University of Missouri Fiscal Year 2024 Closing Schedule

PLEASE NOTE:

Beginning at 5:00pm June 28th through 6:00am July 1st, 2024, many applications will be unavailable due to year-end processing. The applications that will be *unavailable* those days are s4ioctntesqtSupplierContracts, Budget Entry, ARBI, Travel and Expenses, GL Journal Import, and the Grants Module. The following w 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., 5:00 pm

Last day to enter FY 24 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 6:00am 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 6:00am July 1st.

University of Missouri Fiscal Year 2024 Closing Schedule

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 6:00am 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 L

May 2024

University of Missouri Fisc

Sun.	Mond
2	

University of Missouri Fiscal Year 2024 Closing Schedule

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**				