

MIT Fiscal Year End 2017 Closing Schedule

	Date	Activity
Before June 30	Tuesday, June 20, 2017 / 5:00 pm	<ul style="list-style-type: none"> > Travel Voucher cutoff, Period 12 > Deadline for FY17 Budget Changes
	Wednesday, June 21, 2017 / 5:00 pm	<ul style="list-style-type: none"> > Deadline for New Cost Object and Profit Center requests for FY17 activity
	Monday, June 26, 2017 / 5:00 pm	<ul style="list-style-type: none"> > Paper invoice cutoff, Period 12 > Payroll - eSDS Non-Exempt Changes cutoff
	Wednesday, June 28, 2017 / 5:00 pm	<ul style="list-style-type: none"> > eRFP cutoff, Period 12 (please do not send FY18 eRFPs until July)
	Thursday, June 29, 2017 / 5:00 pm	<ul style="list-style-type: none"> > Payroll – eSDS Exempt Changes cutoff
On June 30	Friday, June 30, 2017 / Noon	<ul style="list-style-type: none"> > Journal Voucher cutoff, Period 12
	Friday, June 30, 2017 / 5:00 pm	<ul style="list-style-type: none"> > All internal provider activity closed > Final entries to all research and fund sponsored WBS - <i>Necessary backup must be received in VPF to be posted</i> > Credit card activity closed (P-card verification cutoff) > General A/R billing activity closed
After June 30	Monday, July 3, 2017	<ul style="list-style-type: none"> > Period 12 closing process > Period 13 open - closing journal vouchers; review JV activity in SAP - review FY12 credit card transactions for need for accruals > <i>Data Warehouse unavailable July 1st for transition to FY 2018</i>
	Tuesday, July 4, 2017	Independence Day Holiday Observed
	Wednesday, July 5, 2017	<ul style="list-style-type: none"> > Notice of completion of Period 12 processing (actuals) > All June activity available online in SAP (EB and F&A applied)
	Tuesday, July 11, 2017 / Noon	<ul style="list-style-type: none"> > Period 13 Journal Voucher cutoff - <i>Only Budget Office can post activity after this point</i> > Administrative carryforward requests due > Period 14 open for posting @ 2:00 pm (VPF only)
	Wednesday, July 12, 2017 / Noon	<ul style="list-style-type: none"> > Notice of completion of Period 13 processing (actuals) - All activity available online in SAP (EB and F&A applied)
	Thursday, July 13, 2017	<ul style="list-style-type: none"> - Period 13 Data in the Data Warehouse
	Friday, July 14, 2017 / Noon	<ul style="list-style-type: none"> > Budget & Financial Analysis Period 14 Journal Voucher cutoff > Run costing sheets only > Data in Data Warehouse morning of Monday, July 17, 2017

For Fiscal Year End Workshop Demo, please visit the MIT Learning Center Catalog
 For questions about recording gifts in FY17 please contact recsec@mit.edu