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and Administration  
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**MEMORANDUM**

**TO:** Campus Fiscal Officers

**FROM:** James Price

DocuSigned by:  
*James Price*  
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**DATE:** April 20, 2022

**SUBJECT:** Year-end Closing Procedures and Schedule

Enclosed is the schedule for processing year-end documents for June 30, 2022. The schedule is provided for your information and guidance as you schedule the year-end activities in your areas of responsibility. A pull-off reminder schedule is included as the last page of this document. Please note dates for information needed by the Budget and Finance Office are also enclosed on the reminder schedule. Specific requests will be sent at a later date, but we wanted to alert you to due dates at an earlier time. Please remember our objective is to record revenues, disbursements and encumbrances in the proper fiscal year.

**PAYROLL OFFICE**

All salary or additional/overtime pay to be charged to FY 2022 must be paid through the normal payroll cycles prior to July 1, 2022. Personnel Information Forms (PIF) and pay adjustment forms to be reflected on the June monthly payroll must be received in the Campus HR/Payroll Office by Wednesday, June 15. PIF's for the biweekly pay period ending June 19 are due on Wednesday, June 15.

To be included in the current fiscal year, all payroll checks to be cancelled and all salary transfer vouchers to be posted must be received in the University Payroll Office by noon Wednesday, June 15. Longevity paid in June includes both June and July longevity. The Controller's Office will record wages and benefits in period 12 for the following: June earnings of the biweekly payroll paid on July 12<sup>th</sup> and amounts owed to 9-month employees paid over 12 months.

**EFFORT CERTIFICATION**

A final FY 2022 payroll will be run on Friday, July 1, 2022 to process June ECR's and salary transfers.

**CASH RECEIPTS**

Funds must be recorded in the fiscal year they are received. Funds received in University offices prior to

the close of business on June 30 must be deposited on separate bank deposit slips and forwarded with a separate Report of Collections (ZK document) dated June 30, 2022 to be received in the Campus Cashier's Office (Bursar) no later than Wednesday, July 6, 2022 by 9:00 a.m., preferably earlier. Funds received in the University offices beginning July 1 and later will be deposited to fiscal year 2023. It is critical that separate bank deposit slips and Report of Collections (ZK document) be processed for funds received on or after July 1, 2022.

### ACCOUNTS PAYABLE OFFICE

**Invoices Entered by Departments:** All items that are to be charged to fiscal year 2022 must be entered and approved by midnight on July 12, 2022. The "Posting Date" field on the "Enter Vendor Invoice" screen **must be changed to 06/30/2022** for items entered into IRIS after June 30, 2022 that are to be charged to fiscal year 2022 (see screen below). Items entered into IRIS on or after July 1, 2022 will be charged to the new fiscal year if this posting date is not changed to 06/30/2022.

The screenshot shows the 'Enter Vendor Invoice' screen in IRIS. The 'Posting Date' field is highlighted in yellow and contains the date '06/30/2022'. An arrow points from the text above to this field. The screen shows various fields for Vendor, Invoice date, Invoice Nbr, Assignment, Document Type, Amount, and Co Code. Below the form is a table with 0 items.

0 Items ( Screen Variant : UT Parked Invoices 0100 )																																													
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During the fiscal year transition, a department may occasionally encounter date restrictions for invoicing against purchase order commitments. The general rule is that a commitment and the liquidation of that commitment must be in the same fiscal year, so that an FY 2023 invoice cannot be entered against an FY 2022 purchase order (PO) until the PO has been carried forward into FY 2023. The department can either change the *Posting Date* of the invoice to 06/30/2022 (to post to FY 2022) or hold the invoice until the commitment has been carried forward. Conversely, an FY 2022 invoice cannot be entered against an FY 2023 PO. You would need to change the *Posting Date* on the invoice so that it will post to FY 2023 as well.

**Items Entered by the UTSA Accounts Payable and Travel Offices:** All travel related invoices, invoices in foreign currencies and other disbursement items normally sent to Accounts Payable for processing must be received in the UTSA Accounts Payable Office by the close of the third working day

in July, which is Wednesday, July 6. The final processing of these documents will be the seventh working day of July, or Tuesday, July 12.

