

# University of Missouri Fiscal Year 2021 Closing Schedule

## **PLEASE NOTE:**

Beginning at 5:00pm June 30<sup>th</sup> through July 1st, 2021, 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 FY22 requisitions effective immediately. Requisitions entered for FY22 must include a statement in the justification/comment field that the requisition is intended for FY22. These requisitions will be created with the FY21 budget dates, turned into purchase orders, and dispatched to suppliers beginning on July 2<sup>nd</sup>. These FY22 POs will be created with FY21 budget dates, but moved to FY22 on July 1<sup>st</sup>.

**Deadline for FY21 requisitions requiring a bid is May 7<sup>th</sup>, 5:00 pm**

**Last day to enter FY21 non-catalog requisitions not requiring a bid is June 22<sup>nd</sup>, 5:00pm**

- Non-Catalog requisitions created for the current year, but not approved by 5pm June 22<sup>nd</sup> *may* be canceled and need to be reentered on or after July 2<sup>nd</sup>.
- All Non-Catalog requisitions entered after 5pm June 22<sup>nd</sup> will default to FY22 budget dates and a PO released to the vendor no earlier than July 2<sup>nd</sup>.
  - *Any requisition exceeding \$10k **must have** Finance Structure Level 3 approval included with the requisition.*

**Last day for Show-Me Shop (SMS) requisitions is June 30<sup>th</sup>, 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 30<sup>th</sup>, the encumbrance will be moved from FY21 to FY22 on July 1<sup>st</sup>.
- SMS requisitions created but not approved by this date will be canceled and will need to be reentered on or after July 2<sup>nd</sup>.

**Last day for MUHC Item Master requisitions is June 29<sup>th</sup>, 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 30<sup>th</sup> through July 1<sup>st</sup>.

## **Receiving on a Purchase Order**

All non-catalog Purchase Order lines with 2021 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 30<sup>th</sup> through July 1<sup>st</sup>.

## **Feeders**

**Last day for AP Feeders to load June data – June 30<sup>th</sup>, 4:00 pm**

**Last day for ARBI Feeders to load June data – June 30<sup>th</sup>, 4:00 pm**

**Last day for GL Feeders to load June data – July 12<sup>th</sup>, 4:00 pm**

GL Journal Import will be unavailable starting at 5:00pm June 30<sup>th</sup> through July 1<sup>st</sup>.

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## AR/BI Invoices

**Last day to enter FY21 invoices is June 30<sup>th</sup>, 4:00 pm**

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

*Note: All invoices entered/posted between July 1<sup>st</sup> & July 9<sup>th</sup> will be sent to Campus Accounting Offices for review. Invoices flagged by Accounting Offices will be included in a DeptID accrual entry for FY21.*

## Payment Requests/Vouchers

**Last day to enter FY21 vouchers/payment requests is June 30<sup>th</sup>, 4:00 pm**

**Last day for AP Feeders to load June data – June 30<sup>th</sup>, 4:00 pm**

The Payment Request/Voucher module will be unavailable starting at 5:00pm June 30<sup>th</sup> through July 1<sup>st</sup>.

*Note: All vouchers approved/posted between July 1<sup>st</sup> & July 13<sup>th</sup> with an invoice date prior to July 1<sup>st</sup> will be included in a DeptID accrual entry for FY21. PO vouchers must also contain a PO date less than 7/1.*

## Travel and Expenses

**Last day to enter FY21 Expense Reports (Travel Reimbursement and One Card Reconciliation) is June 30<sup>th</sup>, 4:00 pm**

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

*Note: Expense Report lines approved/posted between July 1<sup>st</sup> & July 13<sup>th</sup> with an expense date prior to July 1<sup>st</sup> will be included in a DeptID accrual entry for FY21.*

## Accounts Receivable Reports (ARR)

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

**Direct Deposit ARR's with a June 30<sup>th</sup> date can be made through 5:00 pm July 1<sup>st</sup> for deposits made in June.**

## Cash Receipts Reports (CRR)

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

**Direct Deposit CRR's with a June 30<sup>th</sup> date can be made through 5:00 pm July 1<sup>st</sup> for deposits made in June.**

*Note: All approved/posted CRR's meeting the following criteria will be included in a DeptID accrual entry for FY21:*

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

## Bookstore Requisitions

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



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

**Last day for June 30<sup>th</sup> web journal entries for departmental users is July 16<sup>th</sup>, 5:00 pm. Between July 1<sup>st</sup> and July 16<sup>th</sup>, 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 FY22. If you want a journal to post to FY21, you will need to change the date to 6/30/21. 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 30<sup>th</sup> through July 1<sup>st</sup> 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 2021


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Last day to enter AND approve FY21 requisitions requiring a bid	8
9 	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 					

# June 2021

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 Last day to enter AND approve FY21 non-catalog requisitions not requiring a bid	23	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 FY21 Non-PO vouchers to be entered. - Last day for FY21 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 FY21 AR/BI Invoices. <a href="#">System down at 5 pm.</a>		

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# July 2021

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
				<b>1</b> - 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
<b>4</b> 	<b>5</b> Holiday	6	7	8	9	10
11	<b>12</b> Last day for GL Feeders to load June data	<b>13</b> Vouchers posted July 1-July 13 with an invoice date prior to July 1 & Expense Report lines for FY21 will be picked up for DeptID accrual	<b>14</b> AP/TE Accrual Upload CRR Accrual	<b>15</b> Allocations 1,2,3,4 & Due To UMDAILY'S Web JE unavailable in AM	<b>16</b> June Web JE Cutoff for Departments	17
18	19	20	<b>21</b> June Web JE Cutoff for OSPA Offices	22	23	24
25	26	<b>27</b> June Web JE Cutoff for Acct. Offices	28	29	30	31