

University of Kentucky

Sponsored Project Year End Deadlines for FY 2021

Presented by Research Financial Services

The Business Procedure Manual (BPM) states transactions are to be recorded within the fiscal year in which they are incurred.

<https://www.uky.edu/ufs/business-procedures-manual>

Therefore, cutoff dates for processing transactions have been published. A detailed list of deadlines can be located at:

https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/yeclose_0.pdf

The goal for Research Financial Services (RFS) is to facilitate and provide guidance in the management of funds provided to the University by overseeing the financial administration and compliance requirements.

To help with the clarification on subject matter that is important to the year end deadlines, here is additional material relevant to these deadlines.

This presentation is focused specifically on sponsored project related deadlines and does not dismiss the importance of all deadlines.

Please note, externally funded sponsored project accounts are created as Grants/WBS elements in SAP and are referred to as such throughout the document.

To those units processing transactions during period 13, it would be professionally courteous to notify the department receiving the debit or credit of said transaction(s). This will provide the department(s) time needed for their own fiscal close processes.

Cash Receipts

Due Date	Type	Business Transaction	Department	Contact Information		
6/2/2021	JV	Corrections for cash receipts posted <i>prior to June 1st.</i>	Treasury Services	Karen Lawson	7-3969	karen.whitt3@uky.edu
6/18/2021	Cash receipts	4:30 p.m. cut off for Lexington locations to deliver cash and transmittals for cash on hand <i>through June 17th.</i>	Treasury Services	Karen Lawson	7-3969	karen.whitt3@uky.edu
6/18/2021	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
7/1/2021	Cash receipts	Cash transmittals for cash on hand <i>through June 30</i> for Lexington locations are due in Treasury Services by 3:30 p.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	Karen Lawson	7-3969	karen.whitt3@uky.edu

For any grants that receive payments such as cash, check, ACH or wire, ensure deposits are processed, grants are reconciled and corrections posted.

Requisitions and SRM Purchases

Due Date	Type	Business Transaction	Department	Contact Information		
4/12/2021	Req/ PO	Shopping carts/requisitions for vehicles or for lease where the first payment is requested from fiscal year 2019-20 funds or for purchase of capital goods, services, or equipment that are not on a current University Price Contract and require delivery <i>prior to July 1st</i> .	Purchasing	Naomi Emmons	7-1555	nemmo2@uky.edu
5/5/2021	Req/ PO	Shopping carts/requisitions for small dollar purchases of any type that require delivery <i>prior to July 1st</i> .	Purchasing	Naomi Emmons	7-1555	nemmo2@uky.edu
6/30/2021	PO/GR	Last day to enter online receipts for all goods and services received <i>prior to or on June 30</i> for purchase orders 43xxxxxxx and 47xxxxxxx by 4 p.m.	Purchasing	Naomi Emmons	7-1555	nemmo2@uky.edu
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 area business officer.	Purchasing	Naomi Emmons	7-1555	nemmo2@uky.edu
7/2/2021	PO/GR	Online confirming/receiving for all goods and services received <i>prior to or on June 30</i> 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@uky.edu

For requisitions and purchases using shopping cart (SRM), reconcile grants to ensure purchases are made timely, goods receipts are entered in SAP during the period in which products are received or services rendered, and invoices are processed.

- General quick reference card: <http://www.uky.edu/Purchasing/srmquickrefcards.htm>
 How to check SRM status: <http://www.uky.edu/Purchasing/docs/shoppingcartstatus.pdf>
 How to check open POs: http://www.uky.edu/Purchasing/docs/Z_MMEKPO.pdf

