



## College of Arts & Sciences Managers' Meeting

Wednesday, May 8<sup>th</sup>

10:30 a.m. – 12:00 p.m.

Toy Lounge, Dey Hall

**Welcome:** Manish Kumar, Associate Dean for Finance and Budget Management

**Finance Announcements:** Manish Kumar, Associate Dean for Finance and Budget Management

### Year-End Deadlines:

- Remember that there is not one month-end close date for June, but rather there are a series of month-and year-end close dates.
- Information concerning these deadlines, both at the Dean's Office (including shared services) and central offices levels will be shared with you in the days ahead. (Update: Please see the updated, attached deadlines that were communicated via email from Mark Richardson on May 9.)

### Updates to Enterprise Rent-A-Car Vehicle Reservation System:

- University staff wishing to reserve a short-term Enterprise vehicle rental should request an EHIDirect account by emailing [ehirentals@unc.edu](mailto:ehirentals@unc.edu). A unique [EHIDirect.com](http://EHIDirect.com) registration link then will be emailed to the requester; the registration link will require action within 24 hours, after which it will expire. For more information on vehicle rental and a step-by-step Enterprise EHIDirect User Guide, visit the [Facilities Services Vehicle Rental webpage](#).
- While Enterprise may offer 15 passenger vans, UNC Risk Management recommends that staff only reserve 8 or 12 passenger vehicles whenever possible.
  - 15 passenger vans are not insured under the state contract with Enterprise and are instead covered by the state's policy with Travelers.
- For more information, see the May 3<sup>rd</sup> [memo](#).

### Background Check Billing Process Improvement:

- No later than May 14<sup>th</sup>, the background check program will move to Customer Billing Management (CBM). CBM will improve operational effectiveness by creating a timelier billing process and the opportunity to update chartfield strings prior to charges posting.
- Please see Mark Richardson's May 6<sup>th</sup> email for more information.

### ConnectCarolina Outage:

- Reminder - there will be an outage of ConnectCarolina from 5:00 p.m. on Friday, May 17<sup>th</sup> through 7:00 a.m. Monday, May 20<sup>th</sup> so that the ConnectCarolina Makeover changes can be implemented.

### Graduate Student Health Insurance Program - Enrollment for 2019-20:

- Graduate students enrolled in the Graduate Student Health Insurance Program (GSHIP) must submit an online waiver or they will be charged \$1,313.50 each semester on their University account. For more information, see the [April 30 memo](#).
- Please share this information with your student services staff.

#### **ePro Users: Updated Amazon Business FAQ Guide Now Available:**

- If you haven't registered or you're already registered for Amazon Business in ConnectCarolina but still have questions about ordering, payments or buying policies, check out the recently updated [Amazon Business FAQ Guide](#).
- The Business System Help Desk recommends that you refer to the guide for instructions on how to register and place orders according to requirements established for the UNC-Chapel Hill Amazon Business account.
- If you still have questions after reading the Amazon Business FAQ Guide, give the Business Systems Help Desk a call at 919-962-HELP, option 2 or send them a help request at [help.unc.edu](http://help.unc.edu).

#### **Arc 3 Gases Price Increase Coming in May:**

- Arc3 Gases are increasing their prices for cylinder gases, micro bulk and bulk gases beginning May 1, 2019. For more information, see the [April 17 memo](#).

#### **HR Announcements:** Ashante Diallo, Senior Director of HR Shared Services

#### **HR Lunch & Learns**

- This month's Lunch & Learn will be held on **Tuesday, May 21<sup>st</sup>** in **205 Howell Hall** from **12 noon – 1:00pm**. This month's topic is **"EB-2 Visa Application Process"**. The **June Lunch & Learn** topic will be on **June 18<sup>th</sup>** and will be on **"Access Requests" in 205 Howell Hall from 12 noon – 1:00pm**. More information on this session will be sent soon but is on our College website.
- **REMINDER: SHRA Performance Review and Employee Competency Ratings**  
As a reminder, all performance ratings and employee competency ratings were due in ConnectCarolina by April 30<sup>th</sup>. Karl and Adrienne will reach out to any supervisors and copy Managers with outstanding ratings no later than Thursday, May 9<sup>th</sup>. In addition, all signed copies of actual PMCA documents for Managers should be sent to your assigned HR Consultant, Adrienne Jeffries or Karl Pfister.

#### **REMINDER: Faculty Reviews**

As a reminder, Annual Evaluation of Untenured Faculty are due to [Janet Farrell](#) by **Tuesday, May 28<sup>th</sup> via email** and all Post Tenure Reviews are due **via Infoporte no later than June 3<sup>rd</sup>, 2019**. If you have any questions about either, please reach out directly to [Janet Farrell](#).

**UPDATE:** May 2019 WorkWell Digest was sent via email on Tuesday, May 7<sup>th</sup>. Each month, OSR provides UNC employees (faculty and staff) updates related to monthly professional development opportunities, benefits, upcoming events and other need-to-know information.

#### **Guest Presentation:** Event Life for Planners by Planners

Presented by: Ebony Johnson, Aeron Delaney, and Samantha Fowler

#### **Guest Presentation:** Procurement Overview

Presented by: Beau Jimmerson, Chief Procurement Officer

**From:** [Richardson, Mark E](#)  
**To:** [CAS as DDD](#); [CAS as Mgrs](#)  
**Subject:** UPDATED: 2019 Fiscal Year-end Closing Dates and Procedures  
**Date:** Thursday, May 9, 2019 9:44:11 PM  
**Attachments:** [End of Year Schedule 2019 - Final.pdf](#)  
**Importance:** High

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The following message is being sent to all Deans, Directors, Department Heads, and Administrative Managers in the College of Arts & Sciences.

This email is an update to last week's memo regarding campus' 2018-2019 fiscal year-end deadlines. Please see the attached document for important year-end deadlines in the Dean's Office. Thank you.

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**From:** Kelly-Scholle, Janet <[janet\\_kelly-scholle@unc.edu](mailto:janet_kelly-scholle@unc.edu)>  
**Sent:** Friday, May 3, 2019 9:16 AM  
**To:** Campus Unit Finance Leads <[cufinance@groups.unc.edu](mailto:cufinance@groups.unc.edu)>; 'business\_managers@listserv.unc.edu' <[business\\_managers@listserv.unc.edu](mailto:business_managers@listserv.unc.edu)>  
**Cc:** Agostini, Steve <[steve.agostini@unc.edu](mailto:steve.agostini@unc.edu)>; Reid, Allison <[Allison\\_Reid@unc.edu](mailto:Allison_Reid@unc.edu)>  
**Subject:** DDD - 2019 Fiscal Year-end Closing Dates and Procedures

## **MEMORANDUM**

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**TO:** Deans, Directors and Department Chairs  
University Business Managers  
Campus Unit Finance Leads

**FROM:** Stephen Agostini, Associate Vice Chancellor for Finance and Budget

**DATE:** May 3, 2019

**SUBJECT:** 2019 Fiscal Year-end Closing Dates and Procedures

The purpose of this memorandum is to provide information concerning the year-end procedures and the dates that documentation must be received for payment in the fiscal year ending on June 30, 2019. It is important that these deadlines be met to ensure use of your 2018-2019 budgets rather than your 2019-2020 budgets.

