

## **FY2020 UNT System Campuses Year-End Processing Calendar – Final 6/24/2020**

The following deadlines apply to all University accounts. Please note that grant accounts are subject to the deadlines below. The Controller group 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.

### **Monday, July 20**

ePro **change order requisitions** for FY20 received by 5:00pm

### **Monday, August 3**

#### **Payroll Funding Reallocations**

All ePARS for payroll funding reallocations must have the final approval by 5:00pm

ePro **requisitions** from FY20 funds that involve signature authority must have the contract/agreement attached to the requisition and need to be submitted by 5:00pm. Procurement Services will obtain the necessary signatures.

### **Monday, August 10**

**ePro Requisitions** (Process Owners: Jon Rascon and Michael Abernethy)

ePro **requisitions** of \$25,000 or less using FY20 funds must be created and approved by 5:00pm.

Goods/services should be expected to be received prior to August 31, 2020 or the PO will need to be created with a requisition reflecting a FY21 budget date.

### **Friday, August 14**

#### **UNT Campus Only**

**Inventory Data** for UNT campus as of July 31 is due by 5:00 PM to the UNT Controller Office by August 14

### **Thursday, August 20**

**First-Class and Bulk Mail Services** (Process Owner: Kathy Burmeister)

Projects to be mailed standard (bulk) must be printed and delivered to Mail Services no later than 5PM, Aug 20 to ensure postage is charged to the deptid by fiscal year-end. Projects to be mailed first class must be printed and delivered to Mail Services no later than 1PM, Aug 24 to ensure postage is charged to the deptid by fiscal year-end. Mail received and processed after those dates will be charged to FY2021.

### **Friday, August 21**

ePARs for FY21 transactions will open on 8/21/20 if approved by the Board by 8/14/20

**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 FY20 funds must be submitted to Printing Services.

**Friday, August 21**

**Accounts Payable & Travel**

**Manual Travel Vouchers** (NT & HSC) and Concur Expense Report Reimbursements (DL & SYS) using FY20 funds must be received by Accounts Payable by 5:00 pm.

Vouchers submitted after the deadline will be prioritized based on the Last Date of Travel. Send your travel vouchers to [TravelVouchers@untsystem.edu](mailto:TravelVouchers@untsystem.edu)

**AP Invoices using FY20 funds** must be received by Accounts Payable by 5:00 pm. Email unpaid invoices to [invoices@untsystem.edu](mailto:invoices@untsystem.edu)

**AP/Travel Voucher Corrections** for FY20 must be received by Accounts Payable by 5 pm

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

**Monday, August 24**

**1st Class Mail Services** (Process Owner: Kathy Burmeister)

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

**USAS Documents** (Process Owner: Controller Office)

All USAS documents for payments must be entered and released or in "P" status (payment) by close of business.

**Wednesday, August 26**

**Supplemental Payroll**

ePARs must have final approval by 5:00pm to be processed on the last supplemental payroll for FY20. Any ePARs approved after this time will use FY21 funds.

**Friday, August 28**

**Cash Receipts** (Process Owners: Keenan Ivy and Joey Saxon)

All cash and checks collected in departments for FY20 should be received by the Cashier Area of Student Financial Services no later than Friday, August 28, 2020 at 2:00pm for deposit. Any additional cash, checks or other deposits for FY20 received between 2:00pm Aug 28th through end of day Aug 31st should be received in the Cashier Area of Student Financial Services no later than 5:00pm, September 4, 2020.

**Wednesday, September 2**

**Special Hourly Payroll**

Time and labor for hourly payroll from 8/16/20 to 8/31/20 must be entered and approved by 10 am.

**Thursday, September 3**

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

All UNT departmental online journals, Electronic Journal Worksheets (JWS), Electronic IDTs, Credit Card Reallocations and support relevant to FY20 must be processed and approved on-line to be received by the Controller Office by 5:00pm.

## **Friday, September 4**

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

All ABAs for FY20 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, September 4.

**Inventory Data** (Process Owners: Campus Depts and Controller Offices)

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

**Roll forward** of FY20 Budget for PO Encumbrances to FY20 Budget  
(Process Owners: Budget Office at each Business Unit – DL, HSC, NT and SY)

## **Saturday - Sunday, September 5-6**

PO roll forward from FY20 to FY21 (Process Owners: Jon Rascon and Mike Abernethy)

## **Monday, September 8**

### **Purchasing Card (PCard)**

Pcard data entry into Concur for August Transactions Dated August 4 through September 3 using FY20 funding must be completed by 5 pm.

Please note that purchases made August 29 through August 31 may not post during the FY20 billing period and may post in FY21.

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

(Process Owners: Controller Office – Anne Williams (UNT), Tom Spencer (HSC), Rafiu Fashina (UNTD), Brittany Wisdom (UNTS))

## **Friday, September 11** (Process Owners: Susan Sullivan/FSS and Jim Gross)

Period 12 close in GL System (No Period 12 accounting entries for FY20 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 year-end rush. If you have any questions, please send email to UNT Controller Office: [UNTFINREP@ad.unt.edu](mailto:UNTFINREP@ad.unt.edu); or Anne Williams @ [anne.Williams@untsystem.edu](mailto:anne.Williams@untsystem.edu) or 940-565-4040; HSC Controller: Tom Spencer @ [Tom.Spencer@untsystem.edu](mailto:Tom.Spencer@untsystem.edu); or 817-735-2536; UNT Dallas Controller: Rafiu Fashina @ [Rafiu.Fashina@untsystem.edu](mailto:Rafiu.Fashina@untsystem.edu) or 972-338-1405; or UNT Sys Controller: Brittany Wisdom @ [Brittany.Wisdom@untsystem.edu](mailto:Brittany.Wisdom@untsystem.edu); or 940-369-5524. Questions regarding payroll and procurement deadlines should be directed to 940-369-5500 or toll free at 855-868-4357.*

### **Helpful Tips from Procurement Services:**

- Review and cancel department requisitions that will not be approved and forwarded to Procurement Services by 8/17/20
- Please notify Procurement Services of any PO/Reqs that you would like to have closed and encumbrances released.
- FY21 ePro requisitions and blanket orders may now be entered

- Requisition Information – to expedite the processing of your FY21 requisition, please include the following information in the Requesters Justification

| Justification Comments |                    |  |
|------------------------|--------------------|--|
| Required?              | Item               | Notes  |
| Required               | Department Contact | Full name, full number, and email address    |
| Required               | Vendor Contact     | Full name, full number, and email address    |
| Required               | Purpose            | What is it for? Why is this being purchased? |
| Required               | Email Address      | Where will we send the purchase order?       |
| Required               | Service Date       | Service dates or date of receipt for goods   |
| Required               | Procurement Method | Must be referenced unless non-biddable       |

- Attach all documentation, including quotes, forms, existing contracts and/or the previous PO number to the requisition.
- Ensure Budget Date is changed to 9/1/2020 on all FY21 requisitions before submission.
- Please add a statement "For delivery and invoicing after 9/01/20". Additionally, for FY21 blanket purchase orders, please be sure to check the "Amount Only" block on the "Line Details" screen of the requisition. This will allow multiple invoices to be paid against the line.
- Respond to outstanding payment approval emails received as quickly as possible.
- Forward any outstanding invoices to [invoices@untsystem.edu](mailto:invoices@untsystem.edu) immediately.

Please contact Mike Abernethy, Senior Director for Procurement Services by email at [Michael.Abernethy@untsystem.edu](mailto:Michael.Abernethy@untsystem.edu) or by phone at (940) 369-5510 if you have any questions about year end.