

Controller's Office

1851 N. Research Drive
Bowling Green, Ohio 43403

controller@bgsu.edu

FMS Fiscal Year 2024 Closing Schedule

June 6, 2024	Any information pertaining to the last monthly payroll of the fiscal year will need to be delivered to the Payroll Department by June 6 th . The final monthly payroll will be paid on June 20 th .
June 11, 2024	Any information pertaining to the last bi-weekly payroll of the fiscal year will need to be delivered to the Payroll Department by June 11 th . The final bi-weekly payroll will be paid on June 21 st .
June 14, 2024	<p>Last day to approve FY24 requisitions and payment requests in Falcon's Purch. After 4:00 PM (EST) any transactions entered in Falcon's Purch will appear in FY25. Please note: Transactions entered after 4:00pm will still be dispatched to the vendor throughout the month, but WILL NOT export into FMS.</p> <p>Last day for Accounts Payable to receive paper documents for FY24.</p> <p>Last day to submit all disbursement requests from the Foundation to the University.</p> <p>Last day to request transfers between Foundation funds.</p>
June 21, 2024	<p>Last day for Falcon's Purch receivers to be entered and invoices attached.</p> <p>Last day for Chrome River (T&E) and P-Card approvals for FY24.</p> <p>Last day to initiate budget and expense transfer journals in FMS for FY24.</p>
June 25, 2024	Last day to create FMS invoices.
June 26, 2024	Last FMS AR invoicing and maintenance processing for FY24.
June 27, 2024	<p>Last pay cycle for Accounts Payable for both the University & the Foundation.</p> <p>Last day to approve all budget, expense transfers and any other FMS activity using workflows.</p>

- June 28, 2024 Any final cash collected for the University or the Foundation for FY24 needs to be deposited at a deposit processing location before 12:00 PM (EST).
- All University checks and credit card payments received by a department must be delivered to the Huntington Building before 12:00 PM (EST).
- All Foundation checks and credit card payments received by a department must be delivered to the Mileti Alumni Center before 12:00 PM (EST).
- All gift in kind documentation should be submitted to gift processing (giftprocessing@bgsu.edu) before 12:00 PM (EST).
- At 12:00 PM (EST), all users are advised to log out of FMS and Falcon's Purch until the PO roll is complete.
- After the PO roll is complete – anticipated to be 2:00PM (EST) – an “all clear” message will be sent to the B&BA listserv and users can resume use of FMS and Falcon's Purch at that time.
- Final day of FMS processing for FY24. All unapproved transactions will be deleted by 5:00 PM (EST).
- July 1, 2024 Chrome River and Falcon's Purch will begin submitting data to FMS for FY25.
- All users will have access to FMS for FY25.
- July 8, 2024 June 2024 (Period 12) is closed for BGSUN - University.
- July 31, 2024 June 2024 (Period 12) is closed for BGFDN - Foundation.

Emergency needs can still be handled through either the Purchasing Department or the Controller's Office on an individual basis.

If you have questions, please contact:

University	Kate Behr, Associate Controller, at 2-4719 or Nikki Eitle, Associate Controller, at 2-7146.
Foundation	Jen Milligan, Foundation Accounting Manager, at 2-1282