



Office of the Vice President
and Chief Financial Officer
Finance and Accounting Division
University Controller's Office
<http://www.fa.ufl.edu>

207 Tigert Hall
PO Box 113200
Gainesville, FL 32611-3200
352-392-1321
352-392-4760 Fax

April 9, 2018

Year End Information for 2018 Fiscal Year End Closing

Budget Office

This listing provides the schedule for budget allocations, budget transfer availability, and the carry forward of committed and uncommitted balances of state funds. Each fiscal year-end, the Budget Office has the responsibility of allocating and loading the next year's Current and Carryforward budgets. The following is a timeline of the process:

Budget Transfers

- **Wednesday, May 2, 2018** – System will be available to enter FY19 budget transfers for Waiver Authority fund 132.
- **Friday, June 22, 2018** – Deadline to process FY18 budget transfers for APPROP and STUGOV Ledgers.
- **Thursday, July 5, 2018** – System will be available to enter FY19 budget transfers for APPROP (all funds) and STUGOV Ledgers.

2019 CURRENT (CRRNT) Budget

- **Monday, May 14, 2018 (Estimated)** – FY19 Appropriated funds will be allocated to Colleges. Departments may begin entering budget data in Hyperion Budget System.
- **Friday, June 15, 2018** – Departments will complete entering APPROP budget data in Hyperion Budget System.
- **Tuesday, June 26, 2018** – FY19 CRRNT budget will be loaded for APPROP Ledger funds 101-109, 196, 221 and 222, Concession fund 192, and STUGOV Ledger fund 191.

2019 CARRYFORWARD (CYFWD) Budget

- **Friday, June 29, 2018** – Current year budget (FY18) amounts that are committed, (outstanding purchase orders and travel authorizations), but not expensed at June 30 for E&G, IFAS, HSC, and Student Activities budget entities are carried forward and budgeted in the next fiscal year and recorded in the Commitment Control Ledger, budget reference CYFWD (funds 101-109) or CRRNT (funds 191, 196, 221 & 222). The budget is recorded in the same Department ID, budgetary account, and program (if applicable) as shown on the commitment.
- **Monday, July 23, 2018** – Current year budget (FY18) amounts that have not been expensed or recorded as a commitment for E&G, IFAS, and HSC budget entities (funds 101-109 only) are reallocated to the appropriate major budgetary unit, (e.g., Vice President, College Dean) and recorded in the Commitment Control Appropriations Ledger with a budget reference of CYFWD in FY19.
- **Monday, July 23, 2018** – Unexpended balances with a budget reference of CYFWD in FY18 (funds 101-113 only) will be carried forward and budgeted in FY19. These will be recorded in the APPROP Ledger as budget reference CYFWD. The budget is recorded in the same Department ID, budgetary account, and program (if applicable) as shown in the APPROP Ledger at fiscal year-end.

Website: <http://cfo.ufl.edu/administrative-units/financial-analysis-and-budget/budget-office/>

Please contact Julie Wang at 392-2402 or wangj@ufl.edu if you have any questions.

Procurement Services and Disbursement Services

This listing provides the schedule for requisitions, purchase orders, vouchers, travel authorizations and procurement card purchases. The following is a timeline of the process:

Requisitions

- **Friday, May 4, 2018** – Orders above \$75,000 on appropriated funds that require competitive bidding should be submitted by this date to ensure that FY18 funds are encumbered. A sealed bid/solicitation requires at least 30-45 days to specify, advertise, open, evaluate, award and post, before a purchase order can be issued.
- **Monday, June 11, 2018**, departments may begin to enter FY19 appropriated fund requisitions in the myUF Market but these will need to be saved and not submitted. Departments will be notified when FY19 budget is available and FY19 appropriated fund requisitions may then be submitted. If a requisition is submitted instead of saved, it will be auto-rejected by myUF Market.
- **Wednesday, June 20, 2018** – All appropriated fund requisitions for FY18 must be entered into myUF Market by this date to ensure POs are encumbered against FY18 appropriated funds. For FY18 requisitions on appropriated funds after this date, contact Procurement Services to coordinate any requests to encumber appropriated funds.

Purchase Orders

- **Wednesday, June 20, 2018** – Last day to submit a change order to Procurement Services to cancel a FY18 PO.
- **Wednesday, June 20, 2018** – Last day for departments to finalize a PO that has been vouchered against.
- **Saturday, June 23, 2018** – The PO rollover process will be initiated to roll POs with a balance to FY19. The PO number will not change from the existing FY18 number. FY18 PO distribution lines will be cancelled and a new distribution line will be generated for the same amount and classified as FY19 CYFWD (101-109) or CRRNT (191, 196, 221-222).
- **Wednesday, June 27, 2018** – The FY18 budget equal to the amount of POs/TAs not cancelled or finalized will be provided to the Budget Office for transfer to the FY19 budget (CYFWD or CRRNT, as applicable).

