

## **Year-End Deadlines and Processes**

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### **Year-End Deadlines**

#### **May 30, 2025 (Friday)**

- Orders using FY 2025 funding that require a bid or Request for Proposal (RFP) must be submitted to Purchasing to ensure completion by the end of FY 2025.
- FY 2025-funded orders needing to be in place Sept. 1, 2025, and requiring a bid or RFP must be submitted to Purchasing for processing by May 30, 2025.

#### **July 07, 2025 (Monday)**

- Renewal orders based on current FY 2025 orders must be submitted to Purchasing by July 07, 2025, to ensure processing and completion by the end of the year. (Examples: space and equipment rentals/leases, maintenance and service contracts, copiers and multiyear bid awards for commodities.)

#### **July 25, 2025 (Friday)**

- Encumbrances on educational and general (E&G) funds (funds that start with a 10) only roll one year. The encumbrance should be expended by the second year; otherwise, the encumbrances will be systematically closed on July 25, 2025.
- E&G encumbrances that rolled from FY 2024 to FY 2025 will not roll to FY 2026. If there is a legitimate business need to reestablish or keep an encumbrance open, contact Purchasing.

#### **Aug. 18, 2025 (Monday)**

- Electronic Personnel Action Forms (EPAFs) must be applied by August 18, 2025 to run on MN9 payroll.
- Employee one-time payments (EOPs) for monthly employees must be fully approved by August 18, 2025 for payment to post against FY25 funds.

### **Aug. 22, 2025 (Friday)**

- Non-catalog TechBuy orders using FY 2025 funding and not requiring bids must be submitted to Purchasing by August 22, 2025 to ensure completion by the end of the year.
- Budget will release payroll encumbrances after the semimonthly 16 payroll has posted.

### **Aug. 26, 2025 (Tuesday)**

- All Direct Pay Forms in TechBuy using FY2025 funding must be submitted to Payment Services approval que by August 26, 2025 to ensure completion by the end of the year.

### **Aug. 29, 2025 (Friday)**

- Labor redistributions (PRDs) must be submitted by August. 29, 2025 to post against FY25 funds.

### **Aug. 28, 2025 (Thursday)**

- Purchasing card (PCard) purchases for FY 2025 should be completed by August 28, 2025 to ensure posting by August 31, 2025.

### **Aug. 31, 2025 (Sunday)**

- Travel pre-approvals to be applied against FY 2025 funds must be entered by 4:30 p.m. (MST). Please note: If travel will take place in FY 2026 the system will automatically encumber the funds from FY 2026 budget.
- FY 2025 travel expense reports and required documentation must be submitted and in the Travel Office approval que in Chrome River.
- PO/encumbrance change requests to increase or release prior year encumbrances are due to Purchasing by August 31, 2025. Departments are encouraged to review encumbrances in June and July in order to avoid problems associated with attempting to spend available funds in late August.

- Punch-out and catalog TechBuy orders using FY 2025 funding must be submitted to the vendor by August 31, 2025, to ensure completion by year-end.
- All purchase orders for FY 2025 must be completed, approved, and posted to Banner by close of business (5 p.m. MST). Any orders not completed by August 31, 2025, will be posted against FY 2026 funding in September.

### **Aug. 31, 2025 (Sunday)**

- Inventory Day: Consumable Supplies and goods for resale inventories must be counted. A count for all inventories in excess of \$15,000 must be submitted to Accounting Services at [accountingelp@ttuhsc.edu](mailto:accountingelp@ttuhsc.edu) on a Consumable Supplies and Goods for Resale Inventory form available at: <http://el Paso.ttuhsc.edu/fiscal/businessaffairs/accounting/Forms.aspx> no later than three business days after August 31, 2025.

### **Sept. 1, 2025 (Monday)**

- All FY 2026 orders must have an accounting date of Sept. 1, 2025 or later.
- No TechBuy punch-out orders using FY 2026 funding may be entered or submitted before this day.

### **Sept. 2, 2025 (Tuesday)**

- EOPS for semimonthly employees must be fully approved by Sept. 2 for payment to post against FY25 funds.

### **Sept. 3, 2025 (Wednesday)**

- Citi PCard statement close date is Sept. 3, 2025. Charges on the Sept. 3, 2025 statement will be applied to FY 2025.

### **Sept. 5, 2025 (Friday)**

- FY 2025 Non-Contract Revenue Accrual Invoice Forms (INs) are due to Accounting Services. The IN is available online Budget Revisions indicating funding transfers and other FOAP adjustments must be entered into the Budget Revision System so that related funding transfers can be processed prior to close:  
[http://el Paso.ttuhsc.edu/fiscal/businessaffairs/accounting/\\_documents/collateral/Invoice%20Form%20IN.xlsx](http://el Paso.ttuhsc.edu/fiscal/businessaffairs/accounting/_documents/collateral/Invoice%20Form%20IN.xlsx)
- FY 2025 consumable supplies/goods for resale inventory counts as of Aug. 31, 2025 are due to Accounting Services. The Inventory Form is available online:  
[http://el Paso.ttuhsc.edu/fiscal/businessaffairs/accounting/\\_documents/collateral/Inventory%20Form%20for%20Consumable%20SuppliesGoods%20for%20Resale.pdf](http://el Paso.ttuhsc.edu/fiscal/businessaffairs/accounting/_documents/collateral/Inventory%20Form%20for%20Consumable%20SuppliesGoods%20for%20Resale.pdf)
- FY 2025 holding accounts and unidentified wire claims are due to Accounting Services. The Holding Account Report is available online:  
<http://el Paso.ttuhsc.edu/fiscal/businessaffairs/accounting/reports.aspx>
- Questions regarding fund balances for FY 2025 transaction details are due to Accounting Services.
- FY 2025 cash receipts must be submitted through the Cash Receipts System and approved by intermediate approvers.
- FY 2025 invoices and receiving reports are due to Accounts Payable.
- Pcard expenses reports should be submitted throughout August as purchases are made. All expense reports must be in the Pcard approval que by noon (MST)

