Arts & Sciences Managers’ Meeting Minutes
May 15, 2015

Speakers
Lachonya Williams
Assistant Dean, Human Resources

Laura Yurco
Assistant Dean, Finance

Andy Lang
Director, OASIS

Kathy Vreeland
Academic Applications Developer, OASIS

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.

Trust Fund ABC and Carryforward:
• For those trust funds on associated revenue starting in the new fiscal year budget will be created nightly based on how much revenue you generate (similar to how it worked in FRS). The 6/30 fund balance will be carried forward and created as budget for 7/1.
• If the trust fund sources are not on associated revenue (ie budget journals are submitted by the department to set up budget each year), budget will not be created nightly based on revenue but instead will have to be set up with a budget journal (similar to how it was done in FRS). Also these non-associated fund budgets will not carry forward.

Program Code:
Using Revenue vs Expense, for College of Arts and Sciences sources, please always use program codes for expenses and never use program codes for revenue.

Purchasing Gift Cards:
Please remember to not purchase gift cards on p-cards. Click here for more information on allowable and non-allowed charges to p-cards.

Automatic Deletion of Voucher Memo (see attached memo for additional details):
• Vouchers not submitted or approved will be deleted 30 days after the accounting date.
• Vouchers in denied status will be deleted 90 days after the accounting date.

**Budget Controls:**
Budget controls for state funds were lifted on May 1st. However, please pay attention to balances and do not overspend (the College will collect any overspent state funds in the new fiscal year). Departments with large surpluses or deficits in non-personnel state funds will be contacted. If you need assistance, please contact your Budget Analyst.

**Important Dates/Reminders:**
- Stewardship should be complete (was due May 11)
- Departmental Annual Report Summary due by Friday, May 22
- 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.
- Please note: Vouchers submitted after the 6/15 deadline will automatically be post-dated for 7/1 for all fund types (no exceptions!)

**HR Announcements**

**Post-Tenure Review Annual Reports** are due in the Dean’s Office no later than May 27, 2015. The template was attached to the email sent on 4/30/2015 and should be sent to Janet Farrell as a pdf file.

**Performance evaluations of untenured Assistant and Associate Professors** are due no later than May 25, 2015. The written summary should be placed in faculty member’s file, a copy should be sent to the faculty member and the documents should be sent to Janet Farrell as an e-mail attachment. Please reference an email sent on 4/30/2015.

**SPA Annual Evaluations** are due June 30th and can be completed within the 60 day window.

**The biweekly payroll close schedule for Biweekly 23 (5/4 – 5/17) has been changed:** The early sign off deadline is because of the short pay period close timeframe due to the Memorial Day Holiday. Biweekly 23 (5/4 – 5/17) must be signed off by **5:00 p.m. on Monday, May 18th**. Sign off removal requests must be received by 4:00 p.m. that day.

**GradStar – Jocelyn Brooks**

Reports are available in ConnectCarolina for awards entered in GradStar. Training for reports will be incorporated into the regular training sessions.

**Check Your Access**
Main Menu > Student Admin Menu > Reporting Tools > Query > Query Viewer

**To Request Access**
- Submit a request to the ARC (Access Request Coordinator) for your department.
• Ask for Student Administration > ConnectCarolina GradStar > GradStar, for role of PS Query. The ARC must submit the form through InfoPorte.

Available Reports
• Awards by Funding Department
• Awards by Student Academic Department
• Student Award Activity by Date
• GradStar Awards by Student/Term
• Remission Budget report

Using the Reports
• All of the queries begin with NC_GSTAR and can be downloaded as HTML or Excel.
• The default is to Search by Query Name, then in the “begins with” field enter NC_GSTAR and hit the Search button.
• Click on the word “Favorite” in the far right column to add the query to your favorites list.
• Many reports have prompts such as the student’s PID and the Term.
• Enter Term as a number, for example, 2152 for spring 2015.

