All journal vouchers (JVs) relating to WBS elements/grants and cost share are due in the office of Research Financial Services on the following dates:

- **June 1** By 4:30 pm for charges incurred/posted prior to 6/1/17
- **June 23** By 4:30 pm for charges incurred/posted between 6/1/17 and 6/15/17
- **July 6** By 4:30 pm for charges incurred in June, but posted between 6/16/17 and 6/30/17 and cost share funding JVs

If a budget revision is required in order to process a JV, an acceptable budget revision request must be received by OSPA **two weeks** prior to the JV deadline. *Note: If the budget change requires prior sponsor approval, the re-budget will not be processed until approval is obtained.

If a JV has a cost center as an offsetting entry to WBS elements/grants, the RFS deadline applies.
- Please separate JVs relating to WBS elements/grants from those relating to cost centers when possible to expedite processing.
- Please make sure the WBS element is displayed on the print out that is being submitted. This could result in a return or delay in processing.

Complete JVs will be given first priority to ensure timely posting of all completed documents received by the deadlines.
- Incomplete JVs received by the deadlines above will be set aside for return processing.
- See required information below to ensure JVs will be considered complete.

Processing is not guaranteed for JVs received after the appropriate deadline.
- Each date is a specific deadline according to the timeframe in which the expense was posted. Therefore, if a JV for expenses that posted May 3, 2017 is received after the June 1st deadline, but before June 23rd, it is considered late and may NOT be processed.
- Any JVs not processed by year end will be **DELETED** in SAP and returned to the applicable department. If the JV is eligible for new-year processing, it will need to be re-entered in the system and submitted for processing after July 14th.

JVs are considered complete when received by the applicable deadline and all of the following guidelines are met:
- **Ensure all JVs are processed using the “Save as Complete” button.**
  - This includes the validation process to verify budget, account status and the expense is encumbered in SAP.
- **Required budget revisions must be processed by OSPA prior to JV submittal.**
  - Documents will **NOT** be held in RFS pending budget revisions; they will be returned.
- **Required original signatures are on the document according to timeliness.**
  - <90 days: Approval signature
  - 91-120 days: Principal Investigator and Department Chair/Director
  - >120 days*: Principal Investigator, Department Chair/Director and Dean—*considered an exception (Must include an exception request addressed to RFS Director for processing - hard copy required, emails are not accepted. A BPM exception request is not required.)
- **Required documentation is attached.**
  - Copies of procard edits, PRD attachments, complete travel voucher w/receipts, invoices/payment confirmations, lease agreements, and allocation method or spreadsheet for expenses split between multiple cost objects are required.
- **Detailed explanation is required for each JV document.**
  - Ensure the benefit to the project is included for all expenses posting to a WBS element/grant, is specific, and includes “How” the expense is beneficial to the project being charged.
  - Attach documentation demonstrating circumstances surrounding the JV including emails, order forms, etc.
  - The JV Explanation Form located under the Cost Transfers section at the link below includes recommended information, but the form itself is not required [http://www.uky.edu/ufs/accounts-receivable-compliance](http://www.uky.edu/ufs/accounts-receivable-compliance).
- **Cost Share JVs do not require backup documentation.**
  - If g/l accounts and funds used are accurate and the document is signed, the JV will be posted.

Due to the large volume of journal vouchers to be processed at year-end, we will be unable to notify you regarding problem documents, such as lack of explanation, documentation, etc. The documents missing the required information will be returned. Please take advantage of the following information on our website for guidance to ensure your document will be processed:
- Cost Transfer frequently asked questions: [http://www.uky.edu/ufs/accounts-receivable-compliance](http://www.uky.edu/ufs/accounts-receivable-compliance)
- Cost transfer policy: [http://www.uky.edu/ufs/bpm-structure/appendixes](http://www.uky.edu/ufs/bpm-structure/appendixes)

Please ensure any documents created for FY17 processing after FY18 opens have a 6/30/17 posting date.

Should you have additional questions, please contact Sarah Rodrigues at sarah.rodrigues@uky.edu.