SCHEDULE FOR YEAR END AVTIVITIES
FOR YEAR ENDING JUNE 30, 2023

Date	Activity
May 1	- Deadline for requisitions and supporting documentation to be submitted to Purchasing for purchase orders to encumber funds by fiscal year-end.
May 13	- FY24 will be opened for purchasing transactions (FM Period)
June 13	- 25th bi-weekly payroll paid
June 14	- Deadline for FY's 26th bi-weekly payroll forms
	- Deadline for June monthly payroll forms
	- Deadline for salary transfer vouchers
	- Deadline for payroll checks to be canceled to be returned to Payroll
	- Deadline for all undelivered checks (over 21 days old) to be returned to the Accounts Payable
	- Deadline for moving allowances to be paid & posted in this fiscal year
June 18	- 26th bi-weekly payroll period ends
June 19	- Period 13 (FY23) and Period 01 (FY24) will be opened for financial transactions
June 23	- Interim F&A and settlement is run soon after monthly payroll posts
	- Last day to make procurement card purchases for FY23
June 25	- Deadline to distribute, reconcile, marked complete, and approve May 2023 procurement card charges
June 28	- Deadline for departments to enter ECR's and STV's to be charged to June ledgers
June 30	- June monthly payroll paid
	- Procurement card transactions (for June) available to verify and approve
	- Requisitions will be moved to July at the end of the day
July 3	- Run extra payroll to include June ECR's and STV's (Final FY23 payroll posting)
July 6	- Deadline for receipt by the UTSA's Accounts Payable Office of all documents entered/processed in IRIS by the Accounts Payable Office including invoices and other disbursement documents
	- Deadline for receipt into the Workflow Inbox of UTSA's Travel Office of fully approved FY23 CONCUR travel transactions
July 7	- Deadline for accounts receivable Write-off requests (T-35's)
	- Deadline for cash receipts to be parked by departments and received in Bursar's Office
July 12	- Deadline for Campus Cashier's (Bursar's Office) to post FY23 cash receipts parked by July 7th
	- Final posting of FY23 accounting and travel documents by UTSA's Accounts Payable and Travel Offices
	- Deadline to distribute, reconcile, mark complete, and approve June 2023 procurement card charges
	- Deadline for processing journal entries that will appear on the period 12 ledgers
	- Deadline for petty cash reconcilement reports
July 13	- Parked FY23 documents deleted
	- June accounting period (period 12) is closed for SA document entry and internal transfers
	- Purchase orders, funds reservations and forecasts of revenue will be moved to July at the end of the day
July 14	- Final Payroll accrual for bi-weekly
July 21	- Period 12 Treasurer's Report and ledgers may be printed following IRIS announcement
July 24	- All loan fund activities should be closed
	- Deadline for receiving journal entries that affect restricted accounts
	- Deadline for receiving F&A (indirect cost) adjustments
	- Deadline for receiving salary and staff benefit closing entries, including accruals
August 1	- Deadline for receiving remaining final unrestricted expense and income journal entries
August 9	- Final campus fund balance adjustments must be received
August 15	- Final close for FY23