Fiscal 2015 Year End Close Schedule

- **Monday, June 8 – May close**
  - buyND 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/](http://buy.nd.edu/).
  - 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 19**
  - buyND purchase Requisitions greater than $5K, but less than $25K must be submitted.

- **Wednesday, June 24**
  - buyND 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 30th.
  - Maintenance must receive requests for work orders to be created in FY15. Orders for FY16 should be not be submitted until June 30th.

- **Monday, June 29**
  - Cut-off for FedEx Office charges for FY15. Charges after June 25th will post to FY16.

- **Tuesday, June 30 – End of fiscal year**
  - Last day to process buyND catalog requisition and purchase orders processed under $5000 (e.g., Office Depot, GovConnection, VWR, etc.) in FY15. Allow time for workflow approvals.
  - All deposits made on or before June 30th will automatically be credited to FY15.

- **Wednesday, July 1 – New Fiscal Year Begins**
  - buyND 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 FY15-OLD YEAR or FY16-NEW YEAR in the email to the Controller’s Office to help ensure processing in the correct fiscal year.

- **Thursday, July 2**
  - Check Requisition forms, NEPS Forms and vendor invoices related to FY15 must be received in A/P by 5 PM
  - travel/ND expense reports for FY15 must be submitted and approved by 5 PM.
  - buyND “receipts” for FY15 must be entered by departments by 5 PM.
  - Procard statement reports for FY15 must be submitted and approved by 5 PM.

- **Wednesday, July 8 – 1st Close**
  - All A/P transactions for FY15 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.

- **Thursday, July 9**
  - Standard reports reflecting activity through the 1st Close will be available via GLez, Business Objects, and the Finance Query tool.

- **Tuesday, July 14 – campus final close**
  - Journal Entries must be in AFS/RSPA hands or in gacct@nd.edu mailbox by 5PM for FY15 processing.
    - Only adjustments and corrections should be submitted in this close.

- **Thursday, July 16**
  - Standard reports reflecting activity through the final close will be available via GLez, Business Objects, and the Finance Query tool.

- **Tuesday, July 21**
  - Asset/ liability balances, fund balances, and encumbrances are rolled and available for viewing/processing in FY16.

This schedule can be found on the Controller’s Group website at: [http://controller.nd.edu/financial-information/monthly-close-schedule/](http://controller.nd.edu/financial-information/monthly-close-schedule/)