

**SELF-SUPPORTING ACTIVITIES
FISCAL CLOSING SPECIAL ITEMS INSTRUCTIONS FISCAL
YEAR 2021-2022**

FINAL

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Introduction

Information on UCSD activities that sell goods/services to campus departments/units on a recharge basis or to individuals/entities on a “for-fee” basis can be accessed at [Self Supporting Activities Accounting & Transactions](#)

The following are special closing instructions for recharge and other income producing activities, which may be required to follow in addition to instructions provided to the general campus (Fiscal Closing Instruction 2021-2022).” Exhibit A – 2021/22 Closing Dates and Exhibit B – Internal Controls & Accounting Contacts and References are at the end of the document.

Summary of actions and deadlines for each section of this document:

- Clear Deposit Clearing Accounts – submit a ticket to Financial Operations to claim unidentified payments and merchant receipts by July 6th
- Clear Credit Card Accounts – submit a ticket to Financial Operations by July 6th
- Record Physical Inventories – submit a year end reversing journal entry by July 5th
- Record Work-in-Process – submit a year end reversing journal entry by July 15th
- Record Prepaid Expenses – submit a year end reversing journal entry by July 15th
- Record Accrual of Expenditures – *after July 8th* submit a year end reversing journal entry by July 15th
- Process Recharges – Interdepartmental – use recharge application by July 6th
- Process Recharges – Intercampus – use [Intercampus Recharge Request](#) form by June 15th
- Record Accrual of Income – submit invoices through PPM Contract Billing and Account Receivable modules by July 6th
- Record Deferral of Income – submit a year end reversing journal entry by July 15th
- Record Equipment Depreciation – use recharge application by July 6th
- Record Differential Income – use recharge application by July 6th
- Report Adjustments to the Final Ledger – submit a ticket to ICA by July 22nd

Clear Deposit Clearing Accounts

Departments should review their deposit clearing account balances to ensure that **any balance in the deposit clearing account at June 30 is zero by using the General Ledger Transactions Details** report at [Business Analytics Hub](#), click on Budget & Finance > General Ledger & Account Info. Panoramas tab > Run Report in UCSD-DSH General Ledger Panorama. For additional support, [Submit a Ticket](#) to Financial Operations.

Before subledger close, please complete the following:

- 1) Process all Accounts Receivable Transactions by the end of the day July 6, 2022.
- 2) Confirm all Clearing Accounts have zero balances by July 6, 2022.

Refer to additional steps below:

- For information on unclaimed payments, see article on [How to Claim Unidentified Payments \(wires, ACHs & checks\) \(KB0032208\)](#).
- For information on recording credit card revenue, see [How to Fill out a Merchant Receipt Template \(KB0032670\)](#).

Clear Credit Card Accounts

All credit card activities must be cleared related to the prior fiscal year before COB (close of business) July 6, 2022.

- All credit cards transactions settled during Fiscal Year ending June 30 (which have been cleared by bank deposits posted in the clearing account by June 30) should result in a zero balance. These accounts cannot have ending 'credit balances. A 'credit balance' means that there is funding outstanding in the clearing account that has not been transferred to departmental revenue accounts.
- By July 6, 2022, Departments should review their account balances using the General Ledger Transactions Details report at [Business Analytics Hub](#), click on Budget & Finance > General Ledger & Account Info. Panoramas tab > Run Report in UCSD-DSH General Ledger Panorama.
- Use Account 101030 in the GL and specific activity code related to the merchant account to determine the balance. If there is a balance, determine if the transaction is in process or if the transaction needs to be cleared and submit a ticket accordingly.
- For additional support, [Submit a Ticket](#) to Financial Operations.

Record Physical Inventories

For Fiscal Year End, physical inventories are required for all activities that hold supplies or materials including:

- Sale to other activities, departments, or customers either "as is" or in altered form
- Direct consumption in rendering services or fabricating items for others on a charge basis

Complete the Report of Physical Inventory (Exhibit C) for items on hand on June 30. Departments that find it necessary to take their physical inventory before June 30 must:

1. Submit a transmittal with their Inventory showing the physical inventory value on the day(s) the inventory was taken
2. Report any increased value of items received after the physical inventory, but prior to July 1
3. Report any decreased value of items sold during the same period

Guidelines for Taking Inventory:

