Connect CAROLINA
Fiscal Year-End 2020
Task Checklist for Campus

To be used as a supplement to the 2020 Fiscal Year-End Closing Dates and Procedures memo.
https://finance.unc.edu/news/2020/04/28/ddd-2020-fiscal-year-end-closing-dates-and-procedures/

✓	To Do	By When	How To Do It
☐	General cleanup for all types of transactions.		A full list of applicable queries can be found at https://ccinfo.unc.edu/files/2016/01/Preparing-for-2016-Year-End-Close-Reviewing-Open-Transactions.pdf
☐	Last day to submit State Receipt Budget changes to be approved for June by OSBM.	May 22	Enter a budget journal for the increase/decrease. 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 starting on page 5 of http://ccinfo.unc.edu/files/2014/09/Campus_Budgets-Student-Guide.pdf.
☐	Begin monitoring State Receipt Actual expenses against Actual revenues and make journal entries to clear up negative amounts.	May - June	Run "NC_CPS_KK_SOURCE_SUM or NC_CPS_LEDGER_KK_AMOUNTS" RPT Query. See Campus Journal handbook for moving expenses.
☐	All requisitions must be complete with Req Status of Approved and Budget Status of Valid in order for the req to be sourced.	May 29	Run this query: NC_EP_REQ_STATUS - to see req status and budget status.
☐	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.	May 29	Useful queries to identify unposted and recycled vouchers or unprocessed requisitions are: NC_EP_REQ_STATUS NC_KK_ERRORS_VOUCHERS_DEPT NC_AP_EDIT_ERRORS_VOUCHERS_DPT NC_AP_UNPOSTED_VOUCHERS For clarification on which vouchers will be deleted or processed, view the guide at https://ccinfo.unc.edu/files/2017/04/Useful-Queries-to-Identify-Unposted-and-Recycled-Vouchers.pdf.
☐	Last day to submit invoices on purchase orders (valid budget and no match exceptions) to Accounts Payable to ensure payment in fiscal year 2019-2020, and last day to complete online receiving to ensure payment in fiscal year 2019-2020. You can still submit invoices and receive on 2020-2021 POs after June 19, but invoices will not be paid until after July 1 in fiscal year 2020-2021.	June 19	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

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☐	Submit departmentally-approved budget journals for all Trust funds including those with Contractual Agreements (Contract Trusts), Recharge Centers and Internal Service Funds.	June 19	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 starting on page 5 of http://ccinfo.unc.edu/files/2014/09/Campus_Budgets-Student-Guide.pdf.
☐	Submit any non-June monthly PAAT departmentally-approved transactions needed to correct payroll.	June 19, 5 p.m.	Use the Payroll Account Adjustment Tool (PAAT): HR/Payroll > Payroll Acct Adj Tool (PAAT) >Enter PAAT Transaction.
☐	Review/update the chartfield strings on charges in Customer Billing Managment (CBM).	June 21	
☐	Reconcile P-Card transactions.	June 24	Reconcile using Purchasing Cards (P-Card) system.
☐	Submit online cash advance settlement journal entries and ensure they are past departmental approval.	June 25	The procedure for creating a campus journal for cash advance settlements can be found on page 25 of https://ccinfo.unc.edu/files/2015/03/Cash-Advances-Student-Guide.pdf.
☐	Submit journal entries and ensure they are complete through departmental approval.	June 25	The Campus Journals handbook (version 06/26/2017) can be found at https://ccinfo.unc.edu/files/2017/06/campus-journals-student-guide-6-26-17.pdf.
☐	Submit DCB (Journal Imports) for all funds.	June 25	Allow appropriate time to correct errors so that Accounting Services receives a valid file by the cutoff date.
☐	Delete any journal entries that have not passed departmental approval.	June 25	The procedure for deleting a campus journal can be found on page 75 of https://ccinfo.unc.edu/files/2017/06/campus-journals-student-guide-6-26-17.pdf.
☐	Submit any June monthly PAAT departmentally-approved transactions needed to correct payroll.	June 25, noon	Use the Payroll Account Adjustment Tool (PAAT): HR/Payroll > Payroll Acct Adj Tool (PAAT) >Enter PAAT Transaction.
☐	Submit and deliver cash and check deposits.	June 30, noon	Online University Deposits - Complete distribution and submit to Cashier's Office. For details go to https://ccinfo.unc.edu/files/2014/10/Making-University-Deposits.pdf.
☐	Submit FY2020-related ePARs involving funding source changes with ample time to be fully approved by all levels and executed before the automated FY2021 DBT rollover at 5 p.m.	June 30	The Payroll deadlines can be found at https://finance.unc.edu/departments/strategic-sourcing-payment/payroll/schedules/.
☐	Last day to post FAST/FAST_REV budget journals/transfers for State funds, F&A and Trust 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.
☐	Deposits for credit card payments settled on June 29, 2020, 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. For details go to https://ccinfo.unc.edu/files/2014/10/Making-University-Deposits.pdf.