

FMS Fiscal Year 2018 Closing Schedule

BGSU

- June 22, 2018 Last day to process and approve FY18 requisitions. After 5:00 PM (EST) any transactions in Falcon's Purch will appear in FY19.
- June 25, 2018 Last day for Accounts Payable to receive paper documents for FY18. Last day Falcon's Purch receivers can be entered and invoices attached.
- June 26, 2018 Last day to initiate budget and expense transfer journals for FY18.
- Expense journals must be submitted to the workflow by 5:00 PM (EST).
- 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). Last pay cycle for AP & the Foundation.
- June 27, 2018 Last day to APPROVE all budget, expense transfers and any other activity using workflow. Last day for Chrome River (T&E) and P-Card submissions and approvals for FY18.
- June 29, 2018 Cash collected for BGSU for FY18 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 10:00 AM (EST).
- Final day of FMS processing for FY18. All unapproved transactions will be deleted by end of day.
- Last payroll (bi-weekly) processed June 29th and will be included in the FY18 financial reports. Last bi-weekly payroll certified will be June 25th.
- July 3, 2018 All users will have access restored for FMS transactions for FY19. Chrome River and Falcon Purch will begin submitting data to FMS for FY19.
- July 9, 2018 June 2018 (Period 12) is closed.

Foundation

June 15, 2018	Last day to submit all disbursement requests from the Foundation to the University.
June 22, 2018	Last day to submit requests for payments to vendors from the Foundation. Last day to request transfers between Foundation funds.
June 27, 2018	Last day for Chrome River (T&E) and P-Card submissions and approvals for FY18.
June 29, 2018	All cash collected for the Foundation for FY18 is to be deposited at the Bursar's Office before 5:00 PM (EST).
July 3, 2018	Chrome River will begin submitting data to FMS for FY19.
July 9, 2018	June 2018 (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.