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**To:** Account Managers

**From:** Stephanie Jennings, Accounting & Financial Services  
Beth Ward, Procurement Services

**Date:** March 8, 2022

**Re:** Closing Schedule - Fiscal Year 2021-22 **REVISED**

### **2021-22 FISCAL YEAR CLOSING**

Below is the closing schedule for the 2021-22 fiscal year. Please review this schedule and note due dates on your calendars. Please forward to appropriate support staff for review. If you have any questions, please contact Stephanie Jennings in Accounting at 4170 or Beth Ward in Procurement at 4090.

The dates listed on this schedule also apply to ALL Grants & Contracts regardless of the grant end date. You will be notified by Grants Accounting of any exceptions to these dates.

All transaction dates listed are fixed. The Accounting Department will adhere to these deadlines to determine posting for each fiscal year. **MSU IABs, transfers of expenses, or university billings will NOT be processed if they are not received in Accounting by July 7th. These will NOT be deferred to the 2022-23 fiscal year.** Departments are asked to ensure all IABs are fully signed and completed by this date.

Purchases that can be charged to an MSU Purchasing Card may be made at any time prior to June 30, 2022 and charged to the 2021-22 fiscal year, as long as the charge is posted by the bank and delivery is made before June 30, 2022.

**March 11** All network wiring adds or change requests using FY22 funding must include an email of approval of expenditure from the appropriate Account Manager and submitted to Network Operations by 4:30 p.m.

All network hardware requests using FY22 funding must include an email of approval of expenditure from the appropriate Account Manager and submitted to Network Operations by 4:30 p.m.

All virtual server adds or change requests using FY22 funding must include an email of approval of expenditure from the appropriate Account Manager and submitted to Systems Administration by 4:30 p.m.

All Virtual Desktops and/or Associated Licensing requests must include email of approval of expenditure from appropriate Account Manager and submitted to the Service Desk by 4:30 p.m.

**March 18** All Software/Licenses/Hardware quotes for requisitions over \$3,000 requested through the Service Desk must include email of approval of expenditure from appropriate Account Manager, or Vice President if over \$5000, and be submitted to the Service Desk by 4:30 p.m.

**March 31** All requisitions, including those on price contract, and those that require bidding, must be received with full approval in Procurement by 4 p.m., and shall state delivery is required prior to June 30, 2022. Buyers will review requisitions as they arrive. Any requisition for items which cannot be delivered prior to the June 30 deadline will be returned to the originator to be re-entered as a FY23 purchase. All questions should be directed to the appropriate buyer.

All requests for Facilities Management **NEW** projects funded with FY22 funds must be received by Facilities Management by 4 p.m. This deadline is for the establishment of a project with reasonable budget planning and does not guarantee the project can be started in FY22. Project scheduling is performed by the Facilities Design & Construction Office. Any questions should be directed to Jason Youngblood at 6979.

All Project Scope Adjustments and project closure requests must be received by Jason Youngblood by 4 p.m. Any questions should be directed to Jason Youngblood at 6979.

**April 7** All central file storage requests must include email of approval of expenditure from appropriate Account Manager and submitted to Systems Administration by 4:30 p.m

**April 11** All requests for Information Technology **NEW** projects funded with FY22 funds must be received by Tami Dandeneau in Information Systems by 4 p.m. Any questions should be directed to Tami Dandeneau at 3148.

All Project Scope Adjustments and project closure requests for Information Technology projects funded with FY22 funds must be received by Tami Dandeneau in Information Systems by 4 p.m. Any questions should be directed to Tami Dandeneau at 3148.

**April 28** All Facilities Management projects and Information Technology projects (including scope adjustments and project closures) are due to VPFAS by 4 p.m.

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**May 20** All Personnel Action Forms, including Summer Pay PA Forms and PA Forms with FOAPAL changes, with effective dates on or prior to June 30, 2022 must be received in the department's Vice President's office by 4 p.m.

**May 31** All Information Technology projects are due to Accounting and Finance by 4 p.m.

**June 10** **All inter-account bills for transactions that occurred prior to May 31, 2022, are due to Accounting and Finance by 4 p.m.**

All Personnel Action Forms, including Summer Pay PA Forms and PA Forms with FOAPAL changes, with effective dates on or prior to June 30, 2022 must be received in the Human Resources office, from the Budget office, by 4 p.m. in order to be included on June Payroll.

All fiscal year 2021-22 payment documents in which checks are to be issued by June 30, 2022, must be received in either Procurement Services or Accounting by 4 p.m. depending on proper routing procedures; documents \$3,000 or over must first be routed to Procurement Services. The documents that are routed to Procurement Services must be received in Accounting by noon on June 16, 2022 in order for checks to be issued by June 30, 2022.

Payment documents received by the above deadlines will be paid in our normal check processing cycles up until and through June 30, 2022; provided the payment due date is prior to June 30, 2022.

- **NOTE:** Goods and Services delivered before July 1, 2022 will be charged to 2021-22 fiscal year regardless of invoice date. Delivery delays that cause goods or services to be received after the June 30, 2022 will be charged to the 2022-23 fiscal year.
- **NOTE:** Goods and services to be charged to the 2022-23 fiscal year should **not** be delivered prior to July 1, 2022.

All creators/originators, account managers, and approvers must begin checking the myGate system daily to ensure all fiscal year 2021-22 payment documents have been approved for payment.

