

March 10, 2017

To: Members of the University Community

From: Ronda S. Beck, Controller

Subject: Fiscal-Year 2016-17 Closing Schedule

It is imperative to the annual closing process for the University to establish and adhere to appropriate fiscal year cutoffs. Old year transactions must be recorded in the accounting records of Fiscal 2016-17 and new year transactions must be recorded in the accounting records of Fiscal 2017-18. Please note these important cutoff dates, as the first ones start as early as April. To ensure transactions are posted to the appropriate fiscal year, please mark all journal vouchers as **OLD YEAR** or **NEW YEAR** at the top of the journal vouchers processed during the period July 1<sup>st</sup> through July 14<sup>th</sup>.

The accounting for the biweekly payroll #14 scheduled for payment on July 14<sup>th</sup> (June 25<sup>th</sup> through July 8<sup>th</sup> pay period) will be posted to fiscal year 2017-18. In order to post June 25<sup>th</sup> to June 30<sup>th</sup> payroll charges to departments to the correct year, an estimate will be computed based on 50% of biweekly payroll #13, the last payroll to post entirely in old year. The estimated amounts will be accrued to old year with a reversing entry posted to the new year. This process will affect all University operations, except employees in UK HealthCare Hospital System. The UK HealthCare Hospital System has a similar method of accrual that will be allocated based on the 14-day work cycle.

The procedures and dates for departments to request that an "accrual" (payable) be established for goods/services received by June 30, 2017 but not invoiced by the vendor is as follows. Accruals (payables) for these goods/services will be established **automatically** through July 31, 2017. From July 1, 2017 through July 31, 2017 all invoices dated on or before 6/30/2017 and processed by departments on PRD's, Trip Travel Expense Report, and Two Way Match Purchase Orders, including sponsored project sub awards, will be reviewed and the accrual posted automatically when appropriate.

A written request to set up an accrual (payable) will only be required when departments/units have not received and processed the invoice by July 31, 2017. To do so, please email a justification for the request to Nicole Bell at [nicole.bell@uky.edu](mailto:nicole.bell@uky.edu). In addition to the justification for the accrual, include the PRD/Travel Voucher/PO number, cost object, GL account, dollar amount, and purpose of the expense by noon, July 31, 2017. Such requests will be considered based on significant dollar amounts. Approved requests will be posted in period 14.

The Purchasing Division will process shopping carts/purchase requisitions on old year funds according to the dates given on this schedule. Every effort will be made to process shopping carts/requisitions received after the cut-off dates on old year funds when extenuating circumstances exist; however priority will be given to the shopping carts/requisitions that are received on time. There is no guarantee that any purchases will be processed on old year funds for shopping carts/requisitions received past the due dates.

Complete instructions for year-end closing procedures are in the University of Kentucky Business Procedures Manual, Section E-10 available at: <http://www.uky.edu/ufs/business-procedures-manual>

This year-end schedule is also available at: <http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/2016-2017%20Year-End%20Closing%20Schedule.pdf>.

see blue.

