FY 24 Deadlines

Document/Voucher	Contact Department	Contact Phone No.
Accounting Corrections (includes Easy Correct from SAHARA)	Accounting Services	22138
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	27133
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

Date	Deadline	Document/Voucher Type
Fri, Jul 19	Last day to submit Requisitions totaling >$15,000 for FY 23-24	Requisition/Purchase Order
Wed, Aug 7	Cost Center deficit balances must be cleared	Deficit Balances
Fri, Aug 16	Last day to submit Requisitions totaling <$15,000 and Mav eShop orders for FY 23-24	Requisition/PurchaseOrder/ Mav eShop
Mon, Aug 19	ProCard transactions from 8/4/24 – 8/16/24 loaded for reconciliation	ProCard
Tue, Aug 20	Last day to process and submit Purchase Order vouchers to be included in the AP check run dated Fri Aug 30	PO Payment Vouchers
Tue, Aug 20	Last day to create Travel Authorizations in UTShare. All TA's must have a valid budget and be in "Approved" status by 5 pm to be included in FY 23-24 budget. TA's not in "Approved" status by 5 pm will be recorded to FY 24-25 budget.	Travel Authorizations (TA)
Tue, Aug 20	Last day for fully approved Expense Reports to be included in the final check run dated Fri Aug 30 and included in FY23-24 budget.	Expense Reports (ER)

FINANCIAL DEADLINES

	ER's not in "Approved" status by 5 pm will be recorded to FY 24-25 budget.	
Wed, Aug 21	Last day to submit fully approved position funding changes (eForms) to be included in Aug 31 payroll	Change Position Funding
Wed, Aug 21	eForms submitted to be included in Sep 3 monthly check date. Forms must be received by HR by 5 pm.	eForms for Monthly Payroll
Thu, Aug 22	Payroll Vouchers due to Payroll Services by 10 am for Sep 3 monthly payroll.	Payroll Vouchers for Monthly Payroll
Fri, Aug 23	Last day to process and submit non-PO vouchers to be included in final AP check run dated Fri Aug 30 and included in FY23-24 budget. Non-PO vouchers not in "Approved" status by 5 pm will be recorded to FY 24-25 budget.	Non-Purchase Order Vouchers
Tue, Aug 27	Last day to submit fully approved Budget Transfers	Budget Transfers
Fri, Aug 30	Final Check run FY23-24	Final AP Check run
Fri, Aug 30	Last day to submit eForms to be included in Sep 9 semi-monthly check date. Forms must be received by HR by 5 pm	eForms for Semi-monthly Payroll
Fri, Aug 30	Documents and approvals due by 5 pm	Cash Receipts Petty Cash
Fri, Aug 30	Last day to reconcile ProCard transactions from 8/4/24 – 8/16/24. Due by 5pm	ProCard
Fri, Aug 30	Carry Forward Estimated ending balances as of 8/31 entries posted to FY24-25 in UT Share to each cost center (initial posting)	Carry Forwards
Tue, Sep 3	FY2025 budget available in UT Share	FY2025 Budget
Wed, Sep 4	Payroll vouchers due to Payroll Services by 10 am for the Aug 31 semi-monthly, check date Sep 9	Hourly Payroll
Wed, Sep 4	Last day to submit correction requests to be included in FY 23-24. Request and supporting documentation due to Accounting Services by 5 pm.	Accounting Corrections (includes Easy Correct from SAHARA)
Thu, Sep 5	Last day to process and submit vouchers and journals with FY 23-24 service dates to be included in FY 23-24. Supporting documentation due by 5 pm	Interdepartmental Transfers Payment Vouchers Expense Reports
Thu, Sep 5	ProCard transactions from 8/17/24 – 9/3/24 loaded for reconciliation	ProCard

FINANCIAL DEADLINES

Fri, Sep 6	Last day to submit eForms for prior year funding changes to be included in FY23-24.	Change Position Funding
Mon, Sep 9	Close August	Month-end Close
Wed, Sep 11	Last day to reconcile ProCard transactions from 8/17/24 – 9/3/24. Due by 5pm	ProCard
Fri, Sep 27	Carry Forward Revised Estimated ending balances posted to FY24-25 for each cost center in UT Share (revised posting after Aug close)	Carry Forwards
Mon, Sep 30	Close FY 23-24 (Period 998)	Year-end Close
Fri, Oct 18	Carry Forward Revised Final ending balances posted to FY 24-25 for each cost center in UT Share (final posting after year-end closed) *See Carry Forward communication for additional information.*	Carry Forwards