- **Valuation:** Normally inventory items are to be listed at invoice cost, including sales tax. If the current value of an item is less than the original cost, the current value should be used.
- **Shrinkage:** Inventory shrinkage refers to unrecorded decreases in inventory resulting from such factors as breakage, spoilage and theft.
- **Obsolete Items:** Obsolete items should be segregated from other items in the inventory report and listed at current value if less than cost, with a notation indicating the approximate cost.
- **Small Unit Value Items:** The value of inventory items held in large quantities with unit values of less than fifty cents, such as screws and cotter pins, may be estimated.
- **Inventory Method:** Under the Cost Accounting Standards (CAS) guidelines, the University is required to report the valuation method for taking inventories. The preferred method to use is FIFO (First In, First Out). If you are not using the FIFO method, please inform BFS-ICA at Service and Support <https://support.ucsd.edu/finance> prior to taking inventory.

By July 5, 2022, prepare a Journal Entry to record inventory:

- Credit side: The Entity-Financial Unit-Fund-Project where the cost of the inventory is recorded should be used as a credit side using expense account **520552 – Inventory Accruals**.
 - Use expenditure account **for 520501 – Inv Adj and Price Adj** to record shrinkage

- Debit Side:
 - For Sales of Services activities and Other Income Producing Activities, the same chart string will be used for the debit side under account **136002- Inventories-Miscellaneous**
 - For Auxiliary Enterprises (fund 11000) activities, use account **135000 - Inventories-Auxiliaries**
 - See examples in this section below
 - Attachment: Attach a copy of the physical inventory report

Do not reverse the entry in 2022/23 (next fiscal year) until the new inventory is recorded. If you record your inventory monthly, you may do a reversing journal at June 30. **See the Appendix for instructions on how to start a reversing journal entry.**

Examples:

To record FY21-22 inventory amount.

	<u>*Entity</u>	<u>*Fund</u>	<u>*Financial Unit</u>	<u>*Account</u>	<u>*Funct</u>	<u>*Program</u>	<u>*Location</u>	<u>*Project</u>	<u>*Activity</u>	<u>*InterEntity</u>	<u>*Future 1</u>	<u>*Future 2</u>
DEBIT:	161xx	12100	70000xx	136002	000000	000	000000	100xxxx	000000	00000	000000	000000
CREDIT:	161xx	12100	70000xx	520552	000000	000	000000	100xxxx	000000	00000	000000	000000

To reverse FY20-21 inventory amount.

	<u>*Entity</u>	<u>*Fund</u>	<u>*Financial Unit</u>	<u>*Account</u>	<u>*Funct</u>	<u>*Program</u>	<u>*Location</u>	<u>*Project</u>	<u>*Activity</u>	<u>*InterEntity</u>	<u>*Future 1</u>	<u>*Future 2</u>
DEBIT:	161xx	12100	70000xx	520552	000000	000	000000	100xxxx	000000	00000	000000	000000
CREDIT:	161xx	12100	70000xx	136002	000000	000	000000	100xxxx	000000	00000	000000	000000

Or you can make a two-line entry for the **difference** between what was recorded at 6/30/21 and the new inventory amount at 6/30/22. Example:

To adjust inventory to reflect the FY21-22 inventory amount.

	<u>*Entity</u>	<u>*Fund</u>	<u>*Financial Unit</u>	<u>*Account</u>	<u>*Funct</u>	<u>*Program</u>	<u>*Location</u>	<u>*Project</u>	<u>*Activity</u>	<u>*InterEntity</u>	<u>*Future 1</u>	<u>*Future 2</u>
DR/CR	161xx	12100	70000xx	136002	000000	000	000000	100xxxx	000000	00000	000000	000000
CR/DR	161xx	12100	70000xx	520552	000000	000	000000	100xxxx	000000	00000	000000	000000

*DR = Debit and CR = Credit

Record Work-in-Process

Activities, such as machine shops, illustration services, printing services and so on, which produce or fabricate items for sale, may have items in the production or fabrication process at June 30.

1. **Items in process** for Non-UC Customers which have not been invoiced through PPM Contract & Billing or the Accounts Receivable module must process a top-level journal entry by July 15, 2022. **See the Appendix for instructions on how to start a reversing journal entry.**

The value of work-in-process is the cumulative June 30 cost of labor provided to items in process and the cost of material used for items in process. Use template Exhibit D REPORT OF WORK-IN- PROCESS (WIP).

