

MIT Fiscal Year-End 2021 Closing Schedule

Before June 30, 2021

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| Monday, June 21 - 5:00 pm | <ul style="list-style-type: none"><input type="checkbox"/> Travel Voucher cutoff, Period 12<input type="checkbox"/> Deadline for New Cost Object and Profit Center requests for FY21 activity<input type="checkbox"/> Paper/B2P invoice cutoff, Period 12<input type="checkbox"/> Payroll - eSDS Non-Exempt Changes cutoff |
| Tuesday, June 22 - 5:00 pm | <ul style="list-style-type: none"><input type="checkbox"/> eRFP cutoff, Period 12 (Please do not send FY2022 eRFPs until July.) |
| Monday, June 28 - 5:00 pm | <ul style="list-style-type: none"><input type="checkbox"/> Deadline for FY21 Budget Changes |
| Tuesday, June 29 - 5:00 pm | <ul style="list-style-type: none"><input type="checkbox"/> Payroll – eSDS Exempt Changes cutoff |

On June 30, 2021

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| Wednesday, June 30 - Noon | <ul style="list-style-type: none"><input type="checkbox"/> Journal Voucher cutoff, Period 12<input type="checkbox"/> Credit card activity closed (Procurement Card verification cutoff) |
| Wednesday, June 30 - 5:00 pm | <ul style="list-style-type: none"><input type="checkbox"/> All internal provider activity closed<input type="checkbox"/> Final entries to all research and fund sponsored WBS - <i>Necessary backup must be received in VPF to be posted</i><input type="checkbox"/> General A/R billing activity closed |

After June 30, 2021

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| Thursday, July 1 | <ul style="list-style-type: none"><input type="checkbox"/> <i>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.</i><input type="checkbox"/> Period 12 closing process<input type="checkbox"/> Period 13 open<ul style="list-style-type: none">❖ closing journal vouchers; review JV activity in SAP❖ review FY21 credit card transactions on need for accruals |
| Friday, July 2 | <ul style="list-style-type: none"><input type="checkbox"/> Completion of Period 12 processing (actuals)<input type="checkbox"/> All June activity available online in SAP (EB and F&A applied) |
| Friday, July 2 & Monday, July 5 | <ul style="list-style-type: none"><input type="checkbox"/> Independence Day Holiday Observed |
| Monday, July 12 - Noon | <ul style="list-style-type: none"><input type="checkbox"/> Period 13 Journal Voucher cutoff<ul style="list-style-type: none">❖ <i>All DLC JVs must be submitted by noon</i>❖ <i>Only Budget & Financial Analysis can post activity after noon (only JVs affecting draft transfer G/Ls)</i><input type="checkbox"/> Administrative carryforward requests due<input type="checkbox"/> Period 14 open for posting @ 2:00 pm (VPF only) |
| Tuesday, July 13 - Noon | <ul style="list-style-type: none"><input type="checkbox"/> 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 14 | <ul style="list-style-type: none">❖ Period 13 Data in the Data Warehouse |
| Thursday, July 15 - Noon | <ul style="list-style-type: none"><input type="checkbox"/> Budget & Financial Analysis Period 14 Journal Voucher cutoff<input type="checkbox"/> Run costing sheets only<input type="checkbox"/> 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