FY2023 Year-End Financial Reporting Deadlines
Finance and Fiscal Reporting

The financial actions and deadlines listed below have been established for year-end processing of transactions to be included in the Annual Financial Report. Adherence to these dates is essential in ensuring that financial information is properly recorded during the year end cut-off period and accurate reporting is produced.

Please review and reach out to our offices as noted below for further guidance.

Deadline	Description
Friday, July 28, 2023	• Last day to submit Physical Plant Work Orders to process against FY2023. General Services needs time to plan and complete the scheduled services by 8/31/23. • Last day to submit Asset Transfers, Removals, Returns and Surplus.
Tuesday, August 1, 2023	• Last day for requests to create and/or apply changes to Cost Centers/Projects for FY2023.
Tuesday, August 15, 2023	• All FY2023 Citibank expense reports must be approved in AP queue.
Tuesday, August 22, 2023	• Last day to submit FY2023 supplier invoices, and AP Forms (AP Memo, Stipend) to AP.
Friday, August 25, 2023	• Last day to submit FY2023 iTravel expense reimbursements to AP. All approved expense reports for FY2023 must be received by AP by end of day. Any expense reports received after today will be recorded in FY2024 using next year funds. • All monies received through August 25th should be receipted at the Bursar's office. Departments should submit DDR/deposit forms to the Bursar's Office no later than 2pm.
Tuesday, August 29, 2023	• Last day for departments to submit corrections (PAFs, cPAFs) to any previously recorded payroll related financial transactions for labor distribution.
Thursday, August 31, 2023	• Last day to apply key member (project manager, alternate approver, etc.) updates to cost centers/projects, unless key member is no longer with UTRGV. • Departments should verify current accounts receivable invoice balances, and report uncollectible invoices to our Accounts Receivable accountant. • Last day to submit requests for new Accounts Receivable customer setups. • Last day to generate General AR invoices for FY2023. • Last day for departments to submit corrections to any previously recorded financial transactions. • Last day for asset purchases & transaction approvals. • Last day for departments to submit Budget Revisions for FY2023. • All remaining Revenue received for FY2023 must be deposited at the Bursar's Office. We ask that departments not wait until the last day to submit deposits to the Bursar's Office. • Last day to submit account code corrections to Accounts Payable for FY2023.
Friday, September 1, 2023	• All labor distribution corrections previously submitted (PAFs, cPAFs) for payroll related financial transactions must be fully approved in the workflow.
Tuesday, September 5, 2023	• Last day for departments to submit Inter-departmental transfers (IDTs) to Accounting for processing.
Friday, September 29, 2023	• Last day for Cost Center/Project Managers to submit Annual Financial Certifications for the fiscal year period of September 1, 2022 through August 31, 2023. • Complete Account reconciliations for all cost centers/projects through August 31, 2023.

Staff from each respective office listed below is available to assist with questions regarding inquiries or corrections based on your review and validation of financial transactions for your department.

Accounting & Reporting	956-665-2704	accountingandreporting@utrgv.edu
Accounts Receivable	956-665-7956	accountsreceivable@utrgv.edu
Labor Distribution	956-882-8262	commitment_accounting@utrgv.edu
Accounts Payable	956-665-2700	accountspayable@utrgv.edu
Grants Accounting	956-665-2711	grantsaccounting@utrgv.edu
Planning and Analysis	956-665-2962	budgetrevisions@utrgv.edu
Purchasing Office	956-665-2161	purch@utrgv.edu
Financial Certification	956-665-2721	accountingandreporting@utrgv.edu

Thank you in advance for your cooperation.