

March 3, 2020

To: Members of the University Community

From: Mary Fister-Tucker, CPA, CTP
Controller

Subject: Fiscal-Year 2019-20 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 2019-20 and new year transactions must be recorded in the accounting records of Fiscal 2020-21. 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 **OY (OLD YEAR)** or **NY (NEW YEAR)** in the Doc.Header Text of the journal vouchers processed during the period July 1st through July 10th before initiating the JV workflow.

The accounting for the biweekly payroll #14 scheduled for payment on July 10th (June 21st through July 4th pay period) will be posted to fiscal year 2020-21. In order to post June 22nd to June 30th payroll charges to departments in the correct year, an estimate will be computed based on 70% 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, 2020 but not invoiced by the vendor is as follows. Accruals (payables) for these goods/services will be established **automatically** through July 31, 2020. From July 1, 2020 through July 31, 2020 all invoices dated on or before 6/30/2020 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, 2020. To do so, please email a justification for the request to Leslie Duty at leslie.duty@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, 2020. 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: [2019-20 Fiscal Year Closing Schedule](#).

see blue.

Fiscal Year 2019-20 Closing Schedule

***All old year documents must have a posting date of 06/30/2020 or prior.**

****June ledger sheet corrections received after July 10th will not be processed**

Due Date	Type	Business Transaction	Department	Contact information		
4/13/2020	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 prior to July 1st.	Purchasing	Naomi Emmons	7-1555	nemmo2@uky.edu
5/15/2020	Req/ PO	Shopping carts/requisitions for small dollar purchases of any type that require delivery prior to July 1st.	Purchasing	Naomi Emmons	7-1555	nemmo2@uky.edu
6/2/2020	JV	Corrections for cash receipts posted prior to June 1st.	Treasury Services	Karen Lawson	7-3969	karen.whitt3@uky.edu
6/2/2020	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 prior to June 1st for cost objects 3xxxxxxx due to Research Financial Services. *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	John Maddy	3-0687	john.maddy@uky.edu
6/2/2020	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	Robbie Dials	7-6243	robbie.dials2@uky.edu
6/2/2020	PRD/Invoice	PRDs, Disbursement Requests, imprest cash reimbursements, and purchase order invoices related to expenses incurred prior to June 1st.	Accounts Payable Services	Leslie Duty	7-4870	leslie.duty@uky.edu
6/2/2020	Travel Reports	TRIP travel expense reports related to expenses incurred prior to June 1st.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/2/2020	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 10438xxxx or recharge operation cost objects that with budget family 23 prior to June 1 to all cost objects due to Research Financial Services	Research Financial Services	Michelle Schardein	7-3193	mschardein@uky.edu
6/15/2020	Payroll	MO #06 final opportunity for departments to make cost distribution changes for 4th quarter 2019-20 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
6/19/2020	Capital Projects	4:30 p.m. cutoff for new capital project establishment forms for FY 2019-20 projects.	Accounting and Financial Reporting Services	Bill Coleman	7-1111	wecole2@uky.edu
6/19/2020	Cash receipts	4:30 p.m. cut off for Lexington locations to deliver cash and transmittals for cash on hand through June 18th.	Treasury Services	Karen Lawson	7-3969	karen.whitt3@uky.edu
6/19/2020	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

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Due Date	Type	Business Transaction	Department	Contact information		
6/19/2020	JV	4:30 p.m. Campus cut off for JVs related to expenses incurred (goods received and services provided) and cost transfers for expensed posted June 1 to June 15 for cost objects 3xxxxxxx due to Research Financial Services. *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	John Maddy	3-0687	john.maddy@uky.edu
6/19/2020	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	Robbie Dials	7-6243	robbie.dials2@uky.edu
6/19/2020	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.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/19/2020	Travel Reports	4:30 p.m. Campus cut-off for TRIP travel expense reports related to expenses incurred June 1 to June 15.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/19/2020	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 10438xxxx or recharge operation cost objects that with budget family 23 to June 1 to June 15 to all cost objects due to Research Financial Services.	Research Financial Services	Michelle Schardein	7-3193	mschardein@uky.edu
6/22/2020	Payroll	BW #13 final opportunity for departments to make cost distribution changes for 4th quarter 2019-20 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
6/30/2020	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 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 Research Financial Services	Leslie Duty Tina Reynolds	3-4404 7-6267	leslie.duty@uky.edu subawards@uky.edu
6/30/2020	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 by 4 p.m.	Purchasing	Naomi Emmons	7-1555	nemmo2@uky.edu
7/1/2020	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	zlb1@uky.edu
7/1/2020	Cash receipts	Cash transmittals for cash on hand through June 30 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
7/2/2020	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	Leslie Duty	3-4404	leslie.duty@uky.edu

