

# DIVISION OF AGRICULTURE

## FY21 DEADLINES & REMINDERS

***Special Note Regarding FY21 Year-End:** As we get closer to our first year-end close in Workday, we ask that departments start planning now to help ensure a successful and timely close. We thank you in advance for your cooperation.*

### PROCUREMENT & ACCOUNTS PAYABLE/TRAVEL

DUE DATE	DESCRIPTION
May 21	Last day for formal bids for procurement of goods and services \$75,000 and over where sealed bids are required.
June 7	Last day to enter FY21 requisitions <b>for items to be received or services to be provided by June 30.</b> <i>Please prepare your remaining spend for FY21 accordingly. We understand that instances will occur where spend is necessary after this date, but we ask that when appropriate, you utilize alternative procurement methods, such as your p-card. If you do need a requisition after this date, please contact Procurement for specific instruction.</i>
June 30	All receipts for items received and services provided on or before June 30 must be entered into Workday by close of business. <i>If you need to enter a receipt after this date, please contact Accounts Payable for specific instruction.</i>
July 8	All p-card transactions through June 30 must be verified in Workday. All fuel card transactions through June 30 must be submitted for approval via a Workday expense report. <i>Compliance with this deadline is extremely important to ensure these transactions are recorded in FY21 as part of the year-end close process.</i>
July 8	All travel-related expense reports for travel through June 30, including all expenses charged to t-cards, must be submitted for department approval in Workday. <b><i>All travel through June 30 should be submitted by this date. Any late submissions may result in insufficient processing time for timely reimbursement, may not post against FY21 budgets, and may require special approval for payment if submitted after this date.</i></b>
July 8	All invoices for items received or services provided by June 30 must be submitted to Accounts Payable by close of business. Invoices should be sent to <a href="mailto:accountspayable@uada.edu">accountspayable@uada.edu</a> .
July 12	All travel-related expense reports for travel through June 30, including all expenses charged to t-cards, must be fully approved by departments and ready for final Business Office approval in Workday by close of business. <b><i>All travel through June 30 should be fully approved by departments by this date. Any late submissions may result in insufficient processing time for timely reimbursement, may not post against FY21 budgets, and may require special approval for payment if submitted after this date.</i></b>

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## FY21 YEAR-END DEADLINES & REMINDERS

DUE DATE	DESCRIPTION
<b>July 12</b>	<p>All p-card transaction verifications and fuel card expense reports for transactions through June 30 must be approved by department approvers by 12:00 PM.</p> <p><i>Compliance with this deadline is extremely important so that Business Office personnel can finish the necessary additional approvals to post these transactions in FY21.</i></p>
<p><b>Procurement Questions:</b></p> <p><a href="mailto:purchasing@uada.edu">purchasing@uada.edu</a></p> <p>Mark Kiefer <a href="mailto:mkiefer@uada.edu">mkiefer@uada.edu</a> or (479) 502-9701</p> <p>Beth Prescott <a href="mailto:bprescot@uada.edu">bprescot@uada.edu</a> or (479) 502-9703</p> <p>JoAnn Fish <a href="mailto:jfish@uada.edu">jfish@uada.edu</a> or (501) 671-2296</p> <p>Nancy Morehead <a href="mailto:nmorehead@uada.edu">nmorehead@uada.edu</a> or (479) 502-9702</p> <p><b>Accounts Payable Questions:</b></p> <p><a href="mailto:accountspayable@uada.edu">accountspayable@uada.edu</a></p> <p>Eric Friend <a href="mailto:efriend@uada.edu">efriend@uada.edu</a> or (479) 502-9706</p> <p>Denise Brown <a href="mailto:rdbrown@uada.edu">rdbrown@uada.edu</a> or (501) 671-2047</p> <p>Abby Hilton <a href="mailto:ahilton@uada.edu">ahilton@uada.edu</a> or (501) 671-2290</p> <p>Kim McNeal <a href="mailto:kmcneal@uada.edu">kmcneal@uada.edu</a></p>	

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### PAYROLL

DUE DATE	DESCRIPTION
July 2	All time must be entered in Workday for work performed through June 30.
July 9	All Payroll Accounting Adjustments (PAAs) for work performed through June 30 must be submitted for department approvals by close of business.  All payroll and other transactions posted to the suspense fund (FD106) must be resolved by close of business.
July 12	All Payroll Accounting Adjustments (PAAs) for work performed through June 30 must be fully approved by departments and ready for final Business Office approval in Workday by close of business.
<p><b>Payroll Questions:</b></p> <p><a href="mailto:payroll@uada.edu">payroll@uada.edu</a></p> <p>Cindy Johnson <a href="mailto:cjohnson@uada.edu">cjohnson@uada.edu</a> or (501) 671-2011</p> <p>Amanda Lingo <a href="mailto:alingo@uada.edu">alingo@uada.edu</a> or (501) 671-2054</p> <p>Jay Smith <a href="mailto:jhsmith@uada.edu">jhsmith@uada.edu</a> or (501) 671-2039</p> <p><b>Payroll Accounting Adjustment Questions:</b></p> <p>Heather Frankenberger <a href="mailto:hfranken@uada.edu">hfranken@uada.edu</a> or (479) 502-9821</p> <p>Shakarie Murphy <a href="mailto:smruphy@uada.edu">smruphy@uada.edu</a> or (501) 671-2057</p>	

