

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>.

✓	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/2016/Preparing-for-Year-End-Close-Reviewing-Open-Transactions.pdf .
<input type="checkbox"/>	Last day to submit State Receipt Budget increases to be approved for June by OSBM.	May 13	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 2015-2016 for all Trust funds including those with Contractual Agreements (Contract Trusts), Recharge Centers and Internal Service Funds.	June 10	Enter a budget journal. Be sure to run Budget Pre-Check to ensure journal has no errors. Consult Accounting Services if you need assistance. <i>The procedure for budget journals can be found on page 7 of http://ccinfo.unc.edu/files/2014/09/Campus_Budgets-Student-Guide.pdf.</i>
<input type="checkbox"/>	Reconcile P-Card transactions after June statement is issued.	After June 10	Reconcile using Purchasing Cards (P-Cards) system.
<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 17	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, submitted and budget/error free with no match exceptions OR delete vouchers/cancel requisitions.	June 17	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. Open balance POs can roll forward only if all documents are in correct status.	June 17	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 17	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 .

✓	To Do	By When	How To Do It
<input type="checkbox"/>	Submit journal entries and ensure they are complete through departmental approval (on State Funds).	June 20	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 DCB (Journal Imports) for state funds.	June 20	Allow appropriate time to correct errors so that Accounting Services receives a valid file by June 20.
<input type="checkbox"/>	Submit any non-June monthly PAAT departmentally-approved transactions needed to correct payroll.	June 23 5 p.m.	Use the Payroll Account Adjustment Tool (PAAT): HR/Payroll > Payroll Acct Adj Tool (PAAT) >Enter PAAT Transaction
<input type="checkbox"/>	Submit journal entries and ensure they are complete through departmental approval (on non-State Funds).	June 24	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 24	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 DCB (Journal Imports) for non-state funds.	June 24	Allow appropriate time to correct errors so that Accounting Services receives a valid file by June 24.
<input type="checkbox"/>	Submit budget transfers for State, and budget transfers for F&A.	June 24	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 any June monthly PAAT departmentally-approved transactions needed to correct payroll.	June 26 Noon	Use the Payroll Account Adjustment Tool (PAAT): HR/Payroll > Payroll Acct Adj Tool (PAAT) >Enter PAAT Transaction
<input type="checkbox"/>	Submit and deliver cash and Check Deposits to be posted in FY16.	June 30	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 journals/transfers for State, and budget transfers for F&A.	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"/>	Deposits for credit card payments settled before June 30, 2016, must be submitted via the Deposits System in ConnectCarolina.	July 1	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 .