

Colorado School of Mines
Year-End Schedule for Fiscal Year 2018
Please also note the memo attached to this schedule

System Close related to Departments:

Cash Close	Friday, June 29, 2018
Period 12 Close	Wednesday, July 11, 2018
Period 14 Final Close	Friday, July 27, 2018

FY 18 deadlines related to Departments:

Friday, June 1, 2018	All Purchase Requisitions are due for items to be <u>received</u> and expensed this Fiscal Year. Please note that any requisition received after Friday, June 1, 2018 will be automatically entered for the next Fiscal Year (FY19), unless it has been marked for FY18 and the goods or services can be guaranteed to be received by June 30, 2018. <i>Note: General Fund budgets (fund 1001) do not roll forward. Any purchases charged against FY18 General Fund budgets need to meet this deadline.</i>
March 15, 2018 to June 8, 2018	Petty Cash Audits will be conducted by the Controller's Office. Please ensure that your Petty Cash Fund is reconciled.
Friday, June 15, 2018	Adjustments to student accounts are due. Any adjustments to student accounts for the current fiscal year must be submitted by June 15, 2018 to be included in FY18. The student side does not have the ability to back-date entries; therefore any adjustments to student accounts (such as GRA/TA award funding changes) made after June 29, 2018 will be recorded in the next fiscal year. To ensure timely posting, please ensure any adjustments needed to student accounts are submitted no later than June 15, 2018.
Friday, June 22, 2018	Outstanding Travel Advances must be reconciled by 5:00 pm.
Friday, June 29, 2018	Last Business Day to receive goods and services for FY18.
Friday, June 29, 2018	Last Accounts Payable (AP) check run for current Fiscal Year. No AP disbursement dated FY18 after this date for Accounts Payable.
Friday, June 29, 2018	Any cash deposits need to be submitted to the Cashier's Office by 12:00 (noon). Any cash received after this date will be recorded in the next fiscal year.

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July 2, 2018 to July 24, 2018	FY18 e-Prints updated daily.
Thursday, July 5, 2018	Last day to submit FY18 budget transfers.
Friday, July 6, 2018	Last day to submit invoices, vouchers, or direct pays for goods and services received by June 30, 2018, to be charged to your account for the current fiscal year. <i>If you have expenses that were incurred prior to June 30, 2018 but have not yet received an invoice, please advise the Controller's Office (CO-Accounting@mines.edu) so that we can include it in the year-end close process and reflect the expense in the correct year.</i>
Friday, July 6, 2018	Last day to reallocate One Card Expenses incurred on or before June 30, 2018. All expenses must be allocated and approved by this date.
Friday, July 6, 2018	Last day to submit ISSVs for FY18.
Friday, July 6, 2018	Last day to process any Financial Aid payroll adjustments. All State & Federal work-study should be reconciled.
Friday, July 6, 2018 (noon)	Last day to finalize (submitted and approved) all travel and expense reports, paper or electronic, for FY18 transactions.
Tuesday, July 10, 2018 (noon)	Accounts Payable closes for FY18.
Wednesday, July 11, 2018 (morning)	ORA will run June (period 12) invoicing after all expenses (dated on or before 6/30) are posted. After completion, Period 12 Close and Period 14 Accrual Period is Open. Period 12 Close financial reports generated.
Thursday, July 12, 2018	Begin review of Period 12 reports. Any corrections or adjustments should be communicated to the Controller's Office by Friday, July 20th.
Monday, July 16, 2018 (5:00)	Last day to submit all research related adjusting entries.
Monday, July 16, 2018 (5:00)	Last day to submit payroll reallocations for ALL indexes.
Friday July 20, 2018	Last day to submit non-research related adjusting journal entries (see July 16 th deadline above for research related).

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Friday July 27, 2018	Period 14 (Final) Closes at Noon.
Monday July 30, 2018	Final e-Prints reports for FY18 available for final review. Please communicate any remaining issues to the Controller's Office for consideration. Please note only material matters may be addressed after the Period 14 close.