KEEP CALM	DELTA - NCSCaLE	"You take the credit, we process the debit"																		
FINANCIAL YEAR END	Fiscal Year 2023 Closeout Schedule	April May June																		
		3	1	2	5	6 9	12	14	15			21 22	23	26 2	27 2	28 29	30	Notes/Status	33	09
	Requisitions (non-MarketPlace reqs) must be entered and approved at all levels for FY2023 purchases	х																Units should have all requisitions to the DELTA Business office by March 22nd; NCSCaLE's deadline is March 31st.		
	Received dates (actual) must be recorded in Financials for processing payables in June							x										NCSCaLE & Stacy/Latoya/Erica: confirm all receiving of POs. Run receiving reports and closeout/receive		
Purchase Orders	Exception Invoices																	Jessie: NCSCaLE Center; arrangements to be made with General Accounting and the customer; invoices will be held for mutually agreed period; 33 OUC provided 6/XX/23, pending NCSCaLE; Approved 33 & 09 OUC exceptions 6/XX/23		
	All PO Invoices requiring receiving reports and departmental approvals must be received in the Controller's Office - Accounts Payable by 5:00 PM for June processing						3 9		х									NCSCaLE, Stacy/Latoya/Erica: confirm all PO invoices have been received and sent to Controller's office		
	PO Close / MultiYear Process																	Please close all POs that are complete. Run a full PO list (source code P52) and determine which ones to close or reduce to \$1 or to change funding source to other project ID. Run the list by Jessie after comparing it with the FY23 Year End Exceptions list.		
	Update Year End Guide and deadlines posted on website		х				Т	Т			Т	Т	Т	П	Т	T	Г			
	Requests to carry forward Pre-collected Receipts submitted to budget analyst		^	х			T	T					T					Jessie: NCSCaLE & I&E Deferred Revenue: WW Outreach, NCSCaLE, REPORTER & VCS		
Budget Office	Paper budget revisions for additional receipt structure					,	,											Jessie: NCSCaLE Deferred Revenue; REPORTER, WW Outreach & VCS;		
Notification	Requests to carry forward State Appropriations submitted to budget analyst																	Jessie: Not allowed this fiscal year; Provost Office is carrying forward max		
	Final budget journals should be college approved by 4:00pm on Wednesday, June 29th if Budget Office approval is required. WRS should be clean on Thursday, June 30th															3 3 9 X		Jessie - all division (NCSCaLE, REPORTER, DELTA, & NC I&E)		
DELTA/NCSCaLE	Deadline to spend state appropriations - March 31, 2023; Recall 4/3/2023	х																DELTA (SMT) & NCSCaLE (VP)		
	Senior Management Team review of reserves balance and decisions made on one-time investments	х																		
ETF Funds	Request to carry forward Education & Technology Fee Funds	x																Jessie: DELTA & I&E		
F&A Receipts	Request to carry forward overhead to budget analyst	Late April 2023													Jessie: NC I&E, and NCSCaLE; sent to units - due 5/xx/2023;					
DE Tuition Receipts Year End Projections	Review reserves versus projected Distance Education tuition receipts through year end	March 2023													Jessie: Review tuition receipts projections for resident and non-resident to ensure we have enough in reserves to cover projected deficits or need to request additional budget structure. Work with Budget Office to review analysis and confirm projection values. Confirm receipts coming in as anticipated and reserves not needed to offset		n/a			
	Last day to make Pcard charges for the June billing cycle for this fiscal year (based on vendor processing)						3 3 9				I	I						Notification to be sent 6/2/2023 by NCSCaLE, Stacy/Latoya/Erica reminding managers of upcoming deadline date w/ notice that purchased items must be charged by 6/14/2023		
Pcard Transactions	June Billing Cycle Close (May 20 - June 20, 2023) Last day to reconcile June Pcard charges for this fiscal year -										x							Confirmed by Beth Milchuck in Pcard center "I got confirmation that any PCard transactions made after June 14th will be posted to FY2024" Depending on the supplier processing times, transactions will continue to post at the bank and the Financial System through June 20th. NCSCaLE, Stacy/Latoya/Erica & Financial		0
	by 5:00 pm All unreconciled Pcard transactions from the June billing						+	+				X	+					transactions for June billing cycle will post this date		
	posted to General Ledger						+	Ļ			_	+	-	X			L	Stacy/Latoya/Erica & NCSCaLE		
MarketPlace Transactions	MarketPlace orders must be entered and approved at all levels by 5:00PM for the June billing cycle (based on vendor processing)						3 3 9											NCSCaLE, Stacy/Latoya/Erica: Email managers 5/xx/2023 about 6/12/23 Marketplace order deadline; Orders in by this date should post this FY (depending on vendor availability, etc)		
	Vouchers must be entered and approved at all levels by 5:00PM for June processing					9	3		x									NCSCaLE, Stacy/Latoya/Erica to ensure vouchers are in and approved		
Small Purchases	SP Invoices must be scanned by 5:00 PM for June processing						3		х									Stacy/Latoya/Erica & NCSCaLE		
Travel Reimbursements	Travel Reimbursements must be entered and approved at all levels by 5:00PM for June processing						3 3 9		x		-							Stacy: Send notification out 6/2/2023 reminding travelers to have all documentation and reconciliation to F&B Erica to advise on NC I&E to JS by 6/2/2023; NCSCaLE, send out notifications as well if applicable Jessie for Division; send exception request to AP by end of May 2023/1st week in June 2023 for final		
