

SAVE THE DATE!!!

“Year-End Prep” Session

Monday May 22, 2023 @ 3 p.m.

Via TEAMS link below

The Division of Business Affairs will once again be presenting a “Year-End Prep” session on **Monday May 22, 2023 at 3 p.m.** via the TEAMS link below. The goal of the session is to ensure that anyone involved in year-end transactions understands the processes and deadlines in order to ensure a smooth closeout of the current fiscal year and transition to the coming fiscal year. Please make plans to attend!

Topics to be covered include:

- Key areas - deadlines and their importance
 - Procurement
 - Disbursements and Travel & Expense
 - Budgets, Planning & Analysis
 - Accounting Services
 - Payroll
- Rolling/Closing/Cancelling Purchase Orders
- Rolling/Cancelling Travel Authorizations
- Expense Reports
- FY 23 Requisition Deadlines
- Entering requisitions for goods or services for the upcoming fiscal year (FY24) prior to September 1.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 216 955 627 785

Passcode: oJiFie

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 817-502-2418,,908141616#](#) United States, Fort Worth

Phone Conference ID: 908 141 616#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

For those unable to attend the live session, a recording will be made available along with the presentation materials. As always, you can reach out to the key functional group contacts (contact information will be in the presentation) at any time with specific questions. Hope to see you there!