

University of Missouri Fiscal Year 2022 Closing Schedule

PLEASE NOTE:

Beginning at 5:00pm June 30th through July 1st, 2022, 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 FY23 requisitions effective immediately. Requisitions entered for FY23 must include a statement in the justification/comment field that the requisition is intended for FY23. These requisitions will be created with the FY22 budget dates, turned into purchase orders, and dispatched to suppliers no earlier than July 2nd. These FY23 POs will be created with FY22 budget dates, but moved to FY23 on July 1st.

Deadline for FY22 requisitions requiring a bid is May 6th, 5:00 pm

Last day to enter FY22 non-catalog requisitions not requiring a bid is June 21st, 5:00pm

- Non-Catalog requisitions created for the current year, but not approved by 5pm June 21st *may* be canceled and need to be reentered on or after July 2nd.
- All Non-Catalog requisitions entered after 5pm June 21st will default to FY23 budget dates and a PO released to the vendor no earlier than July 2nd.
 - *Additional approvals may be required for some requisitions (i.e. Legal, IT, etc.), which will be obtained by Procurement. Processing of these requisitions into Pos will be dependent on all approvals being obtained prior to June 30th at 5:00pm.*

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 FY22 to FY23 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 2022 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 11th, 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 FY22 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 8th will be sent to Campus Accounting Offices for review. Invoices flagged by Accounting Offices will be included in a DeptID accrual entry for FY22.

Payment Requests/Vouchers

Last day to enter FY22 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 12th with an invoice date prior to July 1st will be included in a DeptID accrual entry for FY22. PO vouchers must also contain a PO date less than 7/1.

Travel and Expenses

Last day to enter FY22 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 12th with an expense date prior to July 1st will be included in a DeptID accrual entry for FY22.

Accounts Receivable Reports (ARR)/Cash Receipts Reports (CRR)

June CRRs 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 CRRs meeting the following criteria will be included in a DeptID accrual entry for FY22:

- *ARR/CRR (Cashiers and Direct Deposit) date June 30th or earlier AND journal date between July 1st & July 12th*
- *ARR/CRR (Cashiers and Direct Deposit) date between July 1st & July 12th AND reference date (date of check field) of June 30th or earlier*
- *ARR/CRR (ACH Wire) bank date June 30th or earlier AND journal date between July 1st and July 12th*

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 15th, 5:00 pm. Between July 1st and July 15th, 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 FY23. If you want a journal to post to FY22, you will need to change the date to 6/30/22. 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.

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May 2022


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Last day to enter AND approve FY22 requisitions requiring a bid	7
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 2022

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 Last day to enter AND approve FY22 non-catalog requisitions not requiring a bid	22	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 to enter AND Approve Show-Me Shop requisitions. - Last day to submit in person, Bookstore Reqs for in-stock items. - Submit June CRR/ARR Cashier Deposit by 3:30pm - Last day for FY22 Expense Reports to be entered.	<p>← - Last day for FY22 Non-PO vouchers, Expense Reports, One Card ERs and AR/BI invoices to be entered. - Last day for AP & ARBI Feeders to load June data</p> <p>System down at 5 pm.</p>	

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July 2022

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
					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	4 	5	6	7	8 ARBI Invoices posted July 1-July 8 sent to Campus Acctg for review	9
10	11 Last day for GL Feeders to load June data	12 Vouchers posted July 1-July 12 with an invoice date prior to July 1 & Expense Report lines for FY22 will be picked up for DeptID accrual	13 AP/TE Accrual Upload ARR/CRR Accrual ARBI Accrual	14 Allocations 1,2,3,4 & Due To UMDAILY'S Web JE unavailable in AM	15 June Web JE Cutoff for Departments	16
17	18	19	20 June Web JE Cutoff for OSPA Offices	21	22	23
24 31	25	26 June Web JE Cutoff for Acct. Offices	27	28	29	30

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