Key Dates for Fiscal 2018 Close-First Departmental Close

May 11th  
Procurement Services: Final day to request new supplier setup

May 18th  
Deacon Depot: Final day to enter FY18 Purchase Requisitions by 5 PM

Financial Services: Project Summary Requests (PSR) due by 5 PM

June 8th  
Payroll: Payroll reallocations & redistribution due by 5PM

June 20th  
Accounts Payable: Invoices, employee travel, expense reports, and expenditure vouchers due by 5 PM

June 26th  
Deacon Depot: last day to receive goods for FY18 that will be paid in June
Key Dates for Fiscal 2018 Close-
First Departmental Close

June 28th
Accounts Payable: FINAL check run in Banner for FY18

June 30th
Deacon Depot: FINAL day to receive goods for FY18
Must still be physically received (in-hand) on or before 06/30

July 2nd
Procurement Card (Pcard) statement closing date.
Transactions must be posted by this date.

July 6th
Advancement: All FY18 gifts due by 3 PM
Accounts Receivable: All deposits due by 12:00 PM

July 10th
Financial Services: Journal entries and Fixed asset
addition/disposal support due by 5 PM

July 13th
Procurement Card (Pcard) documentation in Accounts
Payable (AP) and entered into Works by 5 PM
(posted as an accrual in the 1st close)
Key Dates for Fiscal 2018 Close - Second Departmental Close

July 17th
July 1st Pcard statement accrual recorded
Accounts Payable: Final Invoices, employee travel, expense reports, and expenditure vouchers due by 5 PM (accrual will be posted in the 2nd close)

July 18th
Payroll: all entries including Final Bi-weekly, Student, Ad Comp Accruals recorded

July 18th
FIRST Departmental Close – Draft reports available after 5 PM

July 23rd
Journal entries in Financial Services by 5 PM

July 24th
APC entry for RCxxxxx funds recorded
Key Dates for Fiscal 2018 Close - Final Departmental Close

- **July 25th**: SECOND Departmental Close – Draft reports available after 8:30 AM
- **July 26th**: FINAL Journal entries in Financial Reporting by 5 PM
- **July 27th**: FINAL Departmental Close – Final reports available after 5 PM