

**MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT**  
**FFY23 FEDERAL YEAR-END CLOSING SCHEDULE**

(Unless otherwise stated, all deadlines are 4:30pm on the due date indicated)

| AG Due Date        | Type                    | Business Transaction  | Dept.                | Contact Information   |
|--------------------|-------------------------|---|----------------------|---|
| 9/15/2023          | Req's/PO's              | Shopping carts/requisitions for purchases where the items will be delivered prior to October 1. This will help to ensure that PO's are created and goods received by September 30th. It should also help to ensure that all accounting entries are posted to the "OLD YEAR".  | CAFE Business Center | Business Analysts<br><a href="mailto:cafeanalysts@uky.edu">cafeanalysts@uky.edu</a> |
| 9/15/2023          | PRD's                   | All PRD's for "OLD YEAR" should be submitted and approved by the dept in SAP workflow on "OLD YEAR" funds. Any submitted after this date are not guaranteed to post to "OLD YEAR". Any questions about PRD's should be addressed with your business analyst.  | CAFE Business Center | Business Analysts<br><a href="mailto:cafeanalysts@uky.edu">cafeanalysts@uky.edu</a> |
| 9/15/2023          | Procard Reports         | All pro card reports for expenses charging to federal capacity grants <b>with transaction dates of 8/31 or prior</b> must be completed via Concur. Regardless of editing deadline, completing this step will help to ensure that all charges are posted to the appropriate year.  | CAFE Business Center | Business Analysts<br><a href="mailto:cafeanalysts@uky.edu">cafeanalysts@uky.edu</a> |
| 9/18/2023          | BT's                    | Non-recurring budget transfers requests must be submitted to your Business Analyst  | CAFE Business Center | Business Analysts<br><a href="mailto:cafeanalysts@uky.edu">cafeanalysts@uky.edu</a> |
| 9/18/2023 - 5:00PM | Faculty/Monthly Payroll | All faculty and monthly staff employee payroll distribution changes made via CDEM must be submitted by 9/18/23. MO#09 which ends 9/30/23 is the last monthly pay period for posting on the FFY23 fund. Please review all faculty and monthly staff employees, and update CDEM screens accordingly for any payroll charges 10/1/23 and beyond.<br><br><b>a. Confirm payroll records for payroll periods through 9/30 are on old year fund ending in "23"</b><br><b>b. Create new records for period 10/1 – Beyond on new year fund ending in "24"</b>  | CAFE Business Center | CAFE HR Team<br><a href="#">CAFE HR Team</a>  |
| 9/25/2023 - 5:00PM | Bi-weekly Payroll       | BW #20 which ends 9/23/23 is the last full bi-weekly pay period for posting on the FFY23 fund. Please review all bi-weekly employees and update CDEM screens accordingly for any payroll charges 10/1/23 and beyond. <b>In order to split the payroll for BW#21 appropriately across the two fiscal years, separate CDEM entries will be required. This portion needs to be completed before final BW#20 runs.</b> See below.<br><br><b>a. Confirm payroll records for payroll periods are on old year fund ending in "23"</b><br><b>b. Create new records for period 10/1 – Beyond on new year fund ending in "24"</b> | CAFE Business Center | CAFE HR Team<br><a href="#">CAFE HR Team</a>  |
| 10/2/2023          | JVs/Z4s                 | JV's making corrections to expenditures on federal capacity grants should be submitted by 10/02/23. Clearly mark all JV's as OY (Old Year) or NY (New Year) in the Doc Header Text of the JV before initiating the JV Workflow. This should help to ensure they are posted by AFRS before the month of Sept closes out.   | CAFE Business Center | Business Analysts<br><a href="mailto:cafeanalysts@uky.edu">cafeanalysts@uky.edu</a> |

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|------------------------------------|-------------------|---|----------------------|---------------------|--|
| No Later Than<br>10/2/2023         | PO/Goods Receipts | All goods confirmations due for items received prior to, or on, September 30th. Please liquidate any remaining balance or work with Purchasing to get the remaining balance moved to the 24 fund no later than 9/30/2023.   | CAFE Business Center | Business Analysts   | <a href="mailto:cafeanalysts@uky.edu">cafeanalysts@uky.edu</a> |
| ASAP<br>No Later Than<br>10/2/2023 | Procard Reports   | All pro card reports for expenses charging to federal capacity grants <b>with transaction dates of 9/1 or later</b> must be completed via Concur. It is recommended that separate reports are created for expenses charging to federal capacity grants for OLD YEAR - do not commingle with expenses being charged to other cost objects. Regardless of editing deadline, completing this step will help to ensure that all charges are posted to the appropriate year. | CAFE Business Center | Business Analysts   | <a href="mailto:cafeanalysts@uky.edu">cafeanalysts@uky.edu</a> |
| No Later Than<br>10/11/2023        | Reconciliations   | Departments <u>MUST</u> reconcile Federal Capacity Cost Objects by 10/11/23. Any corrections as a result of reconciliations must be submitted by 10/16/2023 (Please see JV's Line below)  | CAFE Business Center | Business Analysts   | <a href="mailto:cafeanalysts@uky.edu">cafeanalysts@uky.edu</a> |
| 10/16/2023                         | Travel Reports    | All Travel Reports completed via Concur must be submitted and approved by 10/16/2023. Analysts will review postings to ensure expenditures are charged to the appropriate fiscal year.<br><b>*Any old year Concur reports submitted and approved after 10/16/2023 WILL be moved to state funds via JV.</b>  | CAFE Business Center | Business Analysts   | <a href="mailto:cafeanalysts@uky.edu">cafeanalysts@uky.edu</a> |
| 10/16/2023                         | JVs/Z4s           | JV's to make final corrections as a result of reconciliations must be submitted by 10/16/23. Please mark all JVs OY (OLD YEAR) or NY (NEW YEAR) in the Doc Header Text of the JV before initiating the JV Workflow from October 1st - October 14th. All JVs after October 1st for old year need to have approval from your business analyst to ensure we have the required fund open for posting of the JV.   | CAFE Business Center | Business Analysts   | <a href="mailto:cafeanalysts@uky.edu">cafeanalysts@uky.edu</a> |
| 10/16/2023                         | Accruals          | Any goods/services received or travel expenses incurred prior to September 30th for which you have not processed a payment document must have an ACCRUAL established. Please contact your business analyst to have accruals recorded.   | CAFE Business Center | Business Analysts   | <a href="mailto:cafeanalysts@uky.edu">cafeanalysts@uky.edu</a> |

**NOTE: "OLD YEAR" documents submitted to the Business Center after the federal year-end deadlines referenced above WILL require a Business Procedures Exception Request form**