

University of Missouri Fiscal Year 2017 Closing Schedule

PLEASE NOTE:

On July 1st through July 2nd, 2017, many applications will be unavailable due to year-end processing. The applications that will be **unavailable** those days are Payment Request/Non-PO Voucher Create, PO-Voucher Create, Requisitioning/Approving/Receiving, eProcurement, Inventory, Strategic Sourcing, Supplier Contracts, Budget Entry, ARBI, Travel and Expenses, GL Journal Import, and the Grants Module. The following web applications - FIN Journal Entry, FIN CRR/ARR, FIN MoCode, FIN Financial Reports, and FIN Authorization **will be available** during this time.

Requisitions

Campus and System departments may enter FY18 requisitions effective immediately. Requisitions entered for FY18 must include a statement in the justification/comment field that the requisition is intended for FY18. These requisitions will be created with the FY17 budget dates, turned into purchase orders, and dispatched to suppliers on July 3rd. These FY18 POs will be created with FY17 budget dates, but moved to FY18 on July 1st.

Deadline for FY17 requisitions requiring a bid is May 12th, 5:00 pm

Last day to enter FY17 non-catalog requisitions not requiring a bid is June 23rd, 5:00pm

- Non-Catalog requisitions created for the current year, but not approved by June 23rd *may* be canceled and need to be reentered on or after July 3rd.
- All Non-Catalog requisitions entered after June 23rd will default to FY18 budget dates and a PO released to the vendor no earlier than July 3rd.

Last day for Show-Me Shop (SMS) requisitions is June 30th, 5:00pm

- The SMS requisition must be entered AND approved by this date for the PO to be dispatched to the vendor. If the SMS PO is not paid by June 30th, the encumbrance will be moved from FY17 to FY18 on July 1st.
- SMS requisitions created but not approved by this date will be canceled and will need to be reentered on or after July 3rd.

Last day for Item Master requisitions is June 30th, 12pm (noon)

- The Item Master requisition (inventory items from Distribution) must be entered AND if applicable approved by this date.

The eProcurement and Purchasing modules will be unavailable from July 1st through July 2nd.

Receiving on a Purchase Order

All non-catalog Purchase Order lines with 2017 budget periods, less than \$1,000 will be paid automatically if an invoice has been submitted and a voucher prepared.

The Purchasing and eProcurement modules will be unavailable July 1st through July 2nd.

Feeders

Last day for AP Feeders to load June data – June 30th, 4:00 pm

Last day for GL Feeders to load June data – July 10th, 4:00 pm

GL Journal Import will be unavailable July 1st through July 2nd.

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AR/BI Invoices

Last day to enter FY17 invoices is June 30th, 4:00 pm

The AR/BI module will be unavailable July 1st through July 2nd.

Payment Requests/Non-PO Vouchers

Last day to enter FY17 vouchers/payment requests is June 30th, 4:00 pm

Last day for AP Feeders to load June data – June 30th, 4:00 pm

The Payment Request/ Non-PO Voucher module will not be available July 1st through July 2nd.

Note: Vouchers approved/posted between July 1st & July 11th with an invoice date prior to July 1st will be included in a DeptID accrual entry for FY17.

Travel and Expenses

Last day to enter FY17 Expense Reports is June 30th, 4:00 pm

The Travel and Expenses module will be unavailable starting at 5:00 pm on June 30th through July 2nd.

Note: Expense Reports approved/posted between July 1st & July 11th with an expense date prior to July 1st will be included in a DeptID accrual entry for FY17.

Accounts Receivable Reports (ARR)

June ARR's must be prepared and the funds delivered to Cashier's by June 30th, 3:30 pm.

Direct Deposit ARR's with a June 30th date can be made through 5:00 pm July 3rd for deposits made in June.

Cash Receipts Reports (CRR)

June CRR's must be prepared and the funds delivered to Cashier's by June 30th, 3:30 pm.

Direct Deposit CRR's with a June 30th date can be made through 5:00 pm July 3rd for deposits made in June.

Bookstore Requisitions

Last day to submit a requisition in person for in-stock items is June 30th, 5:00 pm.

One Card

Last day to edit One Card transactions for "Yes" edit complete is June 28th by end of day – weekly feed will be done on June 29th.

Last day to edit One Card transactions is July 6th by end of day – feed will be done on July 7th.

(HOSPT will have until July 5th 12:00 noon to edit transactions. Feed will be done at 1:30 pm on July 5th.)

Web Journal Entries – JE, ISE, CE, TRE and PCE


Last day for June 30th web journal entries for departmental users is July 14th, 5:00 pm. Between July 1st and July 14th, please note the date used for the entry. The date on the entry will control to which fiscal year the entry will post. During this time the journal entry system will default to FY18, if you want a journal to post to FY17 you will need to change the date to 6/30/17. Please check all dates before submitting the transaction to make sure it will affect the correct fiscal year.

The FIN Journal Entry application **will be available** July 1st through July 2nd even though other systems may not be accessible.


If you have questions, please contact your campus accounting office. Please share this information with the appropriate people in your department.

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May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12 Last day to enter AND approve FY17 requisitions requiring a bid	13
14 Mother's Day 	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29  Memorial DAY	30	31			

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 	19	20	21	22	23 Last day to enter AND approve FY17 non-catalog requisitions not requiring a bid	24
25	26	27	28	29	30 All POs must be approved, edited, and budget checked. Last day for AP Feeders to load June data. Last day for FY17 Non-PO vouchers to be entered. Last day to enter (and approve if applicable) Item Master requisitions – noon deadline. Last day to enter AND Approve Show-Me Shop requisitions. Last day to submit in person, Bookstore Reqs for in-stock items. Last day to enter FY17 AR/BI Invoices. System down at 5 pm.	

July 2017

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
						1
2	3 YE PREP WORK Last day for June Direct Deposit ARR's and CRR's.	4 	5 Last day for HOSPT to edit One Card transactions on PaymentNet4 – noon deadline	6	7	8
9	10	11 Vouchers posted July 1-July 11 with an invoice date prior to July 1 & Expense Reports for FY17 will be picked up for DeptID accrual	12 AP Accrual Upload	13 Allocations 1,2,3,4 & Due To UMDAILY'S Web JE unavailable in AM Last day to submit Same-Division Budget Entries	14 June Web JE Cutoff for Departments	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					