Martin-Gatton College of Agriculture, Food and Environment | **Business Center**

FISCAL YEAR-END CHECKLIST

ACCRUAL Deadlines to Review:

- [ ] June 30th— Deadline to submit Accounts Receivables to your College Business Analyst.
- [ ] July 24th— Deadline to submit Accounts Payable accrual to your College Business Analyst.

BUDGET Deadlines to Review:

- [ ] End of January— Deadline to request a recurring Budget Transfer to your College Business Analyst.
- [ ] July 13th— Deadline to request a non-recurring Budget Transfer to your College Business Analyst.

REPORTS To Review:

- [ ] July 5th— Review June transactions for non-project cost objects in SAP/BW so that Corrections may be made prior to the preliminary close.
- [ ] July 8th—Online June preliminary reports and detail transaction reports are available for viewing afternoon.
- [ ] July 15th—June monthly reports and detail transaction reports (after corrections) are available to campus.

CAPITAL PROJECTS Deadlines to Review:

- [ ] June 15th—New capital project establishment forms for FY23 projects are due to the Business Center.
- [ ] July 6th—June transactions on capital project cost objects MUST be delivered to the Business Center.
- [ ] July 13th—No corrections to any cost objects (for capital projects) can be made in old year beginning this date.

ENCUMBRANCES Deadlines to Review:

- [ ] July 5th— Regular encumbrance balances not cleared by payments or accounts payable accruals will be forwarded to the new fiscal year and charged against the 2023-24 budget. Encumbrances for purchases made with a purchase order are automatically established by online purchasing system on June 30. Departments are responsible for cancelling any open shopping carts/requisitions to release pre-encumbrances. Departments must contact Purchasing to release encumbrances on an open shopping cart/purchase order.

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CASH RECEIPTS Deadlines to Review:

☐ June 16th— 4:30pm —Cut-off for Lexington locations to deliver cash and transmittals for cash on hand through June 16th.

☐ June 16th— Out-of-town locations must deposit all cash on hand prior to close of business. Imprest funds are excluded.

☐ July 3rd— Cash transmittals for cash on hand through June 30 for Lexington locations are due in Treasury Services by 3:30pm. Cash transmittals, deposit tickets for out-of-town locations and Deposits made directly to PNC Bank must be delivered or faxed to Treasury Services at (859) 323-9911 by 4:30pm.

FUNDS RESERVATIONS To Review:

☐ July 5th— Funds reservations (departmental encumbrances) no cleared by payments or accruals will not be carried forward in FY24 and will need to be re-created by the department in the new year.

TRAVEL Deadlines to Review:

☐ June 5th— CONCUR travel expense reports related to travel expenses incurred prior to June 1 are due to AP via the workflow.

☐ June 19th— CONCUR travel expense reports related to travel expenses incurred June 1 through June 15 are due to AP via the workflow.

☐ July 6th— CONCUR travel expense reports related to expenses incurred June 16 through June 30 are due to AP via the workflow.

JOURNAL VOUCHER Deadlines to Review:

☐ June 2nd—NOON—JV's for corrections to cash receipts and JV's related to expenses incurred or services provided prior to June 1 for all cost objects are due to the Business Center via Workflow.

☐ June 16th—NOON—JV's related to expenses incurred or services provided June 1 through June 15 for all cost objects are due to the Business Center via Workflow.

☐ July 5th—NOON—JV's related to expenses incurred or services provided June 16 through June 30 for all cost objects are due to the Business Center via Workflow.

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JOURNAL VOUCHER Deadlines to Review (*continued*):

☐ July 12th—NOON—June transactions posted to grants on or after the July 2nd JV MUST be reviewed in SAP and corrections (JV's) are due in the Business Center. Only complete and accurate JV's for these specific errors will be posted to grant WBS elements (3XXXXXXXXX) at this time. Other JV's received for grants will not be processed in old year, even if the off-set cost object is a cost center or internal order. All JV's not processed will be reviewed and returned to departments with instructions regarding the ability to re-enter for consideration of new year posting.

☐ July 12th—NOON—All JV corrections to June ledgers are due to the Business Center via the JV workflow. (This includes correction JV's for endowment funds, cash receipts, encum-brances for purchase orders, etc.)

PAYMENT DOCUMENT Deadlines to Review:

☐ June 5th— PRD's, disbursement requests, imprest cash reimbursements, and purchase or-der invoices related to expenses incurred prior to June 1 should be completed.

☐ June 19th— PRD's, disbursement requests, imprest cash reimbursements, and purchase or-der invoices related to expenses incurred June 1 through June 15 should be completed.

