In this webinar, we’ll …

- talk about how budgets will be loaded for the new fiscal year
- touch on the Automatic Budget Create (ABC) process
- talk about some **good** to know and some **need** to know info related to budgets
- answer your questions about budgets and year end in general
Introductions

• Nicole Šebik, Finance Business Analysis
• Henry Price, Budget Planning & Analysis
• Robin Burke, Finance Business Analysis
• Debra Beller, ConnectCarolina Change Management
About the Webinar

- Use the chat window to type your questions—we’ll answer at the end.
- We’re recording the webinar, and it will be posted in a few days on ccinfo.unc.edu.
Reminder: Year End Webpage

On ccinfo.unc.edu, click the Finance menu, then 2016 Fiscal Year-End

ConnectCarolina User Information

2016 Fiscal Year-End

TRAINING OPPORTUNITIES

- Fiscal Year End Webinar – Join us for a webinar on April 13 from 10 – 11am for information on updates, tips and training to help you prepare for fiscal year end.

- Queries for Cleaning up Transactions – This instructor-led course explains how to run queries in ConnectCarolina to identify “in-flight” transactions that need attention before month-end close. If you haven’t taken this course or would like a refresher, check the calendar for upcoming courses and to sign up.

FISCAL YEAR END RESOURCES

- Fiscal Year End 2016 Task Checklist for Campus – A handy reference with activities and resources to help ensure you are prepared for fiscal year end.

- Checklist for Month-End and Year-End Close – A quick reference containing checklists on accounting policies and procedures, month-end, and year-end.
### Reminders

**Year End Checklist**

On the Year End Page on [ccinfo.unc.edu](http://ccinfo.unc.edu)

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**Fiscal Year-End 2016 Task Checklist for Campus**

To be used as a supplement to the 2016 Fiscal Year-end Closing Dates and Procedures memo.

For that memo and other fiscal year-end resources, visit [http://ccinfo.unc.edu/2016-year-end](http://ccinfo.unc.edu/2016-year-end).

<table>
<thead>
<tr>
<th>To Do</th>
<th>By When</th>
<th>How To Do It</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to submit State Receipt Budget increases to be approved for June by OSBM.</td>
<td>TBD</td>
<td>Enter a budget journal for the increase. Be sure to run Budget Pre-Check to ensure journal has no errors. Consult Budget Office if you need assistance. The procedure for budget journals can be found on page 7 of <a href="http://ccinfo.unc.edu/files/2014/09/Campus_Budgets-Student-Guide.pdf">http://ccinfo.unc.edu/files/2014/09/Campus_Budgets-Student-Guide.pdf</a>.</td>
</tr>
<tr>
<td>Submit departmentally-approved budget journals for fiscal year 2015-2016 for all Trust funds including those with Contractual Agreements (Contract Trusts), Recharge Centers and Internal Service Funds.</td>
<td>TBD</td>
<td>Enter a budget journal. Be sure to run Budget Pre-Check to ensure journal has no errors. Consult Accounting Services if you need assistance. The procedure for budget journals can be found on page 7 of <a href="http://ccinfo.unc.edu/files/2014/09/Campus_Budgets-Student-Guide.pdf">http://ccinfo.unc.edu/files/2014/09/Campus_Budgets-Student-Guide.pdf</a>.</td>
</tr>
<tr>
<td>Reconcile P-Card transactions after June statement is issued.</td>
<td>TBD</td>
<td>Reconcile using Purchasing Cards (P-Cards) system.</td>
</tr>
<tr>
<td>All requisitions must be complete with Req Status of Approved and Budget Status of Valid in order for the req to be sourced.</td>
<td>TBD</td>
<td>Run this query: NC_EP_REQ_STATUS - to see req status and budget status.</td>
</tr>
<tr>
<td>Check for unposted vouchers and unprocessed requisitions. Make sure they have received departmental approval.</td>
<td>TBD</td>
<td>Useful queries to identify unposted vouchers or unprocessed requisitions are: NC_EP_REQ_STATUS</td>
</tr>
</tbody>
</table>
Loading Budgets
Loading Budgets

Process managed by Budget Planning & Analysis office

- State Child Expense and State Revenue
  - Permanent budget is loaded in June
  - Carryforward budget is loaded after OSBM approval

- F&A Child Expense
  - Permanent budget is loaded in June
  - Carryforward budget is loaded in July after year-end close
    - Sources 14102, 14103, and 14104 are only used if there is a negative budget balance to carry forward from the previous FY.
  - Formula Allocation budget is loaded in July after year-end close
Two scenarios for Trust Expense budgets

