

### MIT Fiscal Year End 2020 Closing Schedule

	Date	Activity
Before June 30	Friday, June 19, 2020 / 5:00 pm	<ul style="list-style-type: none"> <li>&gt; Travel Voucher cutoff, Period 12</li> <li>&gt; Deadline for New Cost Object and Profit Center requests for FY20 activity</li> <li>&gt; Paper/Buy2Pay invoice and paper RFP cutoff, Period 12</li> </ul>
	Monday, June 22, 2020 / 5:00 pm	<ul style="list-style-type: none"> <li>&gt; Payroll - eSDS Non-Exempt Changes cutoff</li> </ul>
	Tuesday, June 23, 2020 / 5:00 pm	<ul style="list-style-type: none"> <li>&gt; eRFP cutoff, Period 12 (please do not send FY2021 eRFPs until July)</li> </ul>
	Friday, June 26, 2020 / 5:00 pm	<ul style="list-style-type: none"> <li>&gt; Deadline for FY20 Budget Changes</li> </ul>
	Monday, June 29, 2020 / 5:00 pm	<ul style="list-style-type: none"> <li>&gt; Payroll – eSDS Exempt Changes cutoff</li> </ul>
On June 30	Tuesday, June 30, 2020 / Noon	<ul style="list-style-type: none"> <li>&gt; Journal Voucher cutoff, Period 12</li> <li>&gt; Credit card activity closed (P-card verification cutoff)</li> </ul>
	Tuesday, June 30, 2020 / 5:00 pm	<ul style="list-style-type: none"> <li>&gt; All internal provider activity closed</li> <li>&gt; Final entries to all research and fund sponsored WBS</li> <li>-Necessary backup must be received in VPF to be posted</li> <li>&gt; General A/R billing activity closed</li> </ul>
After June 30	Wednesday, July 1, 2020	<ul style="list-style-type: none"> <li>&gt; <i>Data Warehouse unavailable July 1<sup>st</sup> for transition to FY 2021. Any change in date will be updated in the FY2020 Closing Schedule on the VPF website.</i></li> <li>&gt; Period 12 closing process</li> <li>&gt; Period 13 open</li> <li>- closing journal vouchers; review JV activity in SAP</li> <li>- review FY20 credit card transactions for need for accruals</li> </ul>
	Thursday, July 2, 2020	<ul style="list-style-type: none"> <li>&gt; Completion of Period 12 processing (actuals)</li> <li>&gt; All June activity available online in SAP (EB and F&amp;A applied)</li> </ul>
	Friday, July 3, 2020	Independence Day Holiday Observed
	Friday, July 10, 2020 / Noon	<ul style="list-style-type: none"> <li>&gt; Period 13 Journal Voucher cutoff</li> <li>- All DLC JVs must be submitted by noon</li> <li>- Only Budget &amp; Financial Analysis can post activity after noon (only JVs affecting draft transfer G/Ls)</li> <li>&gt; Administrative carryforward requests due</li> <li>&gt; Period 14 open for posting @ 2:00 pm (VPF only)</li> </ul>
	Monday, July 13, 2020 / Noon	<ul style="list-style-type: none"> <li>&gt; Notice of completion of Period 13 processing (actuals)</li> <li>- All activity available online in SAP (EB and F&amp;A applied)</li> </ul>
	Tuesday, July 14, 2020	<ul style="list-style-type: none"> <li>- Period 13 Data in the Data Warehouse</li> </ul>
	Wednesday, July 15, 2020 / Noon	<ul style="list-style-type: none"> <li>&gt; Budget &amp; Financial Analysis Period 14 Journal Voucher cutoff</li> <li>&gt; Run costing sheets only</li> <li>&gt; Data in Data Warehouse morning of Thursday, July 16, 2020</li> </ul>

For questions about recording gifts in FY20 contact the [Office of the Recording Secretary \(recsec@mit.edu\)](mailto:recsec@mit.edu).