## Fiscal Year 2016-17 Closing Schedule

**\*All old year documents must have a posting date of 06/30/2017 or prior.**

**\*\*June ledger sheet corrections received after July 14th will not be processed**

Due Date	Type	Business Transaction	Department	Contact information		
4/3/2017	Req/ PO	Shopping carts/requisitions for vehicles or for lease where the first payment is requested from fiscal year 2016-17 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	<a href="mailto:nemmo2@uky.edu">nemmo2@uky.edu</a>
5/19/2017	Req/ PO	Shopping carts/requisitions for small dollar purchases of any type that require delivery prior to July 1st.	Purchasing	Naomi Emmons	7-1555	<a href="mailto:nemmo2@uky.edu">nemmo2@uky.edu</a>
6/1/2017	JV	Corrections for cash receipts posted prior to June 1st.	Treasury Services	Kevin Sisler	7-7356	<a href="mailto:klsi222@uky.edu">klsi222@uky.edu</a>
6/1/2017	JV	4:30 p.m. Campus cut off for Journal vouchers (JVs) related to expenses incurred/services provided prior to June 1st for cost objects 3xxxxxxx and 10438xxxx due to Research Financial Services.	Research Financial Services	Sarah Rodrigues	7-1748	<a href="mailto:Sarah.Rodrigues@uky.edu">Sarah.Rodrigues@uky.edu</a>
6/1/2017	JV	Journal vouchers (JVs) for goods and services provided prior to June 1st for all cost objects except 3xxxxxxx and 10438xxxx are due to Accounting and Financial Reporting Services.	Accounting and Financial Reporting Services	Gwen Conley	7-6235	<a href="mailto:gtconl2@uky.edu">gtconl2@uky.edu</a>
6/1/2017	PRD/Invoice	PRDs, Disbursement Requests, imprest cash reimbursements, sub-contract payments and purchase order invoices related to expenses incurred prior to June 1st.	Accounts Payable Services	Nicole Bell	7-6247	<a href="mailto:nicole.bell@uky.edu">nicole.bell@uky.edu</a>
6/1/2017	Travel Reports	TRIP travel expense reports related to expenses incurred prior to June 1st.	Travel Services	Leslie Duty	7-4870	<a href="mailto:leslie.duty@uky.edu">leslie.duty@uky.edu</a>
6/14/2017	FES	Distribution of Effort (DOE) due in Faculty Effort System (FES) for old fiscal year.	Research Financial Services	Cherri Wallace	7-1747	<a href="mailto:cwallac@uky.edu">cwallac@uky.edu</a>
6/23/2017	Capital Projects	4:30 p.m. cutoff for new capital project establishment forms for FY 2017 projects.	Accounting and Financial Reporting Services	Bill Coleman	7-1111	<a href="mailto:wecole2@uky.edu">wecole2@uky.edu</a>
6/23/2017	Cash receipts	11:00 a.m. cut off for Lexington locations to deliver cash and transmittals for cash on hand through June 19th.	Treasury Services	Kevin Sisler	7-7356	<a href="mailto:klsi222@uky.edu">klsi222@uky.edu</a>
6/23/2017	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	Kevin Sisler	7-7356	<a href="mailto:klsi222@uky.edu">klsi222@uky.edu</a>
6/23/2017	JV	4:30 p.m. Campus cut off for JVs related to expenses incurred June 1 to June 15 for cost objects 3xxxxxxx and 10438xxxx due to Research Financial Services.	Research Financial Services	Sarah Rodrigues	7-1748	<a href="mailto:Sarah.Rodrigues@uky.edu">Sarah.Rodrigues@uky.edu</a>
6/23/2017	JV	4:30 p.m. Campus cut-off for JVs for all cost objects except 3xxxxxxx and 10438xxxx related to expenses incurred June 1 to June 15.	Accounting and Financial Reporting Services	Gwen Conley	7-6235	<a href="mailto:gtconl2@uky.edu">gtconl2@uky.edu</a>

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\*All old year documents must have a posting date of 06/30/2017 or prior.