**Items Routed to and approved by Campus Business Offices/UTSA Accounts Payable and Travel Offices:** All items reviewed and approved by Campus Business Offices and/or the UTSA Accounts Payable and Travel Offices (CONCUR travel transactions, 95xxxxxxx contract invoices, miscellaneous reimbursements, T-27 without contract, etc.) must be in their IRIS inboxes by the close of the third working day in July, which is Wednesday, July 6. The final processing of these documents will be the seventh working day of July, or Tuesday, July 12.

**Procurement Cards:** The June cutoff date for purchases made by departmental procurement cards will be **June 24, 2022**. **Purchases made near to or on June 25 are not guaranteed to be posted to June.** The final date to distribute charges through the procurement card system for the June purchases will be July 12, 2022. The procurement card default account will be charged for all purchases if you are unable to access the procurement card system and distribute and approve the charges by that date. Procurement card purchases made after the billing cycle ends will be charged to the new fiscal year.

**Petty Cash:** Petty cash funds should be reconciled frequently to ensure that the cash on hand and expenditure receipts equal the amount of the petty cash fund. In addition, the fund must be reconciled at the end of each fiscal year (June 30). Departments will receive a letter, reconciliation forms, and instructions at each year-end. The forms need to be completed with attached copies of vouchers in transit, bank account statement, and any other information pertaining to the reconciliation. To avoid suspension or fund closure, please submit these forms to the University Accounts Payable Office by July 12, 2022. Petty cash funds are subject to audit by university and state auditors.

**Travel:** Any travel ending July 1, 2022 or later will be charged to FY 2023.

### **UNDELIVERED CHECKS**

Undelivered checks that will be more than twenty-one (21) days old at June 30 should be returned to the Office of Finance with the returned envelope. These checks should reach the office indicated below no later than Wednesday, June 15, 2022, by noon.

Payroll Checks: Must be returned to the Payroll Office, UT Tower #912, 505 Summer Place.

Voucher Checks: Must be returned to the Accounts Payable Office, UT Tower #1015C, 505 Summer Place.

Miscellaneous Checks: All financial aid checks and other miscellaneous checks must be returned to the Accounts Payable Office, UT Tower #1015C, 505 Summer Place.

### **CONTROLLER'S OFFICE**

The schedule established for the various stages of the year-end closing process by the Controller's Office is as follows:

1. Departments may run an "interim" ledger (**zdept\_ledger**) at the close of business on Friday, July 1.

The interim ledger will include:

- a. Invoices which have been entered through Thursday, June 30.
- b. Interfaces which have been processed through Thursday, June 30.
- c. Regular internal transfer documents (ZDs) which have been processed through Thursday, June 30.
- d. SA documents which have been processed through Thursday, June 30.
- e. Salary transfer vouchers received by Wednesday, June 15 will be included in this report.
- f. Payroll vouchers including the biweekly payroll for the pay period ending June 19 will be paid on June 28.
- g. Cash receipts (ZK documents) to the extent they have been accepted for posting. This should include all ZKs except for June 30.
- h. Interim F&A and settlement postings as of June monthly payroll posting.

The “interim” ledgers should be reviewed so that any necessary corrections and/or adjustments can be processed in time to be reflected in accounting period twelve.

2. FY 2022, period 13 and period 01 of FY 2023, will be opened June 19 for purchasing and financial transactions. New fiscal year items in hand should not be processed in IRIS until this date.
3. **Any FY 2022 parked internal transfers (ZD documents) still on hand on July 13 will be deleted.**
4. The accounting close for the month of June (period 12) is scheduled for the fourteenth working day of July, or Thursday, July 21.

Departments may print final June 30, period 12 monthly ledgers and reports when notified by the Controller’s Office. These ledgers will include all regular June (period twelve) transactions for the fiscal year that were generated by invoices, payroll vouchers, salary transfer vouchers, cash receipt vouchers and all purchasing activity. Regular transfer vouchers and journal vouchers will be included to the extent they are processed through the Office of Finance by Tuesday, July 12.