PRDs, Disbursement Requests, Imprest Cash Reimbursements and Purchase Orders

Due Date	Type	Business Transaction	Department	Contact Information		
6/2/2021	PRD/Invoice	PRDs, disbursement requests, imprest cash reimbursements, and purchase order invoices related to expenses <i>incurred prior to June 1st</i> due to Accounts Payable Services (APS).	Accounts Payable Services	Leslie Duty	7-4870	leslie.duty@uky.edu
6/18/2021	PRD/Invoice	4:30 p.m. Campus cut-off for all PRDs, disbursement requests, imprest cash reimbursements, and purchase order invoices related to expenses <i>incurred June 1 to June 15</i> due to APS.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
7/2/2021	PO Invoice	12:00 P.M. campus cut off for all PO invoices for expenses <i>incurred June 16 to June 30</i> . All invoices should be delivered to Accounts Payable Services.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
7/6/2021	PRD/Invoice	4:30 p.m. Campus cut off for documents recording expenses <i>incurred June 16 to June 30</i> . All PRDs, disbursement requests, and imprest cash reimbursements should be delivered to APS.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
7/30/2021	AP	Departments that have received goods and/or services purchased by PRD <i>on or before June 30, 2021</i> but have not processed a payment document because an invoice has not been received from the vendor, must request that the APS establish a "payable" for the items received regardless of cost object including grants. All requests to establish payables are due in APS no later than noon. The request must be sent by e-mail or delivered to Leslie Duty at the phone number or email 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	Leslie Duty	3-4404	leslie.duty@uky.edu

Reconcile grants to identify PRDs, disbursement requests, imprest cash reimbursements and purchase order invoices that need to be processed.

Accounts Payable Services: <https://www.uky.edu/ufs/accounts-payable-services-1>

Procurement Card

Due Date	Type	Business Transaction	Department	Contact Information		
6/15/2021	Procard Reports	Concur procard reports related to expenses <i>incurred prior to June 1st</i> due to APS.	Accounts Payable Services	Kimberly Maggard	8-6501	Kimberly.maggard@uky.edu
6/30/2021	Procard Reports	Concur procard reports related to expenses <i>incurred June 1 to June 15</i> due to APS.	Accounts Payable Services	Kimberly Maggard	8-6501	Kimberly.maggard@uky.edu
7/6/2021	Procard Reports	4:30 p.m. Campus cut off for submitting procard expenses <i>incurred June 16 to June 30</i> . All procard expense reports should be submitted to APS in Concur.	Accounts Payable Services	Kimberly Maggard	8-6501	Kimberly.maggard@uky.edu

Review unedited procard transactions for processing. Force posted transactions are a violation of policy and generally unallowable on grants.

Procard editing manual:

<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Cardholder%20Editing%20Manual.pdf>

Note: This process may vary between each College or Unit based on specific procedures related to this area.

Journal Vouchers (JVs)

Due Date	Type	Business Transaction	Department	Contact Information		
6/2/2021	JV	4:30 p.m. Campus cut off for Journal vouchers (JVs) related to expenses incurred (goods received/services provided) and cost transfers for expenses posted <i>prior to June 1st</i> for cost objects 3xxxxxxx due to Research Financial Services (RFS) via JV workflow. *Reminder* Compliance with BPM E-10 also applies to sponsored projects. https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-10-1.pdf	Research Financial Services	Misty Atchison	7-1028	misty.atchison@uky.edu
6/18/2021	JV	4:30 p.m. Campus cut off for JVs related to expenses incurred (goods received and services provided) and cost transfers for expensed <i>posted June 1 to June 15</i> for cost objects 3xxxxxxx due to RFS via JV workflow. *Reminder* Compliance with BPM E-10 also applies to sponsored projects. https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-10-1.pdf	Research Financial Services	Misty Atchison	7-1028	misty.atchison@uky.edu
6/18/2021	JV	4:30 p.m. Campus cut-off for JVs for all cost objects except 3xxxxxxx and 10438xxxx related to expenses <i>incurred June 1 to June 15</i> due to AFRS via JV workflow.	Accounting and Financial Reporting Services	Robbie Dials	7-6243	robbie.dials2@uky.edu
7/6/2021	JV	4:30 p.m. Campus cut off for JVs related to expenses <i>incurred June 16 to June 30</i> for cost objects 3xxxxxxx and 10438xxxx due to RFS via JV workflow. *Reminder* Compliance with BPM E-10 also applies to sponsored projects. https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-10-1.pdf	Research Financial Services	Misty Atchison	7-1028	misty.atchison@uky.edu
7/12/2021	Sponsored projects	June transactions posted to sponsored projects <i>on or after the July 2nd</i> JV deadline MUST be reviewed in SAP and corrections routed by JV workflow to RFS no later than 3:00 p.m. Only complete and accurate JVs for these specific errors will be posted to cost objects (3xxxxxxx) at this time. Other JVs received for sponsored projects will not be processed in old year, even if the offset cost object is a cost center or internal order. *Reminder* Compliance with BPM E-10 also applies to sponsored projects. https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-10-1.pdf	Research Financial Services	Misty Atchison	7-1028	misty.atchison@uky.edu