**Sept. 6, 2025 (Saturday)**

- FY 2025 contract revenue accruals must be entered into the Contracting/Accounts Receivable System.
- Other expense accruals and related supporting documentation must be received by Accounting Services at [accountingelp@ttuhsc.edu](mailto:accountingelp@ttuhsc.edu) on expense accrual form.
- FY 2025 FiTS transactions (cost transfers (CTs), interdepartmental vouchers (IVs), internal purchase funding transfers (IPFTs), and revenue transfers (RTs)) must be entered and approved by department approvers.

- PCard expense reports should be submitted throughout August as purchases are made. All expense reports allocations must be in the Pcard approval que by noon (MST).

### **Sept. 10, 2025 (Wednesday)**

- The August 2025 accounting period (12 FY 2025) in Banner will close at the end of the day Sept. 10, 2025. An accrual period for FY 2025 will remain open for a period of time after that date. Any entries made during the accrual period will require approval from Accounting Services.

### **Sept. 11, 2025 (Thursday)**

- The FY 2025 roll to FY 2026 will take place Sept. 11, 2025. All financial systems will be closed to transaction processing from Wednesday evening through Friday morning.
- Budget will roll positions to FY 2026 Approved Status and encumber salaries for FY 2026. Cognos will be available and will reflect August Balances.

### **Sept. 12, 2025 (Friday)**

- Questions regarding fund balances for FY 2025 after August close are due. FY 2025 funding deficits covered from backup FOPs (Funding Organization Program code) unless alternate FOP information is received by Sept. 12, 2025.

### **Sept. 13, 2025 (Saturday)**

- FY 2025 funding deficits will be covered from backup FOPs (Fund Organization Program code) Sept. 13, 2025.

## **Year-End Processes**

**The month of August will be closed Sept. 10, 2025:**

An accrual period for FY 2025 will remain open for a period of time after that date. Any entries made during the accrual period will require approval by Accounting Services.

**The FY 2025 roll to FY 2026 will take place Sept. 11, 2025:**

All financial systems will be closed to transaction processing from Wednesday evening through Friday morning. Cognos will be available for reports.

**Open encumbrance review process:**

Review all open encumbrances in Cognos: Team Content > HSC El Paso Finance > Encumbrances, Invoices and Checks >

**Open Encumbrances by Fund and Organization**

- Review for validity:
  - Is order expected to be fulfilled before Aug. 31, 2025?
  - Have you received the order, but it has not yet been invoiced (paid)?
- Request purchase order (PO)/encumbrance close from the PO and Encumbrance Change Request link if the PO needs to be closed.

**Encumbrance adjustment process:**

- Purchasing must receive requests for increases or releases of FY 2025 and prior year encumbrances by Aug. 31, 2025. Departments are encouraged to review encumbrances in June and July in order to avoid problems associated with attempting to spend available funds in late August.
- Encumbrances on E&G funds only roll one year. The encumbrance should be expended by the second year; otherwise, the encumbrances will be systematically closed on July 25, 2025.
- E&G encumbrances that rolled from FY 2024 to FY 2025 will not roll to FY 2026. If need, legitimate business needs to reestablish or keep an encumbrance open, contact Purchasing by July 25, 2025.
- To keep the funds available beyond July 25, 2025 requires action involving multiple departments, so if a legitimate business needs to reestablish or keep an FY 2025 encumbrance open, please contact Purchasing by July 25, 2025.

- The encumbrance roll process also rolls associated budgets to the next year to cover the encumbrance. The budget for E&G funds can only be used for the associated encumbrance.
- Releasing/closing prior FY encumbrances on E&G funds does not release funding to be spent in the current FY. The associated budgets will also be reversed when prior FY encumbrances are closed.

**Revenue should be recorded in the period that it is earned:**

- Deposits should be recorded as of the bank deposit date.
- Any amount earned in the fiscal year being closed but not received must be accrued. Contract revenue should be accrued via the Contracting/Accounts Receivable System by Sept. 5, 2025. For non-contract revenue accruals, an IN form should be submitted to Accounting Services no later than Sept 4, 2025. The IN form is available online. Please note that entry of revenue accruals via the IN form occurs under rare circumstances and is NOT the preferred method for most revenue accruals. Please contact Accounting Services at [accountingelp@ttuhsc.edu](mailto:accountingelp@ttuhsc.edu) if you are uncertain regarding how a specific revenue accrual should be entered.

**Any award/PO/contract requiring approval at the August Board of Regents (BOR) meeting will need to be completed and ready for submission in early July.**

**An expense should be accrued if an invoice has not yet been received, but the item has been received or the service provided.**

**E&G Funds (100000-109999) should be fully expended or encumbered by the end of FY 2025 to avoid recapture.**

**Accounts Payable will record payments as a prepaid asset if applicable.**

**Changes in the reported inventory balance will be reclassified from expenses to assets.**

**Unclaimed wires and deposits:**

- Review the Holding Account Report on the Accounting Services website.
- Amounts not claimed within six months will be swept to a scholarship account per HSCEP OP 50.35.