Any PO not needed should be completed or cancelled. This must be performed in the following manner:

- 1) **PO and/or PO lines not previously vouchered against** – Complete a change order to cancel the PO and forward to Procurement Services. Instructions on completing change orders can be found at: <https://procurement.ufl.edu/uf-departments/frequently-asked-questions/>

The change order form should be accessed in myUF Market. An instruction guide may be found: http://training.hr.ufl.edu/instructionguides/myufmarket/change_request_requesting.pdf.

An alternative form may be found: <http://www.fa.ufl.edu/wp-content/uploads/2012/03/fa-pds-pocr.pdf>

- 2) **PO that has been vouchered against** – Finalize the PO. Retrieve voucher in MyUFL and finalize the PO by clicking on the “Finalize” icon. Only PO lines that have been pulled into the voucher you are taking action on will finalize the PO. You will need to budget check to release the funds.

Note: A PO that has had the entire amount vouchered for payment (open amount of \$0.00) and has not been finalized will need to be finalized to close the PO.

Outstanding Encumbrance Summary Report

Departments will be required to run this report and perform the below tasks for all outstanding POs and TAs. The Outstanding Encumbrance Summary report for open POs and TAs is available in Enterprise Reporting and can be found by navigating to the following:

Enterprise Reporting>Department Reports>Select Department>Open Encumbrance Report (current period)

Appropriation Funds (101-109, 191, 196, 221 & 222)

The following process should be followed:

1. POs no longer needed – Complete, cancel or fully finalize per the above instructions.
2. All amount only blanket POs must be completed or fully finalized.
3. Any POs with a remaining FY18 balance and that are not completed/cancelled by Procurement Services or finalized by the department will be carried forward.

The following FY18 encumbrances are authorized to be carried forward:

- * Established POs to outside vendors for the purchase of goods, but no amount, only blanket POs.
- * An estimated amount to allow for the payment of June services for service PO's.

Cash Based and the 201/209 Funds

The cumulative budget feature of these funds will allow for POs to remain open across fiscal years. Although all POs funded by cash and budget based funds will remain open, departments should use this opportunity to clean up any POs no longer needed. Cancel or finalize POs per the instructions above.

Vouchers (including Revenue Refunds)

- **Wednesday, June 20, 2018** is the deadline to approve invoices in myUF Payment Solutions (MPS) – also includes upload through interfaces – to ensure posting to FY18 funds. MyUFL Accounts Payable module and the MPS system will be closed for input at 5pm.
- **Friday, June 22, 2018** is the last day to clear all vouchers in myUFL of match exceptions and budget errors. Disbursement Services will be reviewing these errors and contacting departments for assistance so all pending vouchers can be approved for year-end processing.
- **Thursday, July 5, 2018** – The Accounts Payable subsystem and MPS system will be available for FY19 transactions.

Travel Authorizations

- **Tuesday, June 19, 2018** – Last day to **input** a Travel Authorization (TA) or Expense Report to ensure payment from FY18 funds. It is also the deadline to cancel all TAs not needed in the Travel and Expense Module. The Open Encumbrance Report can be used to identify all open TAs on your budgetary cost centers. Disbursement Services will re-establish the TAs (TA number in FY19 will remain the same as the existing FY18 number) based on the following:

Appropriation Funds (101-109, 221-222)

The FY18 budget balance equal to the total of TAs not cancelled or deleted will be moved forward to FY19 CYFWD budget reference for funds 101-109 and to FY19 CRRNT for funds 221-222.

All Other Funds

For all remaining TAs, the fiscal year and budget reference will be changed to FY19 CRRNT.

- **Wednesday, June 20, 2018** is the last day to **approve** an Expense Report or TA to ensure payment from FY18 funds.
- **Thursday, July 5, 2018** – Travel and Expense module will be available for input of FY19 transactions.

Procurement Card

Because of timing issues with vendors submitting procurement card transactions to their bank, there is no way to determine the exact date a transaction will be sent to UF by our bank and loaded into the PCard module.

- **Wednesday, June 20, 2018** is the last day to approve PCard transactions on FY18 funds. Departments may continue to use the UF procurement cards and approve charges through the end of the fiscal year; however, all transactions received or approved as of 6/21/2018 or after, will be applied against FY19 funds.

