

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT
FY24 YEAR-END CLOSING SCHEDULE

CAFE Due Date	Type	Business Transaction	Dept.	Contact Information		
3/25/2024	Req/ PO	Shopping carts/requisitions for vehicles or for lease where the first payment is requested from fiscal year 2023-24 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 1st.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
5/10/2024	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
6/3/2024 (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 cafeanalysts@uky.edu		
6/4/2024	Payment Documents	PRDs, disbursement requests, imprest cash reimbursements, and purchase order invoices related to expenses incurred prior to June 1st due to Accounts Payable Services (APS).	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/4/2024	Travel Reports	Concur travel reports related to travel expenses incurred prior to June 1st due to APS.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/12/2024	Capital Projects	New capital project establishment forms for FY24 projects are due to the Business Center.	CAFE Business Center	Cristin Costello	8-6680	cristin.sullivan@uky.edu
6/14/2024	Pro Card Reports	Concur procard reports related to expenses incurred prior to June 1st due to APS.	Accounts Payable Services	Kimberly Maggard	8-6501	Kimberly.maggard@uky.edu
6/14/2024	Cash Receipts	4:30pm cut-off for Lexington locations to deliver cash and transmittals for cash on hand through June 14.	Treasury Services	Karen Lawson	7-3969	karen.whitt3@uky.edu
6/14/2024	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
6/17/2024	Payroll	BW #13 final opportunity for departments to make cost distribution changes by noon for 4th quarter 2023-24 fiscal year, which will affect old year budget. See Payroll Schedule for pay processing dates.	Payroll Services	Kevin Keplar	2-2875	kevin.keplar@uky.edu
6/18/2024 (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 cafeanalysts@uky.edu		

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6/20/2024	PRD/Invoice	4:30 p.m. Campus cut-off for all PRDs, disbursement requests, imprest cash reimbursements, and purchase order invoices related to expenses incurred June 1 to June 15 due to APS.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/20/2024	Travel Reports	4:30 p.m. Campus cut-off for Concur travel reports related to expenses incurred June 1 to June 15 due to APS.	Travel Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/24/2024	Payroll	MO #06 final opportunity for departments to make cost distribution changes for 4th quarter 2023-24 fiscal year, which will affect old year budget. See Payroll schedule for pay period processing dates.	Payroll Services	Kevin Keplar	2-2875	kevin.keplar@uky.edu
6/28/2024	Pro Card Reports	Concur procard reports related to expenses incurred June 1 to June 15 due to APS.	Accounts Payable Services	Kimberly Maggard	8-6501	Kimberly.maggard@uky.edu
6/28/2024	Subaward	4:30 p.m. Campus cut off for sponsored project sub award/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 to May 31. Vendor Invoices should be sent to APPOInvoices@uky.edu. If you have question regarding receipt or corrections to invoices submitted through the email address, please contact Leslie Duty. If you need assistance 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	Travis Montgomery	7-9094	subawards@uky.edu
6/28/2024	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 by 4 p.m.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
6/28/2024	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 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 cafeanalysts@uky.edu		
7/1/2024	Cash Receipts	Cash transmittals and deposits for all cash and checks on hand through June 30 for Lexington locations are due in Treasury Services or deposited into a deposit kiosk on campus by 2:00 p.m. Deposits for out-of-town locations or deposits made directly at PNC Bank branch locations must be made by 4:30 p.m. A copy of the cash transmittal and deposit receipt for out-of-town location deposits must be emailed to Treasury Services at Treasury.Services@uky.edu .	Treasury Services	Karen Lawson	7-3969	karen.whitt3@uky.edu
7/1/2024 (noon)	Vacation Accrual	12:00 p.m. All vacation and temporary disability leave taken June 30th or earlier must be entered in SAP.	Payroll	Maggie Maynard Le Anne Herzog	7-7143 7-2981	maggie.maynard@uky.edu lherzog@email.uky.edu