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Due Date	Type	Business Transaction	Department	Contact information		
6/23/2017	PRD/Invoice	4:30 p.m. Campus cut-off for all PRDs, Disbursement Requests, imprest cash reimbursements, sub-contract payments and purchase order invoices related to expenses incurred June 1 to June 15.	Accounts Payable Services	Nicole Bell	7-6247	<a href="mailto:nicole.bell@uky.edu">nicole.bell@uky.edu</a>
6/23/2017	Travel Reports	4:30 p.m. Campus cut-off for TRIP travel expense reports related to expenses incurred June 1 to June 15.	Travel Services	Leslie Duty	7-4870	<a href="mailto:leslie.duty@uky.edu">leslie.duty@uky.edu</a>
6/27/2017	FES	Final deadline to correct cost distribution errors for faculty in FES. Changes must be a net zero balance of debits and credits. Any change not eligible for processing via this off-cycle payroll must be submitted via JV for review and consideration.	Research Financial Services	Cherri Wallace	7-1747	<a href="mailto:cwallac@uky.edu">cwallac@uky.edu</a>
6/30/2017	Sub award	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 delivered to Accounts Payable Services.	Research Financial Services	Sarah Rodrigues	7-1748	<a href="mailto:Sarah.Rodrigues@uky.edu">Sarah.Rodrigues@uky.edu</a>
6/30/2017	PO/GR	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	<a href="mailto:nemmo2@uky.edu">nemmo2@uky.edu</a>
7/3/2017	Vacation accrual	12:00 p.m. (Noon) all vacation and temporary disability leave taken June 30th or earlier must be entered in SAP.	Payroll Services	Zoe Morley	7-3946	<a href="mailto:zlbirt1@uky.edu">zlbirt1@uky.edu</a>
7/3/2017	Cash receipts	Cash transmittals for cash on hand through June 30 for Lexington locations are due in Treasury Services by 11:00 a.m. Cash transmittals, deposit tickets for out-of-town locations and deposits made directly to PNC Bank must be faxed or delivered to Treasury Services at (859) 323-9911 by 4:30 p.m.	Treasury Services	Kevin Sisler	7-7356	<a href="mailto:klsi222@uky.edu">klsi222@uky.edu</a>
7/3/2017	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 delivered to Accounts Payable Services.	Accounts Payable Services	Nicole Bell	7-6247	<a href="mailto:nicole.bell@uky.edu">nicole.bell@uky.edu</a>
7/3/2017	Encumbrances	Regular encumbrance balances not cleared by payments or accounts payable accruals will be forwarded to the new fiscal year and charged against the 2017-18 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 officer.	Purchasing	Naomi Emmons	7-1555	<a href="mailto:nemmo2@uky.edu">nemmo2@uky.edu</a>
7/3/2017	Funds reservations	Funds reservations (departmental encumbrances) not cleared by payments or accruals will not be carried forward to fiscal 2017-18 and will need to be re-created by the department in the new year.	Departments	Various		

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Due Date	Type	Business Transaction	Department	Contact information		
7/3/2017	PO/GR	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	<a href="mailto:nemmo2@uky.edu">nemmo2@uky.edu</a>
7/3/2017	BW reports/detail transaction reports	Review June transactions for non-project cost objects in SAP so that corrections may be made prior to the preliminary close.				
7/5/2017	Payroll	Record payroll accrual for payroll advances in old year for work done June 25th or prior by 5:00 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.	Payroll Services	Missy Wilson	7-1158	<a href="mailto:mdila1@uky.edu">mdila1@uky.edu</a>
7/6/2017	JV	4:30 p.m. Campus cut off for JVs related to expenses incurred June 16 to June 30 for cost objects 3xxxxxxx and 10438xxxxx due to Research Financial Services.	Research Financial Services	Sarah Rodrigues	7-1748	<a href="mailto:Sarah.Rodrigues@uky.edu">Sarah.Rodrigues@uky.edu</a>
7/6/2017	JV	4:30 p.m. Campus cut off for JVs incurred June 16 to June 30. JV's for all cost objects except 3xxxxxxx and 10438xxxxx should be delivered to Accounting and Financial Reporting Services.	Accounting and Financial Reporting Services	Gwen Conley	7-6235	<a href="mailto:gtconl2@uky.edu">gtconl2@uky.edu</a>
7/6/2017	AR	A list of revenue for goods and services provided by UK prior to July 1st for which payment has not been received is due to Lora Dials in Accounting and Financial Reporting Services by noon so that an accounts receivable may be recorded in old year. The memo must be sent by email or delivered to Lora at the address listed to the right, and it must include the cost object, G/L account, amount, justification and supporting documentation for recording the accrual.	Accounting and Financial Reporting Services	Lora Dials	7-6604	<a href="mailto:lkdial3@uky.edu">lkdial3@uky.edu</a>
7/6/2017	Capital projects	June transactions on capital project cost objects MUST delivered to Accounting and Financial Reporting Services no later than 3:00 p.m.	Accounting and Financial Reporting Services	Bill Coleman	7-1111	<a href="mailto:wecole2@uky.edu">wecole2@uky.edu</a>
7/6/2017	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 Accounts Payable Services.	Accounts Payable Services	Nicole Bell	7-6247	<a href="mailto:nicole.bell@uky.edu">nicole.bell@uky.edu</a>
7/6/2017	Travel Reports	4:30 p.m. Campus cut off for recording travel expenses incurred June 16 to June 30. All TRIP travel expense reports should be delivered to Travel Services.	Travel Services	Leslie Duty	7-4870	<a href="mailto:leslie.duty@uky.edu">leslie.duty@uky.edu</a>
7/7/2017	Posting period	Close posting period 12 and open posting period 13 for campus online corrections and completion of Procard edits.	EAG	Melanie Rizk	3-8620	<a href="mailto:marvin1@uky.edu">marvin1@uky.edu</a>
7/8/2017	BW reports/detail transaction reports	Online June preliminary monthly BW reports/detail transaction reports available for viewing afternoon.				

