



Accounting and Finance

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TO: Finance Users

FROM: Ross Justus, Associate Controller, Accounting and Finance *RJ*

DATE: August 30, 2018

SUBJECT: Fiscal Year 2019 Finance Month-End Closings

The following is a schedule of Finance closing dates for fiscal year 2019, 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 2018	July 27, 2018	August 1, 2018
August 2018	August 29, 2018	September 4, 2018
September 2018	September 26, 2018	October 1, 2018
October 2018	October 29, 2018	November 1, 2018
November 2018	November 26, 2018	December 3, 2018
December 2018	December 19, 2018	January 2, 2019
January 2019	January 29, 2019	February 1, 2019
February 2019	February 26, 2019	March 1, 2019
March 2019	March 27, 2019	April 1, 2019
April 2019	April 26, 2019	May 1, 2019
May 2019	May 29, 2019	June 3, 2019
June 2019		See Year-End Closings
*First Close		**July 1, 2019
*Second Close		**July 10, 2019
Controllers Close		**July 17, 2019
Final Close		**July 19, 2019

*See the “Deadlines for FY19 Year-End Close by Date,” for Due to Fiscal Monitor dates.

** Subject to change, will be confirmed/communicated in Year-End training performed by Accounting and Finance.