



UNIVERSITY OF KENTUCKY

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March 17, 2016

TO: Members of the University Community
FROM: Ronda S. Beck, Controller
SUBJECT: Fiscal-Year 2015-16 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 2015-16 and new year transactions must be recorded in the accounting records of Fiscal 2016-17. 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 1st through July 15th.

The accounting for the biweekly payroll #14 scheduled for payment on July 15th (June 26th through July 9th pay period) will be posted to fiscal year 2016-17. In order to post June 27th to June 30th payroll charges to departments to the correct year, an estimate will be computed based on 40% of 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, 2016 but not invoiced by the vendor is as follows. Accruals (payables) for these goods/services will be established **automatically** through July 29, 2016. From July 1, 2016 through July 29, 2016 all invoices dated on or before 6/30/2016 and processed by departments on PRD's, Travel Expense Vouchers, 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 29, 2016. To do so, please email a justification for the request to Leslie Duty at ldu227@email.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 29, 2016. 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/EVPFA/Controller/BPM.htm>

This year-end schedule is also available at: <http://www.uky.edu/EVPFA/Controller/files/yeclose.pdf>

Fiscal Year 2015-16 Closing Schedule

*All old year documents must have a posting date of 06/30/2016 or prior.

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

Due Date	Type	Business Transaction	Department	Contact information		
4/4/2016	Req/ PO	Shopping carts/requisitions for vehicles or for lease purchases where the first payment is requested from fiscal year 2015-16 funds.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
4/11/2016	Req/ PO	Shopping carts/requisitions for goods, services or equipment in excess of \$40,000 which are not on price contract and will be delivered prior to July 1st.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
5/23/2016	Req/ PO	Shopping carts/requisitions for equipment and supplies which are on price contract and will be delivered prior to July 1st.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
6/1/2016	JV	Corrections for cash receipts posted prior to June 1st.	Treasury Services	Joe Faulkner	7-3453	jbfaul4@email.uky.edu
6/1/2016	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 Sponsored Projects Accounting.	Sponsored Projects Accounting	Sarah Rodrigues	7-1748	Sarah.Rodrigues@uky.edu
6/1/2016	JV	Journal vouchers (JVs) for goods and services provided prior to June 1st for all cost objects except 3xxxxxxx and 10438xxxx are due to General Accounting.	General Accounting	Gwen Conley	7-6235	gtconl2@email.uky.edu
6/1/2016	PRD/Invoice	PRDs, travel vouchers, Disbursement Requests, imprest cash reimbursements, sub-contract payments and purchase order invoices related to expenses incurred prior to June 1st.	Accounts Payable	Lelie Duty	7-4870	ldu227@email.uky.edu
6/6/2016	Req/ PO	Shopping carts/requisitions for small dollar purchases for commodities where informal quotes (phone or fax) may be obtained and the items will be delivered prior to July 1st.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
6/15/2016	FES	Distribution of Effort (DOE) forms for old fiscal year should be completed in the Faculty Effort System (FES) by the close of business day.	Sponsored Projects Accounting	Cherri Wallace	7-1747	cwallac@email.uky.edu
6/24/2016	Capital Projects	4:30 p.m. cutoff for new capital project establishment forms for FY 2016 projects.	General Accounting	Bill Coleman	7-1111	wecole2@email.uky.edu
6/24/2016	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	Joe Faulkner	7-3453	jbfaul4@email.uky.edu
6/24/2016	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	Joe Faulkner	7-3453	jbfaul4@email.uky.edu
6/24/2016	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 Sponsored Projects Accounting.	Sponsored Projects Accounting	Sarah Rodrigues	7-1748	Sarah.Rodrigues@uky.edu
6/24/2016	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.	General Accounting	Gwen Conley	7-6235	gtconl2@email.uky.edu
6/24/2016	PRD/Invoice	4:30 p.m. Campus cut-off for all PRDs, travel vouchers, Disbursement Requests, imprest cash reimbursements, sub-contract payments and purchase order invoices related to expenses incurred June 1 to June 15.	Accounts Payable	Leslie Duty	7-4870	ldu227@email.uky.edu
6/24/2016	FES	Final DOE deadline to correct payroll distribution errors on the DOE in FES and the changes are a net zero balance of debits and credits for the fiscal year. Changes that cannot be processed vis the off-cycle payroll must be submitted via JV for review.	Sponsored Projects Accounting	Cherri Wallace	7-1747	cwallac@email.uky.edu