☐ July 6th— All PRD's, disbursement requests, and imprest cash reimbursements related to expenses incurred June 16 through June 30 are due to AP.

COST DISTRIBUTION Deadlines to Review:

☐ June 20th— MO#06 final opportunity for departments to make cost distribution changes for 4th quarter of FY23 which will affect old year budget. See Payroll schedule for pay period processing dates.

☐ June 26th— BW #13 final opportunity for departments to make cost distribution changes for 4th quarter FY23 which will affect old year budget. See Payroll schedule for pay processing dates.

PAYROLL Deadline to Review

☐ July 5th— Request payroll accrual for payroll advances in old year for work done on or be-fore June 19 by 12:00pm. It should reference the PRD number used to pay the advance, the cost object(s) to which the payroll should be charged, the amount relating to old year, and the employee's name and employee ID number.

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PO INVOICES / GOODS CONFIRMATION Deadlines to Review:

☐ June 30th— Last day to enter online receipts for all goods and services received prior to or on June 30 for purchase orders 43xxxxxxxx and 47xxxxxxxx.

☐ July 5th— 12:00 p.m. Campus cut off for all PO invoices for expenses incurred June 16 to June 30. All invoices should be sent to APPOinvoices@uky.edu.

☐ July 5th—Online confirming/receiving for all goods and services received prior to or on June 30 must be posted by 4:30pm for SAP purchase orders 45xxxxxxxx and 48xxxxxxxx, SRM purchase orders 75xxxxxxxx and 78xxxxxxxx and all 88xxxxxxxx purchase orders.

REQUISITION/PO Deadlines to Review:

☐ April 25th— Shopping carts/requisitions for vehicles or for lease purchases where the first payment is requested from FY23 funds or for purchase of capital goods, services or equipment that are not on a current University Price Contract and require delivery prior to July 1.

☐ May 9th— Shopping carts/requisitions for small dollar purchases of any type that require delivery prior to July 1.

PRO-CARD Deadlines to Review:

☐ June 15th— Concur pro card reports for expenses incurred prior to June 1 are due to AP via the workflow.

☐ July 6th— 4:30 p.m. Campus cut off for submitting procard expenses incurred June 16 to June 30. All procard expense reports should be submitted to APS in Concur.

SUB-AWARD Deadlines to Review:

☐ June 30th— 4:30 p.m. Campus cut off for sponsored project sub award/subcontract invoices for expenses incurred through May 31. Departments should request agencies with quarterly invoicing frequency to submit an invoice for expenses incurred April 1 to May 31. Vendor Invoices should be sent to APPOInvoices@uky.edu. If you have question regarding receipt or corrections to invoices submitted through the email address, please contact Leslie Duty. If you need assistance with the certification of subaward invoices once processed, please contact subawards@uky.edu

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SUB-AWARD Deadlines to Review (*continued*):

☐ July 13th— 4:30 p.m. Campus cut off for sponsored project sub award/subcontract invoices for expenses incurred through 6/30 (grant continues beyond 6/30). Vendor Invoice should be submitted to APPOInvoice@uky.edu. If you have question regarding receipt or corrections to invoices submitted through the email address, please contact Leslie Duty. If you need assistance with the certification of subaward invoice once processed, please contact subawards@uky.edu.

☐ July 24th—Departments that have not received an invoice for sponsored project subaward/subcontract expenses incurred prior to June 30 must obtain the unbilled amount and request that Accounts Payable Services establish a "payable". The payable must be based on actual unbilled expenses and not overstated. All requests to establish payables are due in to the Business Center. The request must include the purchase order number, cost object, G/L account, amount, purpose of expense and justification for the payable accrual.

☐ July 31st— 4:30 p.m. Campus cut-off for sponsored project sub award/subcontract invoices for expenses incurred through 6/30 when final invoice for the award. Vendor Invoice should be submitted to APPOInvoices@uky.edu. If you have question regarding receipt or corrections to invoices submitted through the email address, please contact Leslie Duty. If you need assistance with the certification of subaward invoice once processed, please contact subawards@uky.edu.

VACATION ACCRUAL Deadline to Review:

☐ July 3rd—NOON—All vacation and temporary disability leave taken on or before June 30 must be entered in SAP by noon.

POSTING PERIOD Deadlines to Review:

☐ July 7th— Close posting period 12. July 8th—Open posting period 13 for campus online corrections and completion of pro card edits.

☐ July 14th— No corrections to any funds or cost objects can be made in old year beginning this date. Posting period 13 is closed at end of day.

PHYSICAL INVENTORY COUNT Deadline to Review:

☐ July 3rd-10AM— Departments are to submit their annual physical inventory count to Jason Hardin by this date. The inventory should be counted as close to 6/30 as possible.