Fiscal 2016 Year End Close Schedule

- **Wednesday, 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 17**
  - *buyND* purchase Requisitions greater than $5K, but less than $25K must be submitted.

- **Thursday, June 23**
  - *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 FY16. Orders for FY17 should not be submitted until June 30th.

- **Saturday, June 25**

- **Thursday, 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 FY16. Allow time for workflow approvals.
  - All deposits made on or before June 30th will automatically be credited to FY16.

- **Friday, 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 FY16-OLD YEAR or FY17-NEW YEAR in the email to the Controller’s Office to help ensure processing in the correct fiscal year.
    - If you process your deposits via the Financial Toolkit, utilize an FY17 posting date for the deposit and contact the Controller’s Office for assistance in accruing the revenue to the old year.

- **Tuesday, July 5**
  - Check Requisition forms, NEPS Forms and vendor invoices related to FY16 must be received in A/P by 5 PM
  - *travelND* expense reports for FY16 must be submitted and approved by 5 PM.
  - *buyND* “receipts” for FY16 must be entered by departments by 5 PM.
  - Procard statement reports for FY16 must be submitted and approved by 5 PM.

- **Friday, July 8 – 1st Close**
  - All A/P transactions for FY16 processing done by end of day.
  - Journal Entries must be in AFS/RSPA hands; submitted to the gacct@nd.edu mailbox; or 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.

- **Monday, July 11**
  - Standard reports reflecting activity through the 1st Close will be available via GLez, Business Objects, and the Finance Query tool.

- **Thursday, July 14 – campus final close**
  - Journal Entries must be in AFS/RSPA hands; submitted to the gacct@nd.edu mailbox; or approved in the Financial Toolkit by 5:00 PM for FY16 processing.
    - Only adjustments and corrections should be submitted in this close.

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

- **Thursday, July 21**
  - Asset/liability balances, fund balances, and encumbrances are rolled and available for viewing/processing in FY17.

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/)