Please note, Monday, July 1, is the first business day of the new fiscal year, and Thursday, July 4, is a University holiday. It is imperative that you ensure sufficient staff are available during this week to respond to questions and make adjustments as required related to the close.

## PROCESSING DATES

### Procurement Services Dates

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- May 20 Last day to complete Central Airfare Billing System (CABS) ticket transaction for inclusion in fiscal year 2018-2019 (travel agent must purchase ticket by May 20).
- May 30 Last day for submitting requests for new or updated Independent Contractor agreements for payments due by June 30.
- June 12 Last day for e-commerce purchases to be billed in fiscal year 2018-2019.
- June 12 Last day to submit refund requests for OSR projects.
- June 14 Last day for campus vouchers to be approved by departments in order to be processed by Accounts Payable and paid in fiscal year 2018-2019.

**Campus vouchers not yet approved by the department in voucher workflow or with budget errors or chartfield errors will be deleted at 5 p.m.** You can still enter campus vouchers after June 14, but they will be held and processed after July 1 in fiscal year 2019-2020.

- June 14 Last day for requisitions to be approved by departments in order to be sourced to the vendor in fiscal year 2018-2019.

**Requisitions not yet approved by the department in requisition workflow or with budget errors or chartfield errors will be deleted at 5 p.m.** You can still enter requisitions after June 14, but they will be processed in fiscal year 2019-2020. (For requisitions entered after June 14, receiving and invoicing will not be allowed until after July 1.)

- June 14 All change orders to existing purchase orders must be submitted and approved by this date. Any change order requests submitted and approved by departments after June 14 will not be processed until after July 1 in fiscal year 2019-2020.
- June 14 Last day for independent contractor and travel reimbursement payments to be approved by departments, including appropriate documentation to Accounts Payable, to ensure payment in fiscal year 2018-2019.

- June 14 Last day to submit invoices on purchase orders (valid budget and no match exceptions) to Accounts Payable to ensure payment in fiscal year 2018-2019, and last day to complete online receiving to ensure payment in fiscal year 2018-2019.
- June 14 Last day for ePro vendor catalog invoices from Airgas, Agilent, Amazon Business, Apple, Applied Industrial, ARC3, BioRad, CDW-G, Dell, Fastenal, Fisher Scientific, Grainger, Graybar, Life Technologies, Mayer Electric, MSC, Perkins Elmer, Roche, Sigma Aldrich, Staples, Genesee, Qiagen, Storr, Lenovo, Software Acquisition and VWR to be billed in fiscal year 2018-2019. Please plan ahead for purchases that will be needed during June. If the vendor does not send the invoice by that date, it will be paid from fiscal year 2019-2020 budgets. There is no suspension in purchasing or service for e-Procurement.
- June 19 4pm Last day for reconciling and posting P-Card transactions in current fiscal year. Daily P-Card transactions after this date will be held and posted in fiscal year 2019-2020.
- June 21 Last day to review/update the chartfield strings on charges in Customer Billing Management (CBM).
- June 28 5pm Purchase orders will be rolled into the new fiscal year. Requisition and purchase orders will not be available until Monday, July 1, due to the weekend and rollover. **Please do not attempt to access requisitions and purchase orders between 5 p.m. June 28 and 8 a.m. July 1.**

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### **Accounting Services Dates**

- May 24 Last day for Facilities to submit Capital Improvements (CI) COPS (Certificate of Participation) vouchers and purchase orders for payment. Final pay cycle, as per Office of State Controller/Office of State Budget Management schedule, will be June 7.
- May 30 Last day for Facilities to submit valid journal entries for CI funds.
- June 5 Last day for Facilities to submit CI Non- COPS (Certificate of Participation) vouchers and purchase orders for payment. Final pay cycle will be June 12.
- June 14 Last day to submit departmentally-approved budget journals (valid budget with no exceptions) for fiscal year 2018-2019 for all Trust Funds including those with Contractual Agreements (Contract Trusts), Recharge Centers and Internal

Service Funds.

- June 14 Last date to submit requests for new Source Create and new General Ledger (GL) Accounts to be established before June 30.
- June 21 Last day to submit online cash advance settlement journal entries (OSR and Trust Funds).
- June 21 Last date to submit transfers or disbursements to other state agencies that are processed through NC Cash Management Control System (CMCS) / NC Department of State Treasurer, such as Dual Employment, HCS payments and UTS payments.
- June 21 Last date to submit approved (pre-audited) outgoing foreign wire transfer in foreign currency instructions for payment processing in fiscal year 2018-2019.
- June 21 Last day to submit departmentally-approved valid journal entries (departmental, foundations, central offices as appropriate) for all funds.
- June 21 Last date to submit DCB (Journal Imports) batches for all funds.
- July 1 State Fund combo edit rule will be in effect. Journals entered on State Funds with a FY 2019 date will receive a system-generated error if entered beyond June 30, 2019.
- July 1 First business day of July. Please ensure sufficient staff are available to respond to questions and make any required adjustments related to the year close.

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**Commitment Accounting Dates**

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- June 20 5pm All PAAT (Payroll Accounting Adjustment Tool) transactions for **non-June** payroll must be fully approved through department workflow.
- June 25 Noon All PAAT (Payroll Accounting Adjustment Tool) transactions for June payroll must be fully approved through department workflow.
- June 28 5pm All funding source changes must be submitted and fully approved to be included in rollover to fiscal year 2019-2020. Unapproved funding source changes will not get rolled and will need to be re-entered in fiscal year 2019-2020.

## Budget Planning & Analysis Dates

- May 24 Last day to submit budget journals for State Receipt Budget changes to Budget Planning and Analysis (BP&A). This is to allow OSBM ample time to approve by fiscal year end.
- June 27 Last day to submit budget transfers for **State Funds** that require central office approval. Please be aware some State budget transfers do not route to central office for approval and posting; it will be up to you to monitor and see that those are approved and posted. **(See “pending” at the Approval Header Status.)**
- June 28 Last day to **post** departmental-only routing budget transfers for State and F&A funds that do not require BP&A approval and posting. Please correct any errors for transactions you need posted. F&A budget transactions do not route to central office for approval and posting; it will be up to you to monitor and see that transactions have been approved and posted.
- June 28 4pm Deletion process will begin for June-dated budget transfers/journals not posted. June budget transactions in the BP&A worklist that do not require prior OSBM approval will be posted before the delete process.