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Due Date	Type	Business Transaction	Department	Contact information		
7/12/2017	Procard	4:30 p.m. Campus cut off for editing June Procurement Card transaction. This will be the last day to edit and post old year transactions. Any remaining transactions will be deleted and the charges will remain on the default cost object of each Procurement Card. If you need assistance with procurement card issues, please contact James Younce at 257-1024. If you need assistance with transaction edits, please contact Kimberly Maggard at 218-6501.	Accounts Payable Services Purchasing	Kimberly Maggard James Younce	8-6501 7-1024	<a href="mailto:kjma245@uky.edu">kjma245@uky.edu</a> <a href="mailto:jmwrig0@uky.edu">jmwrig0@uky.edu</a>
7/13/2017	Capital projects	No corrections to any project cost objects - capital projects can be made in old year beginning this date.	Accounting and Financial Reporting Services	Bill Coleman	7-1111	<a href="mailto:wecole2@uky.edu">wecole2@uky.edu</a>
7/13/2017	Endowment	3:00 p.m. Campus cut off for all corrections related to endowment funds. Corrections received after this date will not be posted to old year.**	Accounting and Financial Reporting Services	Kim Lush	7-6465	<a href="mailto:kmcaud2@email.uky.edu">kmcaud2@email.uky.edu</a>
7/13/2017	Grants	June transactions posted to grants on or after the July 6th JV deadline MUST be reviewed in SAP and corrections delivered to Research Financial Services no later than 3:00 p.m. Only complete and accurate JVs for these specific errors will be posted to grant WBS elements (3xxxxxxx) at this time. Other JVs received for grants will not be processed in old year, even if the offset cost object is a cost center or internal order. All JVs not processed will be reviewed and returned to departments with instructions regarding the ability to re-enter for consideration of new year posting.	Research Financial Services	Sarah Rodrigues	7-1748	<a href="mailto:Sarah.Rodrigues@uky.edu">Sarah.Rodrigues@uky.edu</a>
7/13/2017	Cash receipts	3:00 p.m. campus cut off for June BW reports/detail transaction report corrections related to cash receipts except for project and endowment cost objects. Corrections received after this date will not be posted to old year.**	Treasury Services	Kevin Sisler	7-7356	<a href="mailto:klsi222@uky.edu">klsi222@uky.edu</a>
7/13/2017	PO	3:00 p.m. campus cut off for June BW reports/detail transaction reports corrections related to encumbrances for purchase orders except for project and endowment cost objects. Corrections received after this date will not be posted to old year.**	Purchasing	Naomi Emmons	7-1555	<a href="mailto:nemmo2@uky.edu">nemmo2@uky.edu</a>
7/13/2017	JV	3:00 p.m. campus cut off for June BW reports/detail transaction report corrections for all other transactions except for project and endowment cost objects. Corrections received after this date will not be posted to old year.**	Accounting and Financial Reporting Services	Gwen Conley	7-6235	<a href="mailto:gtconl2@uky.edu">gtconl2@uky.edu</a>
7/13/2017	Sub award	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 Transmittals should be delivered to Accounts Payable Services.	Research Financial Services	Sarah Rodrigues	7-1748	<a href="mailto:Sarah.Rodrigues@uky.edu">Sarah.Rodrigues@uky.edu</a>
7/14/2017	Budget	Non-recurring budget transfers must be posted by Area Fiscal Officers.	Area Budget Office	Various		

