



Note from the GL Team

Not sure where the first 11 months of the fiscal year went, but here we are in June and only a few days away from closing out the 2021-2022 fiscal year. Over the next few weeks, we encourage everyone to do as much clean up and processing of FY21-22 items as possible. With such a short year end close period, it is essential to start looking at all your accounts **TODAY**. Below is a great list of items to check before June 30th. Email us at genacctg@mailbox.sc.edu if you run into issues or have any questions about one of the items below.

GL Tip of the Month

FISCAL YEAR END ACTION ITEMS CHECKLIST

1. The first and most important action item is to start now. The more clean up and processing that is done now, the smoother the end of June and early July will be for everyone.
2. Attend Controller's Office Year End Microsoft Teams Webinar on June 7th at 2:00 pm. Great time to receive valuable information along with some very important deadlines. Will also be a great opportunity to share any questions you may have.
3. Review all June/Fiscal Year End Deadlines. View and print the below deadline listing.
https://sc.edu/about/offices_and_divisions/controller/documents/year_end_deadlines_fy2021_2022.pdf
4. Queries to run...
 - a. SC_LEDGER_ACTUALS_JOURNALS (review all items posting to your department to be sure everything looks as expected)
 - b. SC_EX_TAUTH_USER_INQUIRY_PRMPPT (review all outstanding Travel authorizations)
 - c. SC_EX_RPT_USER_INQUIRY_PMPTS (review all outstanding expense reports)
 - d. SC_EX_PCARD_AGE_BY_CF (review any delinquent Card related expense reports)
5. Run Finance Intranet GL Dashboard/GL Summary to be sure all balances look accurate.
6. Review and approve any completed journal entries, expense reports, and JV eForms as soon as possible.
7. Settle any completed cash and travel advances.
8. Review the epafs (summer, account change forms, etc.) to ensure that they have been fully routed to HR.
9. Review sponsored grant awards (USCSP) to ensure none are overspent by year-end.
10. Review 10300 account balances on internal project balances (USCIP, USCSA) and E funds. Pay close attention to end dates. Request extensions if needed. Submit JEs to clear negative balances prior to year- end.
11. Be sure to double check your inventory listing that all items are in "POSTED" status.
12. If you have moving expenses budgeted in FY22 that you need paid by year end, please submit all required documentation to the MOVING@mailbox.sc.edu mailbox by June 15th.
13. Submit any invoices that need to be paid in June to Accounts Payable by June 20th.
14. June 20th deadline to settle Business Expense and Participant Prepaid Cards for projects that ended on or before May 31st
15. Please submit all journal entries for Board Mandated Fees by June 27th.
16. Submit any Revolving Bank Account full/partial reimbursements before noon on June 30th.
17. Be sure all P-card, Travel card and Team card expense reports are completely approved before June 30th.
18. Complete and submit any Payroll retro forms to move incorrectly charged payroll items as soon as possible.
19. Review any deposits you have created to be sure they are fully approved and posted before June 30th.
20. Review Bursar's Office ACH unclaimed deposits list and claim all items for your department.
21. Enter and approve any leave taken through June 30th before close of business on July 1st.