



UC San Diego

CENTER FOR OPERATIONAL EXCELLENCE

# LEAN, LUNCH & LEARN WORKSHOP

## "Gearing Up for Fiscal Close"

*MARCH 21, 2023*

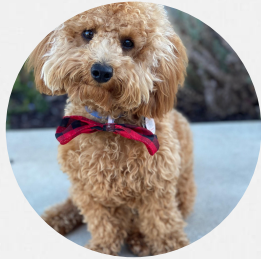


Our Sponsor:

**MARIE CARTER-DUBOIS**

Associate Vice Chancellor for Resource  
Administration, Office of EVC

# CENTER FOR OPERATIONAL EXCELLENCE



**Ahren Crickard**  
Director



**Kevin Waldrop**  
Assistant Director



**Kate Balderston**  
Sr. Strategic Initiatives Mgr

THE "TEAM"

JOIN US FOR THE  
NEXT L3:

EXIT INTERVIEW  
PROCESS & DATA

MAY 23

## Lean, Lunch & Learn Workshops

Lean, Lunch & Learn (L3) Workshops featuring a discussion on a best practice in Academic Affairs. The Best Practices group, composed of Academic Affairs Assistant Deans, will prioritize topics for the L3. The goal is to come up with a best practice by the end of each L3 workshop.

Submit your idea for an L3 Workshop - send us an [email](#).

### Next L3 Workshop

Topic: **Gearing Up for Fiscal Close**

When: **Tuesday, March 21, 2023, 11:00 a.m. - 11:45 a.m.**

Join us for a collaborative workshop that will share insight into what guides the requirements leading up to fiscal close, tips and tricks to successfully plan for close, and help identify areas where you still may need help. Although the focus of the material will be for fiscal contacts and similar roles, everyone is encouraged to participate for a variety of input from all perspectives.

If your unit has an established process or checklist on this topic, contact [COE](#) to share it or chat about your process.

[REGISTER](#)

### Previous L3 Workshops

[+ Expand All](#)

- [▶ FEB 2023: Preparing for SPA Season](#)
- [▶ JAN 2023: Collecting New Hire Personal Data](#)
- [▶ DEC 2022: Foundational Practices in AA IT Groups](#)
- [▶ OCT 2022: Campus Documentation](#)
- [▶ SEP 2022: Staff Team Building](#)
- [▶ AUG 2022: Fiscal Reporting - Overview & Updates](#)
- [▶ JUL 2022: Resources to Train HR Contacts](#)
- [▶ FEB 2022: Student Employee Onboarding Checklist](#)

[+ Expand All](#)



**HOUSEKEEPING**

- > Sessions are recorded for colleagues who were unable to attend in real-time.
- > Please hold any questions for the designated Q&A at the end of the session.

THANK YOU!

UC San Diego

CENTER FOR OPERATIONAL EXCELLENCE

# LEAN, LUNCH & LEARN WORKSHOP

## "Gearing Up for Fiscal Close"

*MARCH 21, 2023*

# OUR GUESTS

**Nick Lekovish**

Internal Controls and Accounting

**Ian Daly**

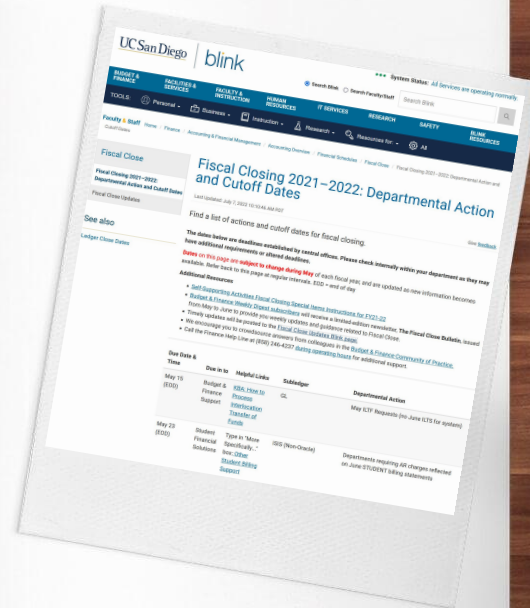
Student Life Business Office

**Tehseen Lazzouni**

Chemistry & Biochemistry

# WHAT GOES INTO PLANNING THE FISCAL CLOSE SCHEDULE?

- > How our local deadlines are influenced by UCOP deadlines.
- > An approximate timing for this year's events.
- > Any anticipated changes in expectations?
- > How information re: fiscal close will be communicated (Blink, newsletters, COPs, etc.)



