FMS Fiscal Year 2016 Closing Schedule

June 17, 2016  Last payroll (Bi-Weekly) processed June 17th and will be included in the fiscal year 2016 financial reports. Last bi-weekly payroll certified will be June 27th.

June 24, 2016  Last day to process and approve FY16 purchase transactions (e.g. requisitions and receivers). After 5:00 PM (EST) any transactions in Falcon’s Purch will appear in FY17. Last day to submit requests for payments from the Foundation. Last day to request transfers between Foundation funds or accounts.

June 27, 2016  Last day for Accounts Payable to receive paper documents for FY16.

June 28, 2016  Last day to initiate budget and expense transfer journals for FY16. Expense journals should be submitted to the workflow by 5:00 PM (EST). All users who are not designated as a budget administrator will be converted to view-only access at 5:00 PM (EST). (College level BA’s or Fiscal Officers remain active). Last Pay cycle for AP & the Foundation.

June 29, 2016  Last day to APPROVE all budget, expense transfers and any other activity using workflow. Transfers should be submitted to budget@bgsu.edu by 5:00 PM (EST). Last day for Chrome River (T&E) and P-Card submissions and approvals for FY16.

June 30, 2016  All cash collected for either BGSU or the Foundation for fiscal year 2016 is to be deposited at the Bursar’s Office before 5:00 PM (EST). All remaining FMS users will be converted to view only access at 12 Noon.

Final day of FMS processing for fiscal year 2016. All unapproved transactions will be deleted by end of day.

July 2, 2016  All users will have access restored for FMS transactions for FY17. Chrome River and Falcon Purch will begin submitting data to FMS for FY17.

July 8, 2016  June 2016 (Period 12) is closed.

Emergency needs can still be handled either through the Purchasing Department or the Controller’s Office on an individual basis. If you have any questions, contact Bob Swanson, Associate Controller, at 2-8597.