Fiscal Year 2024

UNT System Enterprise

Controller's Year-End Processing Calendar

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.***

Sunday, June 30

Payroll Funding Reallocations

All ePARs for payroll funding reallocations must have final approval by 5:00 pm.
Reallocation ePARs received in July or August will be processed in FY25.

Monday, August 12

UNT Campus Only

Inventory Data *(Process Owners: Kathy Burmeister (Mail Services), Rod Moran (Facilities)*

Jade Lu (Library), Rose Fleeks (Health & Wellness), Suzan Cruz (Dining),

Kavan Ingram (Design), Matt Witty (Athletics), Mary Braden (Studio Art), Wendy Risdon (Coll of Sci)

Shelby Simmons (Audiology Clinic), Craig Marshall (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 31st must be submitted to Controller's Office by 5:00pm.

Friday, August 16

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.

Controller's Office

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

Monday, August 19

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, August 18th 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, August 23rd to ensure postage is charged to the dept ID by fiscal year-end. Mail received and processed after those dates will be charged to FY2025.

Monday, August 19

ePARs for FY25 transactions will open on 8/19/24 if approved by the Board by 8/16/24.

Printing Services (Process Owner: Ron Allred)

All printing orders using FY24 funds must be submitted to Printing Services

Thursday, 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.

Monday, August 26

Cash Receipts (*Process Owners: UNT- James Fairchild/Tanner Clifton; UNTD - Sherry Gleaton; HSC - Elisha DeClue; SYS – Regena Rodgers*)

All cash and checks collected by university or system departments for FY24 should be deposited at the Payment Processing/Cashiering Area of Student Accounting no later than 2pm on August 26th, 2024. Any additional cash, checks or other funds received by a department between 2pm on August 26th through end of business on August 30th should be deposited at the Payment Processing/Cashiering Area of Student Accounting no later than 12pm on August 30, 2024, in order to be recorded as FY24 funds.

Sunday, September 1

Special Hourly Payroll

Time and labor for hourly payroll from 8/16/24 to 8/31/24 must be entered and approved by 10 am.

No Supplemental Payroll

There will be no supplemental payroll paid September 9.

Friday, August 30

Account Budget Authorizations (ABAs) (Process Owners: Budget Office at each Business Unit – UNTD, HSC, UNT and SYS)

All ABAs for FY24 should be processed and approved on-line to be received by the Budget Office by 5:00 pm.

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, August 30.

Tuesday, September 3

Inventory Data for HSC/DAL/SYS (*Process Owners): UNTD – Hailey Bradley; HSC – Lori Knowles and Jessica Powers. (Pharmacy); Egeenee Daniels/Lacy Bowen (Lab Animal Medicine); Seth Willmoth/Adriana Sandoval Albarran (Maintenance Supplies); SYS – Leah Cook, Dowl Morrow, Alan Bene.*

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

Thursday, September 5

    University Budget offices to complete all GL transaction entries
    All GL entries to be processed by 5:00PM on 9/5/2024
    (*Process Owners: Budget Office at each Business Unit*)

Friday, September 6

    Electronic IDTs

    Electronic IDTs relevant to FY24 must be processed and approved on-line to be received by the Controller Office by 5:00pm.

Friday, 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 FY24 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.

Thursday, September 12 (*Process Owners: Susan Sullivan/Michele Williams/FSS_Team & Luis Angulo*)

    Period 12 close in GL System (No Period 12 accounting entries for FY24 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: April Barnes, April.Barnes@untsystem.edu; UNT System Controller: Brittany Wisdom, Brittany.Wisdom@untsystem.edu; and Payroll: Regena Rodgers, Regena.Rodgers@untsystem.edu.