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Due Date	Type	Business Transaction	Department	Contact information		
7/14/2017	JV	No corrections to any funds or cost objects can be made in old year after this date. Posting period 13 is closed.				
7/15/2017	BW reports/detail transaction reports	June monthly BW reports/detail transaction reports after corrections available to campus.				
7/28/2017	Sub award	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 Transmittals should be delivered to Accounts Payable Services.	Research Financial Services	Sarah Rodrigues	7-1748	<a href="mailto:Sarah.Rodrigues@uky.edu">Sarah.Rodrigues@uky.edu</a>
7/31/2017	Sub award	Departments that have not received an invoice for sponsored project sub award/subcontract expenses incurred prior to 6/30 must obtain the unbilled amount and request that the 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 Accounts Payable Services no later than noon. The request must be sent by e-mail or delivered to Tony Day, and it must include the purchase order number, cost object, G/L account, amount, purpose of expense and justification for the payable accrual.	Research Financial Services	Sarah Rodrigues	7-1748	<a href="mailto:Sarah.Rodrigues@uky.edu">Sarah.Rodrigues@uky.edu</a>
7/31/2017	AP	Departments that have received goods and/or services purchased by PRD on or before June 30, 2017, but have not processed a payment document because an invoice has not been received from the vendor, must request that the Accounts Payable Services establish a "payable" for the items received regardless of cost object including grants. All requests to establish payables are due in Accounts Payable Services no later than noon. The request must be sent by e-mail or delivered to Nicole Bell at the address listed to the right, and it must include the PRD number, cost object, G/L account, amount, purpose of expense and justification for the payable accrual.	Accounts Payable Services	Nicole Bell	7-6247	<a href="mailto:nicole.bell@uky.edu">nicole.bell@uky.edu</a>

**Please contact the following University Financial Services personnel if you need assistance:**

Lora Dials	Accounts Receivable Accruals, Miscellaneous Accruals	7-6604	<a href="mailto:lkdial3@uky.edu">lkdial3@uky.edu</a>
Kevin Sisler	Cash Receipts	7-7356	<a href="mailto:klsi222@uky.edu">klsi222@uky.edu</a>
Cherri Wallace	Research Financial Services /FES/Faculty JV's	7-1747	<a href="mailto:cwallac@uky.edu">cwallac@uky.edu</a>
Sarah Rodrigues	Research Financial Services JV's (non-Faculty), WBS Elements 304xxxxxxx, Cost Centers 10136xxxxx	7-1748	<a href="mailto:Sarah.Rodrigues@uky.edu">Sarah.Rodrigues@uky.edu</a>
Bill Coleman	WBS Elements 4xxxxxxx	7-1111	<a href="mailto:wecole2@uky.edu">wecole2@uky.edu</a>
Zoe Morley	Payroll	7-3946	<a href="mailto:zlbort1@uky.edu">zlbort1@uky.edu</a>
Missy Wilson	Payroll Accruals	7-1158	<a href="mailto:mdila1@uky.edu">mdila1@uky.edu</a>
Nicole Bell	Accounts Payable Accruals, PRD's, and Vendor Invoices	7-6247	<a href="mailto:nicole.bell@uky.edu">nicole.bell@uky.edu</a>
Leslie Duty	TRIP Travel Expense Reports	7-4870	<a href="mailto:leslie.duty@uky.edu">leslie.duty@uky.edu</a>
Kimberley Maggard	Procurement transaction edits	8-6501	<a href="mailto:kjma245@uky.edu">kjma245@uky.edu</a>
Naomi Emmons	Purchasing/Purchase Order Encumbrances	7-1555	<a href="mailto:nemmo2@.uky.edu">nemmo2@.uky.edu</a>
James Younce	Procurement card issues	7-1024	<a href="mailto:jmwrig0@uky.edu">jmwrig0@uky.edu</a>
Kim Lush	Endowments Accounting	7-6465	<a href="mailto:kmcaud2@uky.edu">kmcaud2@uky.edu</a>
Penelope Spradlin	Service Centers 10438xxxx	7-9017	<a href="mailto:penelope.spradlin@uky.edu">penelope.spradlin@uky.edu</a>
Sarah Rodrigues	Year-end sponsored project sub award/subcontract invoice submissions	7-1748	<a href="mailto:Sarah.Rodrigues@uky.edu">Sarah.Rodrigues@uky.edu</a>
Shan Wang	Other	7-1001	<a href="mailto:swang3@uky.edu">swang3@uky.edu</a>
Gwen Conley	Non-Research Financial Services JV's	7-6235	<a href="mailto:gtconl2@uky.edu">gtconl2@uky.edu</a>

