



**Accounting and Finance**

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**TO:** Finance Users

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

**DATE:** August 14, 2019

**SUBJECT:** Fiscal Year 2020 Finance Month-End Closings

The following is a schedule of Finance closing dates for fiscal year 2020, 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 Aggie Service Center” deadlines apply to interdepartmental vouchers, check requests, journal entries, miscellaneous journal entries and budget entries. All documents should be routed through the Aggie Service Desk.

Month Closing	Due To Aggie Service Center	Date Of Close
July 2019	July 29, 2019	August 1, 2019
August 2019	August 28, 2019	September 3, 2019
September 2019	September 26, 2019	October 1, 2019
October 2019	October 29, 2019	November 1, 2019
November 2019	November 25, 2019	December 2, 2019
December 2019	December 20, 2019	January 2, 2020
January 2020	January 29, 2020	February 3, 2020
February 2020	February 26, 2020	March 2, 2020
March 2020	March 28, 2020	April 1, 2020
April 2020	April 28, 2020	May 1, 2020
May 2020	May 27, 2020	June 1, 2020
June 2020		
First Close		July 1, 2020
Second Close		July 10, 2020
Controllers Close		July 16, 2020
Final Close		July 20, 2020