

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

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	Request Controller's Office transfer cash to REPORTER clients; limitations posted for lower ledger 3 clients																															Jessie: Coordinate with Controller's Office final cash transfer; McKimmon to confirm	<input type="checkbox"/>
	Completed deposits must be received in the University Cashier's Office by 11:00AM for June processing																															Jessie & McKimmon - non state funds	<input type="checkbox"/>
Financial Aid Disbursements	Last day to deposit payments to student accounts for refund in June																															Jessie: McKimmon & Scholarships	<input type="checkbox"/>
	Last student refund check writing in June																															Jessie: McKimmon & Scholarships	<input type="checkbox"/>
Non-Student Billings	Last day to submit comments on May aging schedule for June processing																															Jessie to approve; Julie & Angela review; McKimmon to confirm	<input type="checkbox"/>
	Request for invoice adjustment/corrections must be received in the Controller's Office - AR by 5:00PM for June processing																															Jessie to approve; Julie & Angela review; McKimmon to confirm	<input type="checkbox"/>
	Completed University Invoice forms must be received in the Controller's Office - AR by 5:00PM for June processing																															Jessie to approve; Julie & Angela review; McKimmon to confirm	<input type="checkbox"/>
	Last day to record invoices on-line for June processing																															Jessie to approve; Julie & Angela review; McKimmon to confirm	<input type="checkbox"/>
Computer Orders	Last Day for Apple bulk buy order submission																															Templates must be submitted to Eric Schlifflet by 12:00noon	<input type="checkbox"/>
	Recommended last day to order Dell/Lenovo computers																															Can take 3-4 weeks to build and ship	<input type="checkbox"/>