"You take the credit, we process the debit" **NC State University** Academic Outreach & Entrepreneurship Fiscal Year 2019 Closeout Schedule Division April May June McKimmon to confirm to Jessie when actions are complete 5 1 5 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 Notes/Status Complete Units should have all requisitions to the AOE Requisitions (non-MarketPlace reqs) must be entered and Business office by March 15th; McKimmon's approved at all levels for FY2019 purchases deadline is March 31st. McKimmon & Julie/Angela/Erica: confirm all Received dates (actual) must be recorded online for processing receiving of POs. Run receiving reports and Х payables in June closeout/receive Jessie: McKimmon Center: arrangements to be made with General Accounting and the customer; Х invoices will be held for mutually agreed period **Exception Invoices** McKimmon, Julie/Angela/Erica: confirm all PO PO Invoices must be received in the Controller's Office invoices have been received and sent to Purchase Orders Accounts Payable by 5:00 PM for June processing Controller's office **Budget Office** Update Year End Guide and deadlines posted on website Notification Х Jessie: McKimmon Deferred Revenue: X Paper budget revisions for additional receipt structure REPORTER. WW Outreach & VCS Jessie: McKimmon & WIN, LLC (FAI Reporting); Deferred Revenue: WW Outreach, REPORTER & RequestS to carry forward Pre-collected Receipts submitted to budget analyst Requests to carry forward State Appropriations submitted to Jessie: Not allowed this fiscal year; Provost Office **/** budget analyst is carrying forward max Deadline to spend state appropriations - March 31, 2019; Recall 4/1/2019 DELTA only; Jessie to complete Jessie: In Process: EI (pending) and DELTA (approved January 2019) may carry over \$360k **DASA - ETF Funds** Request to carry forward Education & Technology Fee Funds ETF funds F&A Receipts Request to carry forward overhead to budget analyst Late March 2019 Jessie: O&E, WIN and McKimmon Jessie: Review tuition receipts projections for resident and non-resident to ensure we have enough in reserves to cover projected deficits or **DE Tuition Receipts** need to request additional budget structure. Work Year End Review reserves versus projected tuition receipts through year with Budget Office to review analysis and confirm **Projections** Early March 2019 projection values. Final budget journals should be college approved by 4:00pm on Thursday, June 27th if Budget Office approval is required. WRS should be clean on Friday, June 28th. Jessie - all division (OE, McK, WIN, DELTA, & EI) Notification to be sent 6/1/2019 by McKimmon, Julie/Angela/Erica reminding managers of upcoming deadline date w/ notice that purchased Last day to make Pcard charges for the June billing cycle for items must be charged by 6/13/2019; per Business this fiscal year (based on vendor processing) Х Connections, changed to the 12th of June Depending on the supplier processing times, transactions will continue to post at the bank and June Billing Cycle Close the Financial System through June 20th. Last day to reconcile June Pcard charges for this fiscal year -McKimmon, Julie, Angela, Erica & Financial Х by 5:00 pm transactions for June billing cycle will post this date All unreconciled Pcard transactions from the June billing Pcard Transactions posted to General Ledger Julie, Angela, Erica & McKimmon

## NC State University

"You take the credit, we process the debit"

