

Regional Colleagues,

The end of the fiscal year is coming up! There is lots of info & important dates, so please keep this email somewhere handy so you can refer back to it when needed. Please keep in mind that this is to aid in closing FY18. Once FY18 is closed, no further adjustments or corrections can be made and we have only a short active window in July that this happens.

For the transaction deadlines, keep in mind that they are only mandatory for funding that ends in FY18. Try to get the expense in the correct year, but we expect some June expenses will end up in July. For instance, late June travel.

- **Non-PO vouchers**--To be paid with FY18 funds, vouchers need to be **entered and approved** in PS no later than Wednesday, June 27th at 4pm. *Note: vouchers approved/posted up to 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.
- **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 those requests into Extension Fiscal 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.
- **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.

Please share this in your region as you deem necessary.

Shelly

Shelly DeJaynes
MU Extension - Fiscal Administrative Management