

FMS Fiscal Year 2023 Closing Schedule

- June 6, 2023 Any information pertaining to the last monthly payroll of the fiscal year will need to be delivered to the Payroll Department by June 6. The final monthly payroll will be paid on June 20.
- June 13, 2023 Any information pertaining to the last bi-weekly payroll of the fiscal year will need to be delivered to the Payroll Department by June 13. The final bi-weekly payroll will be paid on June 23.
- June 16, 2023 Last day to approve FY23 requisitions in Falcon's Purch. After 4:00 PM (EST) any transactions entered in Falcon's Purch will appear in FY24.
- Last day for Accounts Payable to receive paper documents for FY23.
- Last day to submit all disbursement requests from the Foundation to the University.
- Last day to request transfers between Foundation funds.
- June 23, 2023 Last day for Falcon's Purch receivers to be entered and invoices attached.
 Last day to enter payment requests into Falcon's Purch.
- Last day for Chrome River reimbursements and P-Card approvals for FY23.
- Last day to initiate budget and expense transfer journals in FMS for FY23.
- All gift in kind documentation should be submitted to gift processing (giftprocessing@bgsu.edu) before 5:00 PM (EST).
- All Foundation checks and credit card payments received by a department must be delivered to the Miletic Alumni Center before 2:00 PM (EST).
- All University checks and credit card payments received by a department must be delivered to the Huntington Building before 2:00 PM (EST).

- June 29, 2023 Last pay cycle for Accounts Payable for both the University & the Foundation.
- Last day to approve all budget, expense transfers and any other FMS activity using workflows.
- All users not designated as a budget administrator will be converted to view-only access in FMS at 5:00 PM (EST). (College level BAs and Fiscal Officers remain active, as do Controller's Office staff). [\[A\]](#)
- June 30, 2023 Any final cash collected for the University or the Foundation for FY23 needs to be deposited at a deposit processing location before 2:00 PM (EST).
- All remaining FMS users (except a small group of Controller's Office staff) will be converted to view-only access at 12:00 noon (EST). [\[B\]](#)
- After the PO roll is complete – anticipated to be 2:00PM (EST) – full access will be restored to a specific group of users [\[C\]](#). All others continue to have view-only access.
- Final day of FMS processing for FY23. All unapproved transactions will be deleted by 5:00 PM (EST).
- July 1, 2023 Chrome River and Falcon's Purch will begin submitting data to FMS for FY24.
- July 6, 2023 All users will have access restored for FMS transactions for FY24.
- July 10, 2023 June 2023 (Period 12) is closed for BGSUN.
- July 31, 2023 June 2023 (Period 12) is closed for BGFDN.

Emergency needs can still be handled through either the Purchasing Department or the Controller's Office on an individual basis. If you have any questions, contact Kate Behr, Associate Controller, at 372-4719.

