

**COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT**  
**FFY20 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   |                                      |                                                                                                                                                                                                                                                                                |
|--------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9/11/2020          | Req/PO                        | 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 | Unit Business Analyst | 3-4499<br>7-7241<br>7-9833<br>7-0132 | <a href="mailto:Andrew.Gehring@uky.edu">Andrew.Gehring@uky.edu</a><br><a href="mailto:Catherine.Anderson@uky.edu">Catherine.Anderson@uky.edu</a><br><a href="mailto:Scott.Wells2@uky.edu">Scott.Wells2@uky.edu</a><br><a href="mailto:Tina.Ward@uky.edu">Tina.Ward@uky.edu</a> |
| 9/14/2020          | Faculty Payroll Distributions | All faculty payroll distribution changes made via FES must be submitted by 12:00 noon. Any faculty payroll distributions submitted after this deadline that contain "OLD YEAR" federal funds will be returned. <b>All cost distributions should be updated with the "21" fund for payroll 10/1/20 and beyond.</b>                                                                                                                                                                                                                                                                                                             | CAFE Business Center | HR Payroll Specialist | 8-3906<br>7-4722                     | <a href="mailto:Christine.fensin@uky.edu">Christine.fensin@uky.edu</a><br><a href="mailto:melissaj.horton@uky.edu">melissaj.horton@uky.edu</a>                                                                                                                                 |
| 9/14/2020          | BT                            | Non-recurring budget transfers requests must be submitted to your Business Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | CAFE Business Center | Unit Business Analyst | 3-4499<br>7-7241<br>7-9833<br>7-0132 | <a href="mailto:Andrew.Gehring@uky.edu">Andrew.Gehring@uky.edu</a><br><a href="mailto:Catherine.Anderson@uky.edu">Catherine.Anderson@uky.edu</a><br><a href="mailto:Scott.Wells2@uky.edu">Scott.Wells2@uky.edu</a><br><a href="mailto:Tina.Ward@uky.edu">Tina.Ward@uky.edu</a> |
| 9/21/2020 - 5:00PM | Monthly Payroll               | MO #09 which ends 9/30/20 is the last monthly pay period for posting on the FFY20 fund. Please review all monthly staff and non-FES/DOE employees, and update 0027 screens accordingly for any payroll charges 10/1/20 and beyond.<br><b>a. Confirm payroll records for payroll periods through 9/30 on old year fund ending in "20"</b><br><b>b. Create new records for period 10/1 – Beyond on new year fund ending in "21"</b>                                                                                                                                                                                             | CAFE Business Center | HR Payroll Specialist | 8-3906<br>7-4722                     | <a href="mailto:Christine.fensin@uky.edu">Christine.fensin@uky.edu</a><br><a href="mailto:melissaj.horton@uky.edu">melissaj.horton@uky.edu</a>                                                                                                                                 |
| 9/28/2020          | JV                            | Clearly mark all JVs 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. After this date, only the Business Center will be able to post JV's to "OLD YEAR" unless instructed by your business analyst to do so. <b>If so, 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 16th. All JVs after October 1st for old year need to have prior approval from your business analyst.</b> | CAFE Business Center | Unit Business Analyst | 3-4499<br>7-7241<br>7-9833<br>7-0132 | <a href="mailto:Andrew.Gehring@uky.edu">Andrew.Gehring@uky.edu</a><br><a href="mailto:Catherine.Anderson@uky.edu">Catherine.Anderson@uky.edu</a><br><a href="mailto:Scott.Wells2@uky.edu">Scott.Wells2@uky.edu</a><br><a href="mailto:Tina.Ward@uky.edu">Tina.Ward@uky.edu</a> |
| 9/28/2020          | PRD/Travel                    | All SRM/PRD Approvals and TRIP 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".                                                                                                                                                                                                                                                                                                                                                                                                                       | CAFE Business Center | Unit Business Analyst | 3-4499<br>7-7241<br>7-9833<br>7-0132 | <a href="mailto:Andrew.Gehring@uky.edu">Andrew.Gehring@uky.edu</a><br><a href="mailto:Catherine.Anderson@uky.edu">Catherine.Anderson@uky.edu</a><br><a href="mailto:Scott.Wells2@uky.edu">Scott.Wells2@uky.edu</a><br><a href="mailto:Tina.Ward@uky.edu">Tina.Ward@uky.edu</a> |

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|-------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9/28/2020 - 5:00PM      | Bi-weekly Payroll | BW #20 which ends 9/26/20 is the last full bi-weekly pay period for posting on the FFY20 fund. Please review all bi-weekly employees and update 0027 screens accordingly for any payroll charges 10/1/20 and beyond. <b>In order to split the payroll for BW#21 appropriately across the two fiscal years, separate IT0027 Cost Distribution records 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 on old year fund ending in "20"</b><br><b>b. Create new records for period 10/1 – Beyond on new year fund ending in "21"</b> | CAFE Business Center | HR Payroll Specialist | 8-3906<br>7-4722                     | <a href="mailto:Christine.fensin@uky.edu">Christine.fensin@uky.edu</a><br><a href="mailto:melissaj.horton@uky.edu">melissaj.horton@uky.edu</a>                                                                                                                                 |
| 9/30/2020               | Procard           | All pro card editing for federal capacity grants must be completed. Regardless of editing deadline, completing this step will help to ensure that all charges are posted to the appropriate year.                                                                                                                                                                                                                                                                                                                                                                                                                                       | CAFE Business Center | Unit Business Analyst | 3-4499<br>7-7241<br>7-9833<br>7-0132 | <a href="mailto:Andrew.Gehring@uky.edu">Andrew.Gehring@uky.edu</a><br><a href="mailto:Catherine.Anderson@uky.edu">Catherine.Anderson@uky.edu</a><br><a href="mailto:Scott.Wells2@uky.edu">Scott.Wells2@uky.edu</a><br><a href="mailto:Tina.Ward@uky.edu">Tina.Ward@uky.edu</a> |
| No Later Than 9/30/2020 | PO/Goods Receipts | All goods confirmations due for items received prior to, or on, September 30th.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CAFE Business Center | Unit Business Analyst | 3-4499<br>7-7241<br>7-9833<br>7-0132 | <a href="mailto:Andrew.Gehring@uky.edu">Andrew.Gehring@uky.edu</a><br><a href="mailto:Catherine.Anderson@uky.edu">Catherine.Anderson@uky.edu</a><br><a href="mailto:Scott.Wells2@uky.edu">Scott.Wells2@uky.edu</a><br><a href="mailto:Tina.Ward@uky.edu">Tina.Ward@uky.edu</a> |
| 10/12/2020              | Accruals          | Any goods/services received or travel expenses made prior to September 30th for which you have not processed a payment document must have an ACCRUAL established.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | CAFE Business Center | Unit Business Analyst | 3-4499<br>7-7241<br>7-9833<br>7-0132 | <a href="mailto:Andrew.Gehring@uky.edu">Andrew.Gehring@uky.edu</a><br><a href="mailto:Catherine.Anderson@uky.edu">Catherine.Anderson@uky.edu</a><br><a href="mailto:Scott.Wells2@uky.edu">Scott.Wells2@uky.edu</a><br><a href="mailto:Tina.Ward@uky.edu">Tina.Ward@uky.edu</a> |

**NOTE: "OLD YEAR" documents submitted to the Business Center after the federal year-end deadlines referenced above may require a Business Procedures Exception Request form (<http://www.uky.edu/eForms/forms/bpexception.pdf>) be submitted to your business analyst via email.**