	Contact Kim Kelley for extension for travelers returning during this timeframe				3 3 9													by end of May 2/U23/1st Week in June 2/U23 for final AP Express check processing; requested info from business offices on 6/xx/23 with 6/xx/23 deadline to respond		
Imprest Account Reimbursements	Reimbursement requests for imprest checking / petty cash accounts must be approved and received in the Controller's Office with proper documentation for June processing										x	I				I		Jessie: n/a - no imprest accounts in 33 OUC, 09 OUC OPD has one for Sport Fishing School - shooting for June 20/21st		

KEEP CALM	DELTA - NCSCaLE	"You take the credit, we process the debit"																	
FINANCIAL YEAR END	Fiscal Year 2023 Closeout Schedule	April May June																	
TEAR EIGE		April 3	May 1	2	5	6 9	12	14	15	Ju:	ne 20 21	22	23 :	26 2	7 2	8 29	30	Notes/Status	33 09
Interdepartmental Transaction	Last day to approve and route to the Controller's Office with proper documentation for June processing									3	x		20			.0 2.		Jessie 33 & 09 OUC	
	IDS (sales) entries										x							Jessie to review Wolfware Outreach, VCS and REPORTER; MCTC/Printing Billing to consult w/JS first	
	IDJ (journals) entries									3 9	x					l		NCSCaLE/Stacy/Latoya/Erica review any waiting for our approval - s/b on google sheets	
	Last day to submit SUB files and be received by EAS for June processing												3 3 9	x				Jessie to update google sheets for confirmation/WW Outreach & REPORTER Billing & Registrations SUBs; May 2023 Credit Card Fees to be processed 6/23/2023; Holly to confirm	
Service Unit Billings	Last day for credit card cash transfers to NCSCaLE Cash Clearning Account																	Confirmed with Controller's Office 6/xx/2023	
	Last day for REPORTER SUB processing, COB end of day; payments made on or after June 24th COB will be held and processed in the next FY												x					Confirmed with REPORTER Support on 6/xx/2023;	
	Salary expenses recorded for June				П		Т		T	Т		П	Т	Т	х	Т	Т	Jessie to reconcile	
	Fringe benefit costs recorded for June														x			Jessie to reconcile	
Payroll	Payroll (Monthly)						x		X	x								Review transactions to determine impact on year end balances. June 15 is monthly lockout, June 19 is distribution changes, June 22 is Compensating Controls Report approval	
	Payroll (Biweekly)			2						x			x			I		Review transactions to determine impact on year end balances. 2R25 payday June 09 & 2R26 payday June 23. Lockout is June 15 (Timekeeper)	
					П		Т		T	Т	Т	П	Т	Т	т	т	Т	Jessie - all division units (REPORTER, NCSCaLE,	
Accounts Payable -	Last day to authorize express checks in June									+			+	+	X		+	DELTA, NC I&E) Jessie - all division units (REPORTER, NCSCaLE,	
General	Last accounts payable check writing for June														_	_		DELTA, NC I&E)	
Journal Vouchers	Last day to approve and route to the Controller's Office Journal Vouchers correcting equipment transactions (55XXX series of accounts) with voucher dates July 1, 2021 - May 31, 2023														x			Jessie - all division units (REPORTER, NCSCaLE, DELTA, NC I&E)	
	Last day to approve online journal vouchers for June																x	Jessie - all division units (REPORTER, NCSCaLE, DELTA, NC I&E)	
Deposits	Non-student account receivable checks must be received in the Controller's Office - AR by 10AM for deposit in June													Ī			x	Jessie: (NCSCaLE, NC I&E, & VCS - n/a, internal clients only)	
	Completed deposits must be received in the University Cashier's Office by 11:00AM for June processing															x		Jessie & NCSCaLE - non state funds	
REPORTER Cash	Advise units of year end REPORTER cash transfers		26							x								Jessie: Send notification to REPORTER clients 5/xx/2023 on final cash transfer and deferred revenue June xx, 2023	
Transfers	Request Controller's Office transfer cash to REPORTER clients; limitations posted for lower ledger 3 clients REPORTER Last Cash Transfer of year									x x								Jessie: Coordinate with Controller's Office final cash transfer; NCSCaLE to confirm Jessie: Confirm transfer w/Controller's Office	
	NET ON EN East Oash Transfer of your									^			_				÷	dessie. Committatisier w/Controller's Office	
Financial Aid Disbursements	Last day to deposit payments to student accounts for refund in June															х		Jessie: NC I&E & Scholarships	
2.024.000	Last student refund check writing in June						Ш	Ш		_		Ш	\perp	_	_	\perp	X	Jessie: NC I&E & Scholarships	
	Last day to submit comments on May aging schedule for June processing					х					I	П	I			I	T	Jessie to approve; Holly/MCTC/Printing to confirm	
Non-Student Billings	Request for invoice adjustment/corrections must be received in the Controller's Office - AR by 5:00PM for June processing						х											Jessie to approve; Holly/MCTC/Printing to confirm	
	Completed University Invoice forms must be received in the Controller's Office - AR by 5:00PM for June processing													4	\downarrow	х	\top	Jessie to approve; Holly/MCTC/Printing to confirm	
	Last day to record invoices online for June processing											Ш					X	Jessie to approve; Holly/MCTC/Printing to confirm	
										T				T	T	T	T	Templates must be submitted to Eric Schlifflet by	
Computer Orders	Last Day for Apple bulk buy order submission Recommended last day to order Dell/Lenovo computers		May	Х						_			_		_	Ⅎ	\pm	12:00 noon Can take 3-4 weeks to build and ship	