

## **FY2022 UNT System Controller's Year-End Processing Calendar – Final Draft 4/14/2022**

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) as they plan to send their own schedule at a later date.***

### **Friday, August 12**

#### **UNT Campus Only**

**Inventory Data** (Process Owners: Kathleen Burmeister, Rod Morgan, AK Khan, Rose Fleeks, Susan Cruz, Kristina Sesay, John Gibson, Mary Braden, Wend Risdon, Melinda Rule, Albert Anaya, Christopher Walker, Andrea Black, and Judy DeLay)

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

### **Friday, August 19**

#### **Payroll Funding Reallocations**

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

### **Friday, 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, Aug 19 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 23 to ensure postage is charged to the deptid by fiscal year-end. Mail received and processed after those dates will be charged to FY2023.

### **Friday, August 19**

ePARs for FY23 transactions will open on 8/20/22 if approved by the Board by 8/12/22.

**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 FY22 funds must be submitted to Printing Services.

#### **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 23**

**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.

**Friday, August 26**

**Cash Receipts** (Process Owners: NT- Keenan Ivy/John Tannert; UNTD - Sherry Gleaton; HSC - Elisha DeClue; SYS - Ashely Penney)

All cash and checks collected in departments for FY22 should be received by the Cashier Area of Student Financial Services no later than Monday, August 29, 2022 at 2:00pm for deposit. Any additional cash, checks or other deposits for FY22 received between 2:00pm Aug 29th through end of day Aug 31st should be received in the Cashier Area of Student Financial Services no later than 5:00pm, September 2, 2022.

**Monday, August 29**

**Supplemental Payroll**

ePARs must have final approval by 5:00pm to be processed on the last supplemental payroll for FY22. Any ePARs approved after this time will be processed in FY23.

**Thursday, September 1**

**Special Hourly Payroll**

Time and labor for hourly payroll from 8/16/22 to 8/31/22 must be entered and approved by 10 am.

**Friday, September 2**

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

All ABAs for FY22 should be processed and approved on-line to be received by the Budget Office by 5:00 pm.

**Friday, September 2**

**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 3.

**Inventory Data for HSC/DAL/SYS** (Process Owners: UNTD – Hailey Bradley; HSC – Alvin Winchester (Pharmacy); Egeenee Daniels/Lacy Bowen (Lab Animal Medicine) Jason Hartley/Andriana Sandoval Albarran (Maintenance Supplies); SYS – Bryan Daniel and Blake Meyer

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

**Tuesday, September 6**

**Electronic IDTs**

Electronic IDTs relevant to FY22 must be processed and approved on-line to be received by the Controller Office by 5:00pm.

**Tuesday, 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 FY22 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 9**

University Budget offices to complete all GL transaction entries  
All GL entries to be processed by 5:00PM on 9/9/2022  
(Process Owners: Budget Office at each Business Unit)

**Tuesday, September 13** (Process Owners: Susan Sullivan/FSS and Jim Gross)

Period 12 close in GL System (No Period 12 accounting entries for FY22 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](mailto:UNTFINREP@ad.unt.edu); or Rafiu Fashina @ [Rafiu.Fashina@untsystem.edu](mailto:Rafiu.Fashina@untsystem.edu); HSC Controller: Tom Spencer @ [Tom.Spencer@untsystem.edu](mailto:Tom.Spencer@untsystem.edu); UNT Dallas Controller: Victor Aimuyo @ [victor.aimuyo@untsystem.edu](mailto:victor.aimuyo@untsystem.edu) or UNT System Controller: Brittany Wisdom @ [Brittany.Wisdom@untsystem.edu](mailto:Brittany.Wisdom@untsystem.edu);