

FMS Fiscal Year 2011 Closing Schedule

The following is the year-end schedule of the FMS procedures for cutover to FMS 9.1 and transition into Fiscal Year 2012:

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| June 10, 2011 | Last day to process all purchase transactions (e.g. requisitions and receivers) for 2011. As of 5:00 PM (EST), the system will no longer be available for use by Requestors until July 5, 2011. |
| June 13, 2011 | Last day for Accounts Payable to receive paper documents, including Check Requests, Travel Expense Reports and Business Entertainment forms for fiscal year 2011.

Last day to APPROVE all purchase requisitions. |
| June 16, 2011 | Final regular hourly payroll (pay period May 29, 2011 through June 11, 2011) and will be included in the June fiscal year 2011 financial reports. |
| June 24, 2011 | Last day to APPROVE budget and expense transfers for fiscal year 2011. These must be submitted to bofrans@bgsu.edu by 5:00 PM (EST). |
| June 28, 2011 | Noon deadline to reconcile and approve JP Morgan P-Card transactions for all transactions up to and including post date of June 23, 2011. |
| June 30, 2011 | Final day of FMS processing for fiscal year 2011.

All cash collected for fiscal year 2011 must be deposited at the bursar office before 12:00 PM (EST). |
| July 1, 2011 | FMS 8.9 is available as "View Only". |
| July 5, 2011 | FMS 9.1 is available for FY 2012 transactions |
| July 11, 2011 | 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 Bob Swanson, Associate Controller, at 2-8597.