

DELTA - NCSCaLE
Fiscal Year 2023 Closeout Schedule

"You take the credit, we process the debit"

		April	May	June																												Notes/Status		33	09
		3	1	2	5	6	9	12	14	15	19	20	21	22	23	26	27	28	29	30			33	09											
Purchase Orders	Requisitions (non-MarketPlace reqs) must be entered and approved at all levels for FY2023 purchases	X																									Units should have all requisitions to the DELTA Business office by March 22nd ; NCSCaLE's deadline is March 31st.	<input type="checkbox"/>	<input type="checkbox"/>						
	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	<input type="checkbox"/>	<input type="checkbox"/>						
	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	<input type="checkbox"/>	<input type="checkbox"/>						
	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 3 9	X																	NCSCaLE, Stacy/Latoya/Erica: confirm all PO invoices have been received and sent to Controller's office	<input type="checkbox"/>	<input type="checkbox"/>						
	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.	<input type="checkbox"/>	<input type="checkbox"/>						
Budget Office Notification	Update Year End Guide and deadlines posted on website		X																								Jessie: NCSCaLE & I&E; Deferred Revenue: WW Outreach, NCSCaLE, REPORTER & VCS	<input type="checkbox"/>	<input type="checkbox"/>						
	Requests to carry forward Pre-collected Receipts submitted to budget analyst			X																							Jessie: NCSCaLE Deferred Revenue; REPORTER, WW Outreach & VCS;	<input type="checkbox"/>	<input type="checkbox"/>						
	Paper budget revisions for additional receipt structure						X																			Jessie: Not allowed this fiscal year; Provost Office is carrying forward max	<input type="checkbox"/>	<input type="checkbox"/>							
	Requests to carry forward State Appropriations submitted to budget analyst																										Jessie - all division (NCSCaLE, REPORTER, DELTA, & NC I&E)	<input type="checkbox"/>	<input type="checkbox"/>						
DELTA/NCSCaLE	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																										Jessie - all division (NCSCaLE, REPORTER, DELTA, & NC I&E)	<input type="checkbox"/>	<input type="checkbox"/>						
	Deadline to spend state appropriations - March 31, 2023; Recall 4/3/2023	X																									DELTA (SMT) & NCSCaLE (VP)	<input type="checkbox"/>	<input type="checkbox"/>						
ETF Funds	Senior Management Team review of reserves balance and decisions made on one-time investments	X																											<input type="checkbox"/>	<input type="checkbox"/>					
	Request to carry forward Education & Technology Fee Funds	X																									Jessie: DELTA & I&E	<input type="checkbox"/>	<input type="checkbox"/>						
F&A Receipts	Request to carry forward overhead to budget analyst																										Jessie: NC I&E, and NCSCaLE; sent to units - due 5/xx/2023 ;	<input type="checkbox"/>	<input type="checkbox"/>						
DE Tuition Receipts Year End Projections	Review reserves versus projected Distance Education tuition receipts through year end																										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	<input type="checkbox"/>	n/a						
	Pcard Transactions																										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	<input type="checkbox"/>	<input type="checkbox"/>						
Pcard Transactions	Last day to make Pcard charges for the June billing cycle for this fiscal year (based on vendor processing)																										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.	<input type="checkbox"/>	<input type="checkbox"/>						
	June Billing Cycle Close (May 20 - June 20, 2023)																										NCSCaLE, Stacy/Latoya/Erica & Financial transactions for June billing cycle will post this date	<input type="checkbox"/>	<input type="checkbox"/>						
	Last day to reconcile June Pcard charges for this fiscal year - by 5:00 pm																										Stacy/Latoya/Erica & NCSCaLE	<input type="checkbox"/>	<input type="checkbox"/>						
MarketPlace Transactions	All unreconciled Pcard transactions from the June billing posted to General Ledger																												<input type="checkbox"/>	<input type="checkbox"/>					
	MarketPlace orders must be entered and approved at all levels by 5:00PM for the June billing cycle (based on vendor processing)																										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)	<input type="checkbox"/>	<input type="checkbox"/>						
Small Purchases	Vouchers must be entered and approved at all levels by 5:00PM for June processing																										NCSCaLE, Stacy/Latoya/Erica to ensure vouchers are in and approved	<input type="checkbox"/>	<input type="checkbox"/>						
	SP Invoices must be scanned by 5:00 PM for June processing																										Stacy/Latoya/Erica & NCSCaLE	<input type="checkbox"/>	<input type="checkbox"/>						
Travel Reimbursements	Travel Reimbursements must be entered and approved at all levels by 5:00PM for June processing																										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	<input type="checkbox"/>	<input type="checkbox"/>						
	Contact Kim Kelley for extension for travelers returning during this timeframe																										Jessie for Division; send exception request to AP by end of May 2023/1st week in June 2023 for final AP Express check processing; requested info from business offices on 6/xx/23 with 6/xx/23 deadline to respond	<input type="checkbox"/>	<input type="checkbox"/>						
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																										Jessie: n/a - no imprest accounts in 33 OUC, 09 OUC OPD has one for Sport Fishing School - shooting for June 20/21st	<input type="checkbox"/>	<input type="checkbox"/>						

