Fiscal 2018 Year End Close Schedule

- **Friday, 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 15**
  - *buyND* purchase Requisitions greater than $5K, but less than $25K must be submitted.

- **Friday, June 22**
  - *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 ensure they will be charged to FY18.

- **Sunday, June 24**

- **Friday, June 29** – Last business day of fiscal year
  - Last day to process *buyND* catalog requisition and purchase orders processed under $5000 (e.g., Office Depot, GovConnection, VWR, etc.) in FY18. Allow time for workflow approvals.
  - All deposits made on or before June 29th will automatically be credited to FY18.

- **Sunday, 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 10th should be posted via the Financial Toolkit with an FY19 posting date. If you wish to accrue the revenue to FY18, please contact Chuck Pope for assistance.

- **Thursday, July 5**
  - Financial Toolkit requests related to FY18 must be received in A/P by 5 PM
  - *travelND* expense reports for FY18 must be submitted and approved by 5 PM.
  - *buyND* “receipts” for FY18 must be entered by departments by 5 PM.
  - ProcFund statement reports for FY18 must be submitted and approved by 5 PM.

- **Tuesday, July 10 – 1st Close**
  - All A/P transactions for FY18 processing done by end of day.
  - Journal Entries must have a June posting date and approved in the Financial Toolkit by noon for 1st close processing.
    - These entries should represent normal month-end closing entries. All charges / entries impacting other units should be submitted.

- **Wednesday, July 11**
  - Standard reports reflecting activity through the 1st Close will be available via GLez, Business Objects, and the Budget Query (SSB) tool.

- **Monday, July 16 – campus final close**
  - Journal Entries approved in the Financial Toolkit by 5:00 PM for FY18 processing.
    - **Only adjustments and corrections should be submitted in this close.**

- **Wednesday, July 18**
  - Standard reports reflecting activity through the final close will be available via GLez, Business Objects, and the Budget Query (SSB) tool.

- **Tuesday, July 24**
  - Asset/liability balances, fund balances, and encumbrances are rolled and available for viewing/processing in FY19.

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/)