

## FMS Fiscal Year 2021 Closing Schedule

### BGSU

- June 15, 2021 Any information pertaining to the last bi-weekly payroll of the fiscal year will need to be delivered to the Payroll Department by June 15<sup>th</sup>, 2021. That final bi-weekly payroll will be processed June 25<sup>th</sup>.
- June 21, 2021 Last day to approve FY21 requisitions. After 4:00 PM (EST) any transactions in Falcon's Purch after this date will appear in FY21. Last day for Accounts Payable to receive paper documents for FY21.
- June 24, 2021 Last day for Falcon's Purch receivers to be entered and invoices attached. Last day for Chrome River (T&E) and P-Card approvals for FY21.
- Last payroll (bi-weekly) processed June 25<sup>th</sup> and will be included in the FY21 financial reports.
- June 25, 2021 Last day to initiate budget and expense transfer journals for FY21.
- Expense journals must be submitted to the workflow by 5:00 PM (EST).
- Last pay cycle for AP & the Foundation.
- All users not designated as a budget administrator will be converted to view-only access at 5:00 PM (EST). (College level BAs or Fiscal Officers remain active, as do Controller's Office staff). [\[A\]](#)
- June 28, 2021 Last day to APPROVE all budget, expense transfers and any other activity using workflow.
- June 30, 2021 Cash collected for BGSU for FY21 is 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 1:00PM (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 FY21. All unapproved transactions will be deleted by 5:00 PM (EST).

July 6, 2021 All users will have access restored for FMS transactions for FY21. Chrome River and Falcon Purch will begin submitting data to FMS for FY22.

July 8, 2021 June 2021 (Period 12) is closed.

### **BGSU Foundation**

June 14, 2021 Last day to submit all disbursement requests from the Foundation to the University.

June 21, 2021 Last day for payment request approvals in Falcons Purch. After 4:00 PM (EST) any transactions in Falcon's Purch will appear in FY22. Last day to request transfers between Foundation funds.

June 24, 2021 Last day for Chrome River (T&E) and P-Card approvals for FY21.

June 25, 2021 All checks received to a department must be delivered to the Huntington Building before 2:00 PM (EST).

June 30, 2021 All cash collected for the Foundation for FY21 is to be deposited at a deposit processing location before 2:00 PM (EST).

July 1, 2021 Chrome River will begin submitting data to FMS for FY22.

July 31, 2021 June 2021 (Period 12) is closed.

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 2-4719.

[A]

Robert Edward Swanson	RSWANSO
Katherine Marie Behr	KBEHR
Amy Jeannine Beltano	AJBELTA
Jason Slough	JSLOUGH
Steve Macy	MSTEVE
Corey Selhorst	CSELHOR
Heidi Popovitch	HEIDIP
Kasha Donnelly	KMARTI
Beth Williams	ELIWILL
Joanna Pardon	JLEWAND
Debbie Greisinger	DAGREIS
Kim Davis	KMDAVIS
Marla Mohr	MIRMAR
Martina Frist	MFRIST
Teresa Lynn Coss	TLCOSS
Luane Denise Bowley	LUANE
Veronica Schultz	VERONIS
Ariel Alexis Burnett	ARIELB
Lorna Przeslawski	LORNAP
Nikki Eitle	NEITLE
Thomas F Kornacki	TKORNAC
Kristine Curlis	KCURLIS
Stephanie Boman	SBOMAN
Alicia Ann Swanson	MARSELA
Darcy Miesmer	DARCYM
Susan Reynolds	SREYNOL
Jo Kleman	JKLEMAN
Haley Collingwood	HALEYC
Larry Smith	LCSMITH
Faith Olson-Elsea	FOLSON
Jamie Spradlin	SPRADJL
Mike Rockovich	ROCKOMJ
Mark Charville	MARKRC
Michele Schmitz	MSCHMI
Van Heater	VHEATER

[B]

Robert Edward Swanson	RSWANSO
Katherine Marie Behr	KBEHR
Jason Slough	JSLOUGH
Teresa Lynn Coss	TLCOSS
Darin Teeple	DTEEPL
Luane Denise Bowley	LUANE
Veronica Schultz	VERONIS
Ariel Alexis Burnett	ARIELB
Lorna Przeslawski	LORNAP

[C]

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Darin Teeple	DTEEPL
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Ariel Alexis Burnett	ARIELB
Lorna Przeslawski	LORNAP
Nikki Eitle	NEITLE
Vannon A Heater	VHEATER
Thomas F Kornacki	TKORNAC
Kristine Curlis	KCURLIS
Stephanie Boman	SBOMAN
Alicia Ann Swanson	MARSELA
Darcy Miesmer	DARCYM
Susan Reynolds	SREYNOL
Diana Raider	DIANASJ
Jo Kleman	JKLEMAN