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 15th, 2021. That final bi-weekly payroll will be processed June 25th.

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 25th 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.
Robert Edward Swanson  RSWANSO
Katherine Marie Behr  KBEHR
Amy Jeannine Beltano  AJBELTA
Jason Slough  JSLOUGH
Steve Macy  MSTEVE
Corey Selhorst  CSELHOR
Heidi Popovitch  HEIDIP
Beth Williams  ELIWILL
Joanna Pardon  JLEWAND
Debbie Greisinger  DAGREIS
Kim Davis  KMDAVIS
Marla Mohr  MIRMAR
Martina Frist  MFRIST
Teresa Lyn Coss  TLCOSS
Luane Denise Bowley  LUANE
Veronica Schultz  VERONIS
Ariel Alexis Burnett  ARIELB
Lorna Przeslawski  LORNAP
Nikki Eitle  NEITLE
Thomas F Kornacki  TKORNA
Kristine Curlis  KCURLIS
Stephanie Boman  SBOMAN
Alicia Ann Swanson  MARSELA
Darcy Miesmer  DARCYM
Susan Reynolds  SREYNOL
Jo Klemman  JKLEMAN
Haley Collingswood  HALEYC
Larry Smith  LCSMITH
Faith Olson-Elsea  FOLSON
Jamie Spradlin  SPRADIL
Mike Rockovich  ROCKOMJ
Mark Charville  MARKRC
Michele Schmitz  MSCHMI
Van Heater  VHEATER

Robert Edward Swanson  RSWANSO
Katherine Marie Behr  KBEHR
Amy Jeannine Beltano  AJBELTA
Jason Slough  JSLOUGH
Steve Macy  MSTEVE
Corey Selhorst  CSELHOR
Heidi Popovitch  HEIDIP
Beth Williams  ELIWILL

Kim Davis  KMDAVIS
Marla Mohr  MIRMAR
Martina Frist  MFRIST
Teresa Lyn Coss  TLCOSS
Darin Teeple  DTEEPE
Luane Denise Bowley  LUANE
Veronica Schultz  VERONIS
Ariel Alexis Burnett  ARIELB
Lorna Przeslawski  LORNAP
Nikki Eitle  NEITLE
Vannon A Heater  VHEATER
Thomas F Kornacki  TKORNA
Kristine Curlis  KCURLIS
Stephanie Boman  SBOMAN
Alicia Ann Swanson  MARSELA
Darcy Miesmer  DARCYM
Susan Reynolds  SREYNOL
Diana Raider  DIANASJ
Jo Klemman  JKLEMAN