

SAVE THE DATE!!!

“Year-end prep” Session

Monday April 25, 2022 @ 4 p.m.

Via TEAMS link below

The Division of Business Affairs will once again be presenting a “year-end prep” session on **Monday April 25, 2022 at 4 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 22 Requisition Deadlines
- Entering requisitions for goods or services for the upcoming fiscal year – FY 23

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 817-502-2418,,54967882#](#) United States, Fort Worth

Phone Conference ID: 549 678 82#

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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!