FY2021 UNT System Campuses Year-End Processing Calendar – Final Draft 7/7/2021

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.

Strategic Sourcing Team - While the deadline to guarantee the completion of a formal solicitation process has passed, our team will approach every request for service with the intent to get the department what they need in the most expedited time frame possible.

Monday, July 19

Purchasing

Requisition **change orders** for FY21 must be received by 5:00pm

Monday, August 2

Contracts
Agreements requiring signature(s) for goods to be received by August 31 must be submitted by 5:00pm

Purchasing
Requisitions using FY21 funds that involve signature authority must have the **UNSIGNED** contract/agreement attached to the requisition and need to be submitted by 5:00pm. Procurement Services will obtain the necessary signatures.

Requisitions of $25,000 or less using FY21 funds must be created and approved by 5:00pm.

Goods/services should be expected to be received prior to August 31, 2021 or the PO will need to be created with a requisition reflecting a FY22 budget date (*09/01/2021*).

Monday, August 9

Payroll Funding Reallocations

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

Friday, August 13

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 13

Accounts Payable
AP Invoices using FY21 funds must be received by Accounts Payable by 5:00 pm. Email unpaid invoices to invoices@untsystem.edu

AP Voucher Corrections for FY21 must be received by Accounts Payable by 5:00 pm.

Thursday, August 19
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 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 24 to ensure postage is charged to the deptid by fiscal year-end. Mail received and processed after those dates will be charged to FY2022.

Friday, August 20

ePARs for FY22 transactions will open on 8/20/21 if approved by the Board by 8/13/21

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 FY21 funds must be submitted to Printing Services.

Accounts Payable & Controllers Office

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

Monday, August 23

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

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

Wednesday, August 25

Travel

Concur Expense Reimbursements using FY21 funds must be in "*Approved and in Accounting Review*" status by 5:00pm

Friday, August 27

Supplemental Payroll

ePARs must have final approval by 5:00pm to be processed on the last supplemental payroll for FY21. Any ePARs approved after this time will use FY22 funds.

Friday, August 27

Cash Receipts (Process Owners: Keenan Ivy and John Tannert)

All cash and checks collected in departments for FY21 should be received by the Cashier Area of Student Financial Services no later than Friday, August 27, 2021 at 2:00pm for deposit. Any additional cash, checks or other deposits for FY21 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 2, 2021.

Wednesday, September 1

Special Hourly Payroll

Time and labor for hourly payroll from 8/16/21 to 8/31/21 must be entered and approved by 10 am.

Friday, September 3

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

All ABAs for FY21 should be processed and approved on-line to be received by the Budget Office by 5:00 pm

Friday, September 3

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 *(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.

Saturday - Sunday, September 4-5

PO roll forward from FY21 to FY22 (Process Owners: Jon Rascon)

Tuesday, September 7

P-Card
P-Card data entry into Concur for August Transactions (dated August 4 through September 3) using FY21 funds must be completed and submitted by 5pm.

***Please note that P-Card purchases made August 29-31 may not post during the FY21 billing period.**

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 FY21 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.
(Process Owners: Controller Office – Rafiu Fashina (UNT), Tom Spencer (HSC), Victor Aimuyo (UNTD), Brittany Wisdom (UNTS))

Friday, September 10

University Budget offices to complete ALL GL Transactions Entries
All GL entries to be processed by 5:00PM on 9/9/2021
(*Process Owners: Budget Office at each Business Unit – DL, HSC, NT and SY*)

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

Period 12 close in GL System (No Period 12 accounting entries for FY21 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; or Rafiu Fashina @ Rafiu.Fashina@untsystem.edu; HSC Controller: Tom Spencer @ Tom.Spencer@untsystem.edu; UNT Dallas Controller: Victor Aimuyo @ victor.aimuyo@untsystem.edu or UNT Sys Controller: Brittany Wisdom @ Brittany.Wisdom@untsystem.edu; Questions regarding payroll and procurement deadlines should be directed to 940-369-5500 or toll free at 855-868-4357.