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FY 24 Business Transaction Deadlines

DUE DATE	DEPARTMENT	DESCRIPTION
8/14/24	ACCOUNTING	July activity cost transfers are due to Controller.VPRAssist@utsa.edu by **5PM**
8/16/24	ACCOUNTING	Corrections through July due to Accounting Services by **5PM**
9/5/24	ACCOUNTING	IDT for services rendered must be received in Accounting Services by **NOON**
9/6/24	ACCOUNTING	Tentative: Preliminary monthly department financial reviews email annoucement
9/6/24	ACCOUNTING	Preliminary reconcilations tenatively ready
9/11/24	ACCOUNTING	Corrections for August due to Accounting Services by **3PM**
9/11/24	ACCOUNTING	August activity cost transfers are due to controller.VPRAssist@utsa.edu by **NOON**
7/8/24	BUDGET	Position funding changes will not be processed July 8 thru July 14
7/10/24	BUDGET	Deadline for work study retroactive funding changes
7/15/24	BUDGET	FY25 DBT Opens
8/9/24	BUDGET	All SEMI-MONTHLY and MONTHLY payrolls August 15 and August 31 must be approved
8/21/24	BUDGET	Deadline for all other retroactive funding changes
7/19/24	CREDIT CARD ADMINISTRATION	July 3 statement departmental approval due by **5PM**
7/26/24	CREDIT CARD ADMINISTRATION	Recommended last day to charge for FY24 NOTE: Please follow the recommended last day to charge if you want to expense from FY24 funds. UTSA has no control over the vendor's or the bank's credit card processing and posting dates
8/5/24	CREDIT CARD ADMINISTRATION	Aug 3 statement ready for reconciliation
8/16/24	CREDIT CARD ADMINISTRATION	Aug 3 statement departmental approval due by **5PM**

DUE DATE	DEPARTMENT	DESCRIPTION
9/6/24	**CREDIT CARD ADMINISTRATION**	Sept 3 statement ready for reconciliation
9/6/24	**CREDIT CARD ADMINISTRATION**	One Card reconciliations completed and approved by 10 am will be processed for immediate payment. Payment vouchers over $10,000 will be charged to FY24. All others will be charged to FY25.
7/8/24	DTS	Departments must route electronically all Non-PO vouchers and Expense Reports to DTS from Sept – June (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)
7/22/24	DTS	Departments must route electronically all Non-PO vouchers and Expense Reports to DTS from July 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel advances)
8/5/24	DTS	Departments must route electronically all Non-PO vouchers and Expense Reports to DTS from July 16-31 (reimbursements, travel advances, participants advances, athletic advances, student travel expenses)
8/19/24	DTS	Departments must route electronically all Non-PO vouchers and Expense Reports to DTS from August 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)
8/23/24	DTS	Departments must route electronically all Non-PO vouchers and Expense Reports to DTS for any expenses incurred from August 16-22 and last day to submit Wire Transfer Requests
8/23/24	DTS	Departments must route electronically all Non-PO vouchers and Expense Reports to DTS if expensed out in FY24 for $10,000 or less
8/26/24	DTS	All remaining Expense Reports after August 21 must be submitted and routed to DTS if expensed out in FY24 (reimbursements, travel advances, participants advances, athletic advances)
8/28/24	DTS	Last FY24 check run at NOON
9/2/24	DTS	FY25 open for processing
8/30/24	FINANCIAL SERVICES	All departmental revenue must be delivered to Fiscal Services in order to be recorded in the correct fiscal year by **4PM**

DUE DATE	DEPARTMENT	DESCRIPTION
8/30/24	FINANCIAL SERVICES	All receiving reports must be completed for any capital and controlled items
8/30/24	FINANCIAL SERVICES	Petty cash reimbursements using FY24 funds must be submitted to Fiscal Services by **3PM**
8/30/24	FINANCIAL SERVICES	Email inventory.department@utsa.edu to have items tagged if you complete a desktop receiving report after close of business
9/5/24	INVENTORY	Inventory reconciliation due to Accounting Services by **NOON**
8/12/24	PAYROLL	Last date for Off-Cycle Check Requests accepted by the Payroll Office. NOTE: Allow 5 days for processing. There will be no Off-Cycle Check printing Aug 28 - 31.
8/12/24	PAYROLL	Last salaried employee weekly timesheet due date for the Aug 5 - 11 work week to meet the August monthly payroll processing deadline
8/16/24	PAYROLL	Hourly employee weekly timesheet for the Aug 1 - 15 pay period due to their supervisor
8/19/24	PAYROLL	Hourly timesheet for the Aug 1 - 15 pay period supervisor approval by **3PM** NOTE: Late entries will be processed in September
8/19/24	PAYROLL	Deadline to approve salaried employees' timesheet, including Overtime Comp Time Payout (OCP) hours
8/9/24	PAYROLL	Additional Pay eForm deadline NOTE: In order to process payment for FY24 funds, the eform must be fully approved, without errors and received by **4PM**
9/1/24	PAYROLL	Cell phone allowances: Eligible employee list due to payroll@utsa.edu
9/3/24	PAYROLL	Hourly employee weekly timesheet due date for the Aug 16 - 31 work week to their supervisor by **10AM** Supervisor approver deadline is **3PM**
8/1/24	PEOPLE EXCELLENCE	Hire/Rehire forms due to People Excellence for Sept 1 start date
8/31/24	PEOPLE EXCELLENCE	Vacation time over the maximum allowable carryover amount must be taken by
6/3/24	PURCHASING	Next Year (FY25) Flag in Rowdy Exchange
6/21/24	PURCHASING	Last day Purchasing will accept an approved purchase request for orders over $50,000 using FY24 funds
7/26/24	PURCHASING	Last day to submit FY24 requisitions with value between $15,000 - $49,999

DUE DATE	DEPARTMENT	DESCRIPTION
8/9/24	**PURCHASING**	Last day to submit POC (Purchase Order Change) request
8/9/24	**PURCHASING**	Last day to Request FY24 Purchase Order Closures
8/16/24	**PURCHASING**	Last day POs will encumber FY24 funds $14,999 and under. PO must be fully approved by this date.
8/16/24	**PURCHASING**	Access to Rowdy Exchange removed until Sept 1
ACCOUNTING NOTE		Once deadline has passed, any prior year corrections involving cost centers will be required to be handled as a budget transfer.
PURCHASING NOTE		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 1 All workflow approvals (budget, commodity, and foreign vendor) must be completed by COB of deadline date

**ACCOUNTING NOTE		Once deadline has passed, any prior year corrections involving cost centers will be required to be handled as a budget transfer.

CREDIT CARD ADMINISTRATION NOTE		UTSA has no control over the vendor or the bank credit card processing and posting dates. Please follow the recommended last day to charge
PAYROLL NOTE		Late entries will be processed following fiscal year - September.

PURCHASING NOTE		Purchasing will not process any requisition received after the deadlines stated above. Orders received after these deadlines will be returne