**June 16** Monthly feeds should be e-mailed to [msu.acctgfeeds@murraystate.edu](mailto:msu.acctgfeeds@murraystate.edu) by noon in order to be included on the Preliminary Statements.

PS – Printing Services  
UP – UPS charges  
Athletics  
Print Management  
Curris Center  
Foundation

Janet Hudgins  
Della Martin  
Deanna Gordon  
Emily Asher  
Trish Lofton  
Luke Crawford

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**June 17** All Personnel Action Forms, including Summer Pay PA Forms and PA Forms with FOAPAL changes, with effective dates on or prior to June 30, 2022 must be received in payroll office by 9:00 am to be included on June payroll.

Preliminary 2021-22 Organization Statements (FGRBDSC and FGRODTA) will be available for review via e-Print by 4 p.m.

**June 21** BW 13 Timesheets are due for Submission at 12 noon. Please see Payroll Calendar.

**June 22** BW 13 Timesheets are due for Approval at 12 noon. Please see Payroll Calendar.

**June 30** All Salary BTR's (paper) must be approved and sent to Accounting by 3:00pm for processing in FY22.

Personnel Action Forms - Copies of all Personnel Action Forms, including Summer Pay PA Forms, with effective dates on or prior to June 30, 2022 must be received in Payroll, from the Human Resources office by 4 p.m to be expensed in FY22.

BTR's - All Electronic BTR's for FY22 must be completed and approved online by 2 p.m.

Receipt of funds – All departments receiving funds on behalf of the University are requested to ensure that funds received prior to 1 p.m. on June 30, 2022 are deposited by 1 p.m.

Student Accounts – All charges to student accounts must be to the Bursar's office by 12 noon.

Commonwealth Invoices – All Commonwealth of Kentucky Agency invoices (billing to external agencies of the Commonwealth) must be received in the Bursar's office by 12 noon.

Payment documents for Petty Cash – All Payment Documents for petty cash replenishment must be received in Accounting by 8 a.m. All petty cash fund custodians are requested to ensure their funds are replenished on this date for all FY22 expenses. All fund custodians must file a Petty Cash Fund Replenishment Request (form PC-2) on June 30, 2022, whether or not any money was disbursed from the fund. Petty cash replenishments submitted after this date must be for receipts for FY23 expenses ONLY.

Purchasing Card Transactions – All purchasing card transactions with transaction dates on or before June 30, 2022 will be charged to FY 2021-22. This is not the date an order is placed; it is the date the vendor charges the purchasing card account.

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**July 1** Payment documents submitted on this date or after cannot have combined fiscal year 2021-22 and fiscal year 2022-23 invoices submitted on the same payment document. If the payment document is for services performed in FY22 or goods received on or before 6/30/22 the document should be keyed into Banner using a 6/30/22 transaction date and due date. Documents can be keyed using the 6/30/22 date through the Tuesday, July 12 check run.

Accounts receivable transactions – All accounts receivable transactions must be received in Bursar's Office by 12 noon. This list should contain only external vendors, not MSU departments. Department charges must follow the IAB deadlines listed.

Please email the list to [msu.accountreceivables@murraystate.edu](mailto:msu.accountreceivables@murraystate.edu).

Cash transmittals/web deposits – All cash transmittals/web deposits submitted to the Bursar's Office between July 1 and July 8 that contain funds for fiscal year 2021-22 must contain a description of the service and contact information.

Purchasing Card Statements and Receipts for **Grants** are due in Accounting and Financial Services by 4 p.m.

**July 5** BW 14 Timesheets are due for Submission at 12 p.m. Please see 2022 BW Payroll Calendar.

**July 6** BW 14 Timesheets are due for Approval at 12 p.m. Please see 2022 BW Payroll Calendar.

**July 7** IAB Adjustments and feeds (must have UPS for June) - All IABs for adjustments to Account Statements and any additional charges for monthly feeds must be received in Accounting by 4 p.m.

Payment Documents (receiving) - All fiscal year 2021-22 payment documents must be received in either Procurement Services or Accounting by 4 p.m. depending on proper routing procedures as indicated on the June 10 explanation above. The documents that are routed to Procurement Services must be received in Accounting by 4 p.m. on July 7, 2022.

All Labor Redistributions for FY22 pay periods must be received by Payroll by 4 p.m.

NOTE: Account Managers and approvers must check the myGate system to ensure all fiscal year 2021-22 payment documents have been approved for payment.

All Travel Vouchers for travel completed on or before June 30, 2022 must be received in Accounting by 12 noon. This includes Group Travel Advances issued for 2021-22 travel.

**July 19** Final 2021-22 Account Statements (FGRBDSC and FGRODTA) will be available the fourth week of July via e-Print. An email notification will be sent to Account Managers.

**2022-23 FISCAL YEAR**

Below is the schedule for the initiation of 2022-23 fiscal year transactions and resumption of normal procedures.

**June 1** **Requisitions** for 2022-23 items that may require bids or quotes may be submitted to Procurement after this date. Requests for earlier bidding will be handled on an individual basis. Requisitions for fiscal year 2022-23 submitted to Procurement prior to July 1, 2022, **MUST** include the date 07/01/2022 in the "Transaction Date" field of the electronic requisition form (FPAREQN) on the myGate System. The Delivery Date must be July 1, 2022 or later.

Requisitions for 2022-23 fiscal year submitted to Procurement prior to July 1, 2022 having a total value of \$5,000 or more must have written approval of the appropriate Vice President to indicate funds availability.