Fiscal Year 2019-20 Closing Schedule

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Due Date	Type	Business Transaction	Department	Contact information		
7/2/2020	Encumbrances	Regular encumbrance balances not cleared by payments or accounts payable accruals will be forwarded to the new fiscal year and charged against the 2020-21 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
7/2/2020	Funds reservations	Funds reservations (departmental encumbrances) not cleared by payments or accruals will not be carried forward to fiscal 2020-21 and will need to be re-created by the department in the new year.	Departments	Various		
7/2/2020	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	nemmo2@uky.edu
7/2/2020	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.				
7/2/2020	Payroll	Request payroll accrual for payroll advances in old year for work done June 21st 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	Kevin Keplar	2-2875	kevin.keplar@uky.edu
7/2/2020	JV	4:30 p.m. Campus cut off for JVs related to expenses incurred June 16 to June 30 for cost objects 3xxxxxxx and 10438xxxx due to Research Financial Services. JV workflow should be completed by department approval with attachments and received by Research Financial Services. *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	John Maddy	3-0687	john.maddy@uky.edu
7/2/2020	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 10438xxxx. JV workflow should be completed by department approval with attachments and received by Accounting and Financial Reporting Services.	Accounting and Financial Reporting Services	Robbie Dials	7-6243	robbie.dials2@uky.edu

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Due Date	Type	Business Transaction	Department	Contact information		
7/2/2020	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 Alex Lee 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 Alex Lee 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	Alex Lee	7-6022	alexander.lee@uky.edu
7/2/2020	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	Leslie Duty	3-4404	leslie.duty@uky.edu
7/2/2020	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.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
7/6/2020	Capital projects	June transactions on capital project cost objects JV workflow MUST completed by department approval and with attachments and received by Accounting and Financial Reporting Services no later than 12:00 p.m.	Accounting and Financial Reporting Services	Bill Coleman	7-1111	wecole2@uky.edu
7/6/2020	Service Center Billing/Recharge operations	12:00 p.m. Campus cut off for Journal vouchers (JVs) related to goods and services provided June 1st to June 30th for all cost objects due to Research Financial Services. All subsidy JV's are due by this deadline.	Research Financial Services	Michelle Schardein	7-3193	mschardein@uky.edu
7/6/2020	Cost Share	Research Financial Accounting auto fund cost share cost center before period 12 closing.	Research Financial Services	Tina Reynolds	7-6267	tina.johnson@uky.edu
7/6/2020	Posting period	Close posting period 12 at 2 p.m. and open posting period 13 for campus online corrections and completion of Procard edits.	EAG	Melanie Rizk	3-8620	marvin1@uky.edu
7/7/2020	BW reports/detail transaction reports	Online June preliminary monthly BW reports/detail transaction reports available for viewing afternoon.				
7/9/2020	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, or assistance with transaction edits, please contact procard@email.uky.edu	Accounts Payable Services	Kimberly Maggard	8-6501	Kimberly.maggard@uky.edu
7/9/2020	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	wecole2@uky.edu

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Due Date	Type	Business Transaction	Department	Contact information		
7/9/2020	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	Karen Boyd	3-7202	karen.boyd@uky.edu
7/9/2020	Sponsored projects	June transactions posted to sponsored projects on or after the July 2nd JV deadline MUST be reviewed in SAP and corrections routed by JV workflow to Research Financial Services 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	John Maddy	3-0687	john.maddy@uky.edu
7/9/2020	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	Karen Lawson	7-3969	karen.whitt3@uky.edu
7/9/2020	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	nemmo2@uky.edu
7/9/2020	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	Robbie Dials	7-6243	robbie.dials2@uky.edu
7/9/2020	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 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 Research Financial Services	Leslie duty Tina Reynolds	3-4404 7-6267	leslie.duty@uky.edu subawards@uky.edu
7/10/2020	Budget	Non-recurring budget transfers must be posted by Area Fiscal Officers.	Area Budget Office	Various		
7/10/2020	JV	No corrections to any funds or cost objects can be made in old year after this date. Posting period 13 is closed at the end of the day.				
7/11/2020	BW reports/detail transaction reports	June monthly BW reports/detail transaction reports after corrections available to campus.				