**Nick Lekovich**  
Internal Controls and Accounting



# UCOP DEADLINES (EXAMPLE)

## File transmission – key dates

File Submission (CFS/CAFP) AND Reconciliation	Due Date
Preliminary Ledger	July 15
Worksheet Ledger - optional	July 20
Worksheet Ledger - optional	July 25
Worksheet Ledger	July 28
Final June Ledger	August 3
Post Closing Ledger (PCL) - ("New Year" Balance Forward)—Including Plant Expenditure Accounts	NOT REQUIRED FOR FYE 22
July 31 month end close	August 22

**Handpostings / FJE module in FCCS will open on August 8.** For locations opting to submit cumulative period 1 to 19 file submissions after FNL cycles to avoid the use of the Journals module in FCCS, please make sure to use the dataset/file names below. These file submissions must follow the same file layout the FINAL cycle and will be available between August 8 thru Sept 14th as needed. Each submission will replace the previous submission.

Account Fund Profile: FTPUSRn.PUT.CAFEXF.FNJ22  
CFS Bal File: FTPUSRn.PUT.CFSBAL.FNJ22



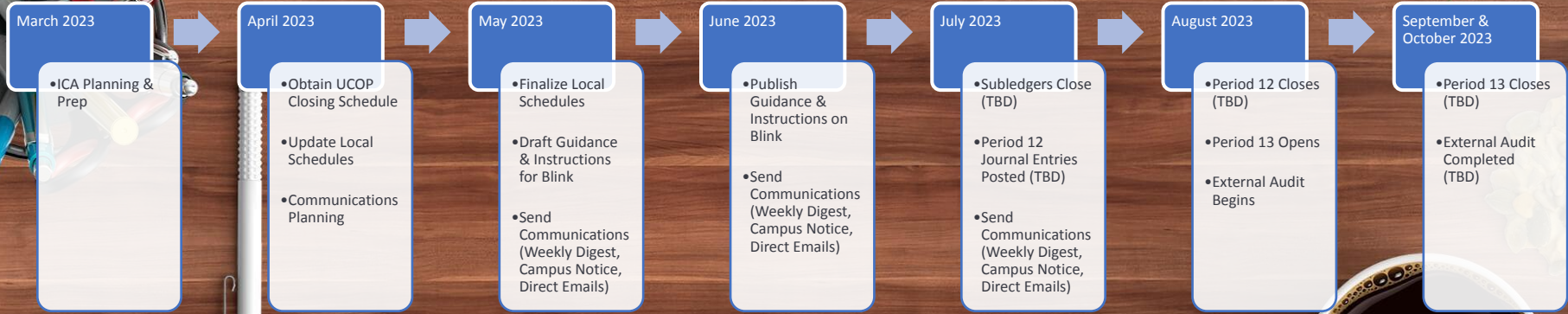
Microsoft Word  
Document

Slide from UCOP  
Corporate Accounting  
meeting with Campus  
Accounting Teams from  
all UC locations during  
April meeting

