Fiscal 2019 Year End Close Schedule

- **Friday, June 7 – May close**
  - buyND purchase requisitions greater than $150,000 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 14**
  - buyND purchase requisitions greater than $10,000, but less than $150,000 must be submitted.

- **Friday, June 21**
  - 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 FY19.

- **Monday, June 24**

- **Friday, June 28 – Last business day of fiscal year**
  - Last day to process buyND catalog requisitions and purchase orders processed under $10,000 (e.g., Office Depot, GovConnection, VWR, etc.) in FY19. Allow time for workflow approvals.
  - All deposits made on or before June 28th will automatically be credited to FY19.

- **Monday, 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 9th should be posted via the Financial Toolkit with an FY20 posting date. If you wish to accrue the revenue to FY19, please contact Chuck Pope for assistance.

- **Wednesday, July 3**
  - Financial Toolkit payment requests for FY19 must be submitted, approved and received in A/P by 5 PM.
  - travelND expense reports for FY19 must be submitted, approved, and received in A/P by 5 PM.
  - buyND “receipts” for FY19 must be entered by departments by 5 PM.
  - Procard statement reports for FY19 must be submitted and approved by 5 PM.

- **Tuesday, July 9 – 1st Close**
  - All A/P transactions for FY19 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 10**
  - Standard reports reflecting activity through the 1st Close will be available via GLez, Business Objects, and the Budget Query (SSB) tool.

- **Monday, July 15 – campus final close**
  - Journal Entries approved in the Financial Toolkit by 5:00 PM for FY19 processing.
    - Only adjustments and corrections should be submitted in this close.

- **Wednesday, July 17**
  - Standard reports reflecting activity through the final close will be available via GLez, Business Objects, and the Budget Query (SSB) tool.

- **Monday, July 22**
  - Asset/liability balances, fund balances, and encumbrances are rolled and available for viewing/processing in FY20.

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