

DELTA - NCSCaLE  
Fiscal Year 2025 Close Out Schedule

		April	May	June																				Notes		33	09	
		10	1	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
Purchase Orders	Update P&BS Year End Planning Guide and instructions posted on website	X																								SharePoint refreshed 4/21/2025	<input type="checkbox"/>	<input type="checkbox"/>
	Requisitions (non-MarketPlace reqs) must be entered and approved at all levels to accommodate receipt and payment of FY 2025 purchases	X																								DELTA units should have all requisitions to the DELTA Business Office by <b>April 3rd</b> . NCSCaLE units should have all requisition to their respective business partner by <b>April 3rd</b> .	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Receiving Reports must be entered in Financials for processing payables in June											X														NCSCaLE & Stacy - Confirm all receiving of POs. Run receiving reports and closeout/receive	<input type="checkbox"/>	<input type="checkbox"/>
																										Jessie - Arrangements to be made with General Accounting and the customer; invoices will be held for mutually agreed period; 33 & 09 OUCs provided <b>6/5/24</b> , pending NCSCaLE; Green highlight is the invoice and backup must be approved in PSFIN; sent to Melissa Graham 4/12/2025; Melissa approved our proposal on 4/15/2025; Approved 33 & 09 OUC exceptions for <b>June __, 2025</b> ; 5:00 pm approval ( <b>noon for team members</b> )	<input type="checkbox"/>	<input type="checkbox"/>
	Exception Invoices																											
	All PO Invoices requiring receiving reports and departmental approvals must be entered into the PO Invoice Upload Interface by 5:00 PM for June processing.																									NCSCaLE & DELTA - Confirm all PO invoices have been received and sent to Controller's office	<input type="checkbox"/>	<input type="checkbox"/>
																										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 FY25 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 Deferred Revenue: WW Outreach, NCSCaLE, REPORTER & VCS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Requests to carry forward Pre-collected Receipts submitted to budget analyst			X																						Jessie: NCSCaLE; REPORTER, WW Outreach & VCS; Completed <b>xx/xx/xx</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Paper budget revisions for additional receipt structure							X																		Jessie: State appropriated not allowed this fiscal year; Provost Office is carrying forward max	<input type="checkbox"/>	<input type="checkbox"/>
	Final budget journals should be college approved by 4:00pm on Friday, June 27th if Budget Office approval is required. WRS should be clean on Monday, June 30th.																									Jessie - all division (NCSCaLE, REPORTER, DELTA)	<input type="checkbox"/>	<input type="checkbox"/>
DELTA/NCSCaLE	Deadline to spend state appropriations - March 31, 2025; <b>Budgets must be updated by noon 4/1/24</b> ; Recall 4/1//2025	4/1																									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Senior Management Team review of reserves balance and decisions made on one-time investments		4/2																							DELTA (SMT) & NCSCaLE (VP)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ETF Funds	<a href="#">Request to carry forward Education &amp; Technology Fee Funds</a>																									Jessie: DELTA; requested info 4/2/2025 and 4/12/2025; pending response; submitted <b>xx/xx/xx</b>	<input type="checkbox"/>	<input type="checkbox"/>

