NC State University
Fiscal Year 2024 Close Out Schedule

		April	May	June															
		5	1	3	4	5	6	7	13	14	17	18	19	20	21	24	25	26	27	28
Purchase Orders	Requisitions (non-MarketPlace reqs) must be entered and approved at all levels for FY2024 purchases	X																		
	Received Reports (actual) must be entered in Financials for processing payables in June								X											
	All PO Invoices requiring receiving reports and departmental approvals must be PO Uploaded by 5:00 PM for June processing.									X										
Budget Office Notification	Update Year End Guide and deadlines posted on website		X																	
	Requests to carry forward Pre-collected Receipts submitted to budget analyst			X																
	Paper budget revisions for additional receipt structure							X												
	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	
Pcard Transactions	Last day to make Pcard charges for the June billing cycle for this fiscal year (based on vendor processing)									X										
	Last day to reconcile June Pcard charges for this fiscal year															X				
	All unreconciled Pcard transactions from the June billing posted to General Ledger / Pcard Statement Paid																	X		
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										
Small Purchases	Vouchers must be entered, supporting documentation uploaded and approved at all levels by 5:00PM for June processing									X										
Travel Reimbursements	Travel Reimbursements must be entered, supporting documentation uploaded and approved at all levels by 5:00PM for June processing									X										
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					
Interdepartmental Transaction	Last day to approve and route to the Controller's Office with proper documentation for June processing														X					
	IDS (sales) entries														X					
	IDJ (journals) entries														X					
Service Unit Billings	Last day to submit SUB files and be received by EAS for June processing															X				
Payroll	Payroll is confirmed (4th day of payroll lockout)											X								
	Distribution Processing is complete (data is available in HR)													X						
	Payroll is posted in Financials for June and is available in WRS														X					
	Nightly Personnel Benefits Pool process runs (distributes benefits budget to eligible 16030 projects so BBAs are $0) and is reflected in WRS														X					
	Salary expenses recorded for June															X				
	Fringe benefit costs recorded for June															X				
	RIF/EPA At-Will Employees Termed Prior to July 1, 2024															X				
Accounts Payable - General	Last day to authorize AP express checks in June																X			
	Last accounts payable check writing for June																	X		
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, 2023 to May 31, 2024.																X			
	Last day to approve on-line journal vouchers for June																			X
Deposits	Non-student account receivable checks must be received in the Controller's Office - AR by 10:00AM for deposit in June																			X
	Completed deposits must be received in the University Cashier's Office by 11:00AM for June processing																		X	
Financial Aid Disbursements	Last day to deposit payments to student accounts for refund in June																		X	
	Last student refund check writing in June																			X
Non-Student Billings	Last day to submit comments on May aging schedule for June processing						X													
	Request for invoice adjustment/corrections must be received in the Controller's Office - AR by 5:00PM for June processing								X											
	Completed University Invoice forms must be received in the Controller's Office - AR by 5:00PM for June processing																		X	
	Last day to record invoices on-line for June processing																			X