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Due Date	Type	Business Transaction	Department	Contact information		
7/30/2020	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 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 Research Financial Services	Leslie duty Tina Reynolds	3-4404 7-6267	leslie.duty@uky.edu subawards@uky.edu
7/30/2020	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 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	cjnls0@uky.edu
7/31/2020	AP	Departments that have received goods and/or services purchased by PRD on or before June 30, 2020, 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 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

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

Laura Lenviel	Accounts Receivable Accruals, Miscellaneous Accruals	7-5856	laura.lenviel@uky.edu
Karen Lawson	Cash Receipts	7-3969	karen.whitt3@uky.edu
John Maddy	Research Financial Services JV's (non-Faculty), WBS Elements 304xxxxxxx, Cost Centers 10136xxxxx	3-0687	john.maddy@uky.edu
Bill Coleman	WBS Elements 4xxxxxxx	7-1111	wecole2@uky.edu
Zoe Morley	Payroll	7-3946	zlbirt1@uky.edu
Kevin Keplar	Payroll Accruals	2-2875	kevin.keplar@uky.edu
Cara Nelson	Accounts Payable Accruals, PRD's, and Vendor Invoices	7-5440	cjnls0@uky.edu
Leslie Duty	TRIP Travel Expense Reports	3-4404	leslie.duty@uky.edu
Kimberley Maggard	Procurement transaction edits	8-6501	kjma245@uky.edu
Naomi Emmons	Purchasing/Purchase Order Encumbrances	7-1555	nemmo2@uky.edu
Purchasing department	Procurement card issues		ukpurchasing@uky.edu
Karen Boyd	Endowment Accounting	3-7202	karen.boyd@uky.edu
Michelle Schardein	Service Centers 10438xxxx	7-3193	mschardein@uky.edu
Tina Reynolds	Year-end sponsored project sub award/subcontract invoice submissions	7-6267	Subawards@uky.edu
Gwen Conley	Other	7-1001	gtconl2@uky.edu
Robbie Dials	Non-Research Financial Services JV's	7-6243	robbie.dials2@uky.edu

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 Req due to Purchasing for furniture, vehicle, or lease purchases.	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Reg due to Purchasing for small dollar commodity purchases	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Cash Receipt corrections prior to 6/1 due to TS. JV's for goods and services provided prior to 6/1 due to AFRS 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 Trip travel expense report, PRD's, PO invoice corrections prior to 6/1 due to APS.	3	4	5	6
7	8	9	10	11	12	13
14	15 MO 06 final opportunity to correct cost distribution for 4th Qr.	16	17	18	19 4:30 p.m. cut off for FY 2018 new capital project request 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. 4:30 pm cut off for TRIP travel expense reports from June 1st to 15th 4:30 p.m. cut off for JV, PRD's, PO invoice and etc. from June 1st to 15th.	20
21	22 BW 13 final opportunity to correct cost distribution for 4th Qr.	23	24	25	26	27
28	29	30 4:30 p.m. campus cut off for sponsored project sub award/subcontract invoices Last day to enter goods receipt for PO's 43xxxxxxx and 47xxxxxxx.				

July 2020

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

6/30/2020 – Last day to enter online receipts for all goods and services received prior to or on June 30 for purchase order 43xxxxxxx and 47xxxxxxx.

7/1/2020 – 12:00p.m. all vacation and temporary disability leave taken on June 30th or earlier must be entered in SAP.

7/1/2020 – Cash transmittals for cash on hand through 6/30/2020 for Lexington locations are due in Treasury Services by 3:30 pm.

7/2/2020 – 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.

7/2/2020 – Request to record payroll accrual is due in Payroll.

7/2/2020 – Request to record A/R accrual is due in Accounting Financial Reporting Services.

7/2/2020 – 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.

7/6/2020 – All JV's to transfer funds to cover cost share expenses are due in Research Financial Services by 3:00 p.m.

7/6/2020 - 3:00 p.m. campus cut off for June transactions on capital project cost objects due in Accounting Financial Reporting Services.

7/7/2020 – Preliminary ledger sheets available online.

7/9/2020 – 4:30 p.m. campus cut off for editing June procurement card transactions.

7/9/2020 – No more correction on project cost objects – grants or capital projects in old year.

7/9/2020 – 3:00 p.m. campus cut off for all corrections related to endowment funds.

7/9/2020 – 3:00 p.m. campus cut off for June ledger sheet correction related to cash receipts except for project cost objects.

7/10/2020 – 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.

7/10/2020 – Last day to post non-recurring budget transfers by Area budget officers.

7/10/2020 – No corrections made to any funds or cost objects in old year.

7/11/2020 – June ledgers after correction available online.

7/30/2020 - 4:30 p.m. cut off for sponsored project sub award/subcontract invoices for expenses incurred through June 30.

7/31/2020 – Request to record A/P accrual is due in Accounts Payable Services.