

# 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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