

University of Missouri Fiscal Year 2020 Closing Schedule

PLEASE NOTE:

Beginning at 5:00pm June 30th through July 1st, 2020, 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 FY21 requisitions effective immediately. Requisitions entered for FY21 must include a statement in the justification/comment field that the requisition is intended for FY21. These requisitions will be created with the FY20 budget dates, turned into purchase orders, and dispatched to suppliers on July 2nd. These FY21 POs will be created with FY20 budget dates, but moved to FY21 on July 1st.

Deadline for FY20 requisitions requiring a bid is May 8th, 5:00 pm

Last day to enter FY20 non-catalog requisitions not requiring a bid is June 23rd, 5:00pm

- Non-Catalog requisitions created for the current year, but not approved by 5pm June 23rd *may* be canceled and need to be reentered on or after July 2nd.
- All Non-Catalog requisitions entered after 5pm June 23rd will default to FY21 budget dates and a PO released to the vendor no earlier than July 2nd.

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 FY20 to FY21 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 29th, 12pm (noon)

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

The eProcurement and Purchasing modules will be unavailable starting at 5:00pm June 30th through July 1st.

Receiving on a Purchase Order

All non-catalog Purchase Order lines with 2020 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 starting at 5:00pm June 30th through July 1st.

Feeders

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

Last day for ARBI 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 starting at 5:00pm June 30th through July 1st.

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AR/BI Invoices

Last day to enter FY20 invoices is June 30th, 4:00 pm

The AR/BI module will be unavailable starting at 5:00pm June 30th through July 1st.

Note: All invoices entered/posted between July 1st & July 10th will be sent to Campus Accounting Offices for review. Invoices flagged by Accounting Offices will be included in a DeptID accrual entry for FY20.

Payment Requests/Vouchers

Last day to enter FY20 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/Voucher module will be unavailable starting at 5:00pm June 30th through July 1st.

Note: All vouchers approved/posted between July 1st & July 13th with an invoice date prior to July 1st will be included in a DeptID accrual entry for FY20. PO vouchers must also contain a PO date less than 7/1.

Travel and Expenses

Last day to enter FY20 Expense Reports (Travel Reimbursement and One Card Reconciliation) is June 30th, 4:00 pm

The Travel and Expenses module will be unavailable starting at 5:00 pm on June 30th through July 1st.

Note: Expense Report lines approved/posted between July 1st & July 13th with an expense date prior to July 1st will be included in a DeptID accrual entry for FY20.

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 1st 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 1st for deposits made in June.

Note: All approved/posted CRR's meeting the following criteria will be included in a DeptID accrual entry for FY20:

- *CRR date June 30th or earlier AND journal date between July 1st & July 13th*
- *CRR date between July 1st & July 13th AND reference date (date of check field) of June 30th or earlier*

Bookstore Requisitions

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

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 FY21. If you want a journal to post to FY20, you will need to change the date to 6/30/20. 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** at 5:00pm 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 2020

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---------|-----------|----------|---|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 Last day to enter AND approve FY20 requisitions requiring a bid | 9 |
| 10  Happy Mother's Day | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25  Memorial Day | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

June 2020

| 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 FY20 non-catalog requisitions not requiring a bid | 24 | 25 | 26 | 27 |
| 28 | 29 Last day to enter (and approve if applicable) Item Master requisitions – noon deadline | 30 - All POs must be approved, edited, and budget checked. ← - Last day for AP Feeders to load June data. - Last day for FY20 Non-PO vouchers to be entered. - Last day for FY20 Expense Reports to be entered. - Last day to enter AND Approve Show-Me Shop requisitions. items. | - Last day for ARBI Feeders to load June data - Last day to submit in person, Bookstore Reqs for in-stock items. - Last day to enter FY20 AR/BI Invoices. System down at 5 pm. | | | |

July 2020

| Sun. | Monday | Tuesday | Wednesday | Thursday | Friday | Sat. |
|------|--|---|--|-------------------------|---|--|
| | 1 | | 1 - YE PREP WORK - No access to Finance Prod Instance – FSPRD - Last day for June Direct Deposit ARR's and CRR's. Web Apps Available | 2 | 3 Holiday | 4  |
| 5 | 6 | 7 | 8 | 9 | 10 Last day for GL Feeders to load June data | 11 |
| 12 | 13 Vouchers posted July 1-July 13 with an invoice date prior to July 1 & Expense Report lines for FY20 will be picked up for DeptID accrual | 14 AP/TE Accrual Upload CRR Accrual | 15 Allocations 1,2,3,& 4 UMDAILY'S Web JE unavailable in AM | 16 Due To Allocation | 17 June Web JE Cutoff for Departments | 18 |
| 19 | 20 | 21 | 22 June Web JE Cutoff for OSPA Offices | 23 | 24 | 25 |
| 26 | 27 | 28 June Web JE Cutoff for Acct. Offices | 29 | 30 | 31 | |