

COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT

FY21 YEAR-END CLOSING SCHEDULE

CAFE Due Date	Type	Business Transaction	Dept.	Contact Information		
4/12/2021	Req/ PO	Shopping carts/requisitions for vehicles or for lease 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.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
5/5/2021	Req/ PO	Shopping carts/requisitions for small dollar purchases of any type that require delivery prior to July 1.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
6/1/2021 (noon)	JV's	JV's for corrections to cash receipts and JV's related to expenses incurred or services provided and cost transfers for expenses posted prior to June 1 for all cost objects are due to the Business Center by noon, routed through the JV workflow. Note: Compliance with BPM E-10 also applies to sponsored projects.	CAFE Business Center	Business Analyst		
6/2/2021	Payment Documents	PRD's, disbursement requests, imprest cash reimbursements, and purchase order invoices related to expenses incurred prior to June 1 due to AP.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/2/2021	Travel Reports	Concur travel reports related to travel expenses incurred prior to June 1 are due to AP via the workflow.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/14/2021	Payroll	MO#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.	Payroll Services	Kevin Keplar	2-2875	kevin.keplar@uky.edu
6/14/2021	Capital Projects	New capital project establishment forms for FY21 projects are due to the Business Center.	CAFE Business Center	Kim King	7-7143	skking1@email.uky.edu
6/15/2021	Pro Card Reports	Concur pro card reports related to expenses incurred prior to June 1 are due to AP via the workflow.	Accounts Payable Services	Kimberly Maggard	8-6501	kjma245@email.uky.edu
6/16/2021 (noon)	JV's	JV's for corrections to cash receipts and JV's related to expenses incurred or services provided and cost transfers for expenses posted June 1 through June 15 for all cost objects are due to the Business Center by noon, routed through the JV workflow. Note: Compliance with BPM E-10 also applies to sponsored projects.	CAFE Business Center	Business Analyst		
6/17/2021	Cash Receipts	4:30pm cut-off for Lexington locations to deliver cash and transmittals for cash on hand through June 17.	Treasury Services	Karen Lawson	7-3969	karen.whitt3@uky.edu
6/17/2021	Cash Receipts	Out-of-town locations must deposit all cash on hand in local banks prior to close of business. Imprest funds are excluded.	Treasury Services	Karen Lawson	7-3969	karen.whitt3@uky.edu
6/17/2021	Payment Documents	PRD's, disbursement requests, imprest cash reimbursements, and purchase order invoices related to expenses incurred June 1 to June 15 due to AP.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu

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6/17/2021	Travel Reports	Concur travel reports related to travel expenses incurred June 1 to June 15 are due to AP via the workflow.	Travel Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/21/2021	Payroll	BW #13 final opportunity for departments to make cost distributon changes for 4th quarter FY21 which will affect old year budget. See Payroll schedule for pay processing dates	Payroll Services	Kevin Keplar	2-2875	kevin.keplar@uky.edu
6/30/2021	Subaward	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 APPOInvoice@uky.edu. Questions regarding receipt or corrections to invoices submitted through the email address should be directed to Cara Nelson at 257-5440 or Leslie Duty at 323-4404. If assistance is needed with the certification of subaward invoices once processed, please contact subawards@uky.edu.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
			Research Financial Services	Tina Reynolds	7-6267	subawards@uky.edu
6/30/2021	Pro Card Reports	Concur pro card reports related to expenses incurred June 1 through June 15 are due to AP via workflow.	Accounts Payable Services	Kimberly Maggard	8-6501	kjma245@email.uky.edu
6/30/2021	PO/Goods Receipts	Last day to enter online receipts for all goods and services received prior to or on June 30 for purchase orders 43xxxxxxx and 47xxxxxxx.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
7/1/2021 (noon)	Vacation Accrual	All vacation and temporary disability leave taken on or before June 30 must be entered in SAP by noon.	Payroll	Chris Fensin Le Anne Herzog	8-3906 7-2981	cajo224@uky.edu lherzog@email.uky.edu
7/1/2021	Cash Receipts	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 .	Treasury Services	Karen Lawson	7-3969	karen.whitt3@uky.edu
7/1/2021	Capital Projects	June transactions on capital project cost objects MUST be delivered to the Business Center .	CAFE Business Center	Kim King	7-7143	skking1@email.uky.edu
7/1/2021	AR	A list of revenue for goods and services provided by UK prior to July 1 for which payment has not been received is due to the Business Center so that an accounts receivable may be recorded in old year. The memo must be sent by email to your business analyst or delivered to the Business Center and must include the cost object, G/L account, amount, justification and supporting documentation for recording the accrual.	CAFE Business Center	Business Analyst		
7/2/2021 (noon)	JV's	JV's related to expenses incurred June 16 through June 30 for all cost objects are due to the Business Center by noon, routed through the JV workflow . Note: Compliance with BPM E-10 also applies to sponsored projects.	CAFE Business Center	Business Analyst		
7/2/2021	PO Invoice	12:00pm Campus cut-off for all PO invoices for expenses incurred June 16 through June 30. All invoices should be delivered to AP.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu

