



Accounting and Finance

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TO: Finance Users
FROM: Mike Hoskins, ^{MH} Associate Controller, Accounting and Finance
DATE: August 9, 2017
SUBJECT: Fiscal Year 2018 Finance Month-End Closings

The following is a schedule of Finance closing dates for fiscal year 2018 which is also available at <http://af.nmsu.edu/> in the Quick Links section. Closing dates are based on the first business day of the following month. Month-end reports will be available on Cognos and ePrint the day following each month-end close.

“Due to Fiscal Monitor” deadlines apply to interdepartmental vouchers, check requests, journal entries, miscellaneous journal entries and budget entries. All documents should be routed to your fiscal monitor.

Month Closing	Due To Fiscal Monitor	Date Of Close
July 2017	July 27, 2017	August 1, 2017
August 2017	August 29, 2017	September 1, 2017
September 2017	September 28, 2017	October 2, 2017
October 2017	October 28, 2017	November 1, 2017
November 2017	November 28, 2017	December 1, 2017
December 2017	December 20, 2017	January 2, 2018
January 2018	January 27, 2018	February 1, 2018
February 2018	February 24, 2018	March 1, 2018
March 2018	March 28, 2018	April 2, 2018
April 2018	April 26, 2018	May 1, 2018
May 2018	May 29, 2018	June 1, 2018
June 2018		
*First Close		July 2, 2018
*Second Close		July 11, 2018
Controllers Close		July 18, 2018
Final Close		July 20, 2018

*See the “Deadlines for FY18 Year-End Close by Date,” for Due to Fiscal Monitor dates.