




OFFICE OF THE CONTROLLER
THE UNIVERSITY OF TEXAS AT AUSTIN

P.O. Box 7159 • Austin, TX 78713-7159
(512) 471-3723 • Fax: (512) 471-1651

May 19, 2009

MEMORANDUM

To: Deans, Directors, Department Chairs, Project Directors, and Other Administrative Officials
From: Fred Friedrich, Associate Vice President & Controller 
Subject: Fiscal Year End 2008-2009 (FYE 08-09) Voucher Processing Deadlines

Monday, August 24th

Requests for Transfer Of Funds (RTF's) All VT4 documents must be received in the Office of Accounting by 5:00 p.m. to be included in your August Statement of Account.

Wednesday, August 26th

Appointments Appointment documents, including retroactive appointment changes (salary transfers), must be received by Human Resource Services (HRS) by 5:00 p.m.
Note: Departments will receive information concerning FY 09-10 appointment documents from HRS at the end of July.

Payment Vouchers All payment vouchers (VP documents) requiring pre-payment audit and final approval by the Office of Accounting must be in OA Document Processing, MAI 132, K6000, by 5:00 p.m., **along with original supporting documentation (no faxes or emailed PDF copies)**. All payment vouchers (VP documents) subject to post-payment audit must be final approved by the department by 5:00 p.m.
Note: August 26th is the last day a VP document can be created/final approved for FY 08-09 to be included on your August Statement of Account. A FY 09-10 voucher date must be used to process payments after August 26th. VP documents having FY 08-09 service dates, but processed after August 26th, will be rolled back against FY 08-09 funds if they are received by 9a.m. on September 3rd by the Office of Accounting or final approved by the department by 4 p.m. on September 4th. These transactions will not be included in your August Statement of Account.

Scholarship Vouchers All SS1 documents must be approved by 5:00 p.m.

Petty Cash Reimbursement for petty cash funds, including supporting documentation, must be received in OA Document Processing by 5:00 p.m.

Friday, August 28th

Requests for Transfer Of Funds (RTF's) All VTR documents must be final approved by 5:00 p.m. to be included in your August Statement of Account.

Monday, August 31st

Cash Receipts All cash receipts (VC documents) must be deposited in the Bursar's Office by 4:30 p.m.
Note: A separate document must be prepared for funds received by August 31st, but not deposited by August 31st, specifying the date the funds were received in your department. (Enter the date "Cash Received by The University" on each transaction comment screen for your VC document.) Cash receipts received after August 31st should be recorded on a separate VC document, indicating the fiscal year during which the income was earned. (Enter the "Service Date" on the cover sheet of each document to reflect the appropriate fiscal year.)

Tuesday, September 1st

Hourly Payroll

Manual payroll vouchers must be received in Payroll Services by Noon.
On-line payroll vouchers (OV documents) must have final approval by 3:00 p.m.

FYE CLOSE - Thursday, September 3rd

Interdepartmental Transfers (IDT's)

All IDT vouchers (VT5, VT6, VT7) applicable to the prior fiscal year (FY 08-09) must be received in the Office of Accounting by 9:00 a.m. with an 8/31/09 voucher date to be included in your August Statement of Account.

Requests for Transfer Of Funds (RTF's)

All RTF vouchers (VT1, VT2, VT3) must be received in the Office of Accounting by 9:00 a.m. with an 8/31/09 voucher date to be included in your August Statement of Account.

Roll Forward

Departmental service dates and codes must be placed on FY 08-09 transactions by 1:00 p.m. to be reflected on the roll forward document, i.e., Prepaid Expenditures, Deferred Revenue. These transactions will be included in your August Statement of Account.

August Close

August will close after 5:00 p.m. Balance forward documents will be processed on Sep 4th - 8th.

Payment Vouchers

All payment vouchers (VP documents) applicable to the prior fiscal year (FY 08-09) requiring pre-payment audit and final approval by the Office of Accounting, must be in OA Document Processing, MAI 132, K6000, by 9:00 a.m., **along with original supporting documentation (no faxes or emailed PDF copies)**, in order to be included in the roll back voucher.

Note: These transactions will not be included in your August Statement of Account.

Friday, September 4th

Interdepartmental Transfers (IDT's)

All IDT vouchers (VT5, VT6, VT7) applicable to the prior fiscal year (FY 08-09) must be received in the Office of Accounting by 12:00 p.m. to be included in the roll back voucher.

Note: These transactions will not be included in your August Statement of Account.

Payment Vouchers

All payment vouchers (VP documents), applicable to the prior fiscal year (FY 08-09), subject to post-payment audit, must be final approved by the department by 4:00 p.m.

Roll Back Document

Departmental service dates and codes must be placed on transactions by 4:00 p.m. to be reflected on the roll back document. Note that Sponsored Program Accounts (26s) transactions WILL BE processed on the roll back voucher. The Debits and Credits on IDT's must balance within a fiscal year. (The revenue and expense cannot be reflected in two different fiscal years. Unbalanced activity may be removed from the roll back document.)

Saturday, September 5th

Clearing Accounts

Salary clearing accounts must complete all salary allocation entries by noon.

Wednesday, September 9th

Departmental Entries

Support for all adjusting entries (inventories, accounts receivable, and lapsing entries) must be submitted to the Office of Accounting by 2:00 p.m. EACH transaction must meet the minimum threshold of \$5,000 or greater to be considered.

Your efforts in meeting these deadlines are greatly appreciated. We encourage you to process documents as early as possible to avoid the year-end rush. Please check the Spotlights on the Office of Accounting's home page for deadline reminders and year-end processing tips. Reminders are also posted on the Good Morning screens in DEFINE. If you have any questions, please feel free to contact Financial Reports or your accountant contact in Financial Accounting Services at 1-3723, or the Office of Accounting Helpline at 1-8802. Questions regarding payroll deadlines should be directed to Payroll Services at 1-5271.