



First Fridays

with the

University Budget Office

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July, 2020

Year End Planning

Documents

- [FY2020 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. Monday, August 3rd**
- **ABAs**, must be approved by **5:00p.m. Friday, September 4th**. ABA submissions through 09/04 will be posted to FY20 unless otherwise noted. If your submission applies to FY21 you must indicate so in the "Justification" section of the ABA.
- **Electronic IDTS**, must be approved by **5:00p.m. Thursday, September 6th**
- **Deficit Chart Strings Balance Corrections** Depts with deficit Chart Strings balance should send ABA for correction to the Budget Office to process by **Friday, September 4**

IDTs and ABAs completed incorrectly – even if submitted by the deadline - will not be processed in FY20

Helpful Tips

- 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.
- Respond to outstanding payment approval emails received as quickly as possible.
- Forward any outstanding invoices to **invoices@untsystem.edu** immediately.

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

FY21 Reqs

- 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

FY21 Reqs (Continued)

- 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



Thank You!

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