



# FY 2020 Year End Closing Schedule

5/21/2020

Noelle Sanchez - Controller

It is once again time to plan for our year-end closing. Attached is a list of final cut-off dates for processing documents for Fiscal Year 2020 close. Please take special note of the closing dates on the schedule and plan ahead. Your cooperation with the Controller's Office, Budget Office, Procurement Services, and Office of Research Administration is greatly appreciated.

Preliminary June reports will be available on e-Print Tuesday, July 14th. Please examine this information closely and submit corrections or adjustments to the Controller's Office by Monday, July 20th. For Budget and Purchasing corrections refer to the attached schedule.

For further clarification or questions related to this year-end schedule you can contact:

## **Controller's Office:**

- Noelle Sanchez, Controller – General Accounting X3528, [nsanchez@mines.edu](mailto:nsanchez@mines.edu)
- Sharon Schwab, Financial Reporting Manager – General Accounting X3272, [sschwab@mines.edu](mailto:sschwab@mines.edu)
- Jason Shuck, Petty Cash Audit, Auxiliaries, and Foundation – General Accounting X2304, [jshuck@mines.edu](mailto:jshuck@mines.edu)
- Ann Hourihan, Grants, ISSV's, - General Accounting X3985, [ahourihan@mines.edu](mailto:ahourihan@mines.edu)
- Kayla Harshman, Petty Cash Audit, PD & RD – General Accounting X3448, [kalyaharshman@mines.edu](mailto:kalyaharshman@mines.edu)
- Matt Roach, Fixed Assets – General Accounting X3679, [mroach@mines.edu](mailto:mroach@mines.edu)
- Jenny Phou, Bursar – Cash Receipts X3410, [bursar@mines.edu](mailto:bursar@mines.edu)
- Janice Lander, Director of Shared Services – Payroll, Accounts Payable, and OneCard X3266, [MAPS@mines.edu](mailto:MAPS@mines.edu)
- Debbie Lira, Payroll/HR Operations Supervisor – X3166 [MAPS@mines.edu](mailto:MAPS@mines.edu)
- Nicole Byerley, Accounts Payable Supervisor – X3005, [MAPS@mines.edu](mailto:MAPS@mines.edu)

## **Other Offices:**

- Danielle Lowry – Budget: X3829 [dleclair@mines.edu](mailto:dleclair@mines.edu)
- Ryan McGuirk – Procurement Services: X3569 [procurement@mines.edu](mailto:procurement@mines.edu)
- Johanna Eagan – ORA: X2589 [jeagan@mines.edu](mailto:jeagan@mines.edu)
- Zack Scholnick – Financial and HR Systems: X3468 [zscholni@mines.edu](mailto:zscholni@mines.edu)

**Colorado School of Mines**  
**Year-End Schedule for Fiscal Year 2020**  
Please also note the memo attached to this schedule

**System Close related to Departments:**

Cash Close	Tuesday, June 30, 2020
Period 12 Close	Friday July 10, 2020
Period 14 Final Close	Tuesday, July 28, 2020

**FY 20 deadlines related to Departments:**

Monday, June 1, 2020	All Purchase Requisitions are due for items to be <u>received</u> and expensed this Fiscal Year. Please note that any requisition received after Monday, June 1, 2020 will be automatically entered for the next Fiscal Year (FY21), unless it has been marked for FY20 and the goods or services can be guaranteed to be received by June 30, 2020. <b>Note: General Fund budgets (fund 1001) do not roll forward. Any purchases charged against FY20 General Fund budgets need to meet this deadline.</b>
June 1, 2020 to June 30, 2020	Petty Cash Audits will be conducted by the Controller's Office. Please ensure that your Petty Cash Fund is reconciled.
Monday, June 15, 2020	Adjustments to student accounts are due. Any adjustments to student accounts for the current fiscal year must be submitted by June 15, 2020 to be included in FY20. 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 30, 2020 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, 2020.
Monday, June 22, 2020	Outstanding Travel Advances must be reconciled by 5:00 pm.
Tuesday, June 30, 2020	Last Business Day to receive goods and services for FY20.
Tuesday, June 30, 2020	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.
July 1, 2020 to July 29, 2020	FY20 e-Prints updated daily.
Friday, July 3, 2020 (5:00)	Last day to reallocate One Card Expenses incurred on or before June 30, 2020. All expenses must be allocated and approved by this date.
Monday, July 6, 2020 (5:00)	Last day to submit FY20 budget transfers.
Monday, July 6, 2020 (5:00)	Last day to submit ISSVs for FY20.

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Monday, July 6, 2020 (5:00)	Last day to process any Financial Aid payroll adjustments. All State & Federal work-study should be reconciled.
Monday, July 6, 2020 (5:00)	Last day to finalize (submitted and approved) all travel and expense reports, paper or electronic, for FY20 transactions.
Tuesday, July 7, 2020	Last day to submit invoices, vouchers, or direct pays for goods and services received by June 30, 2020, to be charged to your account for the current fiscal year.  <i>If you have expenses that were incurred prior to June 30, 2020 but have not yet received an invoice, please advise the Controller's Office (<a href="mailto:CO-Accounting@mines.edu">CO-Accounting@mines.edu</a>) so that we can include it in the year-end close process and reflect the expense in the correct year.</i>
Thursday July 9, 2020 (noon)	Accounts Payable closes for FY20.
Friday, July 10, 2020 (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.
Monday July 13, 2020	Begin review of Period 12 reports. <b>Any corrections or adjustments should be communicated to the Controller's Office by Monday, July 20th.</b>
Tuesday, July 14, 2020 (12:00)	Last day to submit payroll reallocations for all Grant indexes.
Wednesday, July 22, 2020 (12:00)	Last day to submit all research related adjusting entries.
Wednesday, July 22, 2020 (12:00)	Last day to submit payroll reallocations for all Non-Grant indexes.
Wednesday, July 22, 2020 (12:00)	Last day to submit non-research related adjusting journal entries.
Tuesday July 28, 2020	Period 14 (Final) Closes at Noon.
Wednesday July 29, 2020	Final e-Prints reports for FY20 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.