



Fiscal 2024 Year End Close Schedule

- Friday, June 7 – May close
 - Contract requests that will result in a purchase in FY24 must be submitted.
 - Review encumbrances and contact Accounts Payable (A/P) regarding any encumbrances that need to be closed.
 - Carefully review year to date activity and submit any corrections that are needed as part of the May close. Please contact the Controller's Office if you have any questions.
- Wednesday, June 12th
 - Hourly payroll - Deadline to submit Add Pay forms to HR
- Thursday, June 20th
 - Salaried payroll - Deadline submit Add Pay forms to HR
- Monday, June 17
 - All *buy*ND requisitions must be submitted. This deadline allows for any necessary approvals and ensure that purchase orders are processed by June 28th.
- Friday, June 21
 - Maintenance must receive requests for work orders to ensure they will be charged to FY24.
 - Cut-off for FedEx Office charges for FY24. Charges after June 21st will post to FY25.
 - PO Change requests that will be charged to FY24 should be submitted.
- Friday, June 28 – Last business day of fiscal year
 - All requisitions must be processed with purchase orders completed in order to be posted in FY24.
 - All deposits made on or before June 30th will automatically be credited to FY24.
- Monday, July 1 – New Fiscal Year Begins
 - *buy*ND purchase orders will now be encumbered against FY25 funds.
 - Deposits should be posted via the Financial Toolkit with an FY25 posting date. If you wish to accrue the revenue to FY24, please contact Sheri Cheek for assistance.
- Wednesday, July 3
 - Financial Toolkit payment requests for FY24 must be submitted, approved and received in A/P by 5 PM.
 - *travel*ND expense reports for FY24 must be submitted, approved, and received in A/P by 5 PM.
 - *buy*ND "receipts" for FY24 must be entered by departments by 5 PM.
 - Procard statement reports for FY24 must be submitted and approved by 5 PM.
- Tuesday, July 9 – **1st Close**
 - All A/P transactions for FY24 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, Financial Compass, Business Objects, and the Budget Query (SSB) tool.
- Tuesday, July 16 – **campus final close**
 - Journal Entries approved in the Financial Toolkit by 5:00 PM for FY24 processing.
 - **Only adjustments and corrections should be submitted in this close.**
- Thursday, July 18
 - Standard reports reflecting activity through the final close will be available via GLez, Financial Compass, Business Objects, and the Budget Query (SSB) tool.
- Saturday, July 20
 - Asset/liability balances, fund balances, and encumbrances are rolled and available for viewing/processing in FY25.

This schedule can be found on the Controller's Group website at: <http://controller.nd.edu/our-services/accounting-operations/month-end-close-schedule/>