

FY2025 Fiscal Year-End Financial Deadlines

Finance and Fiscal Reporting

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

Please review the deadlines below and reach out to the respective offices listed for further guidance.

Key Date	Description of Deadline
Monday, July 28, 2025	Asset Transfers: Last day to approve asset transfer requests to Surplus. Physical Plant Work Orders: Final deadline to submit work orders for processing against FY2025. General Services requires sufficient time to plan and complete scheduled services by August 29, 2025.
Friday, August 1, 2025	Cost Centers/Project Requests: Final deadline to request the creation or modification of Cost Centers/Projects for FY2025.
Friday, August 15, 2025	Citibank Expense Reports: Procurement deadline for Reconcilers to submit FY2025 expense reports for credit card transactions. Expense reports must be approved and in the AP queue by the end of the day. Labor Distribution Corrections: Last day for departments to submit corrections via CFS form (Change of Funding Source) for any previously recorded payroll-related financial transactions impacting labor distribution.
Wednesday, August 20, 2025	Supplier Invoices & AP Forms: Last day to submit FY2025 supplier invoices and AP Forms (AP Memo, Stipend, NON-PO, etc.) to Accounts Payable. Submissions must be received in the AP queue by the end of the day.
Friday, August 22, 2025	iTravel Expense Reimbursements: Last day to submit FY2025 iTravel expense reimbursements to AP. All approved FY2025 expense reports must be received in the AP queue by the end of day. Expense reports received after this date will be recorded in FY2026 using next year's funds. Revenue Deposits: All monies received through August 22nd must be receipted at the Bursar's office. DDR/deposit forms should be submitted no later than 2pm.
Friday, August 29, 2025	Accounts Receivable: Departments should verify current invoice balances and report any uncollectible invoices to the Accounts Receivable accountant. Accounts Receivable Setup: Last day to submit requests for new customer setups. General AR Invoices: Last day to generate General AR invoices for FY2025. Accounts Payable Corrections: Last day to submit account code and speedtype corrections to Accounts Payable for FY2025. Asset Purchases & Approvals: Last day for asset purchases and related transaction approvals. Revenue Deposits: All FY2025 revenue must be deposited at Bursar's Office. Departments are encouraged not to delay deposits until the final day. Labor distribution corrections: Previously submitted via CFS form (Change of Funding Source) for payroll-related financial transactions must be fully approved within the workflow.

Friday, August 29, 2025 (continued)	<p>Financial Transaction Corrections: Last day for departments to submit corrections to any previously recorded financial transactions.</p> <p>Key Member Updates: Last day to update key member roles (cost center/project manager, alternate approver, etc.), unless key member is no longer with UTRGV.</p> <p>Budget Revisions: Last day for departments to submit Budget Revisions for FY2025.</p> <p>Inter-departmental Transfers (IDTs): Final deadline for departments submitting IDTs to Accounting for processing, applicable only to pre-approved activities.</p>
Friday, September 19, 2025	Account Reconciliations: Departments must complete account reconciliations for all cost centers/projects through August 31, 2025, ensuring sufficient time for any necessary corrections.
Friday, September 26, 2025	Annual Financial Certifications: Final deadline for Cost Center/Project Managers to submit certifications for the fiscal year period of September 1, 2024, through August 31, 2025.

Contact Information

Staff from each respective office listed below are available to assist with inquiries, corrections, or validation of financial transactions for your department. Please reach out to the appropriate office for support.

Office	Phone	Email
Accounting & Reporting	956-665-2704	accountingandreporting@utrgv.edu
Accounts Receivable	956-665-7956	accountsreceivable@utrgv.edu
Labor Distribution	956-665-7057	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
Assets Management	956-665-2702	assetsmanagement@utrgv.edu
Procurement Office	956-665-2161	purch@utrgv.edu
Financial Certification	956-665-2721	accountingandreporting@utrgv.edu

Thank you in advance for your cooperation.