# April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 <a href="#">Req due to Purchasing for furniture, vehicle, or lease purchases.</a>	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	29	30



# May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 <a href="#">Req due to Purchasing for small dollar commodity purchases</a>	20	21
22	23	24	25	26	27	28
29	30	31				

# June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <a href="#">Cash Receipt corrections prior to 6/1 due to TS.</a>  <a href="#">PRD's, JV, PO invoice corrections prior to 6/1 due to AFRS, RFS and APS.</a>  <a href="#">TRIP travel expense reports prior to June 1st due to Travel Services.</a>  <a href="#">JV's for goods and services provided prior to 6/1 due to AFRS</a>  <a href="#">4:30pm cut off for JV's for goods and services prior to 6/1 for all cost objects 304xxx and 10438xxx due to RFS</a>	2	3
4	5	6	7	8	9	10
11	12	13	14 <a href="#">DOE due to RFS for old year</a>	15	16	17
18	19	20	21	22	23 <a href="#">4:30 p.m. cut off for FY 2017 new capital project request</a> <a href="#">11:00 a.m. cut off for cash receipts thru 6/19 for all Lexington locations and 4:30 pm for out of town locations.</a> <a href="#">4:30 pm cut off for TRIP travel expense reports from June 1st to 15th</a> <a href="#">4:30 p.m. cut off for JV, PRD's, PO invoice and etc. from June 1st to 15th.</a>	24
25	26	27 <a href="#">4:30 cut off for cost distribution corrections for faculty in FES</a>	28	29	30 <a href="#">4:30 p.m. campus cut off for sponsored project sub award/subcontract invoices</a> <a href="#">Last day to enter goods receipt for PO's 43xxxxxxx and 47xxxxxxx.</a>	