1. For non-UC customers
 - i. Credit: The Entity-Fund-Financial Unit-Account-Project* is used to record the activity's revenue account **4xxxxx**
 - ii. Debit: The same chart string except use Account **136500-Service Dept-Work-In-Process**

2. For UC Customers

- i. Credit: the GL recharge income account (not PPM expenditure type)
- ii. Debit: the same chart string except use Account **136500-Service Dept-Work-In- Process**

Example:

	<u>*Entity</u>	<u>*Fund</u>	<u>*Financial Unit</u>	<u>*Account</u>	<u>*Funct</u>	<u>*Program</u>	<u>*Location</u>	<u>*Project</u>	<u>*Activity</u>	<u>*InterEntity</u>	<u>*Future 1</u>	<u>*Future 2</u>
DEBIT	161xx	12100	70000xx	136500	000000	000	000000	100xxxx	000000	00000	000000	000000
CREDIT	161xx	12100	70000xx	410600	000000	000	000000	100xxxx	000000	00000	000000	000000

Record Prepaid Expenses

Prepaid expenses are costs incurred in the current fiscal year that may, entirely or in part, benefit the subsequent fiscal year or years.

- For example, if an annual maintenance contract was purchased for \$12,000 on May 1, 2022, two months of FY2021/22 benefit from the contract and ten months benefit FY2021/22.
- The \$10,000 which benefits FY2021/22 should be recorded as a prepaid expense on the June 2022 ledger.

Departments must complete a top-level reversing journal entry to record prepaid expenses on or before July 15, 2022. **See the Appendix for instructions on how to start a reversing journal entry.**

Debit to Sales and Services and Other Income Producing activities:

- For short term (up to 12 months) prepaid expenses, use Account **140001- Prepaid Exp-Short Term**
- For long term (longer than 12 months) prepaid expenses, use Account **171600- Prepaid Expenses Long Term**

Debit to Auxiliary Enterprises (fund 11000):

- For short term (up to 12 months) prepaid expenses, use Account **140004- Prepaid Expenses-Aux Ent-Short Term**
- For long term (longer than 12 months) prepaid expenses, use Account **171600- Prepaid Expenses Long Term**

Example:

	<u>*Entity</u>	<u>*Fund</u>	<u>*Financial Unit</u>	<u>*Account</u>	<u>*Funct</u>	<u>*Program</u>	<u>*Location</u>	<u>*Project</u>	<u>*Activity</u>	<u>*InterEntity</u>	<u>*Future 1</u>	<u>*Future 2</u>
DEBIT:	161xx	12100	70000xx	140001	000000	000	000000	100xxxx	000000	00000	000000	000000
CREDIT:	161xx	12100	70000xx	5xxxxx	000000	000	000000	100xxxx	000000	00000	000000	000000

Record Accrual of Expenditures

Expenditure accruals represent the cost for goods and services received before July 1, but which have not yet been recorded in the June ledger.

Recommended departmental actions before June 30:

- Minimize outstanding invoices within Oracle by having Requesters and Financial Unit Approvers review/approve assigned invoices/transactions as soon as possible; work with the AP team to resolve any invoice hold issues.
- Minimize outstanding transactions within Concur by adding charges to Expense Report(s), coding, and obtaining final approval no less than monthly.
- Invoices submitted via Payment Compass and Payment Requests via Services & Support should be received by Disbursements by or before **June 24, 2022**.

- Concur travel expense reports, events and other reimbursement expense reports, gift card requests, and human subject payment requests should be received by the respective IPPS team with final department approval by or before **June 10, 2022** for FY2021/22.

IPPS central office posts AP expense accruals during every fiscal year end. The accrual entries are posted in the GL with project numbers for all AP invoices in Oracle by the AP June ledger cutoff date of July 8, 2022.

IPPS will accrue for expenses dated on or before June 30 including:

- Oracle AP invoices in the system that are not validated (not accounted to GL/PPM). This does not include invoices entered in payment compass that are not yet keyed into Oracle.
- Oracle AP invoices in the system that are validated but pending approval (not accounted to GL/PPM). This does not include invoices entered in payment compass that are not yet keyed into Oracle.
- Concur expense reports with Pcard or CTS card charges that are posted in Concur but not reconciled by card holders
- Concur cash advances that are assigned to travelers with trips that have not been completed or reconciled

Sales and Services Activities and Other Income Producing Units should only accrue for expenditures that have not yet entered the financial system as of July 8, 2022 and not accrued by IPPS.

