![UTA Business Affairs logo]

Year-End Prep

Annual Activities

The dates in this slide deck are general estimates.
Official dates will be communicated via Accounting Services.

Process Overview

Rollover of Documents

"**Rollover**" is UT Share terminology, and refers to:

- Moving an open encumbrance from a Purchase Order (PO) or Travel Authorization (TA) from the current fiscal year into the coming fiscal year.

- Why? All payments associated with a PO or TA will NOT be completed in the current fiscal year.

Closing POs

Whenever all activity is complete on a PO
(e.g. there will be no more payments to process),
the PO should be closed.

This serves two purposes:

- Releases any remaining encumbrances back to the Cost Center(s) or Project(s)

- Clears the PO out of the system so there are fewer transactions to process at Year End

Closing POs, continued

- Procurement reviews POs periodically and contacts departments when it appears a PO may be ready for closing.

- *However,* departments should also use the following query in UT Share to monitor their own Cost Centers, Projects and Budgets. This query allows you to pull all open encumbrances on POs by DEPT ID. If you identify a PO that is ready to close notify your Buyer.

FMS Reporting Tools>Query>Query Viewer>UTA_PO_OPEN_ENCUMBRANCE

Canceling Travel Authorizations

- The Office of Disbursement reviews approved Travel Authorizations that have not been linked to an Expense Report.

- If the travel dates on the Travel Authorization are 90 calendar days and older, since the last day of travel, they are canceled.

- The creator is notified of the cancelation.

![UTA logo]

Updating Budget and Accounting Dates on Expense Reports and Vouchers

- Outstanding Expense Reports that have not been completely approved have their budget and accounting dates updated.

- At this time, the budget and accounting dates are changed to **September 1**.

  If Travel Authorization is associated with an Expense Report, those dates are updated as well.

- Disbursements will update all budget and accounting dates on all outstanding vouchers to **September 1**.

Monthly Activities

May Preparation

Procurement will notify departments of blanket orders and agreements ending **August 31**.

- If there are renewals remaining, does the department want to renew the agreement?

- If the PO has no renewals remaining, the department must review and determine if the service or good is still needed and review the scope of work or requirements to ensure they are current.

- Procurement will issue a new competitive solicitation if a new PO or agreement is required.

June Preparation

- For PO's that need to be in place **September 1**, department must provide Cost Center and Requester ID for each requisition needed so that Budgets can create a valid budget account line with a budget date of **September 1**.

- *This is important in order to allow Procurement proper scheduling of workload and timelines for competitive solicitations.*

- A notification including the deadline for these requests will be sent out by Procurement in early June.

Functional Deadlines

🤝 Procurement Deadlines

- **Mid-July:** Requisitions for current fiscal year orders that are $15,000 or greater must be approved and sourced to a Purchase Order in mid-July. Final deadline will be announced by Procurement.
    - This will ensure that the procurement process is complete, and PO issued prior to **August 31**.
    - Requisitions exceeding $15,000 sourced to a PO after this date will be cancelled and returned to the department. Requisitions can be re-entered after **September 1**.

- **Mid-August:** Requisitions totaling less than $15,000 for the current fiscal year, *including* Mav eShop orders, must be submitted by the deadline to be communicated by Accounting Services to ensure processing prior to **August 31**. This deadline is generally in the second week of August. Requisitioning is turned off at this point (except for approved true emergency orders) in order to ensure all current fiscal year orders are processed.

- **Late-August:** All POs not previously closed will be rolled by close of business, **August 31**.

UTA⋆

✈ Travel and Expense Deadlines

Mid-to-Late July:

- Continue canceling Travel Authorizations that are 90 days past the last day of travel.

- Begin rolling Travel Authorizations that have travel dates that occur in the next fiscal year.

Early-August: Continue canceling Travel Authorizations that are 90 days past the last day of travel.

Mid-August: There will be a deadline for the last day to submit fully approved Expense Reports to be included in the final check.

Late-August: Rolling of Travel Authorizations ends **August 31**. Errors are addressed.

September 1: Outstanding Expense Reports – Accounting and budget dates must be updated before normal processing can resume.

UTA

Voucher Deadlines

Mid-July-to-Early-August : Continue to focus on processing PO vouchers and processing payments prior to the official deadline.

Mid-August: A deadline for the last day to process and submit PO payment vouchers to be included in the AP check run.

Late-August: Disbursements will be strictly processing non-PO vouchers to be included in the current fiscal year.

September 1: Outstanding vouchers are mass updated with new fiscal year budget or accounting dates before normal processing can resume.

UTA

Budget Deadlines

August: Cost Center deficit balances must be taken care of and positive balances reported by **August 5**.

August: Last day to submit fully approved position funding changes is **August 19**.

August: Last day to submit fully approved budget transfers for FY21 is **August 26**.

September 1: FY2023 budget available in UT Share

🖩 Carry-Forwards

Beginning FY23 the carry-forward process dates are:

August 31: Estimated ending balances as of 8/31 will be posted to each cost center.

After period 998 is closed: Revised estimated ending balances will be posted to each cost center.

After Year-End is closed: Revised and Final ending balances will be posted to each cost center.

Unit carry-forward balance review: After the final ending balances are posted a total unit balance review will occur by the budget office.

- The total unit carry-forward balance cannot exceed 35% of the units FY23 total operating budget.
- Balances that exceed the 35% threshold will be returned to university reserves by budget transfers.
- Each unit will determine the cost centers to be used for the return of funds and will submit budget transfers.
- Indepth information will be communicated to Units including the due date for the return of funds.

Actual dates of revised and final ending balances will be communicated when completed.

UTA

Payroll Deadlines

Mid -August: Thursday, Aug. 18 is the deadline to submit eForms for the Sept. 1 monthly payroll.

Late-August: Tuesday, Aug. 30 is the deadline to submit eForms for the Sept. 8 semi-monthly payroll.

Accounting Deadlines

Mid-August: Accounting Corrections **August 25**.

Late-August: Cash Receipts and Petty Cash **August 31**.

Early-September: Interdepartmental Transfers – All Voucher Types Close FY 20-21 due **September 3**

ProCard Deadlines

Mid-August: First half of the Pro-Card Statements (transactions posted from **August 4** to the **mid-August**) will be released to campus.

Early-September: Second Half of the Pro-Card Statements (transactions posted from **mid-August** to **September 3**) will be released to campus.

Questions?

Procurement and Payment Services

Joe White, Assistant Director for Procurement & Strategic Sourcing | josephsw@uta.edu | 2-6148

Randall Piatkowski, Assistant Director of Disbursements | piatkowski@uta.edu | 2-0404

Budgets, Planning and Analysis

Ginnie Cary, Senior Director | cary@uta.edu | 2-0929

Accounting Services

Andrea Wright, Executive Director | awright@uta.edu | 2-7074

Payroll Services

David Maldonado, Director | dmaldonado@uta.edu | 2-5426