University of Missouri Fiscal Year 2025 Closing Schedule

PLEASE NOTE:

Beginning at 5:00pm June 30th through 6:00am July 2nd, 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 <u>must</u> 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 2nd. These FY26 POs will be created with FY25 budget dates, but moved to FY26 on July 1st.

Deadline for FY25 requisitions requiring a bid is May 9th, 5:00 pm

Last day to enter FY25 non-catalog requisitions not requiring a bid is Friday, June 13th, 5:00pm
- Non-Catalog requisitions created for the current year, but not approved by 5pm Tuesday June 17th *may* be canceled and need to be reentered on or after July 1st.
- All Non-Catalog requisitions entered after 5pm Friday June 13th will default to FY26 budget dates and a PO released no earlier than July 2nd.
  - *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 30th at 5:00pm.*

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

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

PO Vouchers

All PO vouchers approved/posted between July 1st & July 9th with an invoice date prior to July 1st 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 30th through 6:00am July 2nd.

Feeders

Last day for AP Feeders to load June data – June 30th, 5:00 pm
Last day for ARBI Feeders to load June data – June 30th, 5:00 pm
Last day for GL Feeders to load June data – July 14th, 5:00 pm
GL Journal Import will be unavailable starting at 5:00pm June 30th through 6:00am July 2nd.

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AR/BI Invoices

Last day to enter FY25 invoices is June 30th, 5:00 pm
Last day for ARBI Feeders to load June data – June 30th, 5:00 pm
The AR/BI module will be unavailable starting at 5:00pm June 30th through 6:00am July 2nd.
Between July 1st and July 9th 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 30th, 5:00 pm
Last day for AP Feeders to load June data – June 30th, 5:00 pm
The Payment Request/Voucher module will be unavailable starting at 5:00pm June 30th through 6:00am July 2nd.
Note: All vouchers approved/posted between July 1st & July 9th with an invoice date prior to July 1st 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 30th, 5:00 pm
The Travel and Expenses module will be unavailable starting at 5:00 pm on June 30th through 6:00 am July 2nd.
Note: Expense Report lines approved/posted between July 1st & July 9th with an expense date prior to July 1st 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 30th, 1:30 pm.
Direct Deposit CRR's with a June 30th date can be made through 5:00 pm July 1st 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 30th or earlier AND journal date between July 1st & July 9th*
- *ARR/CRR (Cashiers and Direct Deposit) date between July 1st & July 9th AND reference date (date of check field) of June 30th or earlier*
- *ARR/CRR (ACH Wire) bank date June 30th or earlier AND journal date between July 1st and July 9th*

Bookstore Requisitions

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

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

Last day for June 30th web journal entries for departmental users is July 14th, 5:00 pm. Between July 1st and July 14th, 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 28th through July 1st 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 Mother's Day	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 memorial DAY	27	28	29	30	31

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University of Missouri Fiscal Year 2025 Closing Schedule

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 System down at 5 pm.**				

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July 2025

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

Updated: 4/30/2025