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CAFE Due Date	Type	Business Transaction	Dept.	Contact Information		
7/2/2024 (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 cafeanalysts@uky.edu		
7/2/2024 (noon)	Capital Projects	June transactions on capital project cost objects MUST be delivered to the Business Center. June transactions on capital project cost objects JV workflow MUST be received by AFRS no later than 12:00 p.m. via JV workflow.	CAFE Business Center	Cristin Costello	8-6680	cristin.sullivan@uky.edu
7/3/2024	Funds Reservations	Funds reservations (departmental encumbrances) not cleared by payments or accruals will not be carried forward to fiscal 2024-25 and will need to be re-created by the department in the new year.	CAFE Business Center	Business Analyst cafeanalysts@uky.edu		
7/3/2024	Reports/detail transaction reports	Review June transactions for non-project cost objects in SAP/Tableau so that corrections may be made prior to the preliminary close.	CAFE Business Center	Business Analyst cafeanalysts@uky.edu		
7/3/2024	Encumbrances	Regular encumbrance balances not cleared by payments or accounts payable accruals will be forwarded to the new fiscal year and charged against the 2024-25 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 area business analyst or cafeanalysts@uky.edu .	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
7/3/2024	PO/Goods Receipts	Online confirming/receiving for all goods and services received prior to or on June 30 must be posted by 4:30 p.m. for SAP purchase order 45xxxxxxx and 48xxxxxxx, SRM purchase orders 75xxxxxxx and 78xxxxxxx and all 88xxxxxxx purchase orders. SAP report ZMM_BA_RPT and Z_MMEKPO are available assist in managing shopping carts/requisitions and to identify open purchase orders.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
7/3/2024	Payroll	Request payroll accrual for payroll advances in old year for work done June 29th or prior by 12:00 p.m. 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 number.	CAFE Business Center	Maggie Maynard Le Anne Herzog	7-7143 7-2981	maggie.maynard@uky.edu lherzog@email.uky.edu
7/3/2024 (noon)	PO Invoice	12:00 p.m. Campus cut off for all PO invoices for expenses incurred June 16 to June 30. All invoices should be sent to APPOinvoices@uky.edu .	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
7/3/2024	PRD/Invoice	4:30 p.m. Campus cut off for documents recording expenses incurred June 16 to June 30. All PRDs, disbursement requests and imprest cash reimbursements should be delivered to APS.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
7/3/2024	Travel Reports	4:30 p.m. Campus cut off for submitting travel expense reports incurred June 16 to June 30. All travel reports should be submitted to APS in Concur.	Travel Services	Leslie Duty	3-4404	leslie.duty@uky.edu

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7/3/2024	Pro Card Reports	4:30 p.m. Campus cut off for submitting procard expenses incurred June 16 to June 30. All procard expense reports should be submitted to APS in Concur.	Accounts Payable Services	Kimberly Maggard	8-6501	Kimberly.maggard@uky.edu
7/5/2024	Cost Share	RFS auto fund cost share cost center before period 12 closing.	Research Financial Services	Jessica MacLeod	8-1210	jessica.macleod@uky.edu
7/5/2024	Posting Period	Posting period 12 is closed at end of day. Posting period 13 opens on July 6.	Enterprise Applications Group	Melanie Rizk	3-8620	marvin1@uky.edu
7/6/2024	Reports/detail transaction reports	Online June (period 12) preliminary monthly reports/detail transaction reports available for viewing afternoon.				
7/9/2024 (noon)	Budget Transfers	Non-recurring BT requests must be submitted to CAFE Business Center by this date to post in FY24.	CAFE Business Center			Business Analyst cafeanalysts@uky.edu
7/10/2024 (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.) Last chance for JVs for FY24 without an approved exception.	CAFE Business Center			Business Analyst cafeanalysts@uky.edu
7/10/2024 (noon)	Sponsored Projects (Grant JV's)	June transactions posted to grants on or after the July 5th, 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 (3XXXXXXXX) 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 cafeanalysts@uky.edu
7/11/2024	Subaward	4:30 p.m. Campus cut off for sponsored project sub award/subcontract invoices for expenses incurred through 6/30 (grant continues beyond 6/30). Vendor Invoice should be submitted to APPOInvoice@uky.edu. If you have question regarding receipt or corrections to invoices submitted through the email address, please contact Leslie Duty. If you need assistance with the certification of subaward invoice once processed, please contact subawards@uky.edu.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
			Research Financial Services	Travis Montgomery	7-9094	subawards@uky.edu
7/11/2024	Capital Projects	No corrections to any capital project cost objects can be made in old year after this date.	CAFE Business Center	Cristin Costello	8-6680	cristin.sullivan@uky.edu
7/12/2024	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.	Enterprise Applications Group	Melanie Rizk	3-8620	marvin1@uky.edu

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CAFE Due Date	Type	Business Transaction	Dept.	Contact Information		
7/13/2024	Reports/detail transaction reports	June monthly BW reports and detail transaction reports (after corrections) are available to campus.				
7/22/2024	Subaward Accruals	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 cafeanalysts@uky.edu		
7/22/2024	AP Accruals	Departments that have received goods and/or services purchased by PRD on or before June 30, 2024, 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 cafeanalysts@uky.edu		
7/31/2024	Subaward	4:30 p.m. Campus cut-off for sponsored project sub award/subcontract invoices for expenses incurred through 6/30 when final invoice for the award. Vendor Invoice should be submitted to APPOInvoices@uky.edu. If you have question regarding receipt or corrections to invoices submitted through the email address, please contact Leslie Duty. If you need assistance with the certification of subaward invoice once processed, please contact subawards@uky.edu.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
			Research Financial Services	Travis Montgomery	7-9094	subawards@uky.edu

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