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 FY16. Once FY16 is closed, no further adjustments or corrections can be made and we have only a short active window in July that this happens.

- **Non-PO (supplemental) vouchers**—To be paid with FY16 funds, vouchers need to be entered and approved in PS no later than Wednesday, June 29th at 4pm. *Note: vouchers approved/posted between July 1st and July 11th with an invoice date prior to July 1st will be included in the Deptid accrual entry for FY16. The accrual shows the transaction detail in the FY17 income checklist but has a matching transaction that moves the expense to the FY16 income checklist.*

- **T&E expense reports**—Last day to enter FY16 expense reports is June 30th, 4pm. The T&E system will be unavailable between July 1st and July 4th. *Note: Expense reports posted between July 1st and July 11th with an expense date prior to July 1st will be included in the Deptid accrual entry for FY16. The accrual shows the transaction detail in the FY17 income checklist but has a matching transaction that moves the expense to the FY16 income checklist.* Please share this information with your travelers.

- **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 at 5pm will be on FY16 funding. Orders entered but not approved by this date will be canceled and will need to be reentered on or after July 5th. ePro will be unavailable from July 1st-July 4th.

- **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.

- **Account Balances**—Using the MIS Web Apps Income Statement, please start looking at your accts now to see if everything looks accurate. If any FY16 transactions needs correcting, please have those requests into your fiscal contact by Friday, July 8th.

- **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.

- **PeopleSoft**—Various processes (T&E, vouchers, epro, invoicing, grants) will be down July 1st-4th. MIS Web Apps will be available for financial reporting, search options, journal entries, and deposits.

- **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.

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