MIT Fiscal Year-End 2021 Closing Schedule

**Before June 30, 2021**

- **Monday, June 21 - 5:00 pm**
  - Travel Voucher cutoff, Period 12
  - Deadline for New Cost Object and Profit Center requests for FY21 activity
  - Paper/B2P invoice cutoff, Period 12
  - Payroll - eSDS Non-Exempt Changes cutoff

- **Tuesday, June 22 - 5:00 pm**
  - eRFP cutoff, Period 12 (Please do not send FY2021 eRFPs until July.)

- **Monday, June 28 - 5:00 pm**
  - Deadline for FY21 Budget Changes

- **Tuesday, June 29 - 5:00 pm**
  - Payroll – eSDS Exempt Changes cutoff

**On June 30, 2021**

- **Wednesday, June 30 - Noon**
  - Journal Voucher cutoff, Period 12
  - Credit card activity closed (Procurement Card verification cutoff)

- **Wednesday, June 30 - 5:00 pm**
  - All internal provider activity closed
  - Final entries to all research and fund sponsored WBS - *Necessary backup must be received in VPF to be posted*
  - General A/R billing activity closed

**After June 30, 2021**

- **Thursday, July 1**
  - Data Warehouse is unavailable on July 1 for transition to FY22. Any change in date will be updated in the Fiscal Year-End 2021 Closing Schedule on the VPF website.
  - Period 12 closing process
  - Period 13 open
    - closing journal vouchers; review JV activity in SAP
    - review FY21 credit card transactions on need for accruals

- **Friday, July 2**
  - Completion of Period 12 processing (actuals)
  - All June activity available online in SAP (EB and F&A applied)

- **Friday, July 2 & Monday, July 5**
  - Independence Day Holiday Observed

- **Monday, July 12 - Noon**
  - Period 13 Journal Voucher cutoff
    - *All DLC JVs must be submitted by noon*
    - *Only Budget & Financial Analysis can post activity after noon (only JVs affecting draft transfer G/Ls)*
  - Administrative carryforward requests due
  - Period 14 open for posting @ 2:00 pm (*VPF only*)

- **Tuesday, July 13 - Noon**
  - Notice of completion of Period 13 processing (actuals)
    - All activity available online in SAP (EB and F&A applied)

- **Wednesday, July 14**
  - Period 13 Data in the Data Warehouse

- **Thursday, July 15 - Noon**
  - Budget & Financial Analysis Period 14 Journal Voucher cutoff
  - Run costing sheets only
  - Data in Data Warehouse morning of Friday, July 16

You can access the self-paced Fiscal Year-End Closing course in the Atlas Learning Center.
For questions about recording gifts in FY21 contact recsec@mit.edu