Offices
 - For year-end reversal journal entries, prefix the entire name with **YE##** (## being the last two digits of the year) + **VC Abbreviation** + **Sub Department Abbreviation** (if applicable) + **Preparer Initials** + **Journal number**
- For Central Offices
 - For year-end reversal journal entries, prefix the entire name with **YE##** (## being the last two digits of the year) + **CO Abbreviation** + **Preparer Initials** + **Journal number**
- Health System Medical Center/Physician Group/Population Health Service Organization business units are to follow Medical Center Journal naming structure, which is a different structure compared to campus.

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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