- After the subledger closes on July 8, 2022, departments can query Oracle AP *manage invoices* screen to review invoices that have been imported into Oracle. Any invoice that has an invoice creation date after July 8, 2022 will not be accrued by IPPS.
 - Tip: Within the *Manage invoices* screen, you should click the *Advanced* button to enable the *Add Fields* options to include creation date.
- Alternatively, departments can also review June ledger activity using the report Budget & Finance>UCSD-DSH Procure to Pay Panorama >Procure to Pay Transaction Inquiry at <https://bah.ucsd.edu/> to determine if there are any missing June invoices.

Departments must complete a top-level reversing journal entry to record accruals on or before July 15, 2022. **See the Appendix for instructions on how to start a reversing journal entry.**

The offset balance sheet account number is **200019 -Audited Vouchers Accts Payable** using the same chart string.

Process Recharges

Process Recharges - Interdepartmental

An interdepartmental recharge reflects the sale, at approved rates, of goods or services by an approved activity to other departments/units.

- Recharges are processed via the recharge application (e.g., RMP App).
- The final day to process is July 6, 2022 (prior PPM subledger close).

Process Recharges - Intercampus

An intercampus recharge reflects goods or services OR an expense reimbursement by an activity to another UC campus (through Financial Control).

- Use the [Intercampus Recharge Request](#) form.
- The Department must complete the **final** fiscal year intercampus recharge processing on or before June 15, 2022.
- A Department that encounters a problem in meeting the deadlines should **immediately** submit Service and Support ticket at <https://support.ucsd.edu/finance> before June 14, 2022 (one day before the above deadline).

Record Accrual of Income

June Invoices must be submitted through PPM Contract Billing and Account Receivable on or before subledger close, July 6, 2022.

- **Note:** For PPM and AR subledgers, the Event Completion Date must have a date entered in the current fiscal year if goods/services were provided on or before June 30.
- Events in or before June with an invoice date in June (or earlier) will be booked in June only IF the June period is open.
- Once the June subledgers are closed, even if the events are in June, it will post to July.

For guidance on creating invoices, see the article on [Creating a Billing Invoice in PPM](#) and [Creating an Invoice in Receivables](#).

Record Deferral of Income

During the current fiscal year, activities occasionally will receive and record income that relates to future periods.

- For example, during the current fiscal year a shop might receive \$10,000 to do a job for a non- UC entity, but not start work on the job until next fiscal year. A journal entry to record income in the proper fiscal year is required; this is referred to as deferred income.
- Please note that an activity having only recharge income should never have income to defer, since University policy permits recharging only when goods or service have been provided. **Recharging in advance of providing goods or services is not allowed.**
- For large jobs extending over several months, the policy does permit recharging job costs actually incurred to date.

Departments must complete a top-level reversing journal entry to record deferred income on or before July 15, 2022. **See the Appendix for instructions on how to start a reversing journal entry.**

For Sales and Services and other Income Producing activities, Account **223001- Unearned Rev Clearings Non-Aux**, should be credited.

For Auxiliary Enterprises (fund 11000), **Account 222000-Unearned Revenue** should be credited.

Example:

	<u>*Entity</u>	<u>*Fund</u>	<u>*Financial Unit</u>	<u>*Account</u>	<u>*Funct</u>	<u>*Program</u>	<u>*Location</u>	<u>*Project</u>	<u>*Activity</u>	<u>*InterEntity</u>	<u>*Future 1</u>	<u>*Future 2</u>
DEBIT	161xx	12100	70000xx	410600	000000	000	000000	100xxxx	000000	00000	000000	000000
CREDIT	161xx	12100	70000xx	223001	000000	000	000000	100xxxx	000000	00000	000000	000000

Record Equipment Depreciation

Activities which depreciate equipment must be processed on or before July 6 (prior to subledger close).

Steps to process Equipment Depreciation:

1. Determine the depreciation amount using the depreciation schedule (use the depreciation sheet from the rate proposal as the template and include any adjustments that are applicable).
2. Process through Recharge Application by July 6, 2022.
3. On or before July 6, 2022, a depreciation schedule must be sent via electronic email to BFS-ICA at SelfSupportAct@ucsd.edu.

Record Differential Income

Rates for sales made by Academic Support, Service Enterprise and similar self-supporting activities (in funds 12100, 12304, 12316 and 15006) to the general public must include an overhead rate factor unless the activity has an exemption approval from remitting the full Differential Income.

- Exemption is defined as an activity whose granting agency prohibits paying overhead. Exemptions are final approved by the Vice Chancellor Chief Financial Officer.
- Consult the Financial Analysis Office for more details on exemptions.

