

# Arts & Sciences Managers' Meeting Minutes

## June 10, 2015

**Speakers** Laura Yurco  
*Assistant Dean, Finance*

### **Finance Announcements**

#### **Year End:**

Please remember to run your queries as often as daily to find transactions in error. Vouchers and requisitions will be charged against your funds even before they are paid so it's important to make sure to clear any items in error so you have accurate numbers. You can find the manual for how to run the queries here:

<https://ccinfo.unc.edu/files/2015/05/Preparing-for-Year-End-Close-Reviewing-Open-Transactions.pdf>.

Any vouchers not through departmental approval by June 15<sup>th</sup> will start process of being deleted centrally. Due to this new year-end process it's very important to run the queries to check for any vouchers in error.

#### **Year End Checklist and General Information:**

- [Checklist for Year End may be found by clicking this link.](#)
- [General Fiscal Year End information may be found by clicking this link.](#)

#### **Current Charges in CBM:**

- To modify current charges: log into CBM and navigate to "Modify Current Charges." Any charges listed need to be changed or modified by June 21<sup>st</sup> for this fiscal year.
- You may also change your departmental defaults by clicking on "Department Defaults" then searching with your department number. Hovering over the billing code will give you the long description.
  - Click the lines you'd like to change. After changing the chartfield, you may click validate to check if the chartfield is valid. After validation is complete, be sure to click update chartfields.

#### **Reviewing Outstanding Suspense by Employee Report:**

- You may view the status of submission for retroactive fund swaps of suspense by navigating to the HR Workcenter and clicking 'Retro Funding swap Post 10/1' then clicking "View my Submission."
- The Suspense Report can be viewed under reports at the top of the page. You can see all suspense transactions by dept, person and pay period along with any retro actions that are either in process or completed to give you the current balance outstanding by person.
- This will display anyone funded by the department, but a report on personnel that's primary appointment is in the department will be forthcoming.

**Routing for Budget Transfers:**

- Budget transfers for State and F&A funds must be completed by June 26 so that they may post by June 30. Please submit by June 24th to ensure time for approvals in the Dean's Office.
- To check the routing you may navigate through the following path: Main Menu > Finance > Commitment Control > Budget Journal > Enter Budget Transfer.
- Click on an item, then click the budget line tab. Click status and this will take you to the departmental approval route and where it is in process.

**Gift-to-Gift Transfers:**

Gift-to-Gift transfers must be completed by June 26<sup>th</sup>, the same day as similar transfers for trust accounts.

**Important Dates/Reminders:**

- With Fiscal Year-end fast approaching, please review deadlines. If you're in the Business Center your deadlines are earlier to allow for data entry in the Business Center.
- [You may review Year End Closing Dates and Procedures in the memo from the University Controller.](#) If your department is part of the Business Center, please submit your request at least one week in advance of these dates to ensure payment within this fiscal year.
- Check your vouchers for any outstanding issues if they have been denied or not submitted. Any vouchers submitted after the June 15<sup>th</sup> deadline will be automatically post-dated for July 1<sup>st</sup> for all fund types (no exceptions).
- Deposits must be made by noon on June 30<sup>th</sup>, but earlier for departments in the Business Center for deposits to allow for adequate time to receive and process.