



Financial Area Representatives Meeting

Diana Macias-Ollervidez

Assistant Controller

Announcements

- Check Mailing
- FY 19 Fiscal Year End Highlights



Check Printing

Diana Macias-Ollervidez

Assistant Controller

October 1, 2019



Payroll checks to be mailed starting
October 1, 2019

Employees to check and update
information in PeopleSoft

Submit direct deposit by
September 15, 2019
to take effect by October 1, 2019



FY 19 Fiscal Year End Highlights

Sheri Hardison

Associate Vice President of Financial Affairs & Controller

Cell Phone Allowance

- Reports were sent to VP Office for annual review on **July 18th**
- VPs will review and determine if all employees on their report are still eligible in FY 20
- If all employees are still eligible return list confirming no changes to the **E-mail: payroll@utsa.edu** by **September 6th**

Purchasing Department

IMPORTANT FY19 YEAR-END DATES

June 28 th	Last day Purchasing will accept an approved purchase request <u>Over \$50,000</u> using FY19 Funds**
July 8 th	Next Year Flag in Rowdy Exchange
August 9 th	Last Day to submit PO's \$15k and over
August 9 th	Last day to submit POC (Purchase Order Change) request
August 12 th	Last day Departments can submit PO Close request
August 23 th	Last day Departments can create or approve a purchase request

* Purchasing will not process any requisition received after the deadlines stated above. Orders received after these deadlines will be returned and asked to be recreated on Sept. 1st.

** All workflow approvals (budget, commodity, and foreign vendor) must be completed by COB (close of business) of deadline date.

Dates and process for creating FY20 purchases (prior to 9/1) is being finalized. Details will be provided in Rowdy Exchange Training and on the Purchasing website.

Purchasing Department

Purchase Order Encumbrance Clean Up

- Departments should **continue** reviewing current PO encumbrance balances to identify which PO's should **NOT** be rolled into FY20. These PO's will be closed/liquidated before year end **upon request**.
- Run the following PeopleSoft queries to review PO encumbrance balances. Departments **should only** focus on FY19 encumbrances.
 - UTS_PO_OPEN_ENC_BY_CC
 - UTS_PO_OPEN_ENC_BY_DEPT
 - UTS_PO_OPEN_ENC_BY_PROJECT
- Departments **must** send an email to the Purchasing Office mailbox (purchasing@utsa.edu) by **August 12th** with a list of PO(s) that **should be closed**.
- If notification to close a PO is NOT received by August 12th, Purchasing will automatically **roll** remaining purchase order encumbrances into the new fiscal year, if applicable.

Critical Disbursements and Travel Services Deadlines

July 12	Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from September - June (<i>reimbursements, travel advances, Participant advances, athletic advances, travel card payments, student travel expenses</i>)
July 19	Departments must route electronically ALL Non-PO vouchers and Expense reports to DTS from July 1 st July 15 th (<i>reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses</i>)
August 9	Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from July 16 th – July 31 st (<i>reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses</i>)
August 16	Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from August 1 st - 15 th , (<i>reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses</i>)
August 23	Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS for any expenses incurred from August 16 th to August 21 st . Last day to submit Wire Transfer Requests.
August 23	Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS to be expensed in FY18 for \$10,000 or less
August 26	ALL remaining Expense Reports after August 15 th must be submitted and routed to DTS if expensed out in FY19 (<i>reimbursements, travel advances, participant advances, athletic advances</i>).
August 28	Last check run at noon for FY19
September 1	FY2020 open for processing



Critical Procard Deadlines for Citibank

July 22	Recommended last day to charge using Procard for FY19
August 6	Transactions for August 3 rd statement ready for reconciliation and approval
August 16	Departmental approval due by 5:00 pm for August 3 rd statement
September 5	Procard transactions for September 3 rd statement ready for reconciliation and approval.
September 6	All Procard reconciliations completed and approved by 10:00 AM on Friday, September 6 th will be processed for immediate payment. Vouchers over \$10,000 will be included in the AP accruals and charged to FY20. Vouchers up to \$10,000 will be charged to FY19.
Note: UTSA has no control over the vendor's or the bank's credit card processing and posting dates. Although a Procard may be used, the bank may not process the transaction(s) for several days. Please process all Procard transactions as early as possible.	

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