In most cases, the overhead, a.k.a. Differential Income, is to be distributed in two parts:

- 1) To Central administration
- 2) To Departmental Support or to the Vice Chancellor responsible for the activity

Central Administration Differential Income

- A minimum of 11% assessed on revenues for overhead recovery must be included in all rates charged to external customers for on-campus central administration differential income.
- A minimum of 5% assessed on revenues for overhead recovery must be included in all rates charged to external customers for off-campus and Ship-Use activities central administration differential income.
- Effective 2020-21, no actions needed by units for the central administration differential income portion.
- Campus has been charging units the central administration differential income assessment a month in arrears at the Entity, Fund, Financial Unit, Function, and where applicable, Project, level using account code 773009- Campus Administrative Debit.

Department Support Differential Income

- Each Vice Chancellor area may also require a minimum Differential Income portion to be remitted to the Vice Chancellor responsible for the activity.
- Consult your Vice Chancellor’s office for more information.

Recovery above these minimum differential income percentages will be retained by the generating department. Listed below in the tables are the standard Differential Income calculations.

FULL DIFFERENTIAL INCOME CALCULATION	
Calculation of On-Campus Full Differential Income	
Central Administration Portion	Total Revenue x 11%
Departmental Support Portion	Total Revenue x 20.05%
Calculation of Off-Campus Full Differential Income	
Central Administration Portion	Total Revenue x 5%
Departmental Support Portion	Total Revenue x 13%
Calculation of Ship Use Full Differential Income	
Central Administration Portion	Total Revenue x 5%
Departmental Support Portion	Total Revenue x 2.7%
MINIMUM DIFFERENTIAL INCOME CALCULATION*	
Calculation of On-Campus Minimum Differential Income	
Central Administration Portion	Total Revenue x 11%
Departmental Support Portion	NA

Calculation of Off-Campus Minimum Differential Income	
Central Administration Portion	Total Revenue x 5%
Departmental Support Portion	NA
Calculation of Ship Use Minimum Differential Income	
Central Administration Portion	Total Revenue x 5%
Departmental Support Portion	NA

* **Note:** The tables on minimum Differential Income distribution and calculation list only the minimum Differential Income that is required for Central Administration. Each Vice Chancellor area may also require a minimum Differential Income portion to be remitted to the Vice Chancellor responsible for the activity. Consult your Vice Chancellor’s office for more information.

Important Submission Dates:

- For internal control and **audit** requirements, the final distribution for FY2021/22 Differential Income **MUST** be recorded on or before July 6 prior to subledger close.
- Activities must complete their on-line financial journal via RMP application to record Department Support Differential Income on or before July 6 prior to subledger close.
 - See article for guidance: [How to Process Transactions in the RMP Recharge Application](#)
- On or before July 5, 2022, a copy of the report of the distribution of FY2021/22 Department Support Differential Income must be sent via electronic email along with the submitted case number to BFS-ICA at SelfSupportAct@ucsd.edu.

***Note:** SOM activities are assessed DI on a monthly basis by the VCHS Controller’s Office and also Campus Budget Office (CBO) for the Campus portion. SOM activities will be reviewed if DI true-up journal is necessary for fiscal close. If you have any questions please contact VCHS Controller’s Office vchsfman@ucsd.edu.

Report Adjustments to the Final Ledger

If a review of an activity's June final ledger shows **significant/material** recording **errors or omissions** that may impact UCSD Financial Statements, please notify and obtain your VC’s business office approval; then [submit a ticket](#) to Internal Controls & Accounting describing the **errors or omissions** to on or before July 22, 2022 for review and potential adjustment.

Miscellaneous

1. Unrelated Business Income

For those activities that submit data for the Unrelated Business Income Tax reporting, please be aware that we will need information based on FY2021/22. It is recommended that, as time allows, you begin gathering the information previously provided as we will be requesting it by October 2022. We will send you a separate notice later in the year indicating the due date.

2. Intercollegiate Reporting for the NCAA

Please do not submit the NCAA report prior to Internal Controls & Accounting (ICA) approving the report. Also let ICA know the approximate date when the report will be ready. Please ensure that all entries are appropriately recorded in the ledger prior to the June final ledger close date. Contact ICA via submitting a Service and Support Ticket via <https://support.ucsd.edu/finance> on or before July 5, 2022, if you are experiencing problems with entries in the ledger.