## DEPARTMENTAL DEPOSIT DATES

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### **Office of University Cashier Deposit Dates**

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- June 28 Noon Cash and check deposits must be **received** by **Noon**. All deposits for credit card payments settled on June 27, 2019, and prior should be submitted via the Departmental Deposit System in ConnectCarolina by **Noon**. NOTE: Cash/check deposits submitted with errors cannot be processed until corrected. If the corrections are not processed in time, they will not be included in June 2019.
- July 1 10am All deposits for **credit card** payments settled on June 28, 2019, must be submitted via the Departmental Deposits System in ConnectCarolina. June 28 credit card payments will be recorded in July 2019.

Campus departments billing through the student account MUST delay posting of Fall semester charges until Monday, July 1, 2019, or later. The effective date of these campus department charges **must** be July 1, 2019, or later to ensure proper cutoffs.

**Office of Sponsored Research Deposit Dates**

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June 28 Noon All OSR deposits must be completed and submitted via the Departmental Deposits system in ConnectCarolina. Cash and Check deposits must be delivered to the Cashier’s Office by 2 p.m.

**Development Office Deposit Dates**

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June 28 Noon Cash, check and credit card gifts must be received in University Development by Noon to be processed and deposited for the fiscal year.

**Payroll Dates** *[Payroll dates refer to the lockout dates, beginning at noon unless otherwise stated. Departments should allow for sufficient time for approval routing for personnel actions].*

- May 15                      Lockout for Biweekly B23 payroll paid May 24
- May 22                      Lockout for May monthly payroll paid May 31
- May 31                      Lockout for Biweekly B24 payroll paid June 7
- June 12 11 am              Lockout for Summer Session I payroll paid June 20
- June 13                      Lockout for Biweekly B25 payroll paid June 21
- June 18                      Lockout for June Monthly payroll paid June 28
- June 27                      Lockout for Biweekly B26 payroll paid July 5
- July 12                      Lockout for Biweekly B01 payroll paid July 19
- July 17 11 am              Lockout for Summer Session II payroll paid July 30
- July 22                      Lockout for July Monthly payroll paid July 31
- July 26                      Lockout for Biweekly B02 payroll paid August 2

**OTHER CONSIDERATIONS**

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**Purchasing Considerations**

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All purchases in excess of \$5,000 require competition. Any requirement for purchases in excess of \$5,000 should be identified and subsequently approved prior to or no later than **May 15** to ensure arrival prior to June 30 enabling payment by the end of the fiscal year. Regular purchase orders may be canceled by creating a new requisition asking for a change. Purchase orders that are not canceled or used will be carried forward to the new fiscal year and will obligate 2019-2020 budgets.

Carolina Computing Initiative (CCI) orders are custom, so no specific date can be provided. We urge the placement of these orders as soon as possible.

### **Accounts Payable Considerations**

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If the receiving has not been entered into the system, payment cannot be made, and the purchase order will be charged against 2019-2020 budgets. Likewise, if the original vendor invoice is not received, payment cannot be made, and the purchase order will be charged against 2019-2020 budgets. Incomplete documentation may delay your payment request; be certain that the item is fully documented before submitting it for processing. **Payment cannot be made before the receipt of goods or services so do not indicate receipt of materials not received in order to use available funds or for any other reason. Disbursements will make every effort to pay all items received by the stated deadline with valid budget and no match exceptions.**

### **Accounting Considerations**

Cash deficits in institutional trust and special fund accounts must be funded by **June 21** through collection of receivables, transfers from other funds or other appropriate methods. Cash deficits may not be carried forward to the new fiscal year without approval of the Senior Director of Accounting Services. If funds from University-related foundations on deposit in other accounts will be used to fund expenditures for fiscal 2018-2019, the funds transfer request should be submitted by **June 21**. If you anticipate a request to carry forward a deficit, please notify the Senior Director of Accounting Services as soon as possible, but in no event later than June 25, 2019.

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### **State Budgeting Considerations**

Sufficient budget balances or cash balances must be available to cover all disbursements from University accounts. The State does not allow deficits in any expenditure account. You should review your available budget balances on your monthly reports so all disbursements can be properly funded. Because every effort is being made by Accounts Payable to pay all payables by year end, the ending state balance in ConnectCarolina should be on, or close to, a cash basis. Thus a unit's ending balance in ConnectCarolina will be the appropriate number for

carry forward, and any exceptions for items not paid will be reviewed by central offices for appropriate disposition. Units are reminded that carry forward is subject to approval by OSBM.

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### **Cashiering Considerations**

To comply with G.S. 147-77 and University policies, all departmental receipts must be deposited daily. Do not hold deposits for the new fiscal year. Delaying the deposit of University funds is a violation of State statutes. The daily deposit for electronic credit card receipts for 2018-2019 should be provided to the University Cashier no later than **noon on June 28** via the Online Departmental Deposit System. **If the person assigned with this responsibility is not at work on June 28 and July 1, then the department is required to take appropriate measures to get the deposit entered by noon.**

### **Payroll Considerations**

The last biweekly payroll posted in the current year will be for the period ending **June 9** (paid on **June 21**). The June monthly payroll will be paid on **June 28**. Specific deadlines for the Summer Session payrolls have been established. (See year-end deadlines.) The Summer Session payroll dates are **May 16 to June 20** for Session I and **June 24 to July 31** for Session II.

Every effort will be made to effectively and efficiently use the University's resources. Your assistance in processing documents, monitoring your budgets and purchase orders, and adhering to deadlines is very important. As in past years, all fiscal year-end information will be posted on the 2019 Fiscal Year End webpage ([go.unc.edu/FYE](http://go.unc.edu/FYE)). Thank you for your cooperation.