Course Evaluation Tools – Andy Lang
• Digital Measures was previously used for electronic course evaluation instruments, but Digital Measures has since ended support for this service.
• Institutional Research has moved to using Scantron to conduct course evaluations.
• Previous course evaluations with Digital Measures cannot be directly accessed, but Institutional Research may be contacted for information previously stored by Digital Measures.

Changes in Distribution Lists – Kathy Vreeland
• OASIS has been working on updating how pre-populated lists are done. They will now be run through the Exchange server, rather than through the Lyris distribution lists.
• These pre-populated lists include lists by year, majors, minors, undergrads, grads, faculty, etc.
• Instead of using listname@listserv.unc.edu they will now be listname@unc.edu
• List access is still the same and permissions will carry forward.
• After June 1 all members of the Lyris lists that have been moved to the Exchange and they will removed from the Lyris lists that are pre-populated.
• Whatever limits there are in terms of file sizes in Exchange will be applicable to the new distribution groups.
• Lyris will still be around for distribution groups that are not pre-populated.
• To view your impacted lists, you may visit dgm.oasis.unc.edu.
This message is being forwarded to all College of Arts and Sciences Managers and Copied to all Deans, Directors and Department Chairs with a request to forward to pertinent staff.

Please look carefully at the dates below to ensure items are processed in time to meet fiscal year-end deadlines. For those in the Finance Business Center please submit requests at least 1 week in advance of below dates to ensure payment within fiscal year. For those in the Human Resources Business Center please see below dates in red to meet payroll deadline.

Thanks,
Laura

Laura Yurco, MBA
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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, 2015. It is important that these deadlines be met to ensure use of your 2014-2015 budgets rather than your 2015-2016 budgets.

**Procurement Services Dates** *(For Finance Business Center-Please submit request at least 1 week in advance of these dates to ensure payment within this fiscal year)*

May 23  Last day to complete Central Airfare Billing System (CABS) ticket transactions for inclusion in fiscal year 2014-2015.
June 12    Last bank transmission date to UNC-CH for June 2015. P-Card transactions completed prior to June 14 will appear on June statement provided the vendor transmits the charge information on the date of the transaction.

June 12    Last day for delivery of e-commerce purchases to be billed in fiscal year 2014-2015.

June 12    Last day for purchases from University storerooms to be billed in fiscal year 2014-2015.

June 15    Last day to submit departmentally-approved campus vouchers (valid budget and no match exceptions), independent contractor, and travel reimbursement payments including appropriate documentation to Disbursement Services to ensure payment in fiscal year 2014-2015. Vouchers submitted after this date needs to be held and submitted in the new fiscal year.

June 15    Last day to submit requisitions on fiscal year 2014-15 budget.

June 15    Last day to submit invoices on purchase orders (valid budget and no match exceptions) to Disbursement Services to ensure payment in fiscal year 2014-2015, and last day to complete online receiving to ensure payment in fiscal year 2014-2015.

June 19    Last day for ePro Vendor Catalog invoices from Airgas, Agilent, Apple, Applied Industrial, BioRad, CDW-G, Dell, Fastenal, Fisher Scientific, Grainger, Graybar, Life Technologies, Mayer Electric, MSC, Perkins Elmer, Roche, Sigma Aldrich, Staples, and VWR to be billed in fiscal year 2014-2015. Please plan ahead for purchases that will be needed during June.

June 21    Last day to review/update the chart strings on charges in Customer Billing Management (CBM).

**Accounting Services Dates** *(For Finance Business Center-Please submit request at least 1 week in advance of these dates to ensure payment within this fiscal year)*

June 12    Last day to submit departmentally-approved budget journals (valid budget with no match exceptions) for fiscal year 2014-2015 for all Trust Accounts including those with Contractual Agreements (Contract Trusts), Recharge Centers and Internal Service Funds.

June 15    Last date to submit requests for new Source create to be established before June 30, 2015.

June 19    Last day to submit online cash advance settlement journal entries.