# July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 <a href="#">12:00 p.m. cut off to enter vacation and TDL taken on or prior to June 30 in SAP.</a> <a href="#">11:00 a.m. cut off for cash receipts for Lexington location. Out of town deposit due to TS by 4:30 p.m.</a> <a href="#">12:00 P.M. cut off for PO invoice for expenses incurred 6/16 to 6/30.</a> <a href="#">4:30 p.m. cut off for old year online receipt for 45xxxxxxxx, 48xxxxxxxx, 75xxxxxxxx, 78xxxxxxxx and 88xxxxxxxx PO's.</a> <a href="#">Review monthly BW reports/ ledger sheet before Preliminary closing.</a> <a href="#">Last day to cancel requisitions, clear pre-encumbrances and funds reservations.</a>	4	5 <a href="#">Last day to record payroll accrual for payroll advances</a>	6 <a href="#">4:30 P.M cut off for JV related to expenses incurred 6/16 to 6/30 and last day to record AF.</a> <a href="#">June transactions on capital projects MUST be reviewed by AFRS and corrections delivered no later than 3pm</a> <a href="#">4:30 p.m. cut off for TRIP travel expense reports.</a> <a href="#">4:30p.m. cut off for PRD, invoice, and JV's to capital projects, cost share transfers and grants.</a>	7 <a href="#">2:00 P.M. cut off for closing Period 12 and open Period 13 for Campus online corrections.</a>	8 <a href="#">Online preliminary monthly BW reports/ledger sheets available.</a>
9	10	11	12 <a href="#">Last day to edit and post old year procard transactions.</a>	13 <a href="#">3:00 p.m. cut off for all corrections related to June ledger sheets except for project cost objects that had an earlier deadline.</a> <a href="#">No corrections to any project cost objects can be made in old year beginning this date.</a> <a href="#">3:00 p.m cut off for all corrections related to endowment funds</a> <a href="#">4:30 pm cut-off for sponsored project sub awards/subcontract invoices for expenses incurred through 6/30</a>	14 <a href="#">Last day to post non-recurrent budget transfers.</a> <a href="#">No corrections to any fund or cost objects can be made for old year.</a>	15 <a href="#">June monthly BW reports/ledgers after corrections available to campus.</a>
16	17	18	19	20	21	22
23	24	25	26	27	28 <a href="#">4:30 pm cut-off for sponsored project sub award/subcontract invoices.</a>	29
30	31 <a href="#">12:00 p.m. cut off for all accounts payable accrual</a>					

6/30/2017 – Last day to enter online receipts for all goods and services received prior to or on June 30 for purchase order 43xxxxxxx and 47xxxxxxx.

7/3/2017 – 12:00p.m. all vacation and temporary disability leave taken on June 30th or earlier must be entered in SAP.

7/3/2017 – Cash transmittals for cash on hand through 6/30/2015 for Lexington locations are due in Treasury Services by 11:00 am.

7/3/2017 – 4:30 p.m. campus cut off for all goods and services received prior to or on June 30 for SAP purchase order 45xxxxxxx and 48xxxxxxx, SRM purchase order 75xxxxxxx and 78xxxxxxx and all 88xxxxxxx purchase orders.

7/5/2017 – Request to record payroll accrual is due in Payroll.

7/6/2017 – Request to record A/R accrual is due in Accounting Financial Reporting Services.

7/6/2017 – 4:30 p.m. Campus cut off for JV's, PRD's, TRIP travel expense reports, imprest cash reimbursements, sub-contract payments and P.O. invoice incurred June 16 to June 30.

7/6/2017 – All JV's to transfer funds to cover cost share expenses are due in Research Financial Services by 3:00 p.m.

7/6/2017 - 3:00 p.m. campus cut off for June transactions on capital project cost objects due in Accounting Financial Reporting Services.

7/8/2017 – Preliminary ledger sheets available online.

7/12/2017 – 4:30 p.m. campus cut off for editing June procurement card transactions.

7/13/2017 – No more correction on project cost objects – grants or capital projects in old year.

7/13/2017 – 3:00 p.m. campus cut off for all corrections related to endowment funds.

7/13/2017 – 3:00 p.m. campus cut off for June ledger sheet correction related to cash receipts except for project cost objects.

7/14/2017 – 3:00 p.m. campus cut off for June ledger sheet correction related to encumbrance for purchase order or for other transactions except for project cost objects and endowment funds.

7/14/2017 – Last day to post non-recurring budget transfers by Area budget officers.

7/14/2017 – No corrections made to any funds or cost objects in old year.

7/15/2017 – June ledgers after correction available online.

7/31/2017 - 4:30 p.m. cut off for sponsored project sub award/subcontract invoices for expenses incurred through June 30.

7/31/2017 – Request to record A/P accrual is due in Accounts Payable Services.