Federal Formula Grants Year-end Guidelines

1. To ensure that all transactions are posted to the appropriate fiscal year, please mark all documents “OLD YEAR” or “NEW YEAR” at the top of documents submitted to the Business Center from Oct 1 - Oct 15.

2. All requisitions on “OLD YEAR” funds will need to be completed by Sept 10. This will help to ensure that PO’s are created and goods received by Sept 30. It should also help to ensure that all accounting entries are posted to the “OLD YEAR”.

3. All goods receipts transactions (MIGO) must be completed by Sept 30 to ensure they are posted to “OLD YEAR” funds.

4. In order to split the payroll for BW21 appropriately across the two federal fiscal years, separate IT0027 records will be required (see below). If you have any questions about this, please call Gina Vessels or Chris Shotwell.
   a. One record for period 09/22 – 09/30 on old year fund ending in “13”
   b. One record for period 10/1 – 10/05 on new year fund ending in “14”

5. All DOE’s making changes to faculty payroll distributions for federal formula grants must be submitted by Sept 9. Any DOE’s submitted after this deadline that contain “OLD YEAR” federal funds will be returned. Funds for Federal Year “14” are loaded in SAP and active in FES and can be immediately used to update DOEs and payroll 0027 screens.

6. All pro card editing for federal formula grants must be completed by Sept 30. This will help to ensure that all charges are posted to the appropriate year.

7. All PRD’s and Travel Vouchers for “OLD YEAR” must be submitted to the Business Center by Sept 18 to help ensure they are posted to “OLD YEAR” funds. Any submitted after this date are not guaranteed to post to “OLD YEAR”.

8. Any goods/services received or travel expenses made prior to Sept 30 for which you have not processed a payment document must have an ACCRUAL established. All requests to establish these accruals are due to Gina Vessels in the Business Center by Sept 30.

9. All JV’s making corrections to “OLD YEAR” postings must be completed and submitted to the Business Center by Sept 24. This should help to ensure they are posted by General Accounting before the month of Sept closes out. After this date, only the Business Center will be able to post JV’s to “OLD YEAR”.

10. “OLD YEAR” documents submitted to the Business Center after the federal year-end deadlines referenced above require a Business Procedures Exception Request form (http://www.uky.edu/eForms/forms/bpexception.pdf) be submitted via email to ginavessels@uky.edu. You will be contacted immediately when the exception request is approved or denied for processing.