

University of Missouri Fiscal Year 2024 Closing Schedule

PLEASE NOTE:

Beginning at 5:00pm June 28th through July 1st, 2024, 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, 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 FY25 requisitions effective immediately. Requisitions entered for FY25 must include a statement in the justification/comment field that the requisition is intended for FY25. These requisitions will be created with the FY24 budget dates, turned into purchase orders, and dispatched to suppliers no earlier than July 1st. These FY24 POs will be created with FY24 budget dates, but moved to FY25 on July 1st.

Deadline for FY24 requisitions requiring a bid is May 10th, 5:00 pm

Last day to enter FY24 non-catalog requisitions not requiring a bid is June 18th, 5:00pm

- Non-Catalog requisitions created for the current year, but not approved by 5pm June 20th *may* be canceled and need to be reentered on or after July 1st.
- All Non-Catalog requisitions entered after 5pm June 18th will default to FY25 budget dates and a PO released to the vendor no earlier than July 1st.
 - *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 28th at 5:00pm.*

Last day for Show-Me Shop (SMS) requisitions is June 28th, 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 28th, the encumbrance will be moved from FY24 to FY25 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 1st.

Last day for MUHC Item Master requisitions is June 27th, 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 28th through July 1st.

PO Vouchers

All PO vouchers approved/posted between July 1st & July 9th with an invoice date prior to July 1st will be included in a DeptID accrual entry for FY24. PO vouchers must also contain a PO date less than 7/1.

Receiving on a Purchase Order

All non-catalog Purchase Order lines with 2024 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 28th through July 1st.

Feeders

Last day for AP Feeders to load June data – June 28th, 4:00 pm

Last day for ARBI Feeders to load June data – June 28th, 4:00 pm

Last day for GL Feeders to load June data – July 8th, 4:00 pm

GL Journal Import will be unavailable starting at 5:00pm June 28th through July 1st.

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AR/BI Invoices

Last day to enter FY24 invoices is June 28th, 4:00 pm

Last day for ARBI Feeders to load June data – June 28th, 4:00 pm

The AR/BI module will be unavailable starting at 5:00pm June 28th through July 1st.

NEW Procedure for Year End ARBI Invoice Accruals: Between July 1st and July 9th users may update the accounting date on invoices to June if the revenue should be reflected in FY24. The accounting date on the invoice will control to which fiscal year the entry will post.

During this time invoices will default to FY25 unless overridden to 6/30/24. Please check all dates before submitting the transaction to make sure it will affect the correct fiscal year.

Payment Requests/Vouchers

Last day to enter FY24 vouchers/payment requests is June 28th, 4:00 pm

Last day for AP Feeders to load June data – June 28th, 4:00 pm

The Payment Request/Voucher module will be unavailable starting at 5:00pm June 28th through July 1st.

Note: All vouchers approved/posted between July 1st & July 9th with an invoice date prior to July 1st will be included in a DeptID accrual entry for FY24. PO vouchers must also contain a PO date less than 7/1.

Travel and Expenses

Last day to enter FY24 Expense Reports (Travel Reimbursement and One Card Reconciliation) is June 28th, 4:00 pm

The Travel and Expenses module will be unavailable starting at 5:00 pm on June 28th through July 1st.

Note: Expense Report lines approved/posted between July 1st & July 9th with an expense date prior to July 1st will be included in a DeptID accrual entry for FY24.

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

June CRRs must be prepared and the funds delivered to Cashier's by June 28th, 1:30 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 FY24:

- *ARR/CRR (Cashiers and Direct Deposit) date June 30th or earlier AND journal date between July 1st & July 9th*
- *ARR/CRR (Cashiers and Direct Deposit) date between July 1st & July 9th 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 9th*

Bookstore Requisitions

Last day to submit a requisition in person for in-stock items is June 28th, 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 12th, 5:00 pm. Between July 1st and July 12th, 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 FY25. If you want a journal to post to FY24, you will need to change the date to 6/30/24. Please check all dates before submitting the transaction to make sure it will affect the correct fiscal year. Previously posted journals will have an option to reverse in FY24 or the current fiscal year. Be sure to select the correct option when reversing FY24 journals.

The FIN Journal Entry application **will be available** at 5:00pm June 28th 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 2024


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10 Last day to enter AND approve FY24 requisitions requiring a bid	11
12 <i>Mother's Day</i>	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27  memorial DAY	28	29	30	31	

June 2024

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16 	17	18 Last day to enter AND approve FY24 non-catalog requisitions not requiring a bid	19 	20	21	22
23 30 - YE PREP WORK No access to Finance Prod Instance – FSPRD Web Apps Available	24	25	26	27 Last day to enter (and approve if applicable) Item Master requisitions – noon deadline	28 - 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 1:30pm - Last day for FY24 Expense Reports to be entered.	29 - YE PREP WORK No access to Finance Prod Instance – FSPRD Web Apps Available

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July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 - Last day for June Direct Deposit ARR's and CRR's.	2	3	4 	5	6
7	8 Last day for GL Feeders to load June data	9 Vouchers posted July 1-July 9 with an invoice date prior to July 1 & Expense Report lines for FY24 will be picked up for DeptID accrual Last day to enter ARBI invoices with June accounting date for year-end revenue accrual	10 AP/TE Accrual Upload ARR/CRR Accrual ARBI Accrual	11 Allocations 1,2,3,4 & Due To UMDAILY'S Web JE unavailable in AM	12 June Web JE Cutoff for Departments	13
14	15	16	17 June Web JE Cutoff for OSPA Offices	18	19	20
21	22	23 June Web JE Cutoff for Acct. Offices	24	25	26	27
28	29	30				