Process	HR Shared Services Deadline	Dean's Office Finance Deadline	Finance Shared Services Deadline	Campus Deadline	Notes
<b>Procurement Services</b>					
Last day to complete Central Airfare Billing System (CABS) ticket transaction for inclusion in fiscal year 2018-2019 (travel agent must purchase ticket by May 20).		15-May, noon (Arts & Sciences Travel funds)	15-May	20-May	Travel agent must purchase ticket by May 20.
Last day for submitting requests for new or updated Independent Contractor agreements for payments due by June 30.			23-May	30-May	
Last day for delivery of e-commerce purchases to be billed in fiscal year 2018-2019			5-Jun	12-Jun	
Last day to submit refund requests for OSR projects.			5-Jun	12-Jun	
Last day for campus vouchers to be approved by departments in order to be processed by Accounts Payable and paid in fiscal year 2018-2019.			7-Jun	14-Jun	<b>Campus vouchers not yet approved by the department in voucher workflow or with budget errors or chartfield errors will be deleted at 5 p.m.</b> You can still enter campus vouchers after June 14, but they will be held and processed after July 1 in fiscal year 2019-2020.
Last day for requisitions to be approved by departments in order to be sourced to the vendor in fiscal year 2018-2019			7-Jun	14-Jun	<b>Requisitions not yet approved by the department in requisition workflow or with budget errors or chartfield errors will be deleted at 5 p.m.</b> You can still enter requisitions after June 14, but they will be processed in fiscal year 2019-2020. (For requisitions entered after June 14, receiving and invoicing will not be allowed until after July 1.)
All change orders to existing purchase orders must be submitted and approved by this date. Any change order requests submitted and approved by departments after June 14 will not be processed until after July 1 in fiscal year 2019-2020.			7-Jun	14-Jun	
Last day for independent contractor and travel reimbursement payments to be approved by departments, including appropriate documentation to Accounts Payable, to ensure payment in fiscal year 2018-2019		10-June, noon (Arts & Sciences Travel funds)	7-Jun	14-Jun	
Last day to submit invoices on purchase orders (valid budget and no match exceptions) to Accounts Payable to ensure payment in fiscal year 2018-2019, and last day to complete online receiving to ensure payment in fiscal year 2018-2019			7-Jun	14-Jun	

Process	HR Shared Services Deadline	Dean's Office Finance Deadline	Finance Shared Services Deadline	Campus Deadline	Notes
Last day for ePro vendor catalog invoices from Airgas, Agilent, Amazon Business, Apple, Applied Industrial, ARC3, BioRad, CDW-G, Dell, Fastenal, Fisher Scientific, Grainger, Graybar, Life Technologies, Mayer Electric, MSC, Perkins Elmer, Roche, Sigma Aldrich, Staples, Genesee, Qiagen, Storr, Lenovo, Software Acquisition and VWR to be billed in fiscal year 2018-2019. Please plan ahead for purchases that will be needed during June. If the vendor does not send the invoice by that date, it will be paid from fiscal year 2019-2020 budgets. There is no suspension in purchasing or service for e-Procurement.			7-Jun	14-Jun	Please plan ahead for purchases that will be needed during June. If the vendor does not send the invoice by that date, it will be paid from 2019- 2020 budgets. There is no suspension in purchasing or service for e-Procurement.
Last day for reconciling and posting P-Card transactions in current fiscal year. Daily P-Card transactions after this date will be held and posted in fiscal year 2019-2020.			12-Jun	19-Jun, 4pm	
Last day to review/update the chartfield strings on charges in Customer Billing Management (CBM)			14-Jun	21-Jun	
Purchase orders will be rolled into the new fiscal year. Requisition and purchase orders will not be available until Monday, July 1, due to the weekend and rollover. <b>Please do not attempt to access requisitions and purchase orders between 5 p.m. June 28 and 8 a.m. July 1.</b>				28-Jun, 5 pm	Requisition and purchase orders will not be available until Monday, July 2, due to the weekend and rollover. Please do not attempt to access requisitions and purchase orders between 5 p.m. June 29 – 8 a.m. July 2.
<b>Accounting Services Dates</b>					
Last day for Facilities to submit Capital Improvements (CI) COPS (Certificate of Participation) vouchers and purchase orders for payment. Final pay cycle as per Office of State Controller/Office of State Budget Management schedule will be June 7.			17-May	24-May	
Last day for Facilities to submit valid journal entries for CI funds			23-May	30-May	
Last day for Facilities to submit CI Non- COPS (Certificate of Participation) vouchers and purchase orders for payment. Final pay cycle will be June 12.			29-May	5-Jun	Final pay cycle will be June 12.
Last day to submit departmentally-approved budget journals (valid budget with no exceptions) for fiscal year 2018-2019 for all Trust Accounts including those with Contractual Agreements (Contract Trusts), Recharge Centers and Internal Service Funds.		13-Jun, 5 pm	7-Jun	14-Jun	
Last date to submit requests for new Source Create and new General Ledger (GL) Accounts to be established before June 30.		12-Jun, 5 pm	7-Jun	14-Jun	
Last day to submit online cash advance settlement journal entries (OSR and Trust Funds).			14-Jun	21-Jun	

Process	HR Shared Services Deadline	Dean's Office Finance Deadline	Finance Shared Services Deadline	Campus Deadline	Notes
Last date to submit transfers or disbursements to other state agencies that are processed through NC Cash Management Control System (CMCS) / NC Department of State Treasurer, such as Dual Employment, HCS payments, and UTS payments.			14-Jun	21-Jun	
Last date to submit approved (pre-audited) outgoing foreign wire transfer in foreign currency instructions for payment processing in fiscal year 2018-2019			12-Jun	21-Jun	
Last day to submit departmentally-approved valid journal entries (departmental, foundations, central offices as appropriate) for all funds		14-Jun	7-Jun	21-Jun	
Last date to submit DCB (Journal Imports) batches for all funds			14-Jun	21-Jun	
State Fund combo edit rule will be in effect. Journals entered on State funds with a FY 2019 date will receive a system generated error if entered beyond June 30, 2019				1-Jul	
First business day of July. Please ensure sufficient staff are available to respond to questions and make any adjustments required related to the year close				1-Jul	
<b>Commitment Accounting Dates</b>					
All PAAT (Payroll Accounting Adjustment Tool) transactions for <b>non-June</b> payroll must be fully approved through department workflow.		14-Jun	7-Jun	20-Jun, 5 pm	
All PAAT (Payroll Accounting Adjustment Tool) transactions for June payroll must be fully approved through department workflow		24-Jun, 12 pm	21-Jun	25-Jun, 12 pm	
All funding source changes must be submitted and fully approved to be included in rollover to fiscal year 2019- 2020. Unapproved funding source changes will not get rolled and will need to be re-entered in fiscal year 2019- 2020.			21-Jun	28-Jun, 5 pm	
<b>Budget Planning &amp; Analysis Dates</b>					
Last day to submit budget journals for State Receipt Budget changes to Budget Planning and Analysis (BP&A). This is to allow OSBM ample time to approve by fiscal year end.			17-May	24-May	
Last day to submit budget transfers for <b>State Funds</b> that require central office approval. Please be aware some State budget transactions do not route to central office for approval and posting; it will be up to you to monitor and see that those are approved and posted. <b>(See "pending" at the Approval Header Status.)</b>		25-Jun, 12 pm	19-Jun	27-Jun	
Last day to <b>post</b> departmental only routing budget transfers for State and F&A funds that do not require BP&A approval and posting. Please correct any errors for transactions you need posted. F&A budget transactions do not route to Central Office for approval and posting; it will be up to you to monitor and see that transactions have been approved and posted.		26-Jun, 12 pm	20-Jun	28-Jun	

