

Campus Colleagues,

The end of the fiscal year is coming up! There are lots of dates, so please keep this email somewhere handy so you can refer back to it when needed.

PeopleSoft

- **Non-PO vouchers**--To be paid with FY18 funds, vouchers need to be **entered and approved** in PS no later than Friday, June 29th at 4pm. *Note: vouchers approved/posted between July 2nd and July 11th with an invoice date prior to July 1st will be included in the Deptid accrual entry for FY18. The accrual shows the transaction detail in the FY19 income checklist but has a matching transaction that moves the expense to the FY18 income checklist.*
- **T&E and Onecard expense reports**—Last day to enter FY18 expense reports is Friday, June 29th, 4pm. The T&E system will be unavailable starting 5:00 PM June 29th through July 1st. **Please share this information with your travelers and onecard holders.** Note: Expense reports must be approved & posted between July 2nd and July 11th with an expense date prior to July 1st will be included in the Deptid accrual entry for FY18. The accrual shows the transaction detail in the FY19 income checklist but has a matching transaction that moves the expense to the FY18 income checklist.
- **ePro (Show-Me Shop)**— The ePro orders must be entered AND approved by Friday, June 29th, 4pm for the PO to be dispatched to the vendor. ePro orders created but not approved by this date will be canceled and will need to be reentered on or after July 2nd.
- **Purchase Orders**— For FY18 funds, the last day to get a non-bid requisition entered is June 23rd at 5pm. FY18 requisitions entered but not approved by this date may be canceled and need to be reentered on or after July 3rd. Any requisitions entered after June 23rd will default to FY19 funding. All non-catalog Purchase Order lines with 2018 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 June 30th through July 1st.
- **Invoices**—The cutoff to enter FY18 invoices directly into PS invoicing is June 29th at 4pm.
- **CRR**—CRRs must be prepared and the funds delivered to the Cashier's Office by June 29th at 3:30pm to be deposited in FY18. Direct deposit CRRs with a June 30th date can be made thru July 2nd at 5pm for deposits made in June.
- **PeopleSoft**— Various processes (T&E, vouchers, epro, invoicing, grants) will be down June 30th-July 1st. MIS Web Apps will be available for financial reporting, search options, journal entries, and deposits.
- **Account Balances**--Using the [MIS Web Apps Income Statement](#), please start looking at your accts now to see if everything looks accurate. If any FY18 transactions needs correcting, please have the correcting entries entered by Friday, July 13th. If Extension Fiscal is handling your journal entries, please have the request in by Friday, July 13th.
- **Roll Forwards/Beginning Balances**--Keep in mind that after July 1st, your ending balance from last year (if you typically have your balance roll forward) will not show up until accounting has finalized the end-of-the-year numbers. In previous years, the roll forward (beginning balance) has been done in late August.
- **Allocations**—May not be in the [MIS Web Apps Income Statement](#) for FY19 on July 1st. Please do not interpret that to mean that you are not getting an allocation or your previous fiscal year ending balance; it means that it simply has not been rolled out by MU Accounting yet.
- **Journal Entries**—The last day for FY18 journal entries is Friday, July 13th at 5pm. Between July 2nd and July 14th, entries must be dated 6/30/18 to be posted in FY18 or the entry will default to FY18. Please check all dates before submitting the transaction to make sure it will affect the correct fiscal year.
- **Yearly inventory count**—For units with physical inventory of re-saleable items, the inventory needs to be counted as close to June 30 as possible. The reported numbers will be due to Extension Fiscal by Monday, July 2nd. The inventory form will be emailed in early June to the units that expect to have re-saleable inventory.

- **Deferred Revenue**—For units with revenue that needs to be deferred from FY18 to match activity expenses in FY19 (+\$1,000), the numbers will be due to Extension Fiscal by Friday, July 6th. To those units identified as potentially having deferred revenue, an email form will be sent out in early June.
- **Fee Generation** - Fee remittances received with check payments will be credited to the fiscal year in which checks are received in Extension Fiscal. Remittances with MoCode payments wishing to use FY18 funding must be received in Extension Fiscal by 5 pm on July 2nd with a note specifying that FY18 funds should be charged. Remittances with MoCode payments received after July 2nd will be charged to FY19 funding.

CEIS Users

- **Invoices**— the last regularly scheduled feed for invoices from CEIS to PS will be on Thursday, June 28th at 4:30pm. Any invoices needing to be resubmitted will be sent on a final feed June 29th at 3:00pm; please do not enter any new invoices on June 29th. Invoices processed in CEIS between 3:00pm on June 29th and July 1st will remain in CEIS and will not be fed to PS until July 3rd.
- **Mechanical Entry (ME) Upload from PS** – All transactions that are posted to CEIS through the mechanical entry upload from PS that make the June 29th at 4:00PM PS deadline will be uploaded around July 3rd
- **QuikPay**—The cutoff date for FY18 transactions is June 29th at 4pm. QuikPay transactions processed after that will default to FY19 feeds.
- **New budget periods/accounting administration projects in CEIS** – Remember to set up any mocodes that will be used in CEIS in the new fiscal year before June 29th. This includes creating new budget periods for those mocodes already in use in CEIS. Also, if you use accounting administration projects in CEIS, please remember to create a new project for FY19 prior to June 29th.

Please share this in your unit as you deem necessary.

Shelly

Shelly DeJaynes
 MU Extension - Fiscal Administrative Management
 211 Whitten Hall | Columbia, MO 65211 | ☎(573) 882-4622 | 📠 (573) 884-5040



University of Missouri Extension

[Check out the Staff Resource Website!](#)

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