

**OFFICE OF BUDGET AND FINANCE
SCHEDULE OF YEAR-END ACTIVITIES
FOR YEAR ENDED JUNE 30, 2021**

<u>DATE</u>	<u>ACTIVITY</u>
May 3	-Deadline for requisitions and supporting documentation to be submitted to Purchasing for purchase orders to encumber funds by fiscal year-end
May 14	-FY 2022 will be opened for purchasing transactions (FM Period)
June 15	-Deadline for June monthly payroll forms -Deadline for salary transfer vouchers -Deadline for payroll checks to be cancelled to be returned to Payroll -Deadline for all undelivered checks (over 21 days old) to be returned to the Office of Finance -Deadline for moving allowances to be paid & posted in this fiscal year -25 th bi-weekly payroll paid
June 20	-26 th bi-weekly payroll period ends -Last day to make procurement card purchases for FY21
June 21	-FY 2022 will be opened for purchasing and financial transactions for invoices dated 7/1 & later only
June 22	-Deadline for final FY 2021 bi-weekly payroll forms
June 25	-Deadline to distribute, reconcile, mark complete and approve May 2021 procurement card charges
June 28	-Deadline for departments to enter ECR's and STV's
June 30	-Deadline for Accounts Receivable Write-off requests (T-35's) to be received by Budget and Finance
July 6	-Deadline for all disbursement vouchers, T27s and transfer vouchers to be included in FY 2021 to be received in Office of Finance -Deadline for receipt of fully approved FY21CONCUR travel transactions into the Workflow Inbox of UTSA Travel Office -Deadline for cash receipts to be parked by departments and received in Bursar's Office
July 12	-Deadline to distribute, reconcile, mark complete and approve June 2021 procurement card charges -Deadline for petty cash reconciliation reports -Final processing of invoices, travel and transfer vouchers for FY 2021
July 13	-Parked FY 2021 ZD documents deleted (also KN, KG, RN, ZU and ZZ parked documents) -Close June accounting period (period 12)
July 16	-Final Payroll accrual for biweekly -Period 12 Accounts Receivable Reconciliations and A/R Aging must be received by Budget & Finance by noon -Period 12 Reconciliations for other Asset and Liability funds (including deposit funds and Revolving Accounts) must be received by Budget & Finance by noon -Accruals or adjusting entries must be received by Budget & Finance by noon
July 21	-Period 12 Ledgers may be printed
August 16	-Final close for FY 2021