

## Deadlines for FY 2017-2018 (FY18) Year-End Close by Date

Ref#	Date		Time	Description
1	6/1/2018	Friday		Open FY19 period 1 (July) for dual-year processing. Processing of FY19 blanket orders, open orders, maintenance renewals and rentals including copiers begin. NO CHANGE ORDERS will be accepted.
2	6/8/2018	Friday	5:00 PM	FY18 requisitions for purchases to expense funds in the current fiscal year below \$60,000 should be completely approved by departments.  These purchases MUST be received no later than June 29, 2018. Requisitions completed after this date cannot be guaranteed to be completed and expenses in FY18. Purchases received after June 29, 2018 will be expensed in FY19.  Requisitions for purchases greater than \$60,000 must have been procured in accordance with NMSA Procurement Code. Requisitions submitted this close to Year-End will likely not be procured, received or expensed in FY18.
3	6/20/2018	Wednesday	Noon	Due to Fiscal Monitor: Direct Pay requests, JV's (Manual & Electronic), Reimbursement Vouchers and IDV's to be included in FY18.
4	6/22/2018	Friday	5:00 PM	Due to FIP: JE's to be uploaded and electronically routed.
5	6/22/2018	Friday	Noon	FY18 ELR must be <i>initiated</i> in order to be completed and approved by all parties by 6/29/18.
6	6/29/2018	Friday	9:00 AM	Due in FIP: Sub-system feeds to be included in FY18.
7	6/29/2018	Friday	Noon	Final FY18 Electronic Labor Redistributions must be reviewed and approved by all parties.
8	6/29/2018	Friday	4:00 PM	Deadline for FY18 deposits made directly to a cashier in UAR.
9	6/29/2018	Friday	3:00 PM	Deadline for FY18 deposits made at Sponsored Projects Accounting (for research deposits).
10	6/29/2018	Friday	5:00 PM	Departmental receiving deadline for FY18. If there is any doubt that the goods/services will be received by June 29th, process for FY19.
11	6/29/2018	Friday	5:00PM	Any requisition not processed by this time will be deleted. A new year requisition will be required.
12	<b>7/2/2018</b>	<b>Monday</b>	<b>5:00 PM</b>	<b>1st Close</b>
13	7/3/2018	Tuesday	8:00 AM	Reports with IDC posted available .
<b>This provides 6 working days between 1st and 2nd close</b>				
18	7/9/2018	Monday	5:00 PM	Pcard transactions through 6/21/2018 will be posted into Banner. All Pcard transactions not received by 6/21/18 at Wells Fargo will be posted to FY19.
19	7/9/2018	Monday	5:00 PM	Deadline for JEs from Business Mgrs & Research Centers.
20	<b>7/11/2018</b>	<b>Wednesday</b>	<b>5:00 PM</b>	<b>2nd Close</b>
21	7/12/2018	Thursday	8:00 AM	Reports with IDC posted available.
<b>This provides 5 working days between 2nd and 3rd close</b>				
22	<b>7/18/2018</b>	<b>Wednesday</b>	<b>3:00 PM</b>	<b>3rd Close: Reports (with IDC posted).</b>
23	7/19/2018	Thursday	8:00 AM	Reports with IDC posted available.
24	<b>7/20/2018</b>	<b>Friday</b>	<b>5:00 PM</b>	<b>Final Close Reports Available (with IDC posted).</b>