

# University of Missouri Fiscal Year 2025 Closing Schedule

## **PLEASE NOTE:**

Beginning at 5:00pm June 30<sup>th</sup> through 6:00am July 2<sup>nd</sup>, 2025 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.

## **Requisitions**

Campus and System departments may enter FY26 requisitions effective immediately. Requisitions entered for FY26 must include a statement in the justification/comment field that the requisition is intended for FY26. These requisitions will be created with the FY25 budget dates, turned into purchase orders, and dispatched to suppliers no earlier than July 2<sup>nd</sup>. These FY26 POs will be created with FY25 budget dates, but moved to FY26 on July 1<sup>st</sup>.

**Deadline for FY25 requisitions requiring a bid is May 9<sup>th</sup>, 5:00 pm**

**Last day to enter FY25 non-catalog requisitions not requiring a bid is Friday, June 13<sup>th</sup>, 5:00pm**

- Non-Catalog requisitions created for the current year, but not approved by 5pm Tuesday June 17<sup>th</sup> *may* be canceled and need to be reentered on or after July 1<sup>st</sup>.
- All Non-Catalog requisitions entered after 5pm Friday June 13<sup>th</sup> will default to FY26 budget dates and a PO released no earlier than July 2<sup>nd</sup>.
  - *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 30<sup>th</sup> at 5:00pm.*

**Last day for Show-Me Shop (SMS) requisitions is June 30<sup>th</sup>, 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 30<sup>th</sup>, the encumbrance will be moved from FY25 to FY26 on July 1<sup>st</sup>.
- SMS requisitions created but not approved by this date will be canceled and will need to be reentered on or after July 2<sup>nd</sup>.

**Last day for MUHC Item Master requisitions is June 27<sup>th</sup>, 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 30<sup>th</sup> through 6:00am July 2<sup>nd</sup>.

## **PO Vouchers**

All PO vouchers approved/posted between July 1<sup>st</sup> & July 9<sup>th</sup> with an invoice date prior to July 1<sup>st</sup> will be included in a DeptID accrual entry for FY25. PO vouchers must also contain a PO date less than 7/1.

## **Receiving on a Purchase Order**

All non-catalog Purchase Order lines with 2025 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 30<sup>th</sup> through 6:00am July 2<sup>nd</sup>.

## **Feeders**

**Last day for AP Feeders to load June data – June 30<sup>th</sup>, 5:00 pm**

**Last day for ARBI Feeders to load June data – June 30<sup>th</sup>, 5:00 pm**

**Last day for GL Feeders to load June data – July 14<sup>th</sup>, 5:00 pm**

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

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## AR/BI Invoices

**Last day to enter FY25 invoices is June 30<sup>th</sup>, 5:00 pm**

**Last day for ARBI Feeders to load June data – June 30<sup>th</sup>, 5:00 pm**

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

**Between July 1<sup>st</sup> and July 9<sup>th</sup> users may update the accounting date on invoices to June if the revenue should be reflected in FY25.** The accounting date on the invoice will control to which fiscal year the entry will post. During this time invoices will default to FY26 unless overridden to 6/30/25. 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 FY25 vouchers/payment requests is June 30<sup>th</sup>, 5:00 pm**

**Last day for AP Feeders to load June data – June 30<sup>th</sup>, 5:00 pm**

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

*Note: All vouchers approved/posted between July 1<sup>st</sup> & July 9<sup>th</sup> with an invoice date prior to July 1<sup>st</sup> will be included in a DeptID accrual entry for FY25. PO vouchers must also contain a PO date less than 7/1.*

## Travel and Expenses

**Last day to enter FY25 Expense Reports (Travel Reimbursement and One Card Reconciliation) is June 30<sup>th</sup>, 5:00 pm**

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

*Note: Expense Report lines approved/posted between July 1<sup>st</sup> & July 9<sup>th</sup> with an expense date prior to July 1<sup>st</sup> will be included in a DeptID accrual entry for FY25.*

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

**June CRRs must be prepared and the funds delivered to Cashier's by June 30<sup>th</sup>, 1:30 pm.**

**Direct Deposit CRR's with a June 30<sup>th</sup> date can be made through 5:00 pm July 1<sup>st</sup> for deposits made in June.**

*Note: All approved/posted CRRs meeting the following criteria will be included in a DeptID accrual entry for FY25:*

- *ARR/CRR (Cashiers and Direct Deposit) date June 30<sup>th</sup> or earlier AND journal date between July 1<sup>st</sup> & July 9<sup>th</sup>*
- *ARR/CRR (Cashiers and Direct Deposit) date between July 1<sup>st</sup> & July 9<sup>th</sup> AND reference date (date of check field) of June 30<sup>th</sup> or earlier*
- *ARR/CRR (ACH Wire) bank date June 30<sup>th</sup> or earlier AND journal date between July 1<sup>st</sup> and July 9<sup>th</sup>*

## Bookstore Requisitions

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

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


**Last day for June 30<sup>th</sup> web journal entries for departmental users is July 14<sup>th</sup>, 5:00 pm. Between July 1<sup>st</sup> and July 14<sup>th</sup>, 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 FY26. If you want a journal to post to FY25, you will need to change the date to 6/30/25. 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 FY25 or the current fiscal year. Be sure to select the correct option when reversing FY25 journals.

The FIN Journal Entry application **will be available** at 5:00pm June 28<sup>th</sup> through July 1<sup>st</sup> 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 2025


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 Last day to enter AND approve FY25 requisitions requiring a bid	10
11 <i>Mother's Day</i>	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26  memorial DAY	27	28	29	30	31

# June 2025

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
1	2	3	4	5	6	7
8	9	10	11	12	13 Last day to enter AND approve FY25 non-catalog requisitions not requiring a bid	14
15 	16	17	18	19 	20	21
22	23	24	25	26	27 Last day to enter (and approve if applicable) Item Master requisitions – noon deadline	28
29	30 - Last day for FY25 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 <a href="#">System down at 5 pm.</a>				

# University of Missouri Fiscal Year 2025 Closing Schedule

## July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> - YE PREP WORK No access to Finance Prod Instance – FSPRD <a href="#">Web Apps Available</a> - Last day for June Direct Deposit ARR's and CRR's.	2	3		5
6	7	8	<b>9</b> Last day to process CRR/ARR, expense report, voucher, or ARBI invoice with FY25 date for inclusion on automatic accrual entry	<b>10</b> Automatic Accrual Entries (MAC source) created for items posted 7/1-7/9 with FY25 dates: 1 <sup>st</sup> Round AP Voucher 1 <sup>st</sup> Round T&E ERs CRR/ARR ARBI Invoice	<b>11</b> Allocations 1,2,3,4 & Due To UMDAILY'S Web JE unavailable in AM	12
13	<b>14</b> June Web JE/GL Feeder Cutoff for Departments	15	16	<b>17</b> June Web JE Cutoff for OSPA Offices	18	19
20	21	22	23	24	<b>25</b> June Web JE Cutoff for Acct. Offices	26
27	28	29	30	31		