

FY2023 UNT System Controller's Year-End Processing Calendar – Final Updated 5-16-2023

The following deadlines apply to all University accounts. Please note that grant accounts are subject to the deadlines below. The Controller team recognizes certain grants may be multi-year grants or have a fiscal year that does not coincide with the University's fiscal year; however, year-end audit requirements mandate that the University report all of its activity, including grants, on an August 31 basis. ***This schedule does not apply to the Strategic Sourcing Team (Purchasing/Contracts/Accounts Payable) since they distribute their own year-end schedule.***

Monday, July 31

Payroll Funding Reallocations

All ePARS for payroll funding reallocations must have final approval by 5:00 pm. Reallocation ePARS received in August will be processed in FY24.

Friday, August 11

UNT Campus Only

Inventory Data (*Process Owners: Kathleen Burmeister (Mail Services), Rod Morgan (Facilities) Jade Lu (Library), Rose Fleeks (Health & Wellness), Susan Cruz (Dinning), Kristina Sesay (Design), Matt Witt (Athletics), Mary Braden (Studio Art), Wendy Risdon (Coll of Sci) Albert Anaya (Audiology Clinic), Christopher Walker (Jazz Studies), Andrea Black (Counseling & High Education), and Judy DeLay (Coll of Business/Petroleum)*)

All consumable and merchandise for resale inventory data as of July 31 must be submitted to Controller's Office by 5:00pm.

Friday, August 18

First-Class and Bulk Mail Services (*Process Owners: UNT - Kathy Burmeister; UNTD – Hailey Bradley; HSC – Junior Almonte, SYS – Karissa Johnmeyer*)

Projects to be mailed standard (bulk) must be printed and delivered to Mail Services no later than 5PM, Aug 18 to ensure postage is charged to the dept ID by fiscal year-end. Projects to be mailed first class must be printed and delivered to Mail Services no later than 1PM, Aug 23 to ensure postage is charged to the dept ID by fiscal year-end. Mail received and processed after those dates will be charged to FY2024.

Friday, August 18

ePARs for FY24 transactions will open on 8/21/23 if approved by the Board by 8/18/23.

USAS Documents (*Process Owner: Controller Office*)

All USAS documents for deposits must be entered in USAS and received at the Comptroller's office no later than close of business today.

Printing Services (*Process Owner: Lora Connaughton*)

All printing orders using FY23 funds must be submitted to Printing Services.

Friday, August 18

Controller's Office

All **USAS Documents** for vendor payments must be entered and released or in "P" (Payment) status by 5:00 pm.

Tuesday, August 22

1st Class Mail Services (Process Owners: UNT - Kathy Burmeister; UNTD – Hailey Bradley; HSC – Junior Almonte, SYS – Karissa Johnmeyer)

All first-class mail projects must be received by Printing & Distribution Solutions by 1:00pm.

Tuesday, August 29

Cash Receipts (Process Owners: NT- Chris Foster/Keenan Ivy; UNTD - Sherry Gleaton; HSC - Elisha DeClue; SYS – Regena Rodgers)

All cash and checks collected by university or system departments for FY23 should be deposited at the Payment Processing/Cashiering Area of Student Accounting no later than 2pm on August 29, 2023. Any additional cash, checks or other funds received by a department between 2pm on August 29th through end of business on August 31st should be deposited at the Payment Processing/Cashiering Area of Student Accounting no later than 12pm on September 1, 2023 in order to be recorded as FY23 funds.

Friday, September 1

Special Hourly Payroll

Time and labor for hourly payroll from 8/16/23 to 8/31/23 must be entered and approved by 10 am.

No Supplemental Payroll

There will be no supplemental payroll paid September 8.

Friday, September 1

Account Budget Authorizations (ABAs) (Process Owners: Budget Office at each Business Unit – DL, HSC, NT and SY)

All ABAs for FY23 should be processed and approved on-line to be received by the Budget Office by 5:00 pm.

Friday, September 1

Deficit Chart Strings Balance Corrections (Process Owners: Campus Depts and Budget Offices)

Depts with deficit Chart Strings balance should send ABA for correction to the Budget Office to process by Friday, September 1.

Inventory Data for HSC/DAL/SYS (Process Owners): UNTD – Hailey Bradley; HSC – Lori Knowles and Jessica Powers. (Pharmacy); Egeene Daniels/Lacy Bowen (Lab Animal Medicine); Seth Willmoth/Andriana Sandoval Albarran (Maintenance Supplies); SYS – Blake Meyer

All consumable and merchandise for resale inventory data as of August 31 must be submitted to Controller's Office by 5:00pm.

Wednesday, September 6

Electronic IDTs

Electronic IDTs relevant to FY23 must be processed and approved on-line to be received by the Controller Office by 5:00pm.

Wednesday, September 6

UNT ONLY: Departmental Entries (Process Owners: Various Departments)

All UNT departmental online journals, Electronic Journal Worksheets (JWS), Credit Card Reallocations and support relevant to FY23 must be processed and approved on-line to be received by the Controller Office by 5:00pm.

Account Reconciliations - All Campus Depts account reconciliations for August must be final and complete.

Friday, September 8

University Budget offices to complete all GL transaction entries
All GL entries to be processed by 5:00PM on 9/9/2023
(Process Owners: Budget Office at each Business Unit)

Wednesday, September 13 (Process Owners: Susan Sullivan/Michele Williams/FSS_Team & Luis Angulo)

Period 12 close in GL System (No Period 12 accounting entries for FY23 allowed after close)

Your efforts to meet the above deadlines are greatly appreciated. We encourage you to prepare and process documents as early as possible to avoid the year-end rush. If you have any questions, please send them by email to UNT Controller Office: UNTFINREP@ad.unt.edu; or Rafiu Fashina @ Rafiu.Fashina@unt.edu; HSC Controller: Tom Spencer @ Tom.Spencer@unthsc.edu; UNT Dallas Controller: Victor Aimuyo @ victor.aimuyo@untdallas.edu; UNT System Controller: Brittany Wisdom @ Brittany.Wisdom@untsystem.edu; and Payroll: Regena Rodgers @ Regena.Rodgers@untsystem.edu