Academic Outreach & Entrepreneurship	NC State University	"You take the credit, we process the debit"																
Division	Fiscal Year 2019 Closeout Schedule	April	April May June												McKimmon to confirm to Jessie when actions are co			
		5	1	5 7	10	11	12 13	14	17 1	18 1	19 2	20 2·	1 24	25	26 2	7 28		Complet
MarketPlace Transactions	MarketPlace orders must be entered and approved at all levels by 5:00PM for the June billing cycle (based on vendor processing)						x										McKimmon, Julie/Angela/Erica: Email managers 6/1/19 about 6/13/19 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								x				I				McKimmon, Julie/Angela/Erica to ensure vouchers are in and approved	
Small Purchases	SP Invoices must be scanned by 5:00 PM for June processing			Ш		Ш			X	_		$\perp$		L			Julie/Angela/Erica & McKimmon	
	Travel Reimbursements must be entered and approved at all levels by 5:00PM for June processing								x								Julie: Send notification out 6/1/2019 reminding travelers to have all documentation and reconciliation to F&B Erica to advise on EI to JS by 6/1/2019; McKimmon, send out notifications as well if applicable	
	Contact Kim Kelley for extension for travelers returning during this timeframe			x													Jessie for Division; send exception request to AP by end of May 2019/1st week in June 2019 for final AP Express check processing	
Travel Reimbursements	Travel reimbursements and supporting documentation must be scanned by 5:00 PM for June processing				L	Ш			x				$\perp$				Julie/Angela/Erica & McKimmon	
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									х							Jessie: n/a - no imprest accounts in division, McKimmon OPD Has one for Sport Fishing School	
Interdepartmental Transaction	Last day to approve and route to the Controller's Office with proper documentation for June processing				I						x		I				Jessie for REPORTER/Division; Julie/Angela/Erica & McKimmon	
	IDS (sales) entries										х						Jessie to review Wolfware Outreach, VCS and REPORTER; McKimmon confirm with Jessie	
	IDJ (journals) entries										х						Julie/Angela/Erica review any waiting for our approval - s/b on google sheets; McKimmon confirm	
Service Unit Billings	Last day to submit SUB files and be received by EAS for June processing													x		Ī	Jessie to update google sheets for confirmation/WW Outreach & REPORTER Billing & Registrations SUBs; May 2019 Credit Card Fees to be processed 6/25/2019; McKimmon to confirm	
	Salary expenses recorded for June				Т	П						Т	x	Т			Jessie to reconcile; McKimmon complete reconciliation	
Payroll	Fringe benefit costs recorded for June											$\perp$	$\perp$	х			Jessie to reconcile; McKimmon complete reconciliation	
	Last day to authorize express checks in June			П	Т	П						$\top$	Т	x		т	Jessie to review & McKimmon to confirm	
Accounts Payable - General	Last accounts payable check writing for June														х		Jessie to review & McKimmon to confirm	
Journal Vouchers	Last day to approve on-line journal vouchers for June				Ī							Ī	Ī			x	Jessie - all division units (OE, McK, WIN, DELTA, EI)	
Deposits	Non-student account receivable checks must be received in the Controller's Office - AR by 10AM for deposit in June				Ī											х	Jessie: AOE Division (McKimmon, EI, WIN & VCS - n/a, internal clients only)	
•	Units to advise on REPORTER cash transfers			x													Jessie: Send notification to REPORTER clients 6/5/2019 on final cash transfer and deferred revenue June 15, 2019	

Academic Outreach & Entrepreneurship	Fiscal Year 2019 Closeout Schedule	"You take the credit, we process the debit"																		
Division		April May June																McKimmon to confirm to Jessie when actions are o	complete	
		5	1	5	7 10	11	12	13	14	17 1	8 1	9 2	0 21	24	25	26	27	28	Notes/Status	Complete
	Request Controller's Office transfer cash to REPORTER clients; limitations posted for lower ledger 3 clients								х										Jessie: Coordinate with Controller's Office final cash transfer; McKimmon to confirm	
	Completed deposits must be received in the University Cashier's Office by 11:00AM for June processing																x		Jessie & McKimmon - non state funds	
						_							_				_			
Financial Aid Disbursements	Last day to deposit payments to student accounts for refund in June																х		Jessie: McKimmon & Scholarships	
	Last student refund check writing in June																	х	Jessie: McKimmon & Scholarships	
						_							_				_			
Non-Student Billings	Last day to submit comments on May aging schedule for June processing				х														Jessie to approve; Julie & Angela review; McKimmon to confirm	
	Request for invoice adjustment/corrections must be received in the Controller's Office - AR by 5:00PM for June processing										x								Jessie to approve; Julie & Angela review; McKimmon to confirm	
	Completed University Invoice forms must be received in the Controller's Office - AR by 5:00PM for June processing																х		Jessie to approve; Julie & Angela review; McKimmon to confirm	
	Last day to record invoices on-line for June processing																	х	Jessie to approve; Julie & Angela review; McKimmon to confirm	
Computer Orders	Last Day for Apple bulk buy order submission			х															Templates must be submitted to Eric Schlifflet by 12:00noon	
	Recommended last day to order Dell/Lenovo computers		May																Can take 3-4 weeks to build and ship	