




# UT Tyler Main & North Campuses

## FY 25 Year end close



➤ The purpose of this meeting:

- 1) To inform the campuses of the cut off dates and various year end close activities they need to be aware of.
  - 2) To initiate coordination between departments using a year-end close calendar/schedule that will enable UT Tyler to successfully close out FY 25 by the designated due date from UT System.
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# CAMPUS WIDE

- ▶ August 31 is the last day of our financial year. Numerous processes and workflows need to be coordinated in order to close successfully.
- ▶ Your area will be impacted if you have personnel changes, payroll, purchasing, pro-card, invoice payments, budget transfers, account reconciliations, deposits, journal entries, bookstore or Sodexo charges.

# CAMPUS WIDE

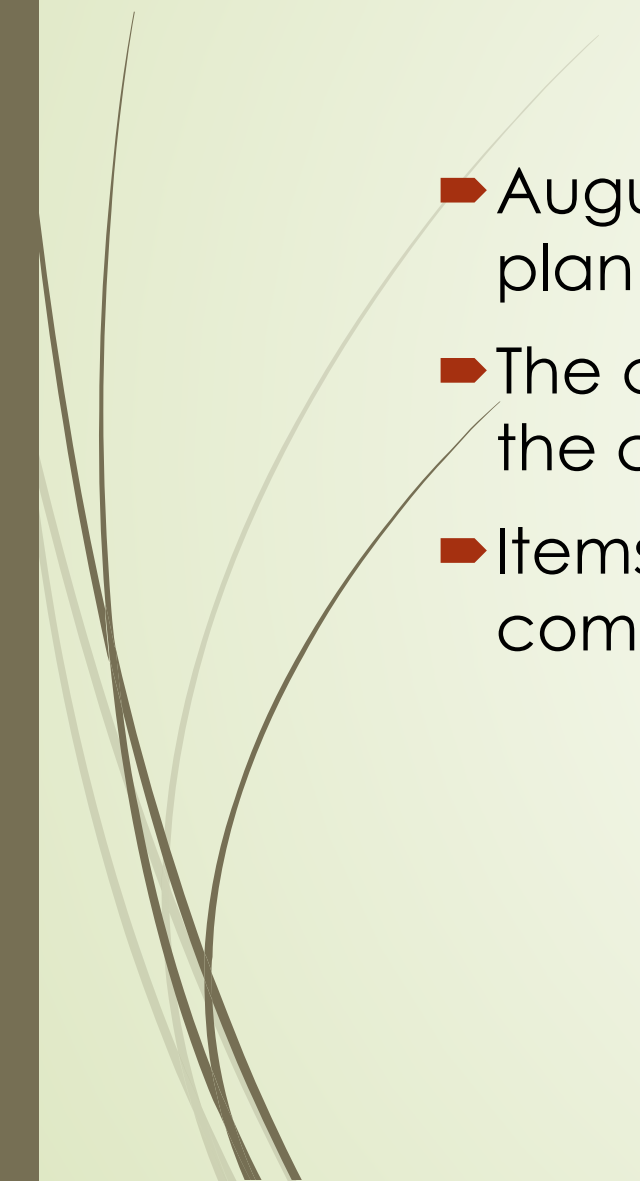
- This presentation, along with the current calendar will be posted to the Accounting & Financial Reporting page on the main campus website and the Accounting Sharepoint page on the north campus website

# CAMPUS WIDE

- ▶ Payroll cycle will continue to operate on its current calendar. Just a few dates related to August payroll have been included in the consolidated calendar, so the campus is aware of multiple tasks which occur during the same time frame.
- ▶ A brief description of the procurement deadlines have been incorporated into the year end calendar. More complete explanations of the procurement deadlines can be obtained from Financial Services.



# CALENDAR NOTES

- ▶ August & September are a critical months so please plan early.
  - ▶ The calendar is color-coded. A Key is provided on the calendar.
  - ▶ Items in yellow are addressed to the campus wide community.
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# Calendar Presentation