

To be used as a supplement to the 2015 Fiscal Year-end Closing Dates and Procedures memo.

For that memo and other fiscal year-end resources, visit <http://ccinfo.unc.edu/2015-year-end>.

✓	To Do	By When	How To Do It
<input type="checkbox"/>	General cleanup for all types of transactions.	Ongoing	A full list of applicable queries can be found at https://ccinfo.unc.edu/files/2015/05/Preparing-for-Year-End-Close-Reviewing-Open-Transactions.pdf .
<input type="checkbox"/>	For MOU Leads only: Respond to Budget Office on sources subject to carry forward for Trust 1 & 2 via ABC template.	May 15	Fill out the ABC template and send it back to the Budget Office.
<input type="checkbox"/>	Last day to submit State Receipt Budget increases to be approved for June by OSBM.	May 29	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 http://ccinfo.unc.edu/files/2014/09/Campus_Budgets-Student-Guide.pdf .
<input type="checkbox"/>	Submit departmentally-approved budget journals for fiscal year 2014-2015 for all Trust funds including those with Contractual Agreements (Contract Trusts), Recharge Centers and Internal Service Funds.	June 12	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 http://ccinfo.unc.edu/files/2014/09/Campus_Budgets-Student-Guide.pdf .
<input type="checkbox"/>	Reconcile P-Card transactions after June statement is issued.	After June 14	Same process as legacy.
<input type="checkbox"/>	All requisitions must be complete with Req Status of Approved and Budget Status of Valid in order for the req to be sourced.	June 15	Run this query: NC_EP_REQ_STATUS - to see req status and budget status.
<input type="checkbox"/>	Check for unposted vouchers and unprocessed requisitions. Make sure they have received departmental approval and are submitted and budget/error free with no match exceptions OR delete vouchers/cancel requisitions.	June 15	Useful queries to identify unposted vouchers or unprocessed requisitions are: NC_EP_REQ_STATUS NC_KK_ERRORS_VOUCHERS_DEPT NC_AP_EDIT_ERRORS_VOUCHERS_DPT NC_AP_UNPOSTED_VOUCHERS
<input type="checkbox"/>	Complete online receiving and submit PO invoices to ensure PO closes in the fiscal year OR plan to spend the funds another way. Open balance POs can roll forward only if all documents are in correct status.	June 15	A useful query to see all vouchers with match exceptions (and combo edit errors) is: NC_AP_EDIT_ERRORS_VOUCHERS_DPT Queries to check for PO errors: NC_PO_EDIT_ERRORS NC_KK_ERRORS_PO_DEPT
<input type="checkbox"/>	Submit online cash advance settlement journal entries and ensure they are past departmental approval.	June 19	The procedure for creating a campus journal for cash advance settlements can be found on page 33 of https://ccinfo.unc.edu/files/2015/03/Cash-Advances-Webinar_March-2015.pdf .

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<input type="checkbox"/>	Review and update chartfield strings on CBM charges.	June 21	The User Instructions for CBM can be found at http://ccinfo.unc.edu/files/2014/04/User-Instructions-for-Customer-Billing-Management.pdf .
<input type="checkbox"/>	Submit journal entries and ensure they are complete through departmental approval (on State Funds).	June 22	The procedure for creating a campus journal can be found on page 4 of https://ccinfo.unc.edu/files/2015/01/Campus_Journals_Feb2015.pdf .
<input type="checkbox"/>	Submit any retroactive funding changes needed to correct legacy payroll actuals.	June 22	Use the Funding Swap ePAR for effective dates between 7/1/13 and 9/30/14: HR/Payroll > HR WorkCenter > Approve/Review Actions > ePAR Home Page > Start a New ePAR > Funding Swap
<input type="checkbox"/>	Complete any necessary retroactive funding transfers 1) to clear suspense and 2) for departments that will be inactivated on 7/1/15.	June 26	Use the Retroactive Funding Swap-Post 10/1 to move payroll actuals for payrolls paid in ConnectCarolina: HR/Payroll > HR WorkCenter > Retro Funding Swap-Post 10/1
<input type="checkbox"/>	Submit journal entries and ensure they are complete through departmental approval (on non-State Funds).	June 26	The procedure for creating a campus journal can be found on page 4 of https://ccinfo.unc.edu/files/2015/01/Campus_Journals_Feb2015.pdf .
<input type="checkbox"/>	Delete any journal entries that have not passed departmental approval.	June 26	The procedure for deleting a campus journal can be found on page 34 of https://ccinfo.unc.edu/files/2015/01/Campus_Journals_Feb2015.pdf .
<input type="checkbox"/>	Submit Data Collect Batches.	June 26	Allow appropriate time to correct errors so that Accounting Services receives a valid file by June 26.
<input type="checkbox"/>	Submit budget transfers for State and F&A funds.	June 26	Enter a budget transfer and run Budget Pre-Check to ensure journal has no errors. The procedure for budget transfers can be found on page 16 of http://ccinfo.unc.edu/files/2014/09/Campus_Budgets-Student-Guide.pdf .
<input type="checkbox"/>	Submit and deliver cash and Check Deposits to be posted in FY15.	June 30, noon	Online University Deposits - Complete distribution and submit to Cashier's Office by noon June 30. For details go to https://ccinfo.unc.edu/files/2015/03/Creating-a-Deposit.pdf .
<input type="checkbox"/>	Last day to post departmental routing budget transfers for State and F&A funds.	June 30	The procedure for budget transfers can be found on page 16 of http://ccinfo.unc.edu/files/2014/09/Campus_Budgets-Student-Guide.pdf .
<input type="checkbox"/>	Load budget for Trust budgets not on ABC method.	After June 30	See "Import Budget Journals" on Online Help for procedure on importing budget journals.
<input type="checkbox"/>	Deposits for credit card payments settled before June 30, 2015, must be submitted via the Deposits System in ConnectCarolina.	July 1, 10 a.m.	Online University Deposits - Complete Credit Card deposits and submit to Cashier's Office by 10 a.m. July 1. For details go to https://ccinfo.unc.edu/files/2015/03/Creating-a-Deposit.pdf .
<input type="checkbox"/>	Review employee funding sources and remove any chartfield strings/combo codes that use a department number that is going to be inactivated.	July 21	Use the Funding Swap ePAR: HR/Payroll > HR WorkCenter > Approve/Review Actions > ePAR Home Page > Start a New ePAR > Funding Swap