

FY 2022 YEAR-END CLOSING CALENDER

As we approach the end of the fiscal year, all personnel who make routine purchases, process receipts, or monitor accounts should be aware of the scheduled transaction cut-off dates.

FY 2022 financial transactions received on or before the deadlines will be receipted/charged against your FY 2022 budgets.

If items must be processed against FY 2022, it is advisable to:

1. Email them to the office(s) designated below, AND
2. Monitor the workflow for electronic documents to ensure they are processed by the deadlines.

Transactions received after the deadlines will be receipted/charged against your FY 2023 budgets.

- Between August 21 and 30, encumbrances for purchasing documents created in SAP, not Marketplace, can use either the current FY or new FY funds. These POs and Funds Commitments will reflect the creation (current) date.
- Purchasing documents created in SAP after August 30 or Marketplace after August 27 can only use FY 2023 funds and will reflect the creation (current) date.

Please share this information with your departmental staff as appropriate.

TRANSACTION/DOCUMENT	DEADLINE Received by 5:00 PM (unless otherwise noted)
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RECEIPT OF GOODS/SERVICES (Submit within 3 working days of delivery)

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Materials Management (MM) University Distribution Center 5-2294	
Goods Receipts by MM and Z-MIGO Entries by Campus Staff	Wednesday, August 31, no later than

PURCHASE REQUISITIONS & PURCHASE ORDERS (SAP & TSUS MARKETPLACE)	
Purchasing Office JCK 527 5-2521	
Last Day to Approve FY 2022 SAP Requisitions or Modify/Cancel Existing POs	Tuesday, August 30
Last Day to Approve FY 2022 Marketplace Requisitions or Modify/Cancel Existing POs	Friday, August 26, by Noon
First Day to Create/Approve FY 2023 SAP Requisitions or Funds Commitments	Sunday, August 21 - Current date on the document
First Day to Create/Approve FY 2023 Marketplace Requisitions	Sunday, August 28 - Current date on the document

INFORMATION TECHNOLOGY PURCHASES	
IT Assistance Center MCS 262 5-4822 IT Business Services JCK 783 5-2447	
Last Day to Purchase Computers, Computer Parts, Printers, Software, and/or Telephones	Friday, August 12
Requests received after August 12 will be held until FY 2023 funds are available. Per university policy, delivery will be delayed until on or after September 1, 2022.	

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PURCHASING CARD

Purchasing & Strategic Sourcing | JCK 527 | 5-2521

Transactions posted to the Citibank P-card account after August 31 will be automatically charged to the FY 2023 budget.

Wednesday, August 31

VENDOR INVOICES / PAYMENT REQUESTS

(CONTRACTED SERVICES, VENDOR UPLOADS, & e-NPOs)

Accounts Payable | JCK 564 | 5-2777

Contracts | JCK 527 | 5-2521

Last Day to Submit FY 2022 Invoices Ready for Entry

Wednesday August 17

Last Day to Submit FY 2022 Vendor and AP-2 Uploads

Wednesday, August 24

Last Day to Use FY 2022 Funds on e-NPOs

Transaction must be approved through workflow and in the AP queue for posting by 10:00 AM on Wednesday, August 31, or department will have to re-enter in FY 2023

First Day to Use FY 2023 Funds on e-NPOs

Thursday, September 1

TRAVEL REQUESTS / FUNDS COMMITMENTS / REIMBURSEMENTS

Travel Office | JCK 564 | 5-2775

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Last Day to Create FY 2022 Concur Travel Requests (Not Applicable for Grants as they are not fiscal year dependent)	Wednesday, August 31
First Day to Create FY 2023 Concur Travel Requests	Tuesday, July 26
Last Day to Close FY 2022 Concur Travel Requests	Due 30 days after the trip end date
Concur Travel Expense Reports	Due 30 days after the trip end date

CASH DEPOSITS / STUDENT ACCOUNTS RECEIVABLE

Student Business Services | JCK 188 | 5-6412

Departmental Deposits (Cashier's Window)	Thursday, September 1, by 4:00 PM
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e-IDTs (*Expense Corrections, Interdepartmental Transfers, and Internal Sponsorships*)

Financial Reporting & Analysis | JCK 549 | 5-2541

Last Day to Submit FY 2022 e-IDTs	Transactions must be approved and posted by 12:00 PM on Wednesday, August 31, or department will have to re-enter in FY 2023
First Day to Submit FY 2023 e-IDTs	Thursday, September 1

- **USAS/State FY 2023 Funds (starting with 1 or 75) cannot be used before September 1, 2022, to create a**

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PO or funds commitment. If used, they will be deleted and you will have to re-create after August 31.

- **FY 2023 Funds cannot be used for payments until after August 31.**

CONTACT US
ACCOUNTING - Lisa Braun, Director of Accounting lb22@txstate.edu
PURCHASING - Dan Alden, Director of Procurement & Strategic Sourcing danalden@txstate.edu
CASH RECEIPTING - Lisa Allen, Director of Student Business Services lisaallen@txstate.edu
GOODS/MATERIALS RECEIVING - Frank Gonzalez, Director of Materials Management & Logistics fg01@txstate.edu