

Fiscal Year 2021 Year-End

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 2021 close. Please take special note of the closing dates on the schedule and plan ahead. Your cooperation with the Office of the Controller, Budget Office, and Office of Research Administration is greatly appreciated.

Preliminary June reports will be available on Monday, July 19, 2021. Please examine this information closely and submit corrections or adjustments to General Accounting by Monday, July 26th. To submit Budget and Purchasing corrections, refer to the attached schedule.

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

Office of the Controller:

- Susan Borup, Assistant Controller – General Accounting, smborup@mines.edu
- Sharon Schwab, Financial Reporting Manager – General Accounting, sschwab@mines.edu
- Jason Shuck, Auxiliaries, and Foundation – General Accounting, jshuck@mines.edu
- Ann Hourihan, Grants, ISSV's, - General Accounting, ahourihan@mines.edu
- Kayla Harshman, Petty Cash Audit, Cash Receipts, PD & RD – General Accounting, kalyaharshman@mines.edu
- Mimi Winter, Capital Assets – General Accounting, mwinter@mines.edu
- Jenny Phou, Bursar – Cash Receipts, bursar@mines.edu
- Janice Lander, Director of Shared Services – Payroll, Accounts Payable and OneCard, MAPS@mines.edu
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- Ryan McGuirk – Business Services, rmcguirk@mines.edu
- Danielle Davis – Procurement Services, procurement@mines.edu

Other Offices:

- Chris Stoppel – Budget, cstoppel@mines.edu
- Johanna Eagan – ORA, jeagan@mines.edu
- Rose Segawa – ORA rsegawa@mines.edu
- Zack Scholnick – Financial and HR Systems, zscholni@mines.edu

Year-End Schedule for Fiscal Year 2021

System Close related to Departments:

Cash Close	Wednesday, June 30, 2021
Period 12 Close	Friday July 16, 2021
Period 14 Final Close	Wednesday, August 4, 2021

FY 21 deadlines related to Departments:

Tuesday, June 1, 2021	All Purchase Requisitions are due for items expected to be <u>received</u> and expensed this Fiscal Year. Please note that any requisition received after Tuesday, June 1, 2021 will be automatically entered for the next Fiscal Year (FY22), unless it has been clearly marked for FY21 and the goods or services can be guaranteed to be received by June 30, 2021. Note: General Fund budgets (fund 1001) do not roll forward. Any purchases intended to be charged against FY21 General Fund budgets need to meet this deadline.
June 1, 2021 to June 30, 2021	Petty Cash Audits will be conducted by General Accounting. Please ensure that your Petty Cash Fund is reconciled.
Friday, June 11, 2021	Outstanding Travel Advances must be reconciled by 5:00 pm.
Monday, June 14, 2021	Adjustments to student accounts are due to be included in FY21. 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, 2021 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 14, 2021.
Wednesday, June 30, 2021	Last Business Day to receive goods and services for FY21.
Wednesday, June 30, 2021	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, 2021 to July 29, 2021	FY21 e-Prints updated daily.
Friday, July 9, 2021 (5:00)	Last day to reallocate One Card Expenses incurred on or before June 30, 2021. All expenses must be allocated and approved by this date.
Friday, July 9, 2021 (5:00)	Last day to submit ISSVs for FY21.
Friday, July 9, 2021 (5:00)	Last day to process any Financial Aid payroll adjustments. All State & Federal work-study should be reconciled.

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Friday, July 9, 2021 (5:00)	Last day to finalize (submitted and approved) all travel and expense reports, paper or electronic, for FY21 transactions.
Friday, July 9, 2021 (5:00)	Last day to submit invoices, vouchers, or direct pays for goods and services received on or before June 30, 2021, to be charged to your account for the current fiscal year. <i>If you have expenses that were incurred prior to June 30, 2021 but have not yet received an invoice, please advise the General Accounting office at 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>
Thursday July 15, 2021 (noon)	Accounts Payable closes for FY21.
Friday, July 16, 2021 (morning)	ORA will run June (period 12) invoicing after all expenses (dated on or before 6/30) are posted. After completion, Period 12 will be Closed and Period 14 Accrual Period will be Open. Period 12 Close financial reports generated.
Monday July 19, 2021	Begin review of Period 12 reports. Any corrections or adjustments should be communicated to the Controller’s Office by Monday, July 26th.
Monday, July 20, 2020 (5:00)	Last day to submit FY21 budget transfers.
Friday, July 23, 2021	Last day to submit payroll reallocations for ALL indexes.
Friday, July 23, 2021	Last day to submit all research related adjusting entries.
Friday, July 23, 2021	Last day to submit non-research related adjusting journal entries.
Wednesday, August 4, 2021	Period 14 (Final) Closes at Noon.
Thursday, August 5, 2021	Final e-Prints reports for FY21 available for final review. Please communicate any remaining issues to General Accounting for consideration. Please note only material matters may be addressed after the Period 14 close.