

FY2018 UNT System Campuses Year-End Deadlines – Final Draft 7/13/2018

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.

Friday, July 20

ePro **requisitions** of amounts greater than \$25,000 requiring formal bids must be received by Procurement Services by 5:00pm

ePro **change order requisitions** for FY18 received by 5:00pm

Friday, August 3

Payroll Funding Reallocations

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

Friday, August 10

ePro **requisitions** from FY18 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 13

ePARs for FY19 transactions will open on 8/13/18 if approved by the Board on 8/10/18

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

Monday, 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 FY2019.

Tuesday, August 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.

Wednesday, August 22

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

ePro **requisitions** of \$25,000 or less using FY18 funds must be created and approved by 5:00pm.

Goods/services should be expected to be received prior to August 31, 2018 or the PO will need to be created with a requisition reflecting a FY19 budget date.

Thursday, August 23

Printing Services (Process Owner: Lora Connaughton)

All printing orders using FY18 funds must be submitted to Printing Services.

Friday, August 24

IDTs (Process Owners: UNT Controller Office – Anne Williams and Jennifer Stevenson; HSC Controller Office – Tom Spencer and Paula Welch; UNT Dallas Controller Office - Rafiu Fashina and Melanie Ramirez and UNT System Controller Office – Melanie Ramirez)

All Interdepartmental Transactions (IDT) using FY18 funds and their supporting documentation should be received by Controller Office 5:00pm.

Friday, 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.

Friday, August 24

Accounts Payable & Travel

Travel Vouchers using FY18 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

AP Invoices using FY18 funds must be received by Accounts Payable by 5:00 pm. Email unpaid invoices to invoices@untsystem.edu

AP/Travel Voucher Corrections for FY18 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.

Tuesday, August 28

Supplemental Payroll

ePARs must have final approval by 5:00pm to be processed on the last supplemental payroll for FY18. Any ePARs approved after this time will use FY19 funds.

Tuesday, August 28

Cash Receipts (Process Owners: Jeane Olson and Joey Saxon)

All cash and checks collected in departments for FY18 should be received by the Cashier Area of Student Financial Services no later than Tuesday, August 28, 2018 at 2:00pm for deposit. Any additional cash, checks or other deposits for FY18 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, 2018.

Monday, September 4

Accounts Payable & Travel

Payment of invoices and travel vouchers using FY18 funds must be received by Payment Services by 5:00pm

Special Hourly Payroll

Time and labor for hourly payroll from 8/16/18 to 8/31/18 must be entered and approved by 10 am.

Thursday, September 6

Purchasing Card (PCard)

Pcard data entry in GCMS/Citibank for August transactions using FY18 funding must be completed by 5pm. This includes all transactions with a posting date of August 4 through August 31, 2018.

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 7.

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

All ABAs for FY18 are due to the Budget Office by 5:00pm.

Friday, September 7

Departmental Entries (Process Owners: Various Departments)

All departmental journal entries and support must be submitted to Controller Office by 5:00pm.

Credit Card Reallocations (Process Owners: Campus Depts)

All journal entries and support for credit card reallocations relevant to FY18 must be submitted to Controller Office 5:00pm.

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.

Friday, September 7

Roll forward of FY18 Budget for PO Encumbrances to FY19 Budget
(Process Owners: Budget Office at each Business Unit – DL, HSC, NT and SY)

Saturday - Sunday, September 8-9

PO roll forward from FY18 to FY19 (Process Owners: Jon Rascon and Mike Abernethy)

Monday, September 10

Purchasing Card (PCard)

Pcard data entry into GCMS/Citibank for September Transactions Dated September 1 through September 3 using FY18 funding must be completed by 5 pm.

Please note that purchases made August 29 through August 31 may not post during the FY18 billing period and may post in FY19

Wednesday, September 12 (Process Owners: Susan Sullivan/FSS and Jim Gross)

Period 12 close in GL System (No Period 12 accounting entries for FY18 allowed after close)

Friday, September 14

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

(Process Owners: Controllers - Melanie Ramirez (UNTD & SYS), Paula Welch (HSC), and Jennifer Stevenson (UNT))

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 call Jennifer Stevenson at 940-369-5518 or HSC Controller Office: Paula Welch at 817-735-2536 or UNT Dallas Controller Office: Melanie Ramirez at 940-565-3214 or UNT System Controller Office: Melanie Ramirez @ 940-565-3214.

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 8/22/18.
- Ensure Budget Date is changed to 9/1/2018 on all FY19 requisitions before submission.
- Respond to outstanding payment approval emails received as quickly as possible.
- Forward any outstanding invoices to invoices@untsystem.edu immediately.
- Complete and submit travel vouchers for FY18 travel.
- FY18 ePro requisitions and blanket orders may now be entered.

Note that the budget date should reflect 9/01/18. Please add a statement "For delivery and invoicing after 9/01/18". Additionally, for FY19 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. 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.