



## FY 22 Business Transaction Deadlines

| DUE DATE         | DEPARTMENT                        | DESCRIPTION   |
|------------------|-----------------------------------|---|
| June 1, 2022     | <b>PURCHASING</b>                 | Next Year Flag in Rowdy Exchange  |
| June 1, 2022     | <b>FINANCIAL AFFAIRS</b>          | <a href="#">Year End Workshop Refresher</a>   |
| June 8, 2022     | <b>FINANCIAL AFFAIRS</b>          | <a href="#">Year End Workshop New Employees</a>   |
| June 15, 2022    | <b>FINANCIAL AFFAIRS</b>          | <a href="#">Year End Workshop Refresher</a>   |
| June 24, 2022    | <b>PURCHASING</b>                 | Last day Purchasing will accept an approved purchase request for orders over \$50,000 using FY22 funds  |
| July 8, 2022     | <b>DTS</b>                        | All Sept - June Non-PO vouchers and Expense Reports must be electronically routed to DTS (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)      |
| July 15, 2022    | <b>DTS</b>                        | All July 1 - July 15 Non-PO vouchers and Expense Reports must be electronically routed to DTS (reimbursements, travel advances, participant advances, athletic advances, student travel expenses) |
| July 15, 2022    | <b>CREDIT CARD ADMINISTRATION</b> | Recommended last day to charge to FY22. Departmental approval due by 5PM for July 3 statement   |
| July 18, 2022    | <b>BUDGET</b>                     | FY23 DBT Opens  |
| July 11-18, 2022 | <b>BUDGET</b>                     | No processing of position funding changes   |
| July 29, 2022    | <b>PURCHASING</b>                 | Last day to submit FY21-22 requisitions with value between \$15,000 - \$49,999  |
| August 1, 2022   | <b>PEOPLE EXCELLENCE</b>          | Hire/Rehire forms due to People Excellence for September 1 start date   |
| August 4, 2022   | <b>CREDIT CARD ADMINISTRATION</b> | Transactions for August 3 statement ready for reconciliation  |

| <b>DUE DATE</b> | <b>DEPARTMENT</b>                 | <b>DESCRIPTION</b>  |
|-----------------|-----------------------------------|---|
| August 5, 2022  | <b>DTS</b>                        | All July 16 - July 31 Non-PO vouchers and Expense Reports must be electronically routed to DTS (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)    |
| August 12, 2022 | <b>PAYROLL</b>                    | Last date for Off-Cycle Check Requests accepted by the Payroll Office. Reminder - allow 5 days for processing. There will be no Off-Cycle Check printing August 26 - 31.                              |
| August 12, 2022 | <b>PURCHASING</b>                 | Last day to submit POC (Purchase Order Change) request  |
| August 12, 2022 | <b>PURCHASING</b>                 | Last day to Request FY22 Purchase Order Closures  |
| August 14, 2022 | <b>ACCOUNTING</b>                 | July 2022 activity cost transfers are due to Controller.VPRAssist@utsa.edu by 5PM   |
| August 15, 2022 | <b>PAYROLL</b>                    | Last salaried employee weekly timesheet due date for the August 8th through the 14th work week to meet the August monthly payroll processing deadline   |
| August 15, 2022 | <b>BUDGET</b>                     | Pay period ending Aug 15th ALL DBTs for employees paid SEMI-MONTHLY   |
| August 16, 2022 | <b>DTS</b>                        | All August 1 - August 15 Non-PO vouchers and Expense Reports must be electronically routed to DTS (reimbursements, travel advances, participant advances, athletic advances, student travel expenses) |
| August 16, 2022 | <b>CREDIT CARD ADMINISTRATION</b> | Departmental approval due by 5PM for August 3 statement   |
| August 16, 2022 | <b>PAYROLL</b>                    | Hourly employee weekly timesheet for the August 1 - 15 pay period due to their supervisor   |
| August 17, 2022 | <b>PAYROLL</b>                    | Hourly timesheet supervisor approval by 3PM - Late entries will be processed in September   |
| August 17, 2022 | <b>BUDGET</b>                     | Pay period ending Aug 31st ALL DBTs for employees paid monthly and any retroactive funding  |
| August 18, 2022 | <b>PURCHASING</b>                 | Last day POs will encumber FY22 funds \$14,999 and under. PO must be fully approved by this date.   |
| August 19, 2022 | <b>PURCHASING</b>                 | Access to Rowdy Exchange removed until Sept 1st   |
| August 19, 2022 | <b>ACCOUNTING</b>                 | Corrections through July due to Accounting Services by 5PM  |

