



Office of the Vice President for Finance

MIT Fiscal Year 2016 Closing Schedule

| Date | Activity |
|------------------------------------|--|
| Monday, June 20, 2016 / 5:00 pm | > Payroll - eSDS Non-Exempt Changes cutoff |
| Tuesday, June 21, 2016 / 5:00 pm | > Travel Voucher cutoff, Period 12 |
| | > Deadline for FY16 Budget Changes |
| Wednesday, June 22, 2016 / 5:00 pm | > Deadline for New Cost Object requests for FY16 activity |
| Friday, June 24, 2016 / 5:00 pm | > Paper invoice cutoff, Period 12 |
| Tuesday, June 28, 2016 / 5:00 pm | > eRFP cutoff, Period 12 (please do not send FY17 eRFPs until July) |
| Wednesday, June 29, 2016 / 5:00 pm | > Payroll – eSDS Exempt Changes cutoff |
| Thursday, June 30, 2016 / 5:00 pm | <ul style="list-style-type: none"> > All internal provider activity closed > Final entries to all research and fund sponsored WBS <ul style="list-style-type: none"> - <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 |
| Thursday, June 30, 2016 / Noon | > Journal Voucher cutoff, Period 12 |
| Friday, July 1, 2016 | <ul style="list-style-type: none"> > Period 12 closing process > Period 13 open <ul style="list-style-type: none"> - closing journal vouchers; review JV activity in SAP - review FY16 credit card transactions for need for accruals > <i>Data Warehouse unavailable July 1st for transition to FY 2017</i> |
| Monday, July 4, 2016 | Independence Day Holiday Observed |
| Tuesday, July 5, 2016 | <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) |
| Monday, July 11, 2016 / Noon | <ul style="list-style-type: none"> > Period 13 Journal Voucher cutoff <ul style="list-style-type: none"> - <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) |
| Tuesday, July 12, 2016 / Noon | <ul style="list-style-type: none"> > Notice of completion of Period 13 processing (actuals) <ul style="list-style-type: none"> - All activity available online in SAP (EB and F&A applied) |
| Wednesday, July 13, 2016 | <ul style="list-style-type: none"> - Period 13 Data in the Data Warehouse |
| Friday, July 15, 2016 / 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 18, 2016 |

For Fiscal Year End Workshop Demo, please visit the MIT Learning Center Catalog.