



Fiscal 2017 Year End Close Schedule

- Thursday, 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/>).
 - 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 16
 - *buyND* purchase Requisitions greater than \$5K, but less than \$25K must be submitted.
- Friday, 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 ensure they will be charged to FY17.
- Sunday, June 25
 - Cut-off for FedEx Office charges for FY17. Charges after June 25th will post to FY18.
- Friday, 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 FY17. Allow time for workflow approvals.
 - All deposits made on or before June 30th will automatically be credited to FY17.
- Saturday, 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 FY18 posting date. If you wish to accrue the revenue to FY17, please contact Chuck Pope for assistance.
- Wednesday, July 5
 - Check Requisition forms, NEPS Forms and vendor invoices related to FY17 must be received in A/P by 5 PM
 - *travelND* expense reports for FY17 must be submitted and approved by 5 PM.
 - *buyND* “receipts” for FY17 must be entered by departments by 5 PM.
 - Procard statement reports for FY17 must be submitted and approved by 5 PM.
- Monday, July 10 – 1st Close
 - All A/P transactions for FY17 processing done by end of day.
 - Journal Entries must be 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.
- Tuesday, 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 17 – *campus final close*
 - Journal Entries approved in the Financial Toolkit by 5:00 PM for FY17 processing.
 - **Only adjustments and corrections should be submitted in this close.**
- Wednesday, July 19
 - Standard reports reflecting activity through the final close will be available via GLez, Business Objects, and the Budget Query (SSB) tool.
- Tuesday, July 25
 - Asset/liability balances, fund balances, and encumbrances are rolled and available for viewing/processing in FY18.

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