Reconcile grants, identify corrections and process cost transfer JVs. Follow up on any JVs not yet posted prior to year end; general processing time is 10 business days.

Note: Service Center JVs are addressed on another slide.

Cost Transfers: <https://www.uky.edu/ufs/accounts-receivable-compliance#Cost%20Transfers>

Cost Share Funding (JVs) and Automatic Funding Program

Due Date	Type	Business Transaction	Department	Contact Information		
7/7/2021	Cost Share	RFS auto fund cost share cost center before period 12 closing.	Research Financial Services	Sarah Rodriguez	7-1748	sarah.rodriques@uky.edu
7/13/2021	Cost Share	RFS auto fund cost share cost center before period 13 closing.	Research Financial Services	Sarah Rodriguez	7-1748	sarah.rodriques@uky.edu

Cost Share Funding JVs follow the general JV deadlines.

All grant cost share fund accounts must be at zero or in a credit balance by the end of the fiscal year and/or the end of the grant account, which ever is sooner. Any unfunded debit balances at year end will be force posted to the grant’s responsible unit overrun account at the end of period 13 close or beginning of period 14 depending on timing of postings.

Cost share in SAP: http://myhelp.uky.edu/rwd/HTML/GM/FI_GM_320_v5.pdf

Cost share reference: <http://www.uky.edu/ufs/accounts-receivable-compliance#Cost Share Funding>

Payroll

Due Date	Type	Business Transaction	Department	Contact Information		
6/14/2021	Payroll	MO #06 final opportunity for departments to make cost distribution changes for <i>4th quarter</i> 2020-21 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
6/21/2021	Payroll	BW #13 final opportunity for departments to make cost distribution changes for <i>4th quarter</i> 2020-21 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
7/2/2021	Payroll	Request payroll accrual for payroll advances in old year for work done <i>June 20th or prior</i> 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	Kevin Keplar	2-2875	kevin.keplar@uky.edu

Review grant faculty and staff cost distributions to identify and process payroll changes and corrections.

Payroll schedule: <https://www.uky.edu/ufs/payroll-schedule>

Employee Travel

Due Date	Type	Business Transaction	Department	Contact Information		
6/2/2021	Travel Reports	Concur travel reports related to travel expenses <i>incurred prior to June 1st</i> due to APS.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/18/2021	Travel Reports	4:30 p.m. Campus cut-off for Concur travel reports related to expenses <i>incurred June 1 to June 15</i> due to APS.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
7/6/2021	Travel Reports	4:30 p.m. Campus cut off for submitting travel expense reports <i>incurred June 16 to June 30</i> . All travel reports should be submitted to APS in Concur.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu

Reconcile grants to identify travel expenses that need to be processed. Ensure all appropriate documentation is submitted and approvals are complete.

Note: Student travel reimbursements are processed through the PRD system referenced previously.

