



Fiscal 2014 Year End Close Schedule

- Monday, June 9
 - *buyND* 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/>).
- Monday, June 9 – May close
 - 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 13:
 - *buyND* purchase Requisitions greater than \$5K, but less than \$25K must be submitted.
- Monday, June 23:
 - 1st Source begins as new on-campus bank – ensure deposits are made with your new deposit slips
- Wednesday, June 25:
 - *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.
 - Cut-off for FedEx Office charges for FY14. Charges after June 25th will post to FY15.
 - Maintenance must receive requests for work orders to be created in the old fiscal year. Orders for new year should be not be submitted until June 30th.
- Monday, June 30
 - Last day to process *buyND* catalog requisition and purchase orders processed under \$5000 (e.g., Office Depot, GovConnection, VWR, etc.) in the old fiscal year. Allow time for workflow approvals.
- Monday, June 30 – End of fiscal year
 - All deposits made on or before June 30th will automatically be credited to the old fiscal year.
- Tuesday, 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 clearly indicate OLD YEAR or NEW YEAR in the email to the Controller's Office to help ensure processing in the correct fiscal year.
- Thursday, July 3
 - Check Requisition forms, NEPS Forms and vendor invoices related to old year must be received in A/P by 5PM.
 - *travelND* expense reports for FY14 must be approved and submitted by 5 PM.
 - *buyND* "receipts" must be entered by departments by 5 PM.
- Tuesday, July 8
 - Procard statement reports for FY14 must be submitted and approved by 5 PM.
- Wednesday, July 9 – 1st Close
 - All A/P transactions for old year processing done by end of day.
 - Journal Entries must be in AFS/RSPA hands or in gacct@nd.edu mailbox by 12pm for 1st Close processing.
 - These entries should represent normal month-end closing entries. All charges / entries impacting other units should be submitted.
- Thursday, July 10
 - Standard reports reflecting activity through the 1st close will be available via GLez, Business Objects, and the Finance Query tool.
- Tuesday, July 15 – *campus final close*
 - Journal Entries must be in AFS/RSPA hands or in gacct@nd.edu mailbox by 5PM for old year processing
 - Adjustments and corrections only should be submitted in this close.
- Thursday, July 17
 - Standard reports reflecting activity through the final close will be available via GLez, Business Objects, and the Finance Query tool.