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Due Date	Type	Business Transaction	Department	Contact information		
6/30/2016	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.	Sponsored Projects Accounting	Sarah Rodrigues	7-1748	Sarah.Rodrigues@uky.edu
6/30/2016	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	nemmo2@email.uky.edu
7/1/2016	Vacation accrual	12:00 p.m. (Noon) all vacation and temporary disability leave taken June 30th or earlier must be entered in SAP.	Payroll	Zoe Morley	7-3946	zibert1@email.uky.edu
7/1/2016	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	Joe Faulkner	7-3453	jbfau4@email.uky.edu
7/5/2016	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	Missy Wilson	7-1158	mdila1@email.uky.edu
7/5/2016	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.	Accounts Payable	Leslie Duty	7-4870	ldu227@email.uky.edu
7/5/2016	Encumbrances	Regular encumbrance balances not cleared by payments or accounts payable accruals will be forwarded to the new fiscal year and charged against the 2016-17 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@email.uky.edu
7/5/2016	Funds reservations	Funds reservations (departmental encumbrances) not cleared by payments or accruals will not be carried forward to fiscal 2016-17 and will need to be re-created by the department in the new year.	Departments	Various		
7/5/2016	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 is available to assist in managing shopping carts/requisitions and to identify open purchase orders.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
7/5/2016	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.				

Fiscal Year 2015-16 Closing Schedule

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Due Date	Type	Business Transaction	Department	Contact information		
7/7/2016	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 Sponsored Projects Accounting.	Sponsored Projects Accounting	Sarah Rodrigues	7-1748	Sarah.Rodrigues@uky.edu
7/7/2016	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 should be delivered to General Accounting.	General Accounting	Gwen Conley	7-6235	gtconl2@email.uky.edu
7/7/2016	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 General Accounting 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.	General Accounting	Lora Dials	7-6604	lkdial3@email.uky.edu
7/7/2016	Capital projects	June transactions on capital project cost objects MUST delivered to General Accounting no later than 3:00 p.m.	General Accounting	Bill Coleman	7-1111	wecole2@email.uky.edu
7/7/2016	PRD/Invoice	4:30 p.m. Campus cut off for documents recording expenses incurred June 16 to June 30. All PRDs, travel vouchers, Disbursement Requests, and imprest cash reimbursements should be delivered to Accounts Payable.	Accounts Payable	Leslie Duty	7-4870	ldu227@email.uky.edu
7/7/2016	Grants	June transactions posted to grants on or after the July 1st deadline MUST be reviewed in SAP and corrections delivered to Sponsored Projects Accounting no later than 3:00 p.m. Only corrections for these specific errors will be posted to grant and contract 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.	Sponsored Projects Accounting	Sarah Rodrigues	7-1748	Sarah.Rodrigues@uky.edu
7/8/2016	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	marvin1@email.uky.edu
7/9/2016	BW reports/detail transaction reports	Online June preliminary monthly BW reports/detail transaction reports available for viewing afternoon.				
7/13/2016	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 Purchasing	Kimberly Maggard James Younce	8-6501 7-1024	kjma245@email.uky.edu jmwrig0@email.uky.edu

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Due Date	Type	Business Transaction	Department	Contact information		
7/14/2016	Capital projects/Grants	No corrections to any project cost objects - capital projects and grants can be made in old year beginning this date.	Sponsored Projects Accounting General Accounting	Sarah Rodrigues Bill Coleman	7-1748 7-1111	Sarah.Rodrigues@uky.edu wecole2@email.uky.edu
7/14/2016	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.**	Endowment Services	Kim Lush	7-6465	kmcaud2@email.uky.edu
7/14/2016	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	Joe Faulkner	7-3453	jbfaul4@email.uky.edu
7/14/2016	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@email.uky.edu
7/14/2016	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.**	General Accounting	Gwen Conley	7-6235	gtcon12@email.uky.edu
7/14/2016	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.	Sponsored Projects Accounting	Sarah Rodrigues	7-1748	Sarah.Rodrigues@uky.edu
7/15/2016	Budget	Non-recurring budget transfers must be posted by Area Fiscal Officers.	Area Budget Office	Various		
7/15/2016	JV	No corrections to any funds or cost objects can be made in old year after this date. Posting period 13 is closed.				
7/16/2016	BW reports/detail transaction reports	June monthly BW reports/detail transaction reports after corrections available to campus.				
7/28/2016	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.	Sponsored Projects Accounting	Sarah Rodrigues	7-1748	Sarah.Rodrigues@uky.edu
7/29/2016	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 Department 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 no later than noon. The request must be sent by e-mail or delivered to Laura Payton, and it must include the purchase order number, cost object, G/L account, amount, purpose of expense and justification for the payable accrual.	Sponsored Projects Accounting	Sarah Rodrigues	7-1748	Sarah.Rodrigues@uky.edu

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Due Date	Type	Business Transaction	Department	Contact information		
7/29/2016	AP	Departments that have received goods and/or services purchased by PRD on or before June 30, 2016, but have not processed a payment document because an invoice has not been received from the vendor, must request that the Accounts Payable Department establish a "payable" for the items received regardless of cost object including grants. All requests to establish payables are due in Accounts Payable no later than noon. The request must be sent by e-mail or delivered to Leslie Duty 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	Leslie Duty	7-4870	ldu227@email.uky.edu

Please contact the following Office of the Treasurer personnel if you need assistance:

