

FY 07-08  
Year-End Calendar

FY0708				
MON.	TUES.	WED.	THURS.	FRI.
				25-Jul
				Corrections Sept- Jun corrections due no later than July 25 to Accounting.
MON.	TUES.	WED.	THURS.	FRI.
28-Jul	29-Jul	30-Jul	31-Jul	1-Aug
				Last day to submit department approved PB4 requests less than \$25K using FY 07-08 funds.
MON.	TUES.	WED.	THURS.	FRI.
4-Aug	5-Aug	6-Aug	7-Aug	8-Aug
			Anticipated VP7 creation for 7/08/08 thru 8/05/08 charges	All retroactive appointment changes that affect FY07-08 must be received in HR by noon.
MON.	TUES.	WED.	THURS.	FRI.
11-Aug	12-Aug	13-Aug	14-Aug	15-Aug
	Appointment Deadline to HR for Semi-Monthly Payroll - August 22	Appointment Deadline to HR for Monthly Payroll - September 2 Last Monthly Payday for FY 07-08	Begin Creating ARM Re-Appointments	VP7 (Procard) vouchers must be approved by 5pm. (7/8 - 8/5 trans.)
		Last day to create PBOs using FY 07/08 funds.		PBO Small Purchase Order deadline
MON.	TUES.	WED.	THURS.	FRI.
18-Aug	19-Aug	20-Aug	21-Aug	22-Aug
Retroactive salary transfers must be processed for FY07-08 activity by 5pm.	Anticipated VP7 creation date for 08/06/08 thru 08/17/08 charges. Procard vouchers available to depts for review and approval AFTER 12:30PM		<i>Recommended: Last day to charge using the PROCARD for FY07-08</i>	*Semi-Monthly Payday
Depts must submit ALL vouchers, manual or electronic for any expenses incurred thru 8/08 (VP2's, VP5's, travel advances, student travel) to appropriate office by 5PM	*Semi-monthly Paper Vouchers due to Payroll by 10am for Aug 22 payday; electronic vouchers (OV1) must be final approved by 3pm.			
MON.	TUES.	WED.	THURS.	FRI.
25-Aug	26-Aug	27-Aug	28-Aug	29-Aug
PB4 Deadline 5:00pm.	Deadline for Travel done from Aug 9th thru Aug 22nd due to Travel		Departments must submit all vouchers for any expenses incurred 08/23 to 08/27 by noon to Disbursements	All FY07-08 income received by your department should be deposited with the Fiscal Services Office by 12 noon.
Budgets available to departments	Depts must submit ALL vouchers, manual or electronic for any expenses incurred thru 8/22 (VP2's, VP5's, travel advances, student travel) must be to appropriate office by 5PM		ALL reimbursement vouchers without proper back up support will be returned to the depts unprocessed; these vouchers will have to be resubmitted with proper back up AFTER Sept 1. The same doc ID number can be used, however, the creator will have to change the year in DEFINE to FY 08-09.	The last accounting check run for FY07-08 will be at 7 am.
Begin Creating ANM and ACM Appointment documents.	VP7 (Procard) vouchers must be approved by 5pm. (8/6 - 8/17 trans.)			First day to create PBO's for FY08-09
	All IDT vouchers using FY07-08 funds must be to Disbursements by 5pm to be included in Aug. 2008 Statement of Accounts			
	Apointment Deadline to HR for both hourly and monthly Payday - Sept 4 Last Payday of FY 07-08			
	All corrections for JULY need to be submitted to Accounting.			

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FY08-09				
MON. 01.Sep	TUES. 02.Sep	WED. 03.Sep	THURS. 04.Sep	FRI. 05.Sep
Labor Day Holiday	Monthly PAYDAY	ALL reimbursements having service dates for FY 07-08 must in Disbursements/ Travel by 5PM to be paid using FY 07-08 funds.	VP7 (Procard) vouchers must be approved by 5pm to be included in FY07-08 business. (includes only August trans.)	Accounting will deliver August Statement of Accounts to Mail Services by noon.
	Semi-monthly Paper Vouchers due to Payroll by 10am for Sep. 4 payday; electronic vouchers (OV1) must be final approved by 3pm. for September 4 payday. Payroll additions CANNOT be manually processed. ***One-day voucher cutoff***	Anticipated VP7 document creation transactions 8/18 - 8/31	PAYDAY	
	Reimbursement for petty cash funds must be submitted to Fiscal Services by 12 noon.	IDTs with service dates in FY07-08 must be to Disbursements by 5pm to be included in FY07-08 business.		
MON. 08.Sep	TUES. 09.Sep	WED. 10.Sep	THURS. 11.Sep	FRI. 12.Sep
All memos regarding account corrections must be in Accounting by 5pm. (Corrections for August only)			Appointment Deadline to HR for Semi-Monthly Payday - September 22	Deadline for Approving ARM documents to HR
MON. 15.Sep	TUES. 16.Sep	WED. 17.Sep	THURS. 18.Sep	FRI. 19.Sep
Appointment Deadline to HR for Monthly Payroll - Oct. 1	Appointment information downloaded for October 1 payroll	Electronic Vouchers (OV1) must be Final approved by 3:00 pm for September 22 payday Semi-Monthly Paper Vouchers due to Payroll Office by 10:00 am.		

Accounting	<a href="http://www.utsa.edu/accounting">www.utsa.edu/accounting</a>
Purchasing	<a href="http://www.utsa.edu/purchasing">www.utsa.edu/purchasing</a>
Disbursements & Travel Services	<a href="http://www.utsa.edu/travel">www.utsa.edu/travel</a>
Fiscal Services	<a href="http://www.utsa.edu/bussvc/departments/indexUC-BusMgr.html">http://www.utsa.edu/bussvc/departments/indexUC-BusMgr.html</a>
HR	<a href="http://www.utsa.edu/hr">www.utsa.edu/hr</a>
Payroll	<a href="http://www.utsa.edu/payroll">www.utsa.edu/payroll</a>
Budget	<a href="http://www.utsa.edu/financialaffairs/budget/">http://www.utsa.edu/financialaffairs/budget/</a>