

FMS Fiscal Year 2009 Closing Schedule

The following is the year-end schedule of the FMS procedures for fiscal year 2009:

- June 22, 2009 Last day to process all purchase transactions (e.g. requisitions and receivers) for 2009. As of 5:00 PM (EST), the system will no longer be available for use by Requestors until July 1.
- June 24, 2009 Last day for Accounts Payable to receive paper documents, including Check Requests, Travel Expense Reports and Business Entertainment forms for fiscal year 2009.
- Last day to process budget and expense transfers for fiscal year 2009.
- June 26, 2009 Last day to APPROVE all purchase requisitions.
- Last day to APPROVE budget and expense transfers for fiscal year 2009. These must be submitted to boftrans@bgsu.edu by 5:00 PM (EST).
- Final regular hourly payroll (pay period May 31 through June 13) and will be included in the fiscal year 2009 financial reports.
- June 30, 2009 Final day of FMS processing for fiscal year 2009.
- All cash collected for fiscal year 2009 should be deposited at the bursar office before 5:00 PM (EST).
- July 1, 2009 All users will be able to process FMS transactions for fiscal year 2010.
- July 6, 2009 All purchasing card transactions for the billing period that ended June 26, 2009 should be reviewed and approved before 12:00 Noon (EST).
- July 9, 2009 Departmental reports will be available on the shared drive.

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 Lee Ann DuBois, Assistant Controller, at 2-8530.