

Friday, May 27
2 Tasks
[Click to view](#)

June 2022

Fiscal Year-End Key Dates and Deadlines

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
			1	2	3	4
5 To replace tip text with your own, just click it and start typing.	6	7	8	9 SS1 Lockout/ Confirm	10 BW25 Lockout	11
12	13 Concur Expense and Web Travel last day*	14 PAAT Deadline for non-June payroll 5pm	15	16 M12 Lockout	17 5 Tasks Click to view	18
19	20 2 Tasks Click to view	21 2 Tasks Click to view	22 Last Day for Travel office Concur Expense approvals and Web Travel Approvals	23 Last day to submit (pre- approved) domestic wire payments	24 4 Tasks Click to View	25 Last day to approve July Pcard transactions in Works
26 Last Pcard Posting for current Fiscal Year	27 PAAT Deadline for June payroll noon for Campus	28	29	30 3 Tasks Click to view		

Notes

For additional information on procedures and task details, please refer to the [2022 DDD: 2022 Fiscal Year-End Closing Dates and Procedures memo](#) (sent April 14, 2022).

Friday, May 27

1. Deadline for submission of Campus Vouchers, BuyCarolina Orders, and Requisitions, and change orders to existing Pos for current fiscal year processing.
2. Last day to submit State Receipt Budget changes

Monday, June 13

1. Last day for Campus Approvals for Concur Expense Reports and Web Travel (***this date moved forward from Monday, June 20 because of campus volume of processing. [See May 27 memo](#)**).

Friday, June 17

1. Last day to submit invoices on purchase orders to AP to ensure payment in current FY
2. Last day to Submit dept. approved budget journals for Trust Funds.
3. Last day to submit dept approved journal entries involving OSR funds to OSR for approval.
4. Last day to request new sources and GL Accounts, and changes to 2022 Associated Budgets table.
5. Last day to submit transfers or disbursements to other state agencies through NCFS

Monday, June 20

1. Last day to reconcile P-Card in Works for June billing
2. Last day to submit (pre-approved) international wire payments

Tuesday, June 21

1. M12Confirm/ Distribution and Post to Finance
2. Last Day to update CBM Chartfield Strings

Friday, June 24

1. B26 Lockout
2. Last DCB
3. Last day to submit department-approved valid journal entries
4. PO Roll begins at 5. Do not access requisition and purchase orders between June 24, 5pm and June 27, 8am

Thursday, June 30

1. Final DBT Roll at 5pm (All funding source changes must be submitted and fully approved to be included in rollover.)
2. Last day to post FAST/FAST_REV budget journals/transfers for State, F&A and Trust funds
3. Year End Budget Processing at 5pm