

# 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 Wednesday May 1 and one on Monday May 6. Come to one, come to both, but definitely come if you have questions about any of the following:

|                                   |                          |
|-----------------------------------|--------------------------|
| ▪ Fiscal close calendar           | ▪ Journals               |
| ▪ Invoices including annual POs   | ▪ Accruals and deferrals |
| ▪ Business travel & entertainment | ▪ Recharges              |
| ▪ Open commitments                | ▪ NPEARs                 |
| ▪ Encumbrances                    | ▪ Budget Office topics   |

### Session Dates

- Wednesday, May 1, 9:30am-11:30am, Franklin, Room 9204
- Monday, May 6, 1:30pm-3:30pm, Franklin, Room 9204

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### At each session, we will:

- Give a brief overview of the topics and take questions as time permits
- Provide a calendar when documentation is due to the BRC
- Provide hand-outs
- Provide a contact list – who to call for which questions
- Have copies on hand of the form necessary to provide QDB (ledger) access
- Have access to the slideshow online: go to <https://UCOP.zoom.us/j/630933030>  
To join from a UCOP office phone, dial \*4 and enter meeting ID: 630 933 030

No registration is necessary.

Need more information? Email [BRC-CAAP@ucop.edu](mailto:BRC-CAAP@ucop.edu)