



College of Agriculture,
Food and Environment
Business Center

FISCAL YEAR-END CHECKLIST

ACCRUAL Deadlines to Review:

- July 1st— NOON—Deadline to submit Accounts Receivables to your College Business Analyst.
- July 29th—NOON—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 2nd— Review June transactions for non-project cost objects in SAP/BW so that Corrections may be made prior to the preliminary close.
- July 7th—Online June preliminary BW reports and detail transactions reports are available for viewing after noon.
- July 14th—June monthly BW reports and detail transaction reports (after corrections) are available to campus.

CAPITAL PROJECTS Deadlines to Review:

- June 14th—New capital project establishment forms for FY21 projects are due to the Business Center.
- July 1st—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.

CASH RECEIPTS Deadlines to Review:

- June 17th— 4:30pm —Cut-off for Lexington locations to deliver cash and transmittals for cash on hand through June 17th.
- June 17th— Out-of-town locations must deposit all cash on hand prior to close of business. Imprest funds are excluded.



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CASH RECEIPTS Deadlines to Review *(continued)*:

- July 1st— 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**.

ENCUMBRANCES Deadlines to Review:

- July 2nd— Regular encumbrance balances not cleared by payments or accounts payable accruals will be forwarded to the new fiscal year and charged against the 2021-2022 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.

COST DISTRIBUTION CHANGES Deadlines to Review:

- June 7th— Cost distribution changes due; June 14th—cost distribution corrections due.

FUNDS RESERVATIONS To Review:

- July 2nd— Funds reservations (departmental encumbrances) not cleared by payments or accruals will not be carried forward in FY22 and will need to be re-created by the department in the new year.

TRAVEL Deadlines to Review:

- June 2nd— CONCUR travel expense reports related to travel expenses incurred prior to June 1 are due to AP via the workflow.
- June 17th— 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.



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JOURNAL VOUCHER Deadlines to Review:

- June 1st—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 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.
- July 9th—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 offset 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 9th—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 2nd— PRD's, disbursement requests, imprest cash reimbursements, and purchase order invoices related to expenses incurred prior to June 1 should be completed.
- June 17th— PRD's, disbursement requests, imprest cash reimbursements, and purchase order 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.

PAYROLL Deadline to Review:

- June 14th— M0#06 final opportunity for departments to make cost distribution changes for 4th quarter of FY21 which will affect old year budget. See Payroll schedule for pay period processing dates.
- June 21st— BW #13 final opportunity for departments to make cost distribution changes for 4th quarter FY21 which will affect old year budget. See Payroll schedule for pay processing dates and employee ID number.



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PAYROLL Deadline to Review *(continued)*:

- July 2nd— Request payroll accrual for payroll advances in old year for work done on or before June 20 by 5:00pm. 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.

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 43xxxxxxx and 47xxxxxxx.
- July 2nd—NOON—Campus cut-off for all PO invoices for expenses incurred June 16 through June 30. All invoices should be delivered to AP.
- July 2nd—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 45xxxxxxx and 48xxxxxxx, SRM purchase orders 75xxxxxxx and 78xxxxxxx and all 88xxxxxxx purchase orders.

REQUISITION/PO Deadlines to Review:

- April 12th— Shopping carts/requisitions for vehicles or for lease purchases where the first payment is requested from FY21 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 15th— Shopping carts/requisitions for small dollar purchases of any type that require delivery prior to July 1.

PRO-CARD Deadlines to Review:

- June 15th—NOON— Concur pro card reports for expenses incurred prior to June 1 are due to AP via the workflow.
- July 6th—NOON—Concur pro card reports for expenses incurred June 16 through June 30 are due to AP via the workflow.



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SUB-AWARD Deadline to Review:

- June 30th— Due date for sponsored project subaward/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 through May 31. Vendor invoices should be delivered to APPOInvoices@uky.edu.
- July 12th— Due date for sponsored project subaward/subcontract invoices for expenses incurred through June 30 (when grant continues beyond June 30). Vendor invoice should be submitted to APPOInvoices@uky.edu.
- July 29th— Due date for sponsored project subaward/subcontract invoices for expenses incurred through June 30 (when final invoice for the award). Vendor invoice should be submitted to APPOInvoices@uky.edu.
- July 29th—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 to your College Business Analyst.

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 Deadline 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 13th— 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 Chris Shotwell by this date. The inventory should be counted as close to 6/30 as possible.