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7/2/2021	Encumbrances	Regular encumbrance balances not cleared by payments or accounts payable accruals will be forwarded to the new fiscal year and charged against the 2021-22 budget. Encumbrances for purchases made with a purchase order are automatically established by the 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. If you have questions about encumbrances, please contact your CAFE business analyst.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
7/2/2021	Funds Reservations	Funds reservations (departmental encumbrances) not cleared by payments or accruals will not be carried forward to FY22 and will need to be re-created by the department in the new year.	CAFE Business Center	Business Analyst		
7/2/2021	PO/Goods Receipts	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. SAP report ZMM_BA_RPT and Z_MMEKPO are available to assist in managing shopping carts/requisitions and to identify open purchase orders.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
7/2/2021	BW/SAP Reports	Review June transactions for non-project cost objects in SAP/BW so that corrections may be made prior to the preliminary close.	CAFE Business Center	Business Analyst		
7/2/2021	Payroll	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.	CAFE Business Center	Chris Fensin Le Anne Herzog	8-3906 7-2981	cajo224@uky.edu lherzog@email.uky.edu
7/6/2021	Payment Documents	All PRD's, disbursement requests, and imprest cash reimbursements related to expenses incurred June 16 through June 30 should be completed and delivered to AP.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
7/6/2021	Travel Reports	Concur travel reports related to travel expenses incurred June 16 through June 30 are due to AP via the workflow.	Travel Services	Leslie Duty	3-4404	leslie.duty@uky.edu
7/6/2021	Pro Card Reports	Concur pro card reports related to expenses incurred June 16 through June 30 are due to AP via workflow. If you need assistance with pro card issues, please contact procard@email.uky.edu .	Accounts Payable Services	Kimberly Maggard	8-6501	kjma245@email.uky.edu
7/7/2021	Posting Period	Posting period 12 is closed at end of day. Posting period 13 opens on July 8.				

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7/7/2021	BW/SAP Reports	Online June preliminary BW reports and detail transaction reports are available for viewing after noon.				
7/9/2021 (noon)	JV's	All JV corrections to June ledgers are due to the Business Center by noon, routed through the JV workflow. (This includes correction JV's for endowment funds, capital projects, cash receipts, encumbrances for purchase orders, etc.)	CAFE Business Center	Business Analyst		
7/9/2021 (noon)	Grant JV's	June transactions posted to grants on or after the July 2, the JV MUST be reviewed in SAP and corrections (JV's) are due to the Business Center by noon, routed through the JV workflow. Only complete and accurate JV's for these specific errors will be posted to grant WBS elements (3XXXXXXX) 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. Note: Compliance with BPM E-10 also applies to sponsored projects.	CAFE Business Center	Business Analyst		
7/12/2021	Subaward	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 APPInvoice@uky.edu. Questions regarding receipt or corrections to invoices submitted via email should be directed to Cara Nelson at 7-5440 or Leslie Duty at 3-4404. Questions regarding the certification of subaward invoices, once processed, should be directed to subawards@uky.edu.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
			Research Financial Services	Tina Reynolds	7-6267	subawards@uky.edu
7/12/2021	Budget	Non-recurring budget transfers must be posted by Area Fiscal Officers.	CAFE Business Center	Business Analyst		
7/13/2021	Posting Period	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.				
7/14/2021	BW/SAP Reports	June monthly BW reports and detail transaction reports (after corrections) are available to campus.				
7/29/2021	Subaward	Due date for sponsored project subaward/subcontract invoices for expenses incurred through June 30 (when it's the final invoice for the award). Vendor Invoice should be submitted to APPInvoice@uky.edu. Questions regarding receipt or corrections to invoices submitted via email should be directed to Leslie Duty. Questions regarding the certification of subaward invoices, once processed, should be directed to subawards@uky.edu.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
			Research Financial Services	Tina Reynolds	7-6267	subawards@uky.edu

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7/29/2021	Subaward	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.	CAFE Business Center	Business Analyst
7/29/2021 (noon)	AP Accruals	Departments that have received goods and/or services purchased by PRD on or before June 30, but have not processed a payment document because an invoice has not been received from the vendor, must request that Accounts Payable Services establish a "payable" for the items received regardless of cost object, including grants . All requests to establish payables are due in to the Business Center by noon . The request must be sent by e-mail to your business analyst, and it must include the PRD number, cost object, G/L account, amount, purpose of expense and justification for the payable accrual.	CAFE Business Center	Business Analyst
<p>Note: Unless otherwise stated, all deadlines are 4:30pm on the due date indicated.</p>				