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## FY21 YEAR-END DEADLINES & REMINDERS

### CASH/CHECK DEPOSITS

DUE DATE	DESCRIPTION
<b>June 30</b>	<p>Checks must be provided to the appropriate contact below for remote deposit by 2:00 PM:</p> <p>Cotton Research Station, Northeast Research &amp; Extension Center – Spring Sneed            Pine Tree Research Station – Linda Cummings            Rice Research &amp; Extension Center – Suzanne Delao            Southeast Research Station – Tanya Hughes            Southwest Research &amp; Extension Center – Patricia Rowe            University of Arkansas Campus – Shelby Hanson            4-H Center – Phyllis Scurlock</p> <p>For those in the Little Rock area, cash or checks in need of bank deposit must be submitted to Karen Clark in the Business Office at the CES Little Rock State Office by 12:00 PM.</p> <p>For those in the Fayetteville area, cash or checks in need of bank deposit must be submitted to Jeffie Thomas in the Business Office at the Don Tyson Center for Agricultural Sciences by 12:00 PM.</p> <p><i>Any funds received after these deadlines will likely not reach the bank until July 1st and therefore will not be recorded in FY21.</i></p>
<b>June 30</b>	<p>All checks and deposits for <b>county accounts</b> for the period July 1, 2020 through June 30, 2021 must be recorded and approved by Staff Chairs via the Ad Hoc Payment or Cash Sale business process in Workday by close of business.</p>
<p><b>Cash Questions:</b></p> <p><a href="mailto:cash@uada.edu">cash@uada.edu</a></p> <p>Sherry Sanchez <a href="mailto:ssanchez@uada.edu">ssanchez@uada.edu</a> or (501) 671-2178</p> <p>Vickie Hale <a href="mailto:vhale@uada.edu">vhale@uada.edu</a> or (501) 671-2173</p> <p>Steve Campbell <a href="mailto:scampbell@uada.edu">scampbell@uada.edu</a> (501) 671-2050</p>	

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### TRANSFERS/RECLASSIFICATIONS

DUE DATE	DESCRIPTION
<b>July 9</b>	<p>For departmental staff with Workday access to process Accounting Adjustments, these must be initiated by close of business. For those that submit transfer requests via form FIN-216 or FIN-216C, these forms must be submitted by close of business to the appropriate Business Office contact.</p> <p>All payroll and other transactions posted to the suspense fund (FD106) must be resolved by close of business.</p>
<b>July 12</b>	All Workday Accounting Adjustments must be fully approved by departments and ready for final Business Office approval in Workday by close of business.
<p><b><i>Transfer Questions:</i></b></p> <p>Heather Frankenberger (AES) <a href="mailto:hfranken@uada.edu">hfranken@uada.edu</a> or (479) 502-9821</p> <p>Shakarie Murphy (CES except for county accounts) <a href="mailto:smruphy@uada.edu">smruphy@uada.edu</a> or (501) 671-2057</p> <p>Sherry Sanchez (CES county accounts) <a href="mailto:ssanchez@uada.edu">ssanchez@uada.edu</a> or (501) 671-2178</p>	

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## FY21 YEAR-END DEADLINES & REMINDERS

### ACCOUNTS RECEIVABLE & INTERNAL SERVICE DELIVERIES (CHARGEBACKS)

DUE DATE	DESCRIPTION
<b>June 30</b>	All customer invoice requests for items and services provided to outside entities through June 30 must be submitted for final Business Office processing by close of business.
<b>July 9</b>	<p>All Internal Service Delivery (ISD) transactions for services/charges through June 30 must be submitted for department approvals by close of business.</p> <p>All manual CES chargebacks for services/charges through June 30 must be submitted as follows by close of business:</p> <ul style="list-style-type: none"> <li>• Postage Report (POST-347 Form), email <a href="mailto:postage-report@uada.edu">postage-report@uada.edu</a></li> <li>• Mileage Report (TRAV-308 Form), email <a href="mailto:mileage-report@uada.edu">mileage-report@uada.edu</a></li> <li>• Copier Report, email <a href="mailto:copier-report@uada.edu">copier-report@uada.edu</a></li> <li>• Computer Supplies <a href="mailto:shudson@uada.edu">shudson@uada.edu</a></li> <li>• Fed Ex <a href="mailto:shudson@uada.edu">shudson@uada.edu</a></li> <li>• LRSO Mailroom Postage <a href="mailto:shudson@uada.edu">shudson@uada.edu</a></li> </ul>
<b>July 12</b>	All Internal Service Delivery (ISD) transactions for services/charges through June 30 must be fully approved by departments and ready for final Business Office approval in Workday by close of business.
<p><b>Accounts Receivable/Manual Chargeback Questions:</b></p> <p>Shaunta Hudson <a href="mailto:shudson@uada.edu">shudson@uada.edu</a> or (501) 671-2058</p> <p>Rona Bullard <a href="mailto:rbullard@uada.edu">rbullard@uada.edu</a> or (501) 671-2052</p> <p><b>Internal Service Delivery Questions:</b></p> <p>Sheryl Baker <a href="mailto:sbaker@uada.edu">sbaker@uada.edu</a> or (501) 671-2196</p> <p>Jeffie Thomas <a href="mailto:jlt012@uada.edu">jlt012@uada.edu</a> or (479) 502-9823</p>	