Process	HR Shared Services Deadline	Dean's Office Finance Deadline	Finance Shared Services Deadline	Campus Deadline	Notes
Deletion process will begin for June dated budget transfers/journals not posted. June budget transactions in the BP&A worklist that do not require prior OSBM approval will be posted before the delete process.				28-Jun, 4 pm	
<b>Departmental Deposit Dates</b>					
<b>Office of University Cashier Deposit Dates</b>					
Cash and check deposits must be <b>received</b> by <b>Noon</b> . All deposits for credit card payments settled on June 27, 2019, and prior should be submitted via the Departmental Deposit System in ConnectCarolina by <b>Noon</b> .			27-Jun, 12 pm	28-Jun, 12 pm	NOTE: Cash/check deposits submitted with errors cannot be processed until corrected. If the corrections are not processed in time, they will not be included in June 2019.
All deposits for <b>credit card</b> payments settled on June 28, 2019, must be submitted via the Departmental Deposits System in ConnectCarolina. June 28 credit card payments will be recorded in July 2019.			2-Jul, 8 am	2-July, 10 am	Campus departments billing through the student account <b>MUST</b> delay posting of Fall semester charges until Monday, July 1, 2019, or later. The effective date of these campus department charges <u>must</u> be July 1, 2019, or later to ensure proper cutoffs.
<b>Office of Sponsored Research Deposit Dates</b>					
All OSR deposits must be completed and submitted via the Departmental Deposits system in ConnectCarolina. Cash and Check deposits must be delivered to the Cashier's Office by 2 p.m.				28-Jun, 12 pm	
<b>Development Office Deposit Dates</b>					
Cash, check and credit card gifts must be received in University Development by Noon to be processed and deposited for the fiscal year				28-Jun, 12 pm	
<b>Payroll Dates</b>					
					Note that payroll dates refer to the <b>lockout dates</b> . Departments should allow for sufficient time for approval routing for personnel actions.
Lockout for Biweekly B23 payroll paid May 24	9-May			14-May	
Lockout for May monthly payroll paid May 31	13-May			21-May	
Lockout for Biweekly B24 payroll paid June 7	22-May			30-May	
Lockout for Summer Session I payroll paid June 20	Should already be submitted			31-May	
Lockout for Biweekly B25 payroll paid June 21	7-Jun			13-Jun	
Lockout for June Monthly payroll paid June 28	5-Jun			17-Jun	
Lockout for Biweekly B26 payroll paid July 5	19-Jun			26-Jun	
Lockout for Biweekly B01 payroll paid July 19	3-Jul			11-Jul	
Lockout for Summer Session II payroll paid July 30	Should already be submitted			10-Jul	
Lockout for July Monthly payroll paid July 31	8-Jul			19-Jul	
Lockout for Biweekly B02 payroll paid August 2	16-Jul			25-Jul	
<b>Other Considerations</b>					
<b>Purchasing Considerations</b>					

Process	HR Shared Services Deadline	Dean's Office Finance Deadline	Finance Shared Services Deadline	Campus Deadline	Notes
<p>All purchases in excess of \$5,000 require competition. Any requirement for purchases in excess of \$5,000 should be identified and subsequently approved prior to or no later than <b>May 15</b> to ensure arrival prior to June 30 enabling payment by the end of the fiscal year. Regular purchase orders may be canceled by creating a new requisition asking for a change. Purchase orders that are not canceled or used will be carried forward to the new fiscal year and will obligate 2019-2020 budgets.</p>					<p>Carolina Computing Initiative (CCI) orders are custom, so no specific date can be provided. We urge the placement of these orders as soon as possible.</p>
<b>Accounts Payable Considerations</b>					
<p>If the receiving has not been entered into the system, payment cannot be made, and the purchase order will be charged against 2019-2020 budgets. Likewise, if the original vendor invoice is not received, payment cannot be made, and the purchase order will be charged against 2019-2020 budgets. Incomplete documentation may delay your payment request; be certain that the item is fully documented before submitting it for processing. <b>Payment cannot be made before the receipt of goods or services so do not indicate receipt of materials not received in order to use available funds or for any other reason. Disbursements will make every effort to pay all items received by the stated deadline with valid budget and no match exceptions.</b></p>					
<b>Accounting Considerations</b>					
<p>Cash deficits in institutional trust and special fund accounts must be funded by <b>June 21</b> through collection of receivables, transfers from other funds or other appropriate methods. Cash deficits may not be carried forward to the new fiscal year without approval of the Senior Director of Accounting Services. If funds from University-related foundations on deposit in other accounts will be used to fund expenditures for fiscal 2018-2019, the funds transfer request should be submitted by <b>June 21</b>. If you anticipate a request to carry forward a deficit, please notify the Senior Director of Accounting Services as soon as possible, but in no event later than June 25, 2019.</p>					
<b>State Budget Considerations</b>					

Process	HR Shared Services Deadline	Dean's Office Finance Deadline	Finance Shared Services Deadline	Campus Deadline	Notes
<p>Sufficient budget balances or cash balances must be available to cover all disbursements from University accounts. The State does not allow deficits in any expenditure account. You should review your available budget balances on your monthly reports so all disbursements can be properly funded. Because every effort is being made by Accounts Payable to pay all payables by year end, the ending state balance in ConnectCarolina should be on, or close to, a cash basis. Thus a unit's ending balance in ConnectCarolina will be the appropriate number for carry forward, and any exceptions for items not paid will be reviewed by central offices for appropriate disposition. Units are reminded that carry forward is subject to approval by OSBM.</p>					
<b>Cashiering Considerations</b>					
<p>To comply with G.S. 147-77 and University policies, all departmental receipts must be deposited daily. Do not hold deposits for the new fiscal year. Delaying the deposit of University funds is a violation of State statutes. The daily deposit for electronic credit card receipts for 2018-2019 should be provided to the University Cashier no later than <b>noon on June 28</b> via the Online Departmental Deposit System. <b>If the person assigned with this responsibility is not at work on June 28 and July 1, then the department is required to take appropriate measures to get the deposit entered by noon.</b></p>					
<b>Payroll Considerations</b>					
<p>The last biweekly payroll posted in the current year will be for the period ending <b>June 9</b> (paid on <b>June 21</b>). The June monthly payroll will be paid on <b>June 28</b>. Specific deadlines for the Summer Session payrolls have been established. (See year-end deadlines.) The Summer Session payroll dates are <b>May 16 to June 20</b> for Session I and <b>June 24 to July 31</b> for Session II.</p>					



# EVENT

## *Life* FOR PLANNERS BY PLANNERS

Presented By: Ebony Johnson, Aeron Delaney, and Samantha Fowler  
University of North Carolina at Chapel Hill  
May 8, 2019

# *THE VISION*

**JULY 2016**

Dazed and Confused

**APRIL 2017**

Building Community | Founders Accepted

**JULY 2017**

Hosted Our First On-Campus Event for planners, by planners!