June 22    Last date to submit departmentally-approved and validated journal entries (departmental, central offices as appropriate) for State Funds. Allotment control will be in effect.

June 25    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 25    Last date to submit approved (pre-audited) outgoing foreign wire transfer in foreign currency instructions for payment processing in fiscal year 2014-2015.

June 26    Last date to submit departmentally-approved valid journal entries for non-State funds.

June 26    Last date to submit DCB (Journal Imports) batches of all types.

**Commitment Accounting Dates** *(For Finance Business Center-Please submit request at least 1 week in advance of these dates to ensure payment within this fiscal year)*

June 22    Last day to fully execute ePAR for retros on converted data.

June 26    Last day to initiate and approve retros on ConnectCarolina data using the Retroactive Funding Swap.
**Budget Office Dates** *(For Finance Business Center-Please submit request at least 1 week in advance of these dates to ensure payment within this fiscal year)*

May 29  
Last day to submit State Receipt Budget increases to be approved for June by OSBM.

June 26  
Last day to submit Budget Transfers for State and F&A funds.

June 30  
Last day to post departmental routing budget transfers for State and F&A funds.

July 1  
Deletion process will begin for budget transfers/journals not posted.

**Office of Student Accounts & University Receivables Dates**

June 30 AM  
Cash and check deposits must be received by noon. All deposits for credit card payments settled on June 29, 2015, and prior should be submitted via the Departmental Deposit System in ConnectCarolina by 10:00 a.m. 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 2015.

July 1 AM  
All deposits for credit card payments settled on June 30, 2015 must be submitted via the Departmental Deposits System in ConnectCarolina by 10:00 a.m.

**Payroll Dates** *(Note that payroll dates refer to the lockout dates. Departments should allow for sufficient time for approval routing for personnel actions)*

May 19  
Lockout for Biweekly B23 payroll paid May 29

Lockout for Monthly payroll paid May 29

*Biweekly B23 and Monthly May actions need to be in the Business Center by May 12th for campus entry deadline.

June 5  
Lockout for Biweekly B24 payroll paid June 12

*Biweekly B24 actions need to be in the Business Center by May 29th for campus entry deadline.

June 11 @ Noon  
Lockout for Summer Session I payroll paid June 15

June 19  
Lockout for Biweekly B25 payroll paid June 26

*Biweekly B25 actions need to be in the Business Center by June 12th for campus entry deadline.

June 23  
Lockout for June Monthly payroll paid June 30

*Monthly June actions need to be in the Business Center by June 16th for campus entry deadline.

July 2  
Lockout for Biweekly B26 payroll paid July 10

July 17  
Lockout for Biweekly B01 payroll paid July 24

July 21 @ Noon  
Lockout for Summer Session II payroll paid July 28

July 24  
Lockout for July Monthly payroll paid July 31

July 31  
Lockout for Biweekly B02 payroll paid August 7

**Purchasing Considerations**

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 2015-2016 budgets.

Disbursement Services Considerations
If the receiving has not been entered into the system, payment cannot be made and the purchase order will be charged against 2015-2016 budgets. Likewise, if the original vendor invoice is not received, payment cannot be made and the purchase order will be charged against 2015-2016 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 most institutional trust and special fund accounts should be funded by June 26 through collection of receivables, transfers from other funds or other appropriate methods. Cash deficits should not be carried forward to the new fiscal year. If funds from University-related foundations on deposit in other accounts will be used to fund expenditures for fiscal 2014-2015, the funds transfer request should be submitted by June 19.

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 Disbursement Services 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.

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 2014-2015 should be provided to the University Cashier no later than 10:00 a.m. on June 30 via the Online Departmental Deposit System. If the person assigned with this responsibility is not at work on June 30, then the department is required to take appropriate measures to get the deposit entered by 10:00 a.m.

