



## Fiscal 2018 Year End Close Schedule

- Friday, June 8 – May close
  - *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/>).
  - 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
  - *buy*ND purchase Requisitions greater than \$5K, but less than \$25K must be submitted.
- Friday, June 22
  - *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 30<sup>th</sup>.
  - Maintenance must receive requests for work orders to ensure they will be charged to FY18.
- Sunday, June 24
  - Cut-off for FedEx Office charges for FY18. Charges after June 25<sup>th</sup> will post to FY18.
- Friday, June 29 – Last business day of fiscal year
  - Last day to process *buy*ND 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 29<sup>th</sup> will automatically be credited to FY18.
- Sunday, 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 1<sup>st</sup> and July 10<sup>th</sup> 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
  - *travel*ND expense reports for FY18 must be submitted and approved by 5 PM.
  - *buy*ND “receipts” for FY18 must be entered by departments by 5 PM.
  - Procard statement reports for FY18 must be submitted and approved by 5 PM.
- Tuesday, July 10 – 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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/>