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F&A Receipts	<a href="#">Request to carry forward overhead to budget analyst</a>																								Sent email to budget office on 4/12/2025 to confirm we can exceed cap for FY25; confirmed 4/12/2025 w/Luke McHale; Completed <b>xx/xx/xx</b>	<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)									339			X												Notification to be sent <b>5/23/25, 5/30/25, and 6/7/25</b> by NCSCaLE & DELTA reminding all purchased items must be charged by <b>6/10/25 to ensure expense hits FY25</b>	<input type="checkbox"/>	<input type="checkbox"/>
	June Billing Cycle Close (May 21 - June 20)																	X							Any charges that have not hit by June 20 will be on FY26	<input type="checkbox"/>	<input type="checkbox"/>
	Last day to reconcile June PCard charges for this fiscal year																			X					NCSCaLE & DELTA Financial transactions for June billing cycle will post this date	<input type="checkbox"/>	<input type="checkbox"/>
	All unreconciled PCard transactions from the June billing posted to General Ledger / PCard Statement Paid																					X			DELTA & NCSCaLE	<input type="checkbox"/>	<input type="checkbox"/>
MarketPlace Orders	MarketPlace orders must be entered and approved at all levels by 5:00PM for the June billing cycle (based on vendor processing)									339			X												NCSCaLE & DELTA - Email managers <b>5/23/25, 5/30/25, and 6/7/25</b> about <b>6/10/25</b> Marketplace order deadline; Orders in by this date should post this FY (depending on vendor availability, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Campus Vouchers	Vouchers must be entered, supporting documentation uploaded and approved at all levels by 5:00PM for June processing									339			X												NCSCaLE & DELTA to ensure vouchers are in and approved	<input type="checkbox"/>	<input type="checkbox"/>
Travel Reimbursements	Travel Reimbursements must be entered, supporting documentation uploaded and approved at all levels by 5:00PM for June processing									339			X												DELTA - Send notification out <b>5/31/25</b> reminding travelers to have all documentation and reconciliation to Business Office by <b>6/10/25</b> ; NCSCaLE - send out notifications as well if applicable	<input type="checkbox"/>	<input type="checkbox"/>
	Contact Ruthie Fairbanks for extension for travelers returning during this timeframe																		339						Jessie for Division; send exception request to AP by end of <b>May 2025/1st week in June 2025</b> for final AP Express check processing; request info from business offices on <b>05/16/25</b> with a <b>6/6/25</b> deadline to respond; Kim approved <b>xx/xx/xx for 06/20/25</b> deadline (noon)	<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											339		339						X					Jessie: n/a - no imprest accounts in 33 OUC, 09 OUC OPD has one for Sport Fishing School - shooting for June <b>20/21st</b> ; Holly sent email confirmation to Sean Cather <b>xx/xx/xx</b> ; Sean confirmed <b>xx/xx/xx or xx/xx/xx</b> ; per his email <b>xx/xx/xx</b> .	<input type="checkbox"/>	<input type="checkbox"/>
	Last day to approve and route to the Controller's Office with proper documentation for June processing																		339	X					Jessie 33 & 09 OUC	<input type="checkbox"/>	<input type="checkbox"/>

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Interdepartmental Transactions																									Jessie to review Wolfware Outreach, VCS and REPORTER; MCTC/Printing Billing to consult w/JS first	<input type="checkbox"/>	<input type="checkbox"/>	
	IDS (sales) entries																		339	X						NCSCaLE & DELTA - Review any waiting for our approval - s/b on google sheets	<input type="checkbox"/>	<input type="checkbox"/>
	IDJ (journals) entries																		339	X								
Service Unit Billings																									Jessie to update google sheets for confirmation/WW Outreach & REPORTER Billing & Registrations SUBs; May 2025 Credit Card Fees to be processed 6/xx/2025; Holly to confirm	<input type="checkbox"/>	<input type="checkbox"/>	
	Last day to submit SUB files and be received by EAS for June processing																		339	X								
	Last day for credit card cash transfers to NCSCaLE Cash Clearing Account																					339				Sent request for xx/xx/xx to Jennifer Bell for 6/26/2025; Confirmed with Controller's Office xx/xx/xx	<input type="checkbox"/>	<input type="checkbox"/>
	Last day for REPORTER SUB processing, COB end of day; payments made on or after June 21st COB will be held and processed in the next FY																		339								SS to send email to REPORTER Support on 4/30/2025; Confirmed with REPORTER Support xx/xx/xx	<input type="checkbox"/>
Payroll	June Monthly Payroll Lockout									X															Campus Lockout June 10; Salary Distribution Changes June 12; JS to remind DELTA-NCSCaLE HR Team;	<input type="checkbox"/>	<input type="checkbox"/>	
	June Bi-Weekly Payroll Lockout												X												Review transactions to determine impact on year end balances. 2R25 payday June 07 & 2R26 payday June 21. Lockout is June 12 (Timekeeper)	<input type="checkbox"/>	<input type="checkbox"/>	
	Payroll is confirmed (4th day of payroll lockout)															X									N/A	<input type="checkbox"/>	<input type="checkbox"/>	
	Distribution Processing is complete (data is available in HR)																		X						Jessie to reconcile	<input type="checkbox"/>	<input type="checkbox"/>	
	Payroll is posted in Financials for June and is available in WRS																			X					Jessie to reconcile	<input type="checkbox"/>	<input type="checkbox"/>	
	Nightly Personnel Benefits Pool process runs (distributes benefits budget to eligible 16030 projects so BBAs are \$0) and is reflected in WRS																				X				Jessie to reconcile	<input type="checkbox"/>	<input type="checkbox"/>	
	Salary expenses recorded for June																					X			Jessie to reconcile	<input type="checkbox"/>	<input type="checkbox"/>	
	Fringe benefit costs recorded for June																					X			Jessie to reconcile	<input type="checkbox"/>	<input type="checkbox"/>	
	RIF/EPA At-Will Employees Termed Prior to July 1, 2025																					X			Jessie to reconcile	<input type="checkbox"/>	<input type="checkbox"/>	
																									Review transactions to determine impact on year end balances. June xx is Compensating Controls Report approval	<input type="checkbox"/>	<input type="checkbox"/>	
	Compensating Control Approvals														X													
Accounts Payable - General	Last day to authorize AP express checks in June																			X					Jessie - all division units (REPORTER, NCSCaLE, & DELTA)	<input type="checkbox"/>	<input type="checkbox"/>	
	Last accounts payable check writing for June																					X			Jessie - all division units (REPORTER, NCSCaLE, & DELTA)	<input type="checkbox"/>	<input type="checkbox"/>	

