

University of Missouri Fiscal Year 2023 Closing Schedule

PLEASE NOTE:

Beginning at 5:00pm June 30th through July 2nd, 2023, 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 FY24 requisitions effective immediately. Requisitions entered for FY24 must include a statement in the justification/comment field that the requisition is intended for FY24. These requisitions will be created with the FY23 budget dates, turned into purchase orders, and dispatched to suppliers no earlier than July 3rd. These FY24 POs will be created with FY23 budget dates, but moved to FY24 on July 1st.

Deadline for FY23 requisitions requiring a bid is May 5th, 5:00 pm

Last day to enter FY23 non-catalog requisitions not requiring a bid is June 20th, 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 3rd.
- All Non-Catalog requisitions entered after 5pm June 20th will default to FY24 budget dates and a PO released to the vendor no earlier than July 3rd.
 - *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 FY23 to FY24 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 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 2nd.

PO Vouchers

All PO 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 FY23. PO vouchers must also contain a PO date less than 7/1.

Receiving on a Purchase Order

All non-catalog Purchase Order lines with 2023 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 2nd.

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 2nd.

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AR/BI Invoices

Last day to enter FY23 invoices is June 30th, 4:00 pm

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

The AR/BI module will be unavailable starting at 5:00pm June 30th through July 2nd.

Note: All invoices entered/posted between July 1st & July 7th will be sent to Campus Accounting Offices for review. Invoices flagged by Accounting Offices will be included in a DeptID accrual entry for FY23.

Payment Requests/Vouchers

Last day to enter FY23 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 2nd.

Note: All 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 FY23. PO vouchers must also contain a PO date less than 7/1.

Travel and Expenses

Last day to enter FY23 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 2nd.

Note: Expense Report lines approved/posted between July 1st & July 11th with an expense date prior to July 1st will be included in a DeptID accrual entry for FY23.

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 3rd for deposits made in June.

Note: All approved/posted CRRs meeting the following criteria will be included in a DeptID accrual entry for FY23:

- *ARR/CRR (Cashiers and Direct Deposit) date June 30th or earlier AND journal date between July 1st & July 11th*
- *ARR/CRR (Cashiers and Direct Deposit) date between July 1st & July 11th 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 11th*

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 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 FY24. If you want a journal to post to FY23, you will need to change the date to 6/30/23. 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 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.

University of Missouri Fiscal Year 2023 Closing Schedule

May 2023


| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---------|-----------|----------|---|----------|
| | 1 | 2 | 3 | 4 | 5 Last day to enter AND approve FY23 requisitions requiring a bid | 6 |
| 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 2023

| 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 Last day to enter AND approve FY23 non-catalog requisitions not requiring a bid | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 Last day to enter (and approve if applicable) Item Master requisitions – noon deadline | 30 Last day for FY23 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 System down at 5 pm. | ← - Last day for FY23 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 System down at 5 pm. |

University of Missouri Fiscal Year 2023 Closing Schedule

July 2023

| Sun. | Monday | Tuesday | Wednesday | Thursday | Friday | Sat. |
|--|---|---|---|--|---|--|
| | | | | | | 1 - YE PREP WORK No access to Finance Prod Instance – FSPRD Web Apps Available |
| 2 - YE PREP WORK No access to Finance Prod Instance – FSPRD Web Apps Available | 3 - Last day for June Direct Deposit ARR's and CRR's. | 4  | 5 | 6 | 7 ARBI Invoices posted July 1-July 7 sent to Campus Acctg for review | 8 |
| 9 | 10 Last day for GL Feeders to load June data | 11 Vouchers posted July 1-July 11 with an invoice date prior to July 1 & Expense Report lines for FY23 will be picked up for DeptID accrual | 12 AP/TE Accrual Upload ARR/CRR Accrual ARBI Accrual | 13 Allocations 1,2,3,4 & Due To UMDAILY'S Web JE unavailable in AM | 14 June Web JE Cutoff for Departments | 15 |
| 16 | 17 | 18 | 19 June Web JE Cutoff for OSPA Offices | 20 | 21 | 22 |
| 23 | 24 | 25 June Web JE Cutoff for Acct. Offices | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |