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**—Last day to enter FY16 vouchers is June 30th at 4pm. *Note: Vouchers posted July 1st - July 11th with an invoice date prior to July 1st will be included in a DeptID accrual entry for FY16.*

- **T&E expense reports**—The cutoff to enter FY16 expense reports is June 30th at 4pm. The T&E system will be unavailable July 1st - July 4th. *Note: Expense reports posted July 1st - July 11th with an expense date prior to July 1st will be included in the Deptid accrual entry for FY16.*

- **June Pcard Statement**— June billing cycle transactions, posted in Paymentnet by June 29th at noon, must be edited in Paymentnet by Monday, July 6th at noon. The deadline for turning in statements is July 14th.

- **ePro (Show-Me Shop)**—Orders entered and approved by June 30th, 5pm will be on FY15 funding. Orders entered but not approved by this date will be canceled and will need to be reentered on or after July 6th. ePro will be unavailable from July 1st-July 3rd.

- **Account Balances**—Using the COGNOS Budget Planning report-BudVar1c can help you get a good estimate of what your ending balance may be. Please start looking at your accts now to see if everything looks accurate.

- **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 FY17 on July 1st. Please don’t 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.

- **Purchase Orders**— For FY16 funds, the last day to get a requisition requiring a bid entered is May 13th at 5pm; if a bid is not required for the requisition, it must be entered by June 23rd at 5pm. Any requisitions entered after that will default to FY17 funding.

- **Invoices**—The cutoff to enter FY16 invoices directly into PS invoicing is June 30th at 4pm.

- **CRR**—CRRs must be prepared and the funds delivered to the Cashier’s Office by June 30th at 3:30pm to be deposited in FY16. Direct deposit CRRs with a June 30th date can be entered until July 1st at 5pm for deposits made in June.

- **Journal Entries**—The last day for FY16 journal entries is July 15th at 5pm. Between July 1st and July 15th, entries must be dated 6/30/15 to be posted in FY16 or the entry will default to FY17.

- **PeopleSoft**— Various processes (T&E, vouchers, epro, invoicing, grants, contracts portal) will be down July 1st-4th. MIS Web Apps will be available for financial reporting, search options, journal entries, and deposits.
• **Yearly inventory count**—For units with physical inventory of re-sellable items, the inventory needs to be counted as close to June 30 as possible. The reported numbers will be due to AMT-Fiscal by Friday, July 1st. The inventory form will be emailed in early June to the units that expect to have re-sellable inventory.

• **Deferred Revenue**—For units with revenue that needs to be deferred from FY16 to match activity expenses in FY17 (+$1,000), the numbers will be due to AMT-Fiscal by Friday, July 8th. To those units identified as potentially having deferred revenue, an email form will be sent out in early June.

**Hyperion**

• **Hyperion Cognos Reporting** – will be unavailable from 5pm on June 30th to noon on July 5th.

• **Hyperion System (FINPLN, SALPLN, LRPPLN, SmartView, and Hyperion Reports)** – Read-only access will be available from June 30th at 8am to July 1st at 8am. The system will be unavailable from July 1st at 8am until July 5th at noon.

**Fee Generation**

• Fee remittances received with check payments will be credited to the fiscal year in which checks are received in AMT-Fiscal. Remittances with MoCode payments wishing to use FY16 funding must be received in AMT-Fiscal by 5 pm on July 8th with a note specifying that FY16 funds should be charged. Remittances with MoCode payments received after July 8th will be charged to FY17 funding.

**CEIS Users**

• **Invoices**— the last regularly scheduled feed for invoices from CEIS to PS will be on June 29th at 4:30pm. Any invoices needing to be resubmitted will be sent on a final feed June 30th at 4:00pm; please do not enter any new invoices on June 30th. Invoices processed in CEIS between 4:30pm on June 29th and July 4th will remain in CEIS and will not be fed to PS until July 5th.

• **Mechanical Entry (ME) Upload from PS** – All vouchers and web refunds MUST be processed by June 30th at 4:00PM as these systems will be unavailable July 1st through July 4th. We will process an ME upload file on July 1st for those transactions that were posted to PS on June 30th. Any journal entries processed in PS between July 1st and July 4th, even if backdated to June 30th, will not be uploaded to CEIS until July 5th.

• **QuikPay**—The cutoff date for FY16 transactions is June 30th at 5pm. QuikPay transactions processed after that will default to FY17 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 30th. 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 FY17 prior to June 30th.

*Please share this in your unit as you deem necessary.*