College of Arts & Sciences Managers’ Meeting

Wednesday, May 8th
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. A unique 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.
  o 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 3rd memo.

Background Check Billing Process Improvement:

• No later than May 14th, 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 6th email for more information.

ConnectCarolina Outage:

• Reminder - there will be an outage of ConnectCarolina from 5:00 p.m. on Friday, May 17th through 7:00 a.m. Monday, May 20th 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.

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 21st 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 18th 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 30th. Karl and Adrienne will reach out to any supervisors and copy Managers with outstanding ratings no later than Thursday, May 9th. 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 28th via email and all Post Tenure Reviews are due via Infoporte no later than June 3rd, 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 7th. 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
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.

MEMORANDUM

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**

- **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.**

**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
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.

Commitment Accounting Dates

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

Office of University Cashier Deposit Dates

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

- 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

- 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

- 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 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**

- 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.

- **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.

- **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.
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<th>HR Shared Services Deadline</th>
<th>Dean’s Office Finance Deadline</th>
<th>Finance Shared Services Deadline</th>
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<td>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.</td>
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<td>Accounting Services Dates</td>
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<td>Last day for Facilities to submit Capital Improvements (COPS)</td>
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<td>Final pay cycle will be June 7.</td>
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<td>Budget Management schedule will be June 7.</td>
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<tr>
<td>cycle will be June 12.</td>
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<tr>
<td>Last day to submit departmentally-approved budget journals (valid</td>
<td></td>
<td>13-Jun, 5 pm</td>
<td></td>
<td>14-Jun</td>
<td>Final pay cycle will be June 12.</td>
</tr>
<tr>
<td>budget with no exceptions) for fiscal year 2018-2019 for all Trust</td>
<td></td>
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<tr>
<td>Accounts including those with Contractual Agreements (Contract Trusts),</td>
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<tr>
<td>Recharge Centers and Internal Service Funds.</td>
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<tr>
<td>Last date to submit requests for new Source Create and new General</td>
<td></td>
<td>12-Jun, 5 pm</td>
<td></td>
<td>14-Jun</td>
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<tr>
<td>Ledger (GL) Accounts to be established before June 30.</td>
<td></td>
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<tr>
<td>Last day to submit online cash advance settlement journal entries (OSR</td>
<td></td>
<td>14-Jun</td>
<td></td>
<td>21-Jun</td>
<td></td>
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<tr>
<td>and Trust Funds).</td>
<td></td>
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<tr>
<td>Process</td>
<td>HR Shared Services Deadline</td>
<td>Dean’s Office Finance Deadline</td>
<td>Finance Shared Services Deadline</td>
<td>Campus Deadline</td>
<td>Notes</td>
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</tr>
<tr>
<td>Last date to submit transfers or disbursements to other state agencies</td>
<td></td>
<td>14-Jun</td>
<td>21-Jun</td>
<td></td>
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<tr>
<td>that are processed through NC Cash Management Control System (CMCS) /</td>
<td></td>
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<tr>
<td>NC Department of State Treasurer, such as Dual Employment, HCS</td>
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<td>payments, and UTS payments.</td>
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<tr>
<td>Last date to submit approved (pre-audited) outgoing foreign wire</td>
<td></td>
<td>12-Jun</td>
<td>21-Jun</td>
<td></td>
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<tr>
<td>transfer in foreign currency instructions for payment processing in</td>
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<td>fiscal year 2018-2019</td>
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<tr>
<td>Last day to submit departmentally-approved valid journal entries</td>
<td>14-Jun</td>
<td>7-Jun</td>
<td>21-Jun</td>
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<tr>
<td>(departmental, foundations, central offices as appropriate) for all</td>
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<tr>
<td>funds</td>
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<tr>
<td>Last date to submit DCB (Journal Imports) batches for all funds</td>
<td>14-Jun</td>
<td>21-Jun</td>
<td></td>
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<tr>
<td>State Fund combo edit rule will be in effect. Journals entered on</td>
<td></td>
<td></td>
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<td>1-Jul</td>
<td></td>
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<tr>
<td>State funds with a FY 2019 date will receive a system generated error</td>
<td></td>
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<tr>
<td>if entered beyond June 30, 2019</td>
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<tr>
<td>First business day of July. Please ensure sufficient staff are</td>
<td></td>
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<td>1-Jul</td>
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<tr>
<td>available to respond to questions and make any adjustments required</td>
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<tr>
<td>related to the year close</td>
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</tbody>
</table>

**Commitment Accounting Dates**

- All PAAT (Payroll Accounting Adjustment Tool) transactions for non-June 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

**Budget Planning & Analysis Dates**

- 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 State Funds 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. (See “pending” at the Approval Header Status.)
  - 25-Jun, 12 pm
  - 19-Jun
  - 27-Jun

- 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.
  - 26-Jun, 12 pm
  - 20-Jun
  - 28-Jun
<table>
<thead>
<tr>
<th>Process</th>
<th>HR Shared Services Deadline</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deletion process will begin for June dated budget transfers/journals not posted. June budget transactions in the BP&amp;A worklist that do not require prior OSBM approval will be posted before the delete process.</td>
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<td></td>
<td>28-Jun, 4 pm</td>
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</tbody>
</table>

**Departmental Deposit Dates**

**Office of University Cashier Deposit Dates**

- 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.

  - 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 credit card payments settled on June 28, 2019, must be submitted via the Departmental Deposit 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 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**

- 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

**Development Office Deposit Dates**

- 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

**Payroll Dates**

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

  - Lockout for Biweekly B23 payroll paid May 24: 9-May to 14-May
  - Lockout for May monthly payroll paid May 31: 13-May to 21-May
  - Lockout for Biweekly B24 payroll paid June 7: 22-May to 30-May
  - Lockout for Summer Session I payroll paid June 20: Should already be submitted to 31-May
  - Lockout for Biweekly B25 payroll paid June 21: 7-Jun to 13-Jun
  - Lockout for June Monthly payroll paid June 28: 5-Jun to 17-Jun
  - Lockout for Biweekly B26 payroll paid July 5: 19-Jun to 26-Jun
  - Lockout for Biweekly B01 payroll paid July 19: 3-Jul to 11-Jul
  - Lockout for Summer Session II payroll paid July 30: Should already be submitted to 10-Jul
  - Lockout for July Monthly payroll paid July 31: 8-Jul to 19-Jul
  - Lockout for Biweekly B02 payroll paid August 2: 16-Jul to 25-Jul

**Other Considerations**

**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 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

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.

### State Budget Considerations
<table>
<thead>
<tr>
<th>Process</th>
<th>HR Shared Services Finance Deadline</th>
<th>Dean’s Office Finance Deadline</th>
<th>Finance Shared Services Deadline</th>
<th>Campus Deadline</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
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</table>

**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.
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
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. 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
275 E Franklin St.
Chapel Hill, NC 27514

Meet & Greet
(Light refreshments will be provided)
12 Noon - 12:30 p.m.

Training Session
1:30 p.m. - 3:30 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, reputation 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
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?
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!
Procurement

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
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?