# ***MEET OUR FOUNDERS***

Top (Left to Right): Kiara Gibbs (University Events); Ebony Johnson (Institute for the Arts and Humanities); Samantha Fowler (Communications)  
Bottom (Left to Right): Ayana Brown (African, African American, and Diaspora Studies); Jen Belk (The Arts and Sciences Foundation); Melissa Thurston (UNC Kenan-Flagler Business School); and Aëron Delaney (Honors Carolina)

*OUR WHY*

# PROFESSIONAL DEVELOPMENT

Event Life is a group of university event planners and coordinators dedicated to professional development, sharing resources, and networking. Join us for

## *Building Positive Relationships: Collaborating at Work*

A Professional Development Workshop for Planners

*Guest Facilitator*  
*William Frey, CPCC, M.Ed.*

Wednesday, December 13, 2017

12 Noon - 1:30 PM

Hyde Hall, University Room  
176 East Franklin Street  
Chapel Hill, NC 27599

*Refreshments will be provided.*

If you have any questions, please contact Ayana Brown at [ayanab@email.unc.edu](mailto:ayanab@email.unc.edu). Please RSVP by December 8, 2017



### ***Understanding the Essentials of Risk Management in Events***

with Sally Webb Berry

Thursday, November 29, 2018



#### **Location & Schedule**

##### **Hyde Hall University Room**

176 E Franklin St.  
Chapel Hill, NC 27514

##### **Meet & Greet**

(Light refreshments will be provided)  
12 Noon - 12:20 p.m.

##### **Training Session**

12:30 p.m. - 1:30 p.m.

Sally is the CEO and founder of the Special Events Company, which has won over 40 international event management awards.

Risk management is one of the most important components of event planning – it's not just about insurance. Learn from one of the industry's leading experts in risk on how to protect your guests, institution and personal reputation with case studies and useful ongoing documents that will make you a more competent and professional planner.

**Register now!**  
**Seats are limited.**

Have questions? Please email [eventlife@unc.edu](mailto:eventlife@unc.edu)

# SHARE RESOURCES



# *NETWORKING OPPORTUNITIES*



# ***INITIAL CHALLENGES***

**"MY SUPERVISOR MAKES ME USE VACATION TIME TO ATTEND YOUR MEETINGS AND TRAINING SESSIONS."**

**"NO ONE IN THE DEPARTMENT UNDERSTANDS MY ROLE OR THE RISKS ASSOCIATED WITH POORLY PLANNED, LAST MINUTE EVENTS."**

**"I'M NOT AN EVENT PLANNER."**

**"I'VE PLANNED EVENTS BEFORE. MY FRIEND PLANS EVENTS. IT'S NOT HARD. WHO NEEDS TRAINING FOR THAT?"**



***GROUP ACTIVITY***

***WHOSE ROLE IS IT ANYWAY?***

# ***WHOSE ROLE IS IT ANYWAY...MANAGER OR EVENT PLANNER?***

**Coordinates the guest list, invitations, RSVPs?**

**Designs the event via the venue, rentals, and florals?**

**Arranges for parking, building security, technology?**

**Manages the event budget?**

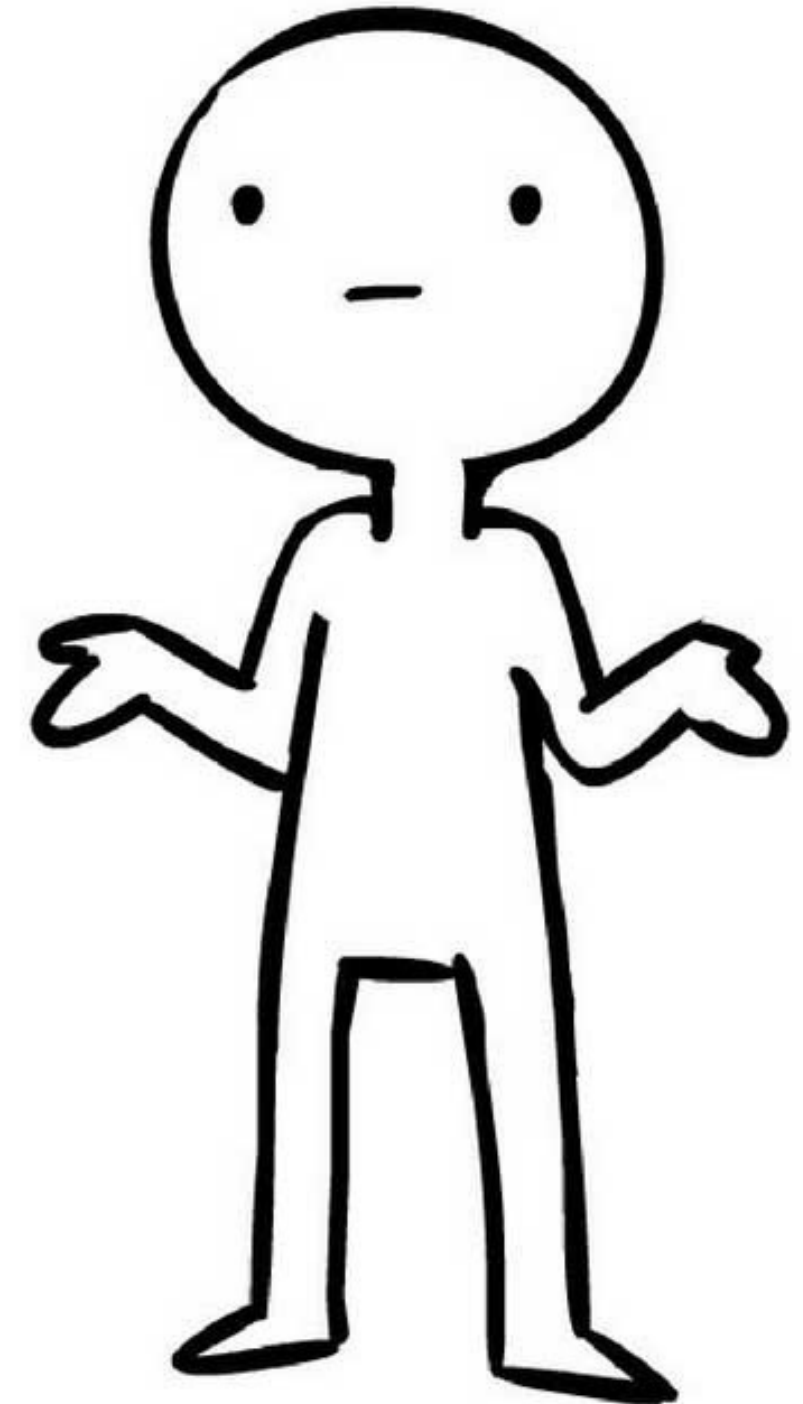
**Coordinates catering and manages all dietary restrictions?**

