



Fiscal 2013 Year End Close Schedule

- Friday, June 7
 - *buy*ND purchase requisitions greater than \$25K must be submitted or communicated to Procurement Services to allow for the bidding process to occur. Check Procurement Services bidding guidelines for more information (<http://buy.nd.edu/>).
- Friday, June 7 – May close
 - Please carefully review year to date activity and contact us if you have any questions. Any corrections should be submitted as soon as possible.
 - Please review encumbrances and contact Accounts Payable (A/P) regarding any encumbrances that need to be closed.
- Friday, June 14:
 - *buy*ND purchase Requisitions greater than \$5K, but less than \$25K must be submitted.
- Tuesday, June 25:
 - *buy*ND purchase requisitions requiring financial, Risk Management, RSPA, Fixed Asset, and/or Procurement Services approval must be submitted. This deadline will allow for any necessary approvals and ensure that purchase orders are processed by June 28th.
 - Cut-off for FedEx Office charges for FY13. Charges after June 26 will post to FY14.
- Wednesday, June 26th
 - Facilities Operations must receive requests for work orders to be created in the old fiscal year. Orders for new year should be not be submitted until June 28th.
- Friday, June 28
 - Last day to process *buy*ND catalog requisition and purchase orders processed under \$5000 (e.g., Office Depot, GovConnection, VWR, etc.) in the old fiscal year. Allow time for workflow approvals.
- Sunday, June 30 – End of fiscal year
 - All deposits made on or before June 30th (whether at NDFCU, 1st Source or through Brinks) will automatically be credited to the old fiscal year.
- Monday, July 1 – New Fiscal Year Begins
 - *buy*ND purchase orders will be placed with new year funds. Submit requisitions for blanket orders.
 - Deposits made between July 1st and July 8th should clearly indicate OLD YEAR or NEW YEAR to help ensure processing in the correct fiscal year.
- Wednesday, July 3
 - Check Requisition forms, NEPS Forms and vendor invoices related to old year must be received in A/P by 5PM.
 - *travel*ND expense reports must be approved and submitted to A/P by 5PM.
 - *buy*ND “receipts” must be entered by departments by 5PM.
- Monday, July 8 – 1st Close
 - All A/P transactions for old year processing done by end of day.
 - Journal Entries must be in AFS/RSPA hands or in gacct@nd.edu mailbox by 12pm for 1st Close processing.
 - These entries should represent normal month-end closing entries. All charges / entries impacting other units should be submitted.
- Tuesday, July 9
 - Standard reports reflecting activity through the 1st close will be available via GLez, Business Objects, and the Finance Query tool.
- Friday, July 12 – *campus final close*
 - Journal Entries must be in AFS/RSPA hands or in gacct@nd.edu mailbox by 5PM for old year processing
 - Adjustments and corrections only should be submitted in this close.
- Monday, July 15
 - Standard reports reflecting activity through the final close will be available via GLez, Business Objects, and the Finance Query tool.