# UCOP FISCAL CLOSE SCHEDULE (EXAMPLE)

A	B	C	D	E	F	G	H	I	J
Y	C	CA	New			ADD'L COMMENTS FOR FY2	ADD'L COMMENTS FOR FY21	FY22 DUE DATE	RESPONSIBILI
CAMP	01		01	PwC to perform interim fieldwork. Timing to be determined based on consultation with campus				April to June	ALL
CAMP	02		02	"Send" updated list of "Areas of Responsibility for Fiscal Closing" (Use Appendix A to SharePoint)	OP posted Appendix A to SP on 4/5/22	All campuses are in LT added OP on 07/02/21		4/23/2022	AO/CA(SC)
CAMP	03		03	Input interlocation Transfer of Funds data (15 type entries) for May ledger into Interlocation Transfer of Funds				5/20/2022	AO
CAMP	04		04	Submit claims for all capital operating appropriations which will expire and automatically lapse to the State		N/A		5/23/2022	AO/CA(Pw)
CAMP	05		05	Send the annual letter concerning audits of Campus Foundation financial statements to Vice Chancellors				5/23/2022	CA(SL/RS)
CAMP	06		06	Campuses should begin with the evaluation process of all new and existing Pollution Remediation obligations.			Check in with RPI/CT, because we don't have any more pollution remediation obligations. Is there anything new to be added to the CAMP file	5/23/2022	AO
CAMP	07		07	Campuses should begin with the evaluation process of all new and existing Asset Retirement Obligations				5/23/2022	AO
CAMP	08		08	Campuses should begin with the evaluation process of impairment losses and related insurance recoveries (CASB 4.2)				5/23/2022	AO
CAMP	09		09	Campuses should start reviewing all CFRU exception and diagnostic reports			For FY 21, use FCCSIAWS	5/23/2022	AO
CAMP	10		10	"PUT" pre-typed journals for closing step CAMP-52 (Student Loan Late Charge Revenue) on the SharePoint file server or by e-mail so AO's can "GET" them through SharePoint"	BRC will enter journals into Oracle, SC placed template on SP 3/23/22		OP will enter these journals (SD, M, OP in new CCOA, other campuses will need to be translated on our end); JW placed "Old" formatted templates in SP	5/31/2022	CA(SC)
CAMP	11		11	Record FY 2022 depreciation expense and write-off accumulated depreciation associated with the Submit claims for all Special State Appropriations which will expire and automatically lapse to the State				6/6/2022	AO
CAMP	12		12	Record interlocation transfer journal entries associated with the Transfer Interlocation Transfer of Funds				6/6/2022	AO/CA(Pw)
CAMP	13		13	Perform asset impairment test to identify any potential capital asset impairments from W20X through 6/30/2X. Discuss any potential impairment losses with UCOP. (CASB 4.2)				6/10/2022	AO
CAMP	14		14	Campus Controllers to review existing processes and procedures to determine whether project costs are appropriately capitalized or expensed at the end of each fiscal year. Refer to March 14, 2006 Regents Item for Committee on Grounds and Buildings.				6/21/2022	AO (RS/FB)
CAMP	15		15	Record all new Pollution Remediation Obligations and adjustments to existing obligations. OP will provide worksheets for Pollution Remediation Obligations for the Omega Chemical Site. (contact: Barton Lounsbury)				6/21/2022	AO
CAMP	16		16	Transmit Advance file TISADV_JUNE2X for the Preliminary GIL to campuses.			Use 6/21/21 for Omega, OP paid out so there's no longer a Liability. Are there others? 07.06.21 LT - EM sent to Barton, asking if there are other items and the details are on tab "CAMP-16". I just need to follow up to ensure that campuses reviewed this.	6/21/2022	AO/CA(IAT)
CAMP	17		17	Make payment for June UCRS contributions and Workers' Comp assessment at DCE/Laboratory.			Pay Hema, this usually processed on 07/01	7/1/2022	IT
CAMP	18		18	Final Cutoff for processing of Inter-campus Financial Journals (except transfer of funds balances to/from System wide). Local expense carryover can be used for minor items or adjustments after Preliminary cutoff and resolved in the new year.				6/27/2022	LBNL-AO
CAMP	19		19	Review the natural gas or electricity purchases under contracts for the year. Document that campus has				7/6/2022	AO

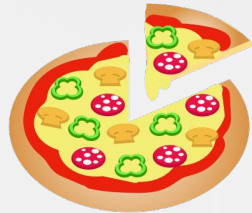
# TENTATIVE TIMELINE FOR FY2023 FISCAL CLOSE



- Draft 2022-2023 Dept Cutoff Dates Schedule
- Anticipated changes in fiscal close process: currently, no significant changes compared to last year.

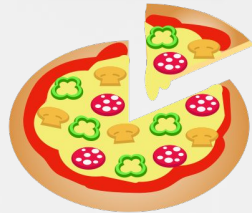
# SUPPORT & COMMUNICATIONS

- > [Submit a Ticket](#) for questions and comments
  - About: Financial Accounting
  - Related to: General Accounting Support
  - More Specifically: Monthly/Annual Transactions and Closing
- > [Finance Help Line](#)
- > [Communities of Practice](#)
- > [Blink - Fiscal Close: Overview](#)
- > [Blink - Ledger Close Dates](#)
- > Campus Notice sent via [adminrec@ucsd.edu](mailto:adminrec@ucsd.edu) (2<sup>nd</sup> week of May)
- > [Bulletin - Fiscal Close Updates](#)
  - Link to Subscribe: <https://signup.e2ma.net/signup/1951250/1921773/>



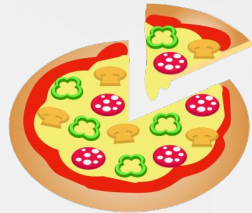
### Pizza:

- > As simple or complicated as you like.
- > Even though the building blocks are the same (dough, sauce, toppings), several factors influence the final product:
  - Coordination of ingredients
  - How it is prepared
  - Even WHO is making it



Best Practices are like pizza!