3. Editorship Funds

Editorship funds were established for professional journals. The funds cannot be used for editing service contracts. Please make sure to review the funds for compliance with policy.

4. Corporate Sponsorships

In earlier years, we treated corporate sponsorships as additional income for conferences and other activities. A few years ago, UCOP determined that almost all corporate sponsorships are gifts. Please review the conference and similar funds for activities which should be recorded as gifts.

5. ASSA Administrative Overhead

The ASSA Administrative Overhead is an assessment on select population Self Supporting Activities, processed by the Campus Budget Office. Effective fiscal year 2022/23, the rate assessed on revenues for Academic/Educational will remain at 3.4% while the rate for Auxiliaries will increase to 6.5%. The assessment is recorded in account code 773009- Campus Administrative Debit. For more information on the ASSA Administrative Overhead, please contact Alice Ku at ahyku@ucsd.edu.

6. Equipment/Renewal and Replacement Funds

For activities with Renewal and Replacement Tasks (with DFFs fund under **163003 Equipment Clearing** and supplies and expenses related to equipment (accounts beginning with 5XXXXX). Any payroll (accounts beginning with 50XXXX, 51XXXX,) or travel (accounts beginning with 53XXXX) expenditures should be transferred to the operating task. Review operating task (with DFFs fund under 12100) to ensure that there are no expenditures for equipment. Any such expenditure should be transferred to the Renewal and Replacement task via cost transfer in PPM on or before July 6, 2022 (see [Cost Transfer Guide \(KB0033191\)](#) or [Cost Transfer Best Practices - Justifications and Consequences \(KB0033189\)](#)).

Appendix

How to process a regular journal entry (refer to article: [How to Process a Journal Entry](#)):

1. The Journal must have an accounting date of **June 30, 2022** even if prepared in July
2. **Accounting Period:** Select **Jun-22**, the June accounting period
3. **Category:** Select **Manual**. This journal should **not** auto-reverse

How to process a reversing journal (refer to article: [How to Create a Fiscal Year End Reversing Journal Entry](#))

To correctly reflect the expenditure in the current year, a top-sided entry can be done which will be reversed in July and the actual transaction should be completed via normal process in the appropriate subledger in July.

Exhibit A: 2021/22 Closing Dates

DUE DATE	DEPARTMENTAL ACTION	STEP
Refer to Link	Refer to Fiscal Closing 2021–2022: Departmental Action and Cutoff Dates	Overall
15-Jun	Complete the final fiscal year intercampus recharge processing using Intercampus Recharge Request form	Process Recharges - Intercampus
30-Jun	Take physical inventory	Record Physical Inventories
5-Jul	A copy of the depreciation schedule to BFS-ICA	Record Equipment Depreciation
5-Jul	A copy of the differential income distribution report attached in the General Ledger Journal	Record Differential Income
5-Jul	Complete inventory report and prepare the General Ledger Journal Entry	Record Physical Inventories
6-Jul	Recharge Operations: For activities having significant work-in-progress, recharges for work completed through June 30 should be included. PPM Unprocessed Errors must be resolved this day	Various
6-Jul	Ensure departmental credit card accounts are zero or debit balance, and ensure there are no credit balances in credit card accounts	Clear Credit Card Accounts
6-Jul	Submission of transactions interfacing through Recharge Applications	Various
6-Jul	Ensure departmental accounts are zero balance in deposit clearing accounts	Clear Deposit Clearing Accounts
15-Jul	A copy of work-in-process jobs attached in the General Ledger Journal	Record Work-in-Process
15-Jul	A copy of prepaid expense report attached in the General Ledger Journal	Record Prepaid Expenses
22-Jul	Obtain VC business offices' approval; submit significant/material recording errors/omissions that may impact UCSD financial statements for ICA's approval.	Report Adjustments to the Final Ledger

Exhibit B: Internal Control & Accounting Contacts and References

VCAA, VC CFO, VCHS, VCMS, VCRMP, VCSA Recharge and Other Income Producing Activities	Contact ICA using Budget & Finance Support
Guidelines for Recharge and Other Income-Producing Activities	http://blink.ucsd.edu/finance/accounting/SSA/index.html
FISCAL CLOSING 2021-2022: Overview	https://blink.ucsd.edu/finance/accounting/closing/index.html
Recharge and Other Income-Producing Activities - Fiscal Closing Special Items Instructions for Fiscal Year 2021-2022	https://blink.ucsd.edu/finance/accounting/closing/index.html