Payroll Considerations
The last biweekly payroll posted in the current year will be for the period ending June 14 (paid on June 26). The June monthly payroll will be paid and posted on June 30. Specific deadlines for the Summer Session payrolls have been established. (See year-end deadlines.) The Summer Session payroll dates are May 13 to June 18 for Session I and June 22 to July 28 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. Thank you for your cooperation.

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business_managers as: laura_yurco@unc.edu. To unsubscribe send a blank email to leave-36156446-4079585.f1f8db980f5d629ee6b67a1f8a16eb3a@listserv.unc.edu
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From: Kelly-Scholle, Janet [mailto:janet_kelly-scholle@unc.edu]
Sent: Wednesday, April 29, 2015 9:43 AM
To: UNC Dept. Business Managers
Subject: [business_managers] Business Process Update for Auto Deletion of Vouchers

To: MOU Leads
Business Managers
Research Administration Support Group

From: Martha Pendergrass, Director, Procurement Services
Re: Business Process Update for Auto Deletion of Vouchers

In order to expedite month-end closing processes, we will soon begin automatically deleting campus vouchers that would otherwise delay the closing process. Although this process will be implemented for the first time since Oct. 1, a similar auto deletion took place in legacy systems. Vouchers in the old check request system were deleted in 90 days if they were left in "Incomplete" status, i.e., they were never submitted for approval. This was done due to limited storage space. We are beginning auto deletion in ConnectCarolina due to the length of time it takes for the processes to run at the end of the month and the requirement that fiscal year end cannot be closed if there are any open vouchers.

Beginning Friday, May 1, automated processes will be put in place to do the following on an ongoing basis (NOT just at year end):

- Delete all campus vouchers in Denied status and it’s been more than 90 days since they were denied.
- Delete all campus vouchers that were created but “Never Submitted,” and it’s been more than 30 days since they were entered.
- Delete all campus vouchers that were submitted but not approved by department-level approvers and it’s more than 30 days since they were entered.

On May 1, we will run all processes to clean up vouchers from 2014. On Friday, May 8, we will begin the ongoing process as stated above relative to 90 days, 30 days, and 30 days.

That means on May 1 the following would occur:

- All denied vouchers through December 31, 2014, would be deleted.
- All not submitted vouchers through December 31, 2014, would be deleted.
- All submitted vouchers not approved at departmental level through December 31, 2014, would be deleted.

Then on the weekend of May 8, the following would occur and then continue on a daily basis:
All denied vouchers through approximately February 8, 2015, would be deleted.
All never submitted vouchers through approximately April 8, 2015, would be deleted.
All submitted vouchers not approved at departmental level through approximately April 8, 2015, would be deleted.

These automated processes should be beneficial as we prepare for fiscal year end. Please email any questions to Martha Pendergrass at mjpender@email.unc.edu.

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How do I change my e-Pro default chartfield string?
How do I change my e-Pro default shipping location?
PLEASE NOTE: These changes update ALL e-pro orders.

Follow these breadcrumbs in ConnectCarolina and select yourself as “Requestor” using your ONYEN

Click on Magnifying Glass to Change Your Shipping Location Here

Update Your Default Chartfield String Here

Don’t Forget Program Code
How do I change my “favorite” chartfields in CBM?

PLEASE NOTE: These favorites will show up in any system that uses the CBM.

After logging into the CBM through ConnectCarolina, you will come to this page.

Your favorite chartfield strings, if set up, are shown here. These are only visible to you and not to others in your department/unit. You may change existing favorites by double clicking the desired favorite.

Your favorites are available for use within the CBM and other University systems, such as campus mail and facilities.

The next page will detail adding or changing favorite chartfields.

Click this button to add a new chartfield.
The screen below can be used as a guide for updating or creating a new favorite chartfield.

Click “Save New Favorite” (when updating this button will say “Update Favorite Info”)

Enter your favorite chartfield information, including:

- Favorite Name
- Business Unit (select UNCCH)
- Fund
- Source
- PS Department Number
- Program

Note: You do not enter a GL Account here because it will be applied by the Billing area based on the service provided.