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**Fiscal 2020 Year End Close Schedule**

* Monday, June 8 – May close
  + *buy*ND 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/*](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 12**
  + *buy*ND purchase requisitions greater than $10,000, but less than $150,000 must be submitted.
* Friday, June 19
  + 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 FY20.
* Wednesday, June 24
  + Cut-off for FedEx Office charges for FY20. Charges after June 25th will post to FY21.
* Tuesday, June 30 – 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 FY20. Allow time for workflow approvals.
  + All deposits made on or before June 30th will automatically be credited to FY20.
* **Wednesday, July 1 – New Fiscal Year Begins**
  + *buy*ND purchase orders will be placed with new year funds. Submit requisitions for blanket orders.
  + Deposits should be posted via the Financial Toolkit with an FY21 posting date. If you wish to accrue the revenue to FY20, please contact Chuck Pope for assistance.
* **Monday, July 6**
  + Financial Toolkit payment requests for FY20 must be submitted, approved and received in A/P by 5 PM.
  + *travel*ND expense reports for FY20 must be submitted, approved, and received in A/P by 5 PM.
  + *buy*ND “receipts” for FY20 must be entered by departments by 5 PM.
  + Procard statement reports for FY20 must be submitted and approved by 5 PM.
* Thursday, July 9 – *1st Close*
  + All A/P transactions for FY20 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.
* Friday, July 10
  + Standard reports reflecting activity through the 1st Close will be available via GLez, Business Objects, and the Budget Query (SSB) tool.
* Wednesday, July 15 – *campus final close*
  + Journal Entries approved in the Financial Toolkit by 5:00 PM for FY20 processing.
    - **Only adjustments and corrections should be submitted in this close.**
* Friday, July 17
  + Standard reports reflecting activity through the final close will be available via GLez, Business Objects, and the Budget Query (SSB) tool.
* Tuesday, July 21
  + Asset/liability balances, fund balances, and encumbrances are rolled and available for viewing/processing in FY21.

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