

To be used as a supplement to the 2018 Fiscal Year-End Closing Dates and Procedures memo.
<https://finance.unc.edu/news/2018/05/03/ddd-2018-fiscal-year-end-closing-dates-and-procedures/>

✓	To Do	By When	How To Do It
<input type="checkbox"/>	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
<input type="checkbox"/>	Last day to submit State Receipt Budget changes to be approved for June by OSBM.	May 18	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 .
<input type="checkbox"/>	Reconcile P-Card transactions after June statement is issued.	June 13	Reconcile using Purchasing Cards (P-Card)s system.
<input type="checkbox"/>	Submit departmentally-approved budget journals for FY2018 for all Trust funds including those with Contractual Agreements (Contract Trusts), Recharge Centers and Internal Service Funds.	June 15	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 .
<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 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"/>	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, submitted and budget/error free with no match exceptions OR delete vouchers/ cancel requisitions. For clarification on which vouchers will be deleted or processed, view the guide at https://ccinfo.unc.edu/files/2017/05/FY2017-Fiscal-Year-End-Deleting-Vouchers.pdf .	June 15	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
<input type="checkbox"/>	Review/update the chartfield strings on charges in Customer Billing Management (CBM)	June 20	

✓	To Do	By When	How To Do It
<input type="checkbox"/>	Submit any non-June monthly PAAT departmentally-approved transactions needed to correct payroll.	5 pm June 21	Use the Payroll Account Adjustment Tool (PAAT): HR/Payroll > Payroll Acct Adj Tool (PAAT) >Enter PAAT Transaction.
<input type="checkbox"/>	Submit online cash advance settlement journal entries and ensure they are past departmental approval.	June 22	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 .
<input type="checkbox"/>	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.
<input type="checkbox"/>	Submit journal entries and ensure they are complete through departmental approval (on all funds).	June 22	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
<input type="checkbox"/>	Submit DCB (Journal Imports) for all funds.	June 22	Allow appropriate time to correct errors so that Accounting Services receives a valid file by the cutoff date.
<input type="checkbox"/>	Delete any journal entries that have not passed departmental approval.	June 22	The procedure for deleting a campus journal can be found on page 62 of https://ccinfo.unc.edu/files/2017/06/campus-journals-student-guide-6-26-17.pdf
<input type="checkbox"/>	Submit any June monthly PAAT departmentally-approved transactions needed to correct payroll.	Noon June 26	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 FY2018.	Noon June 29	Online University Deposits - Complete distribution and submit to Cashier’s Office. For details go to https://ccinfo.unc.edu/files/2017/01/University-Deposits-PDF-1.pdf .
<input type="checkbox"/>	Submit FY2018-related ePARs involving funding source changes with ample time to be fully approved by all levels and executed before the automated FY2019 DBT rollover on June 29 at 5pm.	June 29	The Payroll deadlines can be found at https://finance.unc.edu/departments/strategic-sourcing-payment/payroll/schedules/ .
<input type="checkbox"/>	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 .
<input type="checkbox"/>	Deposits for credit card payments settled before June 29, 2018, must be submitted via the Deposits System in ConnectCarolina.	10 am July 2	Online University Deposits - Complete Credit Card deposits and submit to Cashier’s Office. For details go to https://ccinfo.unc.edu/files/2017/01/University-Deposits-PDF-1.pdf .