- > Not hard rules, like a policy, but really focused on delivering the desired product efficiently.
- > Several factors influence our processes:
  - Business systems used
  - Roles & responsibilities
  - Unique business needs
- > They are learned through experience and sharing!



Let's talk about some fiscal close best practices:

- > Ian Daly, Student Life Business Office
- > Tehseen Lazzouni, Chemistry & Biochemistry

# THE LEAN LUNCH & LEARN

## General Tips

- > The goal is to make sure no projects have deficits
  - PADUA 2.0 to create projects
  - Sweep Journals using the Excel Plugin
  - Close Projects using Tickets
  - PPM Advanced Search for Cost Transfers
- > Auxiliary reconciliation
  - RMP App for CC, Taxes, and DI

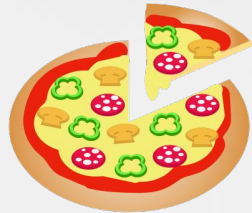
The screenshot displays the Oracle Manage Project Costs search interface. The page title is "Manage Project Costs" with an Oracle logo and "Help and Resources" link. A search bar is at the top left. The main area contains two columns of search filters. The left column includes fields for Expenditure Business Unit, Accounting Period, Project Name, Project Number, Task Name, Task Number, Expenditure Batch, Transaction Source, Document, Document Entry, Supplier Name, Supplier Invoice Number, Payment Number, Transaction Number, Expenditure Item Date, Capitalizable, Billable, and Expenditure Organization. The right column includes Expenditure Type, Expenditure Category, Person Name, Job, Nonlabor Resource, Nonlabor Resource Organization, Purchase Order, Receipt Number, Receiver Business Unit, Funds Status, Contract Name, Contract Number, Funding Source, Creation Date, Invoice Status, Net Zero Item, Revenue Status, and Receiver Organization. A dropdown menu is open over the "Funding Source" field, listing options such as Accounting Period, Adjustment Status, Billable, Borrowed and Lent Distributed, Burdened Cost in Receiver Ledger Currency, Capital Event Number, Capitalizable, Created By, Creation Date, Cross-Charge Processing Method, Cross-Charge Type, Expenditure Ending Date, Expenditure Item Date, Expenditure Type Class, and Funding Source. At the bottom, there are buttons for Search, Reset, Save..., Add Fields, and Recorder.



# THE LEAN LUNCH & LEARN

## Recharge Facility Fiscal Close Procedures

- > Review "[Self-Supporting Activities Fiscal Closing Special Items Instructions](#)"
- > Review "[Fiscal Closing Departmental Action and Cutoff Dates](#)"
- > Remind your recharge facilities to send you their recharges/external billing in time for the fiscal close deadline. Give a specific date before PPM close.
- > For facilities with inventory, remind them to send you their inventory as of 6/30/23. Use this in processing the inventory journal.
- > Run the Net Operating Results Report (NOR) and Fund Summary Report to determine external billings and equipment purchased.
- > Prepare Equipm. Depreciation and Differential Income transfers and upload in the [RMP App](#).
- > Check your ledgers to see these transfers came through properly.
- > Run the Accts Receivable Panorama to help in preparing Balance Sheet Reconciliation.
- > Check for deficit balances on all operating funds; if they exist, consider using Differential Income to cover them. Take note of this for future rate applications.
- > Send Equipment Deprec., Diff Income, and Inventory Journal docs to Self Supporting Acts.
- > *Celebrate being done with Fiscal Close!*



### Your Turn!

- > Open the Jamboard
- > Join a breakout room and navigate to your room's frame at the top of the page
- > Add sticky notes to the three fiscal close topics

## LET'S DISCUSS

- > Let's share what the different breakout rooms put on their jamboards...
- > For the areas that we still need help with, how can we help navigate to some potential solutions?
- > Q&A time:
  - Any questions for our guest speakers?
  - Any questions about content that you saw shared on the jamboard?



THANKS!

Reach us anytime at [coe@ucsd.edu](mailto:coe@ucsd.edu)

## CREDITS

Special thanks to all the people who made and released these awesome resources for free:

- > Presentation template by [SlidesCarnival](#)
- > Photographs by [Unsplash](#)