

Year End Closing Schedule

ITEM	DATE	PROCEDURES
CAPITAL IMPROVEMENT BUDGET CODES (COPS, LOBS, 2/3 GO) CAPITAL IMPROVEMENT BUDGET CODES (APPROPRIATIONS/RECEIPTS)	6/9/2021 6/9/2021	Disbursements (Requisitions) and Transfers MUST be submitted in NCFS by 10:30 am to be approved/updated in the 2020-2021 fiscal year. Deposits must be entered in NCFS by end of business day on 6/9/21 to be approved/updated in the 2020-2021 fiscal year. NO allotments for Capital Codes should be processed after June 9, 2021 No BD606s for Capital Codes should be processed after June 18, 2021 Capital Improvement Reports are due to OSC By June 18, 2021
CAPITAL IMPROVEMENT REVERSIONS	6/10/2021	NCAS A/P PROCESSING: IGO vendor Number: 561611588-08 (OSCGENFUNDREV) Remittance message: FY2021 Reversions NON NCAS A/P PROCESSING: Manual NCFS IC Transfer to Agency Code 9000 Include "Budget Code Number" of reverting code and explanation of transfer (FY21 CI Reversion) in the Notes field Please Submit for approval in NCFS by 10:30 am to ensure current day's processing.
SALE, LEASE, RENTAL of STATE LANDS G.S. 146-30	6/17/2021	NCAS A/P PROCESSING: IGO vendor Number: 561611588-08 (OSCGENFUNDREV) Remittance message: FY2021 Net Proceeds from Sale, Lease, Rental NON NCAS A/P PROCESSING: Manual NCFS IC Transfer to Agency Code 9000 Include Budget Code and explanation of transfer (FY21 Net Proceeds from Sale, Lease or Rental) in Notes field Please Submit for approval in NCFS by 10:30 am to ensure current day's processing.
SALE of SURPLUS PROPERTY G.S.143-64.05	6/17/2021	NCAS A/P PROCESSING: IGO vendor Number: 561611588-08 (OSCGENFUNDREV) Remittance message: FY2021 Sale of Surplus Property NON NCAS A/P PROCESSING: Manual NCFS IC Transfer to Agency Code 9000 Include Budget Code and explanation of transfer (FY21 Sale of Surplus Property) in Notes field Please Submit for approval in NCFS by 10:30 am to ensure current day's processing.
FINAL CHECK RUN (NCAS and MANUAL CHECKS)	6/25/2021	Final check run on 6/25. Print checks on 6/28/21. All disbursements (requisitions) for the final check run should be submitted in NCFS by 10:30 am on June 29, 2021
EPAYS, IGOS, MANUAL NCFS TRANSFERS, VENDOR ATTACHMENTS	6/29/2021	All transfers should be in submitted status by 10:30 am on June 29, 2021
GENERAL FUND TAX and NON-TAX REVENUES	6/29/2021	Certifications of Deposit: ACH and Wires must be submitted in NCFS by noon on June 29, 2021. Cash/Check/Credit Card must be submitted in NCFS by 9:30 am on June 30, 2021 to be approved/updated in the 2020-2021 fiscal year.
NCFS NEW YEAR OPEN	7/1/2021	New Year and New Month Open on 7/1
PRIOR MONTH DISBURSEMENT (REQUISITION), TRANSFER, DEPOSIT TRANSACTIONS	July 2021	June transactions can be entered with a setback date in NCFS up until July 31st
CASH CARRYFORWARD ENTRIES	Mid-July 2021	OSBM will determine exact date of Carryforward entries. Refer to OSBM Communication for details.
JUNE BUDGET REPORTS	7/16/2021	June budget reports should be certified with OSC on/or before July 16, 2021. Date is subject to cash carryforward approval.