UCOP Business Resource Center announces…

Fiscal Close Classes!

This is a review of fiscal close practices and procedures. We will be holding two identical sessions – one on Friday May 1 and one on Monday May 4. Come to one, come to both, but definitely come if you have questions about any of the following:

<table>
<thead>
<tr>
<th>Fiscal close calendar</th>
<th>Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoices including P-Card Transactions</td>
<td>Accruals and deferrals</td>
</tr>
<tr>
<td>Business travel &amp; entertainment</td>
<td>Recharges</td>
</tr>
<tr>
<td>Open commitments</td>
<td>NPEARs</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>Budget Office topics</td>
</tr>
</tbody>
</table>

Session Dates

- Friday, May 1, 10:00am-11:30am – Franklin 9204 – or – ZOOM
- Monday, May 4, 2:00pm-3:30pm – Franklin 9204 – or – ZOOM

At each session, we will:

- Give a brief overview of the topics and take questions as time permits
- Provide a calendar outlining when documentation is due to the BRC
- Provide hand-outs
- Provide a contact list – who to call for which questions
- Have on hand copies of the form necessary to provide QDB (ledger) access

Join Zoom Class

*Join Zoom Meeting
https://UCOP.zoom.us/j/6441198174?pwd=TEp2UE9oMVJZUjA0QjBrbVJwMlh2UT09

To join from your phone:
+16699006833,,6441198174# US (San Jose)
+16692192599,,6441198174# US (San Jose)

Enter meeting ID: 630 933 030 / Password: BRCBRC

*You will need to join online if you wish to view the presentation

No registration is necessary. Need more information? Email BRC-CAAP@ucop.edu