

## Upcoming Fiscal Year Deadlines

The following deadlines have been established for FY 24-25.

We appreciate your efforts to ensure that the University's financial position is accurately stated as of 8/31/25.

### Overview

- Tuesday, Aug 19 is the deadline to process and approve AP Purchase Order Vouchers to be included in the check run dated Friday, Aug 29.
- Wednesday, Aug 20 is the deadline to submit eForms for the Sep 2 monthly payroll.
- Friday, Aug 22 is the deadline to process and approve AP non-PO Vouchers to be included in the final AP check run dated Friday, Aug 29. If you have an emergency payment situation after Aug 29, please call ext. 22194.
- Friday, Aug 29 is the deadline to submit eForms for the Sep 8 semi-monthly payroll.
- Wednesday, Sep 3, **10:00 am**, is the deadline to submit payroll vouchers for the Sep 8 semi-monthly payroll.
- August will be closed on Tuesday, Sep 9. FY 24-25 will be closed on Tuesday, Sep 30.

### Contacts

If you have any questions regarding the deadlines, please feel free to contact:

Document/Voucher	Contact Department	Contact Phone No.
Accounting Corrections (includes Easy Correct from SAHARA)	Accounting Services	22417
Budget Transfers	Budgets (Budget Resource)	Resource direct #
Cash Receipts	Accounting Services	20208
Change Position Funding - eForms	Budgets (Budget Resource)	Resource direct #
Expense Reports	Disbursements	22194
Hourly Payroll	Payroll Services	25426
HR eForms	Human Resources	25554
Interdepartmental Transfers	Accounting Services	22318
Payment Vouchers	Disbursements	22194
Payroll Corrections	Payroll Services	25426
Petty Cash	Accounting Services	29781
Pro-Card Statements	Payment Card Services	22194
Requisition/Purchase Order	Procurement	22194
Travel Authorizations	Disbursements	22194

## FY 23-24 Deadlines

Date	Deadline	Document/Voucher Type
Fri, Jul 18	Last day to submit Requisitions totaling >\$15,000 for FY 24-25	Requisition/Purchase Order
Fri, Jul 25	Deadline to clear deficit cost center balances for FY25	Deficit balances
Tue, Aug 5	ProCard transactions from 8/4/25 – 9/3/2025 begin loading in Concur for reconciliation. <i>Transactions should be reconciled daily as they load to Concur to meet the deadline on Sep 11.</i>	ProCard
Fri, Aug 15	Last day to submit Requisitions totaling <\$15,000 and Mav eShop orders for FY 24-25	Requisition/Purchase Order/ Mav eShop
Tue, Aug 19	Last day to process and submit Purchase Order vouchers to be included in the AP check run dated Fri Aug 29	PO Payment Vouchers
Tue, Aug 19	Last day to create Travel Requests. All TR's must have a valid budget and be in "Approved" status by 5 pm to be included in FY 24-25 budget.  TR's not in "Approved" status by 5 pm will be recorded to FY 25-26 budget.	Travel Requests (TR)
Tue, Aug 19	Last day for fully approved Expense Reports to be included in the final check run dated Fri Aug 29 and included in FY 24-25 budget.  ER's not in "Approved" status by 5 pm will be recorded to FY 25-26 budget.	Expense Reports (ER)
Wed, Aug 20	eForms must be fully approved for position funding changes to be included on Aug 31st payroll, check date Sep 2	Change Position Funding
Wed, Aug 20	eForms must be fully approved to be included in Sep 2 monthly check date. Forms must be received by HR by 5 pm.	eForms for Monthly Payroll
Thu, Aug 21	Payroll Vouchers due to Payroll Services by 10 am for Sep 2 check date.	Payroll Vouchers for Monthly Payroll
Fri, Aug 22	Last day to process and submit non-PO vouchers to be included in final AP check run dated Fri Aug 29 and included in FY 24-25 budget.  Non-PO vouchers not in "Approved" status by 5 pm will be recorded to FY 25-26 budget.	Non-Purchase Order Vouchers
Fri, Aug 22	Deadline to submit Budget Transfers for FY25	Budget Transfers
Fri, Aug 29	Final AP Check run FY 24-25	Final AP Check run
Fri, Aug 29	eForms must be full approved to be included in Sep 8 semi-monthly check date. Forms must be received by HR by 5 pm.	eForms for Semi-monthly Payroll
Fri, Aug 29	Documents and approvals due by 5 pm	Cash Receipts Petty Cash
Fri, Aug 29	Estimated ending balances for FY25 posted to cost centers in FY26 (if applicable)	Carry Forwards
Tue, Sep 2	FY2026 budget available in UT Share	FY2026 Budget
Wed, Sep 3	Payroll vouchers due to Payroll Services by 10 am for the Aug 31 semi-monthly, check date Sep 8	Hourly Payroll

<b>Date</b>	<b>Deadline</b>	<b>Document/Voucher Type</b>
Thu, Sep 4	Last day to submit correction requests to be included in FY 24-25. Request and supporting documentation due to Accounting Services by 5 pm.	Accounting Corrections (Includes Easy Correct from SAHARA)
Fri, Sep 5	Last day to process and submit vouchers and journals with FY 24-25 service dates to be included in FY 24-25. Supporting documentation due by 5 pm.	Interdepartmental Transfers Payment Vouchers Expense Reports
Fri, Sep 5	eForms for prior year funding changes must be fully approved by 5pm to be included in FY 24-25.	Change Position Funding
Mon, Sep 8	Final ProCard transactions are loaded and statements are available for submission for approval in Concur.	ProCard
Tue, Sep 9	Close August	Month-end Close
Thu, Sep 11	Last day to reconcile ProCard transactions from 8/4/25 – 9/3/25. Due by 5pm	ProCard
Mon, Sep 15	All budget errors on ProCard vouchers must be addressed and cleared.	ProCard
Fri, Sep 26	Revised estimated ending balances for FY25 posted to cost centers in FY26 after Aug close (if applicable)	Carry Forwards
Tue, Sep 30	Close FY 24-25 (Period 998)	Year-end Close
Fri, Oct 17	Final ending balances for FY25 posted to cost centers in FY26 after period 998 close (if applicable)	Carry Forwards