

FISCAL YEAR-END CHECKLIST

ACCRUAL Deadlines to Review:

- June 28th— Deadline to submit Accounts Receivables to your College Business Analyst.
- July 22nd— 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 9th— Deadline to request a non-recurring Budget Transfer to your College Business Analyst.

REPORTS To Review:

- July 3rd— Review June transactions for non-project cost objects in SAP/Tableau so that corrections may be made prior to the preliminary close.
- July 6th—Online June (period 12) preliminary reports and detail transaction reports are available for viewing afternoon.
- July 13th—June monthly reports and detail transaction reports (after corrections) are available to campus.

CAPITAL PROJECTS Deadlines to Review:

- June 12th—New capital project establishment forms for FY24 projects are due to the Business Center.
- July 2nd—June transactions on capital project cost objects **MUST** be delivered to the Business Center.
- July 11th—No corrections to any cost objects (for capital projects) can be made in old year beginning this date.

ENCUMBRANCES Deadlines to Review:

- July 3rd— Regular encumbrance balances not cleared by payments or accounts payable accruals will be forwarded to the new fiscal year and charged against the 2024-25 budget. Encumbrances for purchases made with a purchase order are automatically established by online purchasing system on June 30. Departments are responsible for canceling 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 14th— 4:30pm —Cut-off for Lexington locations to deliver cash and transmittals for cash on hand through June 14th.
- June 14th— Out-of-town locations must deposit all cash on hand prior to close of business. Imprest funds are excluded.
- July 1st— Cash transmittals and deposits for all cash and checks on hand through June 30 for Lexington locations are due in Treasury Services or deposited into a deposit kiosk on campus by **2:00 p.m.** Deposits for out-of-town locations or deposits made directly at PNC Bank branch locations must be made by **4:30 p.m.** A copy of the cash transmittal and deposit receipt for out-of-town location deposits must be emailed to Treasury Services at Treasury.Services@uky.edu.

FUNDS RESERVATIONS To Review:

- July 3rd— Funds reservations (departmental encumbrances) not 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 4th— CONCUR travel expense reports related to travel expenses incurred prior to June 1 are due to AP via the workflow.
- June 20th— CONCUR travel expense reports related to travel expenses incurred June 1 through June 15 are due to AP via the workflow.
- July 3rd— 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 3rd—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 18th—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 2nd—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 10th—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 10th—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, encumbrances for purchase orders, etc.)

PAYMENT DOCUMENT Deadlines to Review:

- June 4th— PRD's, disbursement requests, imprest cash reimbursements, and purchase order invoices related to expenses incurred prior to June 1 should be completed.
- June 20th— PRD's, disbursement requests, imprest cash reimbursements, and purchase order invoices related to expenses incurred June 1 through June 15 should be completed.
- July 3rd— 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 17th— BW #13 final opportunity for departments to make cost distribution changes for 4th quarter FY24 which will affect old year budget. See Payroll schedule for pay processing dates.
- June 24th— MO#06 final opportunity for departments to make cost distribution changes for 4th quarter of FY24 which will affect old year budget. See Payroll schedule for pay period processing dates.

PAYROLL Deadline to Review

- July 3rd— Request payroll accrual for payroll advances in old year for work done June 29th or prior by 12:00 p.m. 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 number.

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PO INVOICES / GOODS CONFIRMATION Deadlines to Review:

- June 28th— Last day to enter online receipts for all goods and services received prior to or on June 30 for purchase orders 43xxxxxxx and 47xxxxxxx.
- July 3rd— 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 3rd—Online confirming/receiving for all goods and services received prior to or on June 30 must be posted by 4:30 p.m. for SAP purchase order 45xxxxxxx and 48xxxxxxx, SRM purchase orders 75xxxxxxx and 78xxxxxxx and all 88xxxxxxx purchase orders. SAP report ZMM_BA_RPT and Z_MMEKPO are available assist in managing shopping carts/requisitions and to identify open purchase orders.

REQUISITION/PO Deadlines to Review:

- March 25th— Shopping carts/requisitions for vehicles or for lease purchases where the first payment is requested from FY24 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 10th— Shopping carts/requisitions for small dollar purchases of any type that require delivery prior to July 1.

PRO-CARD Deadlines to Review:

- June 14th— Concur procard reports for expenses incurred prior to June 1 are due to AP via the workflow.
- June 28th— Concur procard reports related to expenses incurred June 1 to June 15 due to APS.
- July 3rd— 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 28th— 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 11th— 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 22nd—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 1st—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 5th— Close posting period 12. July 6th—Open posting period 13 for campus online corrections and completion of pro card edits.
- July 12th— 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 1st-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.