

To be used as a supplement to the 2024 Fiscal Year-End Closing Dates and Procedures memo.

<https://finance.unc.edu/news/2024/04/12/2024-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 24 | 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"/> | 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"/> | All requisitions must be complete with Req Status of Approved and Budget Status of Valid in order for the req to be sourced. | May 24 | 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. | May 24 | 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"/> | Submit any non-June monthly PAAT departmentally-approved transactions needed to correct payroll. | June 11 | Use the Payroll Account Adjustment Tool (PAAT): HR/Payroll > Payroll Acct Adj Tool (PAAT) > Enter PAAT Transaction. |
| <input type="checkbox"/> | Last day to submit invoices on purchase orders (valid budget and no match exceptions) to Accounts Payable to ensure payment in current fiscal year, and last day to complete online receiving to ensure payment in current fiscal year. | June 13 | 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 |

| ✓ | To Do | By When | How To Do It |
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| <input type="checkbox"/> | Submit departmentally-approved budget journals for all Trust funds including those with Contractual Agreements (Contract Trusts), Recharge Centers and Internal Service Funds. | June 14 | 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"/> | Review/update the chartfield strings on charges in Customer Billing Management (CBM). | June 21 | |
| <input type="checkbox"/> | Delete any journal entries that have not passed departmental approval. | June 21 | 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 . |
| <input type="checkbox"/> | Submit online cash advance settlement journal entries and ensure they are past departmental approval. | June 21 | 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"/> | Submit journal entries and ensure they are complete through departmental approval. | June 21 | 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 21 | Allow appropriate time to correct errors so that Accounting Services receives a valid file by the cutoff date. |
| <input type="checkbox"/> | Reconcile P-Card transactions. | June 20 | Reconcile using Purchasing Cards (P-Card) system. |
| <input type="checkbox"/> | Submit any June monthly PAAT departmentally-approved transactions needed to correct payroll. | June 24, 5 p.m. | 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. | June 28, 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 . |
| <input type="checkbox"/> | Submit FY2024-related ePARs involving funding source changes with ample time to be fully approved by all levels and executed before the automated DBT rollover at 5 p.m. | June 28 | The Payroll deadlines can be found at https://finance.unc.edu/services/payroll-preparation-and-distribution/ . |
| <input type="checkbox"/> | Deposits for credit card payments settled on June 27, 2024, must be submitted via the Deposits System in ConnectCarolina. | June 28, 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 . |