Lora Dials	Accounts Receivable Accruals, Miscellaneous Accruals	7-6604	lkdial3@email.uky.edu
Joe Faulkner	Cash Receipts	7-3453	jbfaul4@email.uky.edu
Cherri Wallace	Sponsored Projects Accounting /FES/Faculty JV's	7-1747	cwallac@email.uky.edu
Sarah Rodrigues	Sponsored Projects Accounting JV's (non-Faculty), WBS Elements 304xxxxxxx, Cost Centers 10136xxxxx	7-1748	Sarah.Rodrigues@uky.edu
Bill Coleman	WBS Elements 4xxxxxxx	7-1111	wecole2@email.uky.edu
Zoe Morley	Payroll	7-3946	zlbart1@email.uky.edu
Missy Wilson	Payroll Accruals	7-1158	mdila1@email.uky.edu
Leslie Duty	Accounts Payable Accruals, PRD's, Vendor Invoices and Travel Vouchers	7-4870	ldu227@email.uky.edu
Kimberley Maggard	Procurement transaction edits	8-6501	kjma245@email.uky.edu
Naomi Emmons	Purchasing/Purchase Order Encumbrances	7-1555	nemmo2@email.uky.edu
James Younce	Procurement card issues	7-1024	jmwig0@email.uky.edu
Kim Lush	Endowments	7-6465	kmcaud2@email.uky.edu
Jennifer Miles	Service Centers 10438xxxxx	7-3662	jamile1@email.uky.edu
Sarah Rodrigues	Year-end sponsored project sub award/subcontract invoice submissions	7-1748	Sarah.Rodrigues@uky.edu
Shan Wang	Other	7-1001	swang3@email.uky.edu
Gwen Conley	Non-Sponsored Project Accounting JV's	7-6235	gtconl2@email.uky.edu

April 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Req due to Purchasing for furniture, vehicle, or lease purchases.	5	6	7	8 Req due to Purchasing for goods, services or equipment in excess of \$40,000.	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Requisitions due to Purchasing for equipment and supplies on price contract.	24	25	26	27	28
29	30	31				

June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p>1 Cash Receipt corrections prior to 6/1 due to TS. PRD's, JV, travel voucher, PO invoice corrections prior to 6/1 due to GA, SPA and AP. JV's for goods and services provided prior to 6/1 due to GA 4:30pm cut off for JV's for goods and services prior to 6/1 for all cost objects 304xxx and 10438xxx due to SPA</p>	2	3	4
5	<p>6 Req due to Purchasing for small dollar commodity purchases.</p>	7	8	9	10	11
12	13	14	<p>15 DOE due to SPA for old year.</p>	16	17	18
19	20	21	22	23	<p>24 4:30 p.m. cut off for FY 2014 new capital project request 4:30 PM cut off for DOE corrections 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 p.m. cut off for JV, PRD's, travel vouchers, PO invoice and etc. from June 1st to 15th</p>	25
26	27	28	29	<p>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. 12:00 p.m. cut off to enter vacation and TDL taken on or prior to June 30 in SAP.</p>		

July 2016

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

6/30/2016 – Last day to enter online receipts for all goods and services received prior to or on June 30 for purchase order 43xxxxxxx and 47xxxxxxx.

7/1/2016 – 12:00p.m. all vacation and temporary disability leave taken on June 30th or earlier must be entered in SAP.

7/1/2016 – Cash transmittals for cash on hand through 6/30/2015 for Lexington locations are due in Treasury Services by 11:00 am.

7/5/2016 – Request to record payroll accrual is due in Payroll.

7/5/2016 – 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.

7/7/2016 – Request to record A/R accrual is due in General Accounting.

7/7/2016 – 4:30 p.m. Campus cut off for JV's, PRD's, travel vouchers, imprest cash reimbursements, sub-contract payments and P.O. invoice incurred June 16 to June 30.

7/7/2016 – All JV's to transfer funds to cover cost share expenses are due in Sponsored Projects Accounting by 3:00 p.m.

7/7/2016 - 3:00 p.m. campus cut off for June transactions on capital project cost objects due in General Accounting.

7/9/2016 – Preliminary ledger sheets available online.

7/13/2016 – 4:30 p.m. campus cut off for editing June procurement card transactions.

7/14/2016 – No more correction on project cost objects – grants or capital projects in old year.

7/14/2016 – 3:00 p.m. campus cut off for all corrections related to endowment funds.

7/14/2016 – 3:00 p.m. campus cut off for June ledger sheet correction related to cash receipts except for project cost objects.

7/15/2016 – 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.

7/15/2016 – Last day to post non-recurring budget transfers by Area budget officers.

7/15/2016 – No corrections made to any funds or cost objects in old year.

7/16/2016 – June ledgers after correction available online.

7/29/2016 - 4:30 p.m. cut off for sponsored project sub award/subcontract invoices for expenses incurred through June 30.

7/29/2016 – Request to record A/P accrual is due in Accounts Payable.