



# First Fridays

with the

# University Budget Office

**UNT**<sup>®</sup>

UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**

July, 2019

PowerPoint Only

# Year End Planning

## Documents

- [FY2019 Year End Deadlines](#)
- [Closing Rules](#) - Identifies which chartstrings will roll forward or close at year end. The closing rules are listed by Fund Category and Fund.
- [Guide to Covering Deficits](#)

# Year End Planning

## IMPORTANT DEADLINES FOR CLEARING DEFICITS

- **Payroll Funding Reallocations**, final approval due by 5:00p.m. Friday, August 2nd
- **Manual IDTs**, must be received by the BSC by 5:00p.m. Friday, August 23rd
- **Electronic IDTs**, must be approved by 5:00p.m., Thursday, September 5th
- **ABAs**, must be approved by 5:00p.m. Friday, September 6th. ABA submissions through 09/06 will be posted to FY19 unless otherwise noted. If your submission applies to FY20 you must indicate so in the "Justification" section of the ABA.

**IDTs and ABAs completed incorrectly – even if submitted by the deadline - will not be processed in FY19**

- **HOW TO COVER DEFICITS** - For examples, please refer to the [Guide to Covering Deficits](#)

# Tips & Tricks

- Review and cancel department requisitions that will not be approved and forwarded to Procurement Services by 8/16/19.
- Please notify Procurement Services of any PO/Reqs that you would like to have closed and encumbrances released.
- 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.

# FY 20 Reqs

- FY20 ePro requisitions and blanket orders may now be entered.
  - Requisition Information – to expedite the processing of your FY20 requisition, please include the following information in the Requesters Justification
    - Attach all documentation, including quotes, forms, existing contracts and/or the previous PO number to the requisition.
    - Ensure Budget Date is changed to 9/1/2019 on all FY20 requisitions before submission.
    - Please add a statement “For delivery and invoicing after 9/01/19”.
- Additionally, for FY20 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.

## FY 2019 UNT System Campuses Year-End Deadlines

- The new academic year is quickly approaching, and with that brings the end of FY 2019.
- In an effort to help you track and meet all fiscal year-end deadlines, we've created a [FY 2019 Year End Checklist](#) and [Helpful Tips to Close Out FY 2019](#), available on the UNT System website. We've also included July's deadlines below:

### Friday, July 19

- ePro change order requisitions for FY19 received by 5:00pm

We greatly appreciated your assistance in processing documents, monitoring your budgets and purchase orders, and adhering to deadlines. Your collaboration will help ensure our records are timely and accurate as we close out another tremendous year for the UNT System.

If you have any questions, please contact your campus Controller Office:

- UNT: Jennifer Stevenson, 940-369-5518; or email [UNTFINREP@ad.unt.edu](mailto:UNTFINREP@ad.unt.edu)
- HSC: Paula Welch, 817-735-2536
- UNT Dallas: Rafiu Fashina 972-338-1405
- UNT System: Brittany Wisdom, 940-369-5524
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Questions regarding payroll and procurement deadlines should be directed to 940-369-5500 or toll free at 855-868-4357.

*\*\*Please note:* The FY 2019 year-end deadlines apply to all University accounts, including grants. We recognize 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.



**Thank You.**

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