

MIT Fiscal Year-End 2019 Closing Schedule

	Date	Activity
Before June 28	Tuesday, June 18, 2019 / 5:00 pm	> Travel Voucher cutoff, Period 12
	Thursday, June 20, 2019 / 5:00 pm	> Deadline for New Cost Object and Profit Center requests for FY19 activity
	Friday, June 21, 2019 / 5:00 pm	> Paper/Buy-2-Pay invoice cutoff, Period 12
	Monday, June 24, 2019 / 5:00 pm	> Payroll - eSDS Non-Exempt Changes cutoff
	Tuesday, June 25, 2019 / 5:00 pm	> eRFP cutoff, Period 12 (please do not send FY2020 eRFPs until July)
	Thursday, June 27, 2019 / 5:00 pm	> Deadline for FY19 Budget Changes > Payroll – eSDS Exempt Changes cutoff
On June 28	Friday, June 28, 2019 / Noon	> Journal Voucher cutoff, Period 12
	Friday, June 28, 2019 / 5:00 pm	> Credit card activity closed (ProCard verification cutoff) > 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> > General A/R billing activity closed
After June 28	Monday, July 1, 2019	> <i>Data Warehouse unavailable for transition to FY 2020.</i> > Period 12 closing process > Period 13 open - closing journal vouchers; review JV activity in SAP - review FY19 credit card transactions need for accruals
	Tuesday, July 2, 2019	> Completion of Period 12 processing (actuals) > All June activity available online in SAP (EB and F&A applied)
	Thursday, July 4, 2019	Institute Holiday - Independence Day
	Wednesday, July 10, 2019 / Noon	> Period 13 Journal Voucher cutoff - <i>All DLC JVs must be submitted by noon</i> - <i>Only VPF Budget & Financial Analysis can post activity after noon (only JVs affecting draft transfer G/Ls)</i> > Administrative carryforward requests due > Period 14 open for posting @ 2:00 pm (VPF only)
	Thursday, July 11, 2019 / Noon	> Notice of completion of Period 13 processing (actuals) - All activity available online in SAP (EB and F&A applied)
	Friday, July 12, 2019	- Period 13 Data in the Data Warehouse
	Monday, July 15, 2019 / Noon	> Budget & Financial Analysis Period 14 Journal Voucher cutoff > Run costing sheets only > Data in Data Warehouse morning of Tuesday, July 16, 2019

[Go to Atlas MIT Learning Center Catalog to sign up for the FY19 Year-End Closing Workshop](#)
 For questions about recording gifts in FY19 contact the [Office of the Recording Secretary](#)