1. Associated

2. Non-associated
Loading Budgets

1. Associated Budgets

- Sources with Budget Period 2016 row on the Associated Budgets table
- Budgets loaded to the chartfield string indicated on the Budget Period 2016 row
- Fiscal year-end fund balance, based on Fund-Source, is loaded as the beginning budget
  - Owning department is not part of the equation
- Process managed by Budget Planning & Analysis office
### Associated Budgets Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Business Unit:** UNCCH

**Ledger Group:** TRUST_REV

<table>
<thead>
<tr>
<th>Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
</tr>
<tr>
<td>Ledger Group:</td>
</tr>
</tbody>
</table>

[Search] [Clear] [Basic Search] [Save Search Criteria]
Associated Budgets Table

Budget posts to the chartfield string on the 2016 row on the Expenditure tab. (CC1 and CC3 are not applicable.)

The source is associated only if there is a row with Budget Period 2016.
Loading Budgets

2 Non-Associated Budgets

- There is no fund balance carryforward.
- Departments enter budgets via budget journals
- Applies to all sources not on the Associated Budgets table
  - Don’t forget the source must have a Budget Period 2016 row!
- Budget import templates are on the Budget Planning & Analysis website
Automatic Budget Create

• A process that updates a trust expense budget based on the revenue you receive

• Applies only to sources in the Associated Budgets table

• No changes to the ABC process for the coming fiscal year
Automatic Budget Create

• June 30 is last run for FY16
  
  — In other words, any revenue recognized after 6/30, even if it’s for FY16, will not create expense budget in FY16.

• ABC will resume after official year-end close
  
  — ABC looks at revenue on a year-to-date basis, so all recognized revenue dated 7/1 and later will create expense budget in FY17.
Good to Know & Need to Know
Good to Know

• Add a source to or remove a source from Associated Budgets table
  — MOU leads, or designees, submit a help ticket
• Ticket must be entered by COB May 20

New Request

Customer Information

Choose the Department or Service you need assistance with:

Can't find what you are looking for? Click here

ConnectCarolina

Type of Help Needed:

ConnectCarolina Finance

Budget

All 3 selections are required. Changing your selections above will replace the text you have typed in the Problem Description section.
Good to Know

- In the help ticket, be sure to include the Revenue and Expense chartfield strings

*When I receive revenue on this chartfield string...*

*I want expense budget created on this chartfield string.*
Good to Know

• We’re changing the chartfield that determines if a transaction writes to a ledger group.
  — The relevant chartfield will be Fund, currently it is Source.

20101-12001-512120-318300

• A transparent change to most of campus
  — Working with Student Affairs to mitigate the impact
Good to Know

PO Roll

• Moving POs with open encumbrances from one year to the next

• This fiscal year end all POs with open encumbrances will roll
  — Including those paid with OSR and Capital Improvement funds, regardless of a project’s end date
PO Roll

• Two things happen when a PO rolls:

1. The accounting date and budget date change from the current date to 07/01 of the new fiscal year.

2. The balance of open encumbrances moves from the current fiscal year to the next fiscal year.
   ○ In the case of OSR funds, projects are life-to-date, so a PO may be in a year prior to FY16.
Need to Know

- Effective July 1, will reinstate **CONTROL** on State Parent
- Impacts only non-personnel transactions

<table>
<thead>
<tr>
<th>Child Expense</th>
<th>Bus Unit</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
<th>PC Bus Unit</th>
<th>Project ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>20101</td>
<td>12001</td>
<td>537210</td>
<td>315900</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Means the MOU must have budget available at

<table>
<thead>
<tr>
<th>Parent Expense</th>
<th>Bus Unit</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
<th>PC Bus Unit</th>
<th>Project ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>20101</td>
<td>12000</td>
<td>520000</td>
<td>300000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FYI – Rollup fund is under consideration (for example, 201000)
In closing ...
<table>
<thead>
<tr>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ABC’s last run for this fiscal year is June 30.</td>
</tr>
<tr>
<td>• First run for FY17 is after official year-end close.</td>
</tr>
<tr>
<td>• Submit a help ticket to add or remove trusts from the Associated Budgets table.</td>
</tr>
<tr>
<td>• Controlling State Parent effective July 1.</td>
</tr>
</tbody>
</table>
Reminder: Fiscal Year End Page for All Year End Information

For more information about year end close and a recording of this webinar, go to...
Questions?
(please type questions in the chat window)