



Fiscal 2021 Year End Close Schedule

- Tuesday, 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/>).
 - 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 11
 - *buy*ND purchase requisitions greater than \$10,000, but less than \$150,000 must be submitted.
- Friday, June 18
 - *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 30th.
 - Maintenance must receive requests for work orders to ensure they will be charged to FY21.
- Thursday, June 24
 - Cut-off for FedEx Office charges for FY21. Charges after June 25th will post to FY22.
- Wednesday, June 30 – Last business day of fiscal year
 - Last day to process *buy*ND catalog requisitions and purchase orders processed under \$10,000 (e.g., Office Depot, GovConnection, VWR, etc.) in FY21. Allow time for workflow approvals.
 - All deposits made on or before June 30th will automatically be credited to FY21.
- Thursday, 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 FY22 posting date. If you wish to accrue the revenue to FY21, please contact Chuck Pope for assistance.
- Tuesday, July 6
 - Financial Toolkit payment requests for FY21 must be submitted, approved and received in A/P by 5 PM.
 - *trave*ND expense reports for FY21 must be submitted, approved, and received in A/P by 5 PM.
 - *buy*ND “receipts” for FY21 must be entered by departments by 5 PM.
 - Procard statement reports for FY21 must be submitted and approved by 5 PM.
- Friday, July 9 – 1st Close
 - All A/P transactions for FY21 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.
- Monday, July 12
 - Standard reports reflecting activity through the 1st Close will be available via GLez, ARP, Business Objects, and the Budget Query (SSB) tool.
- Thursday, July 15 – *campus final close*
 - Journal Entries approved in the Financial Toolkit by 5:00 PM for FY21 processing.
 - **Only adjustments and corrections should be submitted in this close.**
- Monday, July 19
 - Standard reports reflecting activity through the final close will be available via GLez, ARP, Business Objects, and the Budget Query (SSB) tool.
- Wednesday, July 21
 - Asset/liability balances, fund balances, and encumbrances are rolled and available for viewing/processing in FY22.

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