## **PROCUREMENT**

Due to historical and expected volume this year-end, departments are encouraged to submit all procurement requests (NCJ’s - both contract and requisition, requisitions and all supporting documentation) as soon as possible. Beginning on May 3<sup>rd</sup>, all requests will be processed in the order received and rush or expedite requests will need to be supported with justification and subject to Purchasing approval.

During the first two weeks of June, all departments must review their purchase requisitions and purchase orders that have an outstanding balance in FY 2022, with special attention to those originally dated prior to 07/01/2022. The Commitments Line Items report FMRP\_RFFMEP1OX can be run with the selection variant /OUTST.PO.REQ and a Fund or Funds Center selection. This report lists all active purchase requisitions and orders (not all will have a balance), with opportunity to drill down to the original documents. After the department identifies obsolete requisitions and orders (those for goods or services they do not intend to receive or have already received), they must contact their campus purchasing office to close (**not** delete) the documents and notify the vendors. All commitments not closed by departmental

action in FY 2022 will be carried forward to FY 2023. **There is not automatic “clean-up” of commitments at year-end.**

Requisitions entered prior to June 30 for the purchase of goods or services to be delivered after June 30 must show delivery dates on or after July 1. Delivery date can be changed via transaction ME52N if needed. Requisitions initially encumber current fiscal year funds but are carried forward to the new fiscal year on July 1.

New purchase orders entered prior to or on June 30 for goods or services to be delivered after June 30 must be entered with **document** dates on or after July 1, so they will encumber next fiscal year's funds. Document date cannot be changed subsequently. All PO's are carried forward to the new fiscal year right after the deadline for entering old fiscal year invoices.

Encumbrances for departmental funds reservations are carried forward on the same day as PO's. Since the new CONCUR travel system, business trips are no longer encumbered.

### **CLOSING REMARKS**

In view of the volume and diversity of transactions which must be processed and recorded during the closing process, it is essential that all Business Offices cooperate fully in the timely submission of closing information. In particular, requests for disbursement vouchers must be scheduled for frequent submissions in June in order to reduce the volume of transactions on the final submission date.

Please distribute this memorandum to all business personnel in your area who are involved in the year-end closing process in order that they may be aware of the target dates which have been established for the various stages of the closing process. Thank you for your cooperation.

**OFFICE OF BUDGET AND FINANCE  
SCHEDULE OF YEAR-END ACTIVITIES  
FOR YEAR ENDED JUNE 30, 2022**

<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 2023 will be opened for purchasing transactions (FM Period)
June 14	-25 <sup>th</sup> bi-weekly payroll paid
June 15	-Deadline for final FY 2022 bi-weekly payroll forms -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
June 19	-26 <sup>th</sup> bi-weekly payroll period ends -FY 2023 will be opened for purchasing and financial transactions for invoices dated 7/1 & later only
June 24	-Last day to make procurement card purchases for FY22
June 25	-Deadline to distribute, reconcile, mark complete and approve May 2022 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 2022 to be received in the Office of Finance -Deadline for receipt of fully approved FY22CONCUR 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 2022 procurement card charges -Deadline for petty cash reconciliation reports -Final processing of invoices, travel and transfer vouchers for FY 2022
July 13	-Parked FY 2022 ZD documents deleted (also KN, KG, RN, ZU and ZZ parked documents) -Close June accounting period (period 12)
July 15	-Final Payroll accrual for biweekly -Period 12 Accounts Receivable Reconciliations and A/R Aging must be received by Budget & Finance by <b>noon</b> -Period 12 Reconciliations for other Asset and Liability funds (including deposit funds and Revolving Accounts) must be received by Budget & Finance by <b>noon</b> -Accruals or adjusting entries must be received by Budget & Finance by <b>noon</b>
July 21	-Period 12 Ledgers may be printed
August 16	-Final close for FY 2022