

## NCFS Year-End Activities

Please review the North Carolina Financial System (NCFS) [Year-End Schedule](#) of events. Share with those in your organization that may benefit. A brief explanation is below.

| <b>North Carolina Financial System (NCFS) Year-End Schedule</b> |   |
|---|---|
| NCFS System   | Unavailable after 5:00 pm June 28   |
| NCFS System   | Available July 2 for processing   |
| eProcurement  | No creation of Requisitions, Purchase Orders, or Receipts from June 28 – July 1 |
| Credit Memos  | Review end of day June 21   |
| Travel Advances   | Close by end of day June 21   |
| Party Payments  | Submit for processing by 5:00 pm June 25  |
| Payment Process Request (PPR)                                   | Last submission for FY24 by 10:25 am June 27-no new PPRs for FY25 until July 2  |
| Unvalidated Invoices  | Resolve by end of day June 28   |
| Purchase Orders   | Close POs that should not be carried forward to next FY by 5:00 pm June 28      |
| Invoices  | Resolve invoices keyed to future year PO lines by end of day June 28            |

We also encourage you to review the [Year-End Checklist](#) and use it to track task completion throughout the fiscal year end.

Any questions that you may have can be submitted to the NCFS Help Desk at [ncfs@ncosc.gov](mailto:ncfs@ncosc.gov).

Thank you for your continued support of NCFS.

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