

University of Missouri Fiscal Year 2018 Closing Schedule

PLEASE NOTE:

On June 30th through July 1st, 2018, 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 FY19 requisitions effective immediately. Requisitions entered for FY19 must include a statement in the justification/comment field that the requisition is intended for FY19. These requisitions will be created with the FY18 budget dates, turned into purchase orders, and dispatched to suppliers on July 2nd. These FY19 POs will be created with FY18 budget dates, but moved to FY19 on July 1st.

Deadline for FY18 requisitions requiring a bid is May 11th, 5:00 pm

Last day to enter FY18 non-catalog requisitions not requiring a bid is June 22nd, 5:00pm

- Non-Catalog requisitions created for the current year, but not approved by June 22nd may be canceled and need to be reentered on or after July 2nd.
- All Non-Catalog requisitions entered after June 22nd will default to FY19 budget dates and a PO released to the vendor no earlier than July 2nd.

Last day for Show-Me Shop (SMS) requisitions is June 29th, 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 29th, the encumbrance will be moved from FY18 to FY19 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 2nd.

Last day for MUHC Item Master requisitions is June 28th, 12pm (noon)

- The Item Master requisition must be entered AND if applicable approved by this date.

The eProcurement and Purchasing modules will be unavailable from June 30th through July 1st.

Receiving on a Purchase Order

All non-catalog Purchase Order lines with 2018 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 June 30th through July 1st.

Feeders

Last day for AP Feeders to load June data – June 29th, 4:00 pm

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

GL Journal Import will be unavailable June 30th through July 1st.

University of Missouri Fiscal Year 2018 Closing Schedule

AR/BI Invoices

Last day to enter FY18 invoices is June 29th, 4:00 pm

The AR/BI module will be unavailable June 30th through July 1st.

Payment Requests/Non-PO Vouchers

Last day to enter FY18 vouchers/payment requests is June 29th, 4:00 pm

Last day for AP Feeders to load June data – June 29th, 4:00 pm

The Payment Request/ Non-PO Voucher module will be unavailable starting at 5:00pm June 29th through July 1st.

Note: Vouchers approved/posted between July 2nd & July 11th with an invoice date prior to July 1st will be included in a DeptID accrual entry for FY18.

Travel and Expenses

Last day to enter FY18 Expense Reports is June 29th, 4:00 pm

The Travel and Expenses module will be unavailable starting at 5:00 pm on June 29th through July 1st.

Note: Expense Report lines approved/posted between July 2nd & July 11th with an expense date prior to July 1st will be included in a DeptID accrual entry for FY18.

Accounts Receivable Reports (ARR)

June ARR's must be prepared and the funds delivered to Cashier's by June 29th, 3:30 pm.

Direct Deposit ARR's with a June 30th date can be made through 5:00 pm July 2nd for deposits made in June.

Cash Receipts Reports (CRR)

June CRR's must be prepared and the funds delivered to Cashier's by June 29th, 3:30 pm.

Direct Deposit CRR's with a June 30th date can be made through 5:00 pm July 2nd for deposits made in June.

Bookstore Requisitions

Last day to submit a requisition in person for in-stock items is June 29th, 5:00 pm.

One Card

Last day to enter FY18 Expense Reports is June 29th, 4:00 pm

The travel and expenses module will be unavailable starting at 5:00 pm on June 29th through July 1st.

Note: Expense Report lines approved/posted between July 2nd & July 11th with an expense date prior to July 1st will be included in a DeptID accrual entry for FY18.



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

Last day for June 30th web journal entries for departmental users is July 17th, 5:00 pm. Between July 1st and July 17th, 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 FY19. If you want a journal to post to FY18, you will need to change the date to 6/30/18. 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** June 30th through July 1st 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.

May 2018


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Last day to enter AND approve FY18 requisitions requiring a bid	12
13 	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Memorial Day 	29	30	31		

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17  Happy Father's Day!	18	19	20	21	22 Last day to enter AND approve FY18 non-catalog requisitions not requiring a bid	23
24	25	26	27	28 Last day to enter (and approve if applicable) Item Master requisitions – noon deadline	29 All POs must be approved, edited, and budget checked. Last day for AP Feeders to load June data. Last day for FY18 Non-PO vouchers to be entered. Last day for FY18 Expense Reports to be entered. 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 FY18 AR/BI Invoices. System down at 5 pm.	30 YE PREP WORK No access to Finance Prod Instance – FSPRD Web Apps Available

University of Missouri Fiscal Year 2018 Closing Schedule

July 2018

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
1 YE PREP WORK No access to Finance Prod Instance – FSPRD Web Apps Available	2 Last day for June Direct Deposit ARR's and CRR's.	3	4 	5	6	7
8	9	10	11 Vouchers posted July 1-July 11 with an invoice date prior to July 1 & Expense Report lines for FY18 will be picked up for DeptID accrual	12 AP/TE Accrual Upload	13 Allocations 1,2,3,& 4 UMDAILY'S Web JE unavailable in AM Last day to submit Same-Division Budget Entries	14
15	16 Due To Allocation	17 June Web JE Cutoff for Departments	18	19	20 June Web JE Cutoff for OSPA Offices	21
22	23	24	25	26	27 June Web JE Cutoff for Acct. Offices	28
29	30	31				