

University of Missouri Fiscal Year 2026 Closing Schedule

PLEASE NOTE:

Beginning at 5:00pm June 30th through 6:00am July 2nd many applications will be unavailable due to year-end processing. The applications that will be **unavailable** 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.

Transactions related to FY26 should be recorded as soon as possible with a June 30 or prior date using PeopleSoft functionality and submodules. This helps to lessen the need for manual entries. It is imperative to review defaulted dates on a transaction to ensure the transaction is posted to the proper fiscal year. See all year end calendars and notes to determine how dates are utilized to report in the appropriate fiscal year. Activities impacted include but are not limited to: claiming electronic receipts (ACH/wires), depositing checks, entering PO and non-PO vouchers and T&E expense reports. The transactions should be approved and posted by 5:00 PM on July 13th to be included in the DeptID accrual entry for FY26.

Requisitions

Campus and System departments may enter FY27 requisitions effective immediately. Requisitions entered for FY27 must include a statement in the justification/comment field that the requisition is intended for FY27. These requisitions will be created with the FY26 budget dates, turned into purchase orders, and dispatched to suppliers no earlier than July 2nd. These FY27 POs will be created with FY26 budget dates, but moved to FY27 on July 1st.

Deadline for FY26 requisitions requiring a bid is May 8th, 5:00 pm

Last day to enter FY26 non-catalog requisitions not requiring a bid is Thursday, June 18th, 5:00pm

- Non-Catalog requisitions created for the current year, but not approved by Monday, June 22nd *may* be canceled and need to be reentered on or after July 1st.
- All Non-Catalog requisitions entered after 5:00 pm Thursday, June 18th will default to FY27 budget dates and a PO released 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 FY26 to FY27 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 6:00am July 2nd.

PO Vouchers

All PO vouchers approved/posted between July 1st & July 13th with an invoice date prior to July 1st will be included in a DeptID accrual entry for FY26. PO vouchers must also contain a PO date less than 7/1.

Note: No manual journal entries (i.e. uploads, Web Applications Journals, or FSPRD journals) should be entered for these PO Vouchers with the dates above. This is necessary to prevent double entry of accruals.

University of Missouri Fiscal Year 2026 Closing Schedule

Receiving on a Purchase Order

All non-catalog Purchase Order lines with 2026 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 6:00am July 2nd.

Feeders

Last day for AP Feeders to load June data – June 30th, 5:00 pm

Last day for ARBI Feeders to load June data – June 30th, 5:00 pm

Last day for GL Feeders to load June data – July 16th, 5:00 pm

GL Journal Import will be unavailable starting at 5:00pm June 30th through 6:00am July 2nd.

AR/BI Invoices

Last day to enter FY26 invoices is June 30th, 5:00 pm

Last day for ARBI Feeders to load June data – June 30th, 5:00 pm

The AR/BI module will be unavailable starting at 5:00pm June 30th through 6:00am July 2nd.

Between July 1st and July 13th users may update the accounting date on invoices to June if the revenue should be reflected in FY26. The accounting date on the invoice will control to which fiscal year the entry will post. During this time invoices will default to FY27 unless overridden to 6/30/26. 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 FY26 vouchers/payment requests is June 30th, 5:00 pm

Last day for AP Feeders to load June data – June 30th, 5:00 pm

The Payment Request/Voucher module will be unavailable starting at 5:00pm June 30th through 6:00am July 2nd.

Note: All vouchers approved/posted between July 1st & July 13th with an invoice date prior to July 1st will be included in a DeptID accrual entry for FY26. PO vouchers must also contain a PO date less than 7/1. No manual journal entries (i.e. uploads, Web Applications Journals, or FSPRD journals) should be entered for vouchers with the dates above. This is necessary to prevent double entry of accruals.

Travel and Expenses

Last day to enter FY26 Expense Reports (Travel Reimbursement and One Card Reconciliation) is June 30th, 5:00 pm

The Travel and Expenses module will be unavailable starting at 5:00 pm on June 30th through 6:00 am July 2nd.

Note: Expense Report lines approved/posted between July 1st & July 13th with an expense date prior to July 1st will be included in a DeptID accrual entry for FY26.

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

June CRRs must be prepared and the funds delivered to Cashier's by June 30th, 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 FY26:

- *ARR/CRR (Cashiers and Direct Deposit) date June 30th or earlier AND journal date between July 1st & July 13th*
- *ARR/CRR (Cashiers and Direct Deposit) date between July 1st & July 13th 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 13th*

Bookstore Requisitions

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

University of Missouri Fiscal Year 2026 Closing Schedule

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

Last day for June 30th web journal entries for departmental users is July 16th, 5:00 pm. Between July 1st and July 16th, 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 FY27. If you want a journal to post to FY26, you will need to change the date to 6/30/2026. 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 FY26 or the current fiscal year. Be sure to select the correct option when reversing FY26 journals.


The FIN Journal Entry application **will be available** at 5:00pm June 30th through July 1st even though other systems may not be accessible.

Note: Accruals of payables and receivables that were not entered with the dates necessary for the automated DeptID accrual entry but were related to the prior year, should be entered by manual journal entry. For entries needed following the department's access period, a request should be routed to the campus accounting office for entry. Departments should coordinate with campus accounting on accrual entries for year-end dates while still in their access period to determine if the entry has already been recorded by the campus accounting office.



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 2026 Closing Schedule

May 2026


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 Last day to enter AND approve FY26 requisitions requiring a bid	9
10 <i>Mother's Day</i>	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25  memorial DAY	26	27	28	29	30

June 2026

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 FY26 non-catalog requisitions not requiring a bid	19 	20
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 FY26 ePro requisitions, vouchers, Expense Reports, and ARBI invoices to be entered/approved - All POs must be approved, edited, and budget checked. ←	- Last day to submit in person Bookstore Reqs for in-stock items. - Submit June CRR/ARR Cashier Deposit by 1:30pm - Last day for AP & ARBI Feeders to load June data System down at 5 pm.			

University of Missouri Fiscal Year 2026 Closing Schedule

July 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 - YE PREP WORK No access to Finance Prod Instance – FSPRD Web Apps Available - Last day for June Direct Deposit ARR's and CRR's.	2	3 Observed Holiday - No Processing	4 
5	6	7	8	9	10	11
12	13 Last day to process CRR/ARR, expense report, voucher, or ARBI invoice with FY26 date for inclusion on automatic accrual entry	14 Automatic Accrual Entries (MAC source) created for items posted 7/1-7/13 with FY26 dates: AP Voucher T&E ERs CRR/ARR ARBI Invoice	15 Allocations 1,2,3,4 & Due To UMDAILY'S Web JE unavailable in AM	16 June Web JE/GL Feeder Cutoff for Departments	17 June Web JE Cutoff for OSPA Offices	18
19	20	21	22	23	24	25
26	27 June Web JE Cutoff for Acct. Offices	28	29	30	31	