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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, 2024 to May 31, 2025.																			X					Jessie - all division units (REPORTER, NCSCaLE, & DELTA)	<input type="checkbox"/>	<input type="checkbox"/>	
	Last day to approve on-line journal vouchers for June 2025 by 5:00PM FOR 33 and 09 ACCOUNTANTS																						339		Jessie - all division units (REPORTER, NCSCaLE, & DELTA)	<input type="checkbox"/>	<input type="checkbox"/>	
	Last day to approve on-line journal vouchers for June 2025 by 3:00 PM. - NOON FOR JESSIE																							X	Jessie - all division units (REPORTER, NCSCaLE, & DELTA)	<input type="checkbox"/>	<input type="checkbox"/>	
Deposits	Non-student account receivable checks must be received in the Controller's Office - AR by 10:00AM for deposit in June																								X	Jessie: (NCSCaLE & VCS - n/a, internal clients only)	<input type="checkbox"/>	<input type="checkbox"/>
	Completed deposits must be received in the University Cashier's Office by 11:00AM for June processing																								X	Jessie & NCSCaLE - non state funds	<input type="checkbox"/>	<input type="checkbox"/>
	Advise units of year end REPORTER cash transfers		339																							Jessie: Send notification to REPORTER clients 5/1/2025 on final cash transfer and deferred revenue June 13, 2025; confirmed with Controller's Office 4/23/2025	<input type="checkbox"/>	n/a
	Request Controller's Office transfer cash to REPORTER clients	12																								Jessie: Coordinate with Controller's Office final cash transfer; NCSCaLE to confirm; Sent email to JB 4/12/2025 requesting confirmation of date; Confirmed 4/23/2025	<input checked="" type="checkbox"/>	n/a
	REPORTER Last Cash Transfer of year													339												Jessie: Sent request to JB 4/12/2025; Confirmed xx/xx/25; Last Transfer confirmed: 6/13/2025	<input type="checkbox"/>	n/a
Financial Aid Disbursements	Last day to deposit payments to student accounts for refund in June																							X	Jessie - ThriveDX	<input type="checkbox"/>	<input type="checkbox"/>	
	Last student refund check writing in June																							X	Jessie - ThriveDX	<input type="checkbox"/>	<input type="checkbox"/>	
Non-Student Billings	Last day to submit comments on May aging schedule for June processing																								Jessie to approve; Holly: OPD/MCTC/Printing to confirm	<input type="checkbox"/>	<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; Holly: OPD/MCTC/Printing to confirm	<input type="checkbox"/>	<input type="checkbox"/>	
	Completed University Invoice forms must be received in the Controller's Office - AR by 5:00PM for June processing																							X	Jessie to approve; Holly: OPD/MCTC/Printing to confirm	<input type="checkbox"/>	<input type="checkbox"/>	
	Last day to record invoices on-line for June processing																								X	Jessie to approve; Holly: OPD/MCTC/Printing to confirm	<input type="checkbox"/>	<input type="checkbox"/>

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The Financial Production System will be unavailable from 4 PM on Monday, June 30 until 12 PM (Noon) on Tuesday, July 1 for year-end and OUC reorganization processing. Financial Reporting, including the WolfPack Reporting System (WRS), will remain available during this time.