| <b>DUE DATE</b>   | <b>DEPARTMENT</b>         | <b>DESCRIPTION</b>   |
|-------------------|---------------------------|--|
| August 19, 2022   | <b>PAYROLL</b>            | Deadline to approve salaried employees' timesheet, including Overtime Comp Time Payout (OCP) hours   |
| August 19, 2022   | <b>PAYROLL</b>            | Additional Pay eForm deadline (must be fully approved, without errors and received by 4PM) to process for payment using FY22 funds   |
| August 22, 2022   | <b>DTS</b>                | All August 16 - August 19 Non-PO vouchers and Expense Reports must be electronically routed to DTS (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)           |
| August 22, 2022   | <b>DTS</b>                | All Non-PO vouchers and Expense Reports \$10,000 or less to be in expensed in FY22 must be electronically routed to DTS  |
| August 23, 2022   | <b>BUDGET</b>             | Pay period ending Aug 31st ALL DBTs for employees paid SEMI-MONTHLY  |
| August 24, 2022   | <b>DTS</b>                | All remaining expense reports after August 20 must be submitted and routed to DTS if expensed out in FY22 (reimbursements, travel advances, participant advances, athletic advances)                             |
| August 29, 2022   | <b>DTS</b>                | Last FY22 DTS check run at NOON  |
| August 31, 2022   | <b>FINANCIAL SERVICES</b> | All FY22 departmental revenue must be delivered to Fiscal Services no later than 4PM in order to be recorded in the correct fiscal year.   |
| August 31, 2022   | <b>FINANCIAL SERVICES</b> | All receiving reports must be completed for ANY capital and controlled items   |
| August 31, 2022   | <b>FINANCIAL SERVICES</b> | Petty cash reimbursements using FY22 funds must be submitted to FS by 3PM  |
| August 31, 2022   | <b>FINANCIAL SERVICES</b> | Email inventory.department@utsa.edu to have items tagged if you complete a desktop receiving report after close of business  |
| August 31, 2022   | <b>PEOPLE EXCELLENCE</b>  | Vacation time over the maximum allowable carryover amount must be taken by August 31   |
| September 1, 2022 | <b>DTS</b>                | FY23 open for processing   |
| September 1, 2022 | <b>PAYROLL</b>            | Hourly employee weekly timesheet due date for the August 16th - August 22nd; August 26th - August 29th; and August 30th – August 31st work week to their supervisor by 10AM. Supervisor approver deadline is 3PM |
| September 2, 2022 | <b>PURCHASING</b>         | Requisition creation using FY23 funds enabled  |

| <b>DUE DATE</b>                          | <b>DEPARTMENT</b>                 | <b>DESCRIPTION</b>  |
|--|-----------------------------------|---|
| September 2, 2022                        | <b>ACCOUNTING</b>                 | IDT for services rendered for FY22 must be received in Accounting Services by NOON  |
| September 2, 2022                        | <b>ACCOUNTING</b>                 | Inventory reconciliation due to Accounting Services by NOON   |
| September 2, 2022                        | <b>PAYROLL</b>                    | Cell phone allowances: Eligible employee list due to payroll@utsa.edu   |
| September 4, 2022                        | <b>ACCOUNTING</b>                 | Tentative: Preliminary monthly department financial reviews ready (will be announced)   |
| September 5, 2022                        | <b>CREDIT CARD ADMINISTRATION</b> | Transactions for September 3 statement ready for reconciliation   |
| September 8, 2022                        | <b>ACCOUNTING</b>                 | Corrections for August due to Accounting Services by 3PM  |
| September 8, 2022                        | <b>ACCOUNTING</b>                 | August 2022 activity cost transfers are due to controller.VPRAssist@utsa.edu by NOON  |
| September 8, 2022                        | <b>CREDIT CARD ADMINISTRATION</b> | One Card reconciliations completed and approved by 10AM on September 8 will be processed for immediate payment. Payment vouchers over \$10,000 will be charged to FY22. All others will be charged to FY23. |
|  |                                   |   |
| <b>**CREDIT CARD ADMINISTRATION NOTE</b> |                                   | UTSA has no control over the vendor or the bank credit card processing and posting dates. Please follow the recommended last day to charge if you want to pay from  |
| <b>**ACCOUNTING NOTE</b>                 |                                   | Once deadline has passed, any prior year corrections involving cost centers will be required to be handled as a budget transfer.  |
| <b>**PURCHASING NOTE</b>                 |                                   | Purchasing will not process any requisition received after the deadlines stated above. Orders received after these  |
| <b>**PAYROLL NOTE</b>                    |                                   | Late entries will be processed following fiscal year - September.   |