Travel Services: <https://www.uky.edu/ufs/travel-services>

Subaward Purchase Orders

Due Date	Type	Business Transaction	Department	Contact Information
6/30/2021	Sub award	4:30 p.m. Campus cut off for sponsored project sub award/subcontract invoices for expenses <i>incurred through May 31</i> . 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 APPOInvoice@uky.edu. If you have question regarding receipt or corrections to invoices submitted through the email address, please contact Cara Nelson at 257-75440 or Leslie Duty at 323-4404. 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	Tina Reynolds 7-6267 subawards@uky.edu
			Financial Services	
7/12/2021	Sub award	4:30 p.m. Campus cut off for sponsored project sub award/subcontract invoices for expenses <i>incurred through 6/30</i> (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 Cara Nelson at 257-5440 or Leslie Duty at 323-4404. 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	Tina Reynolds 7-6267 subawards@uky.edu
			Financial Services	
7/29/2021	Sub award	4:30 p.m. Campus cut-off for sponsored project sub award/subcontract invoices for expenses <i>incurred through 6/30</i> when final invoice for the award. 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 at 323-4404. 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	Tina Reynolds 7-6267 subawards@uky.edu
			Financial Services	
7/29/2021	Sub award	Departments that have not received an invoice for sponsored project sub award/subcontract expenses <i>incurred prior to 6/30</i> must obtain the unbilled amount and request that the APS establish a "payable". The payable must be based on actual unbilled expenses and not overstated. All requests to establish payables are due in APS no later than noon. The request must be sent by e-mail or delivered to Cara Nelson, and it must include the purchase order number, cost object, G/L account, amount, purpose of expense and justification for the payable accrual.	Accounts Payable Services	Cara Nelson 7-5440 cjnels0@uky.edu

Review open subaward POs to ensure all invoices for services provided are submitted by the vendor and certified or an accrual is recorded.

Subaward monitoring: <http://www.uky.edu/ufs/accounts-receivable-compliance#Subaward Monitoring>

Service Center / Recharge Journal Vouchers (JVs)

Due Date	Type	Business Transaction	Department	Contact Information
6/2/2021	Service Center Billing/Recharge Operations	4:30 p.m. Campus cut off for Journal vouchers (JVs) related to goods and services provided by cost objects 10438xxxxx or recharge operation cost objects that with budget family 23 <i>prior to June 1</i> to all cost objects due to RFS via JV workflow.	Research Financial Services	Samantha Montgomery 7-3662 smontgomery@uky.edu
6/18/2021	Service Center Billing/Recharge Operations	4:30 p.m. Campus cut off for Journal vouchers (JVs) related to goods and services provided by cost objects 10438xxxxx or recharge operation cost objects that with budget family 23 to <i>June 1 to June 15</i> to all cost objects due to RFS via JV workflow.	Research Financial Services	Samantha Montgomery 7-3662 smontgomery@uky.edu
7/7/2021	Service Center Billing/Recharge operations	12:00 p.m. Campus cut off for Journal vouchers (JVs) related to goods and services provided <i>June 1st to June 30th</i> for all cost objects due to RFS via JV workflow. All subsidy JVs are due by this deadline.	Research Financial Services	Samantha Montgomery 7-3662 smontgomery@uky.edu

For Service / Recharge Centers not using automated invoicing, process original billing JVs for grants and cost centers for all goods provided and services performed through June 30.

BW Reports / Detail Transaction Reports

Due Date	Type	Business Transaction	Department	Contact Information		
7/8/2021	BW reports/detail transaction reports	Online June preliminary monthly BW reports/detail transaction reports available for viewing afternoon.				-
7/14/2021	BW reports/detail transaction reports	June monthly BW reports/detail transaction reports after corrections available to campus.				-

Utilize Business Warehouse (BW) reports to assist with reconciliations and reviews to identify expenses and corrections that need to be initiated or have yet to be processed and require follow up. Accounts must be reconciled each month through period 12 and daily throughout period 13 as transactions are continuing to be processed.

BW is updated each night and will reflect activity posted through the previous day. SAP (R/3) transactions include real-time processing information and should be utilized to ensure expenses are recorded in the appropriate period.

Contacts

Please contact the person designated on the slide referencing the topic in question.

Due Date	Type	Business Transaction	Department	Contact Information



References

Research Financial Services <https://www.uky.edu/ufs/research-financial-services>

Accounts Payable Services <https://www.uky.edu/ufs/accounts-payable-services-1>

Procurement Card <https://www.uky.edu/ufs/procurement-card>

Payroll Services <https://www.uky.edu/ufs/payroll-services>

Travel Services <https://www.uky.edu/ufs/travel-services>

Purchasing <https://www.uky.edu/Purchasing/>

Service Centers <https://www.uky.edu/ufs/payroll-confirmation-service-centers>

Treasury Services <https://www.uky.edu/ufs/treasury-services>