**Ensures event is ADA compliant?**

**Determines the event's carbon footprint?**

**Plans for poor weather, security issues, crowd control?**

**Evacuates the building in the case of an emergency, during an event?**



# ***OUR COMMITTEES***

***PROFESSIONAL  
DEVELOPMENT***

***COMMUNITY RELATIONS***

***MEMBERSHIP RECRUITMENT  
& RETENTION***

***SOCIAL ACTIVITIES***

***COMMUNICATIONS***

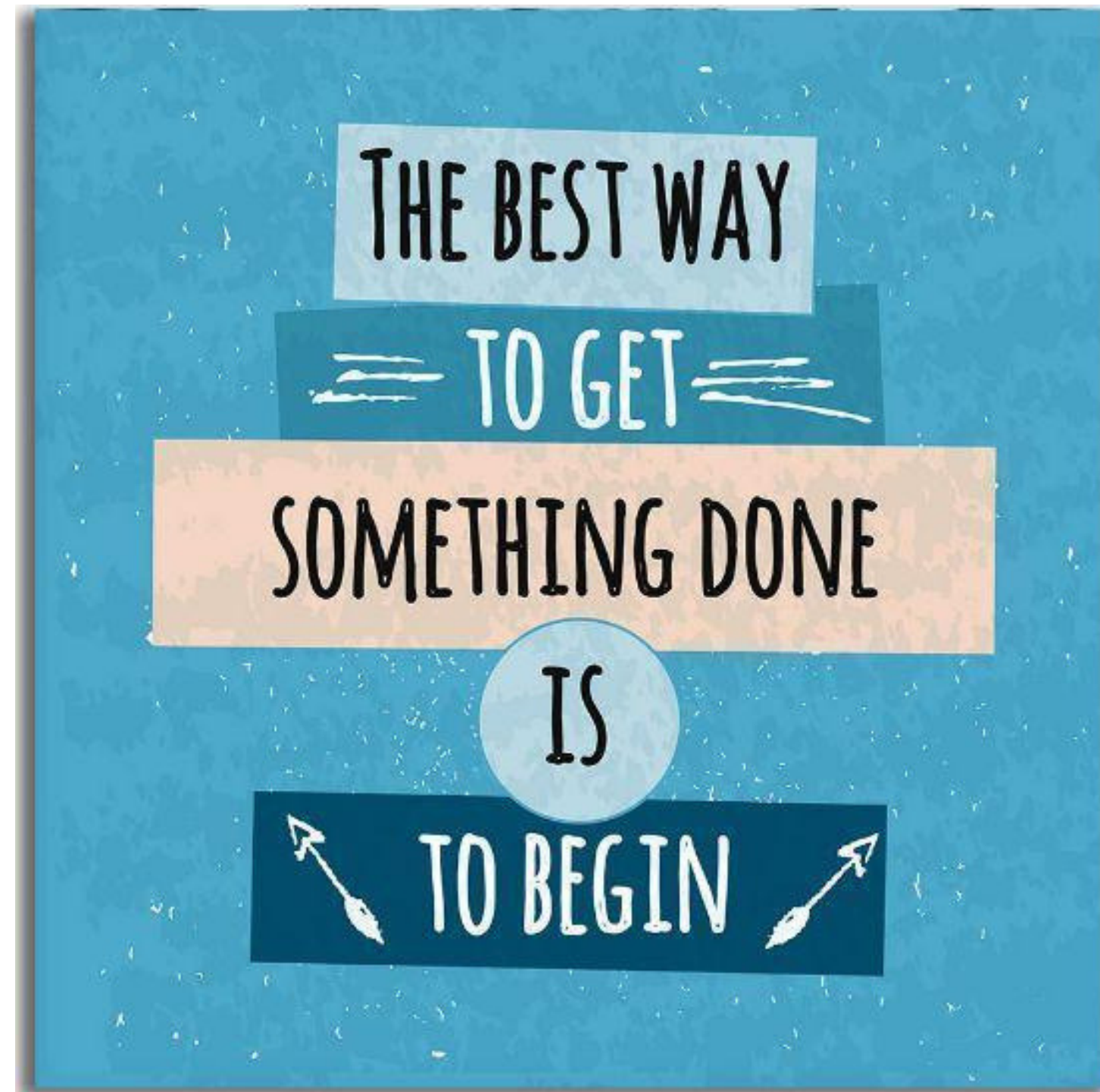
# ***WHAT'S IN IT FOR ME?***

**DECREASE  
YOUR RISKS/  
LIABILITY**

**SAVE YOU  
MONEY**

**CREATE A  
CLEANER  
COMMUNITY**

**EMPOWERED &  
TRAINED  
PLANNERS =  
BETTER  
THOUGHT  
PARTNERS**



***ENCOURAGE & SUPPORT PROFESSIONAL  
DEVELOPMENT FOR PLANNERS!***

# *CONTACT US*



**@THEEVENTLIFE**



**EVENTLIFE@UNC.EDU**

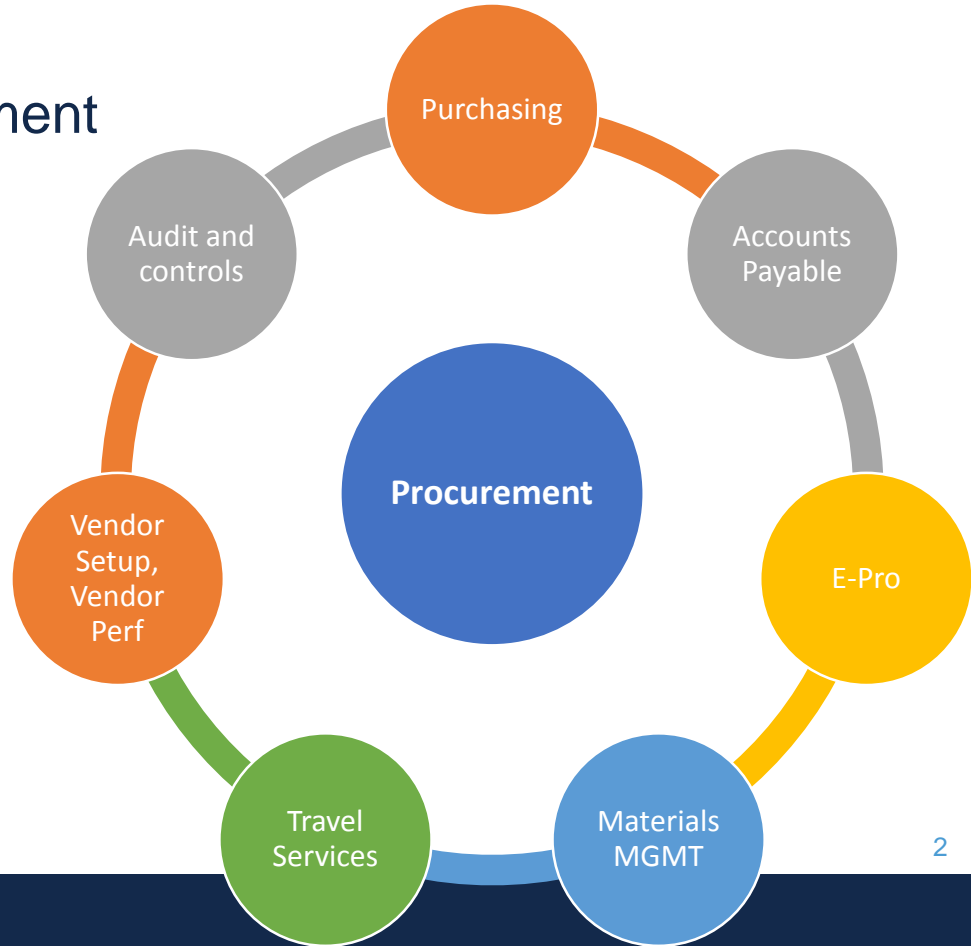
# Procurement

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Overview for CAS

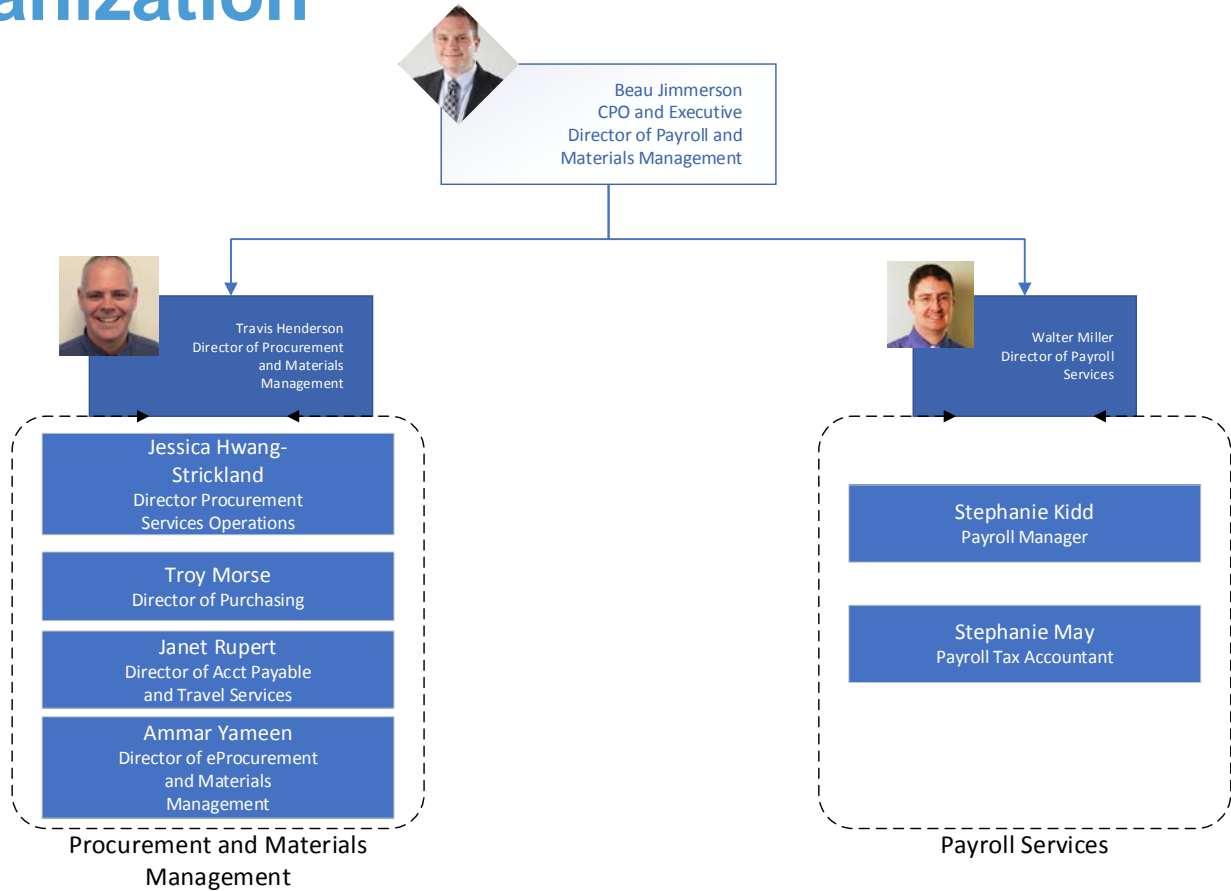
# What is Procurement at UNC?

- The State of NC defines Procurement
  - Purchasing
  - Payment
  - Delivery
  - Asset Disposal
- UNC adds
  - Travel Services
  - Vendor Management
  - Contract





# Our Organization



# How can we help you

- Bids for new and existing business
- Negotiation with Vendor for best price
- Aggregation of Spend
- Better legal Terms and Conditions
- Vendor Management
  - We handle disputes
- Payments to vendors – Expedited and Regular
- Bill Disputes

***We need your help. We want to know what you need to Procure!***

# When to engage with Procurement

- Contracts with a Vendor
  - You do not have signature authority!
- Spend above 5K
- Travel Concerns
- P-Card Issuances / Policies
- IT contracts for data protection
- Questions about how to Purchase
  - Can I place a bulk order for computers?
  - Can we buy chemicals from Chemistry storeroom for different schools?
  - How can we use the P-Card?

ASK ME



ANYTHING