Websites - Disbursements: <http://www.fa.ufl.edu/departments/university-disbursement-services/>
Procurement Services: <https://procurement.ufl.edu/>

If you have any questions concerning these procedures and deadlines, you may contact us at: procurement@ufl.edu or disbursements@ufl.edu or call us at the numbers below.

Procurement Services: 392-1335 or Lisa Deal at 294-1151

PCard: John Edmands at 294-1172

Disbursement Services: 392-1241 or Randy Staples at 294-1102

Travel: Brett Wallen at 294-1114

Construction Accounting

This schedule includes information on the deadline for Design Construction & Planning, Facility Services, and IFAS Facilities Planning & Operations to send invoices to Construction Accounting for payment.

- **Thursday, June 14, 2018** – Deadline for Design Construction & Planning (DCP), Facility Services, and IFAS Facilities Planning & Operations to send invoices to Construction Accounting for processing in FY18.

Website: <http://www.fa.ufl.edu/departments/university-construction-accounting/>.

Please contact Deborah Strickland at 294-1139 or dstrickland@ufl.edu, if you have any questions.

Payroll and Tax Services

This is a listing of the schedule for department budget table (DBT) rollovers, availability of the DBT component for payroll processing and retros for the current fiscal year, and deadlines for payroll corrections that cannot be done through the retro process and therefore need to be done by a journal entry.

- **Thursday, June 21, 2018** – Last day to edit existing FY18 DBTs before the rollover occurs. Job actions to terminate employees should have Level 2 approval before the 6/22/2018 rollover date to prevent current FY DBT from being copied for the next FY.
 - Last Payroll Retro for FY18 will run. Non-Grant funds need to be processed and entered by this date in order to be retroed in FY18.
 - DBT module system access to FY18 will be locked at 5 pm.
 - Last day departments will have access to create FY18 DBT. If you need to create a new FY18 DBT after this, then you will need to send a Payroll Distribution Retro Request (PDRR) form to:
 - distributions@admin.ufl.edu from 6/22/2018 until noon 6/29/2018 only for the purpose of Pay Period End (PPE) 06/28/2018.
 - After noon on 6/29/2018, the PDRR forms to create FY18 should be sent to your College Level or Vice President Office area processor to process for pay period of 6/29/2018 – 7/12/2018.
- **Friday, June 22, 2018** – Fiscal Year End system rollover will occur for all existing FY18 DBTs (both department and appointment level), which will result in the creation of FY19 DBTs and departments will be able to start reviewing the FY19 DBTs.
 - Departments will only have access to FY19 for the activating process. The department must **activate all** rollover DBTs. If a grant that rolled over into the FY19 DBT has an end date prior to 6/30/2019, you will receive an error message when an attempt is made to activate the DBT. It is necessary to provide a contingent account for the remainder of the time period after the grant expires as employees must be distributed through 6/30/2019.
 - Departments will have until noon on Friday, 7/13/2018 to review and activate FY19 DBTs.
 - Until the FY19 DBTs are activated they will appear on the *FY19 DBT Not Activated List*. An email will be sent periodically to the listserv providing an updated *FY19 DBT Not Activated List* for employee's appointment level DBTs and also the FY19 department level DBT DeptID defaults Not Activated list. The DBT defaults will also need to be activated in addition to activating each employee's DBT.
- If the FY19 DBTs are not activated, they will be deleted from the system in mid-July and departments will have to manually create a DBT, if one is needed after that time. **Do not activate** the FY19 DBT if the DBT is **not going to be needed for FY19** or if the employee is being terminated prior to 7/1/2018.
- **Friday, June 29, 2018, noon** – Payroll closing deadline for PPE 06/28/2018. See prior sections about creating FY18 for PPE 06/28/2018.
- **Monday, July 2, 2018** – College Level or Vice President Office area will be only ones to have access to enter FY17 as well as FY18 grant related retros and to **only** create new FY18 DBTs for PPE 07/12/2018 **only**.

- **Tuesday, July 3, 2018** – Retros can now start to be entered for all edits – note that FY17 and FY18 are now the ONLY two prior FY's that can be retroed with the completion of a processed PDRR form. Departments will only have access to FY19 going forward. The first retro for FY19 will run.
- **Thursday, July 5, 2018** – Last day to submit FY18 Non-Grant fund related journal entry requests to be included in FY18.
- **Friday, July 13, 2018, noon** – Both FY18 & FY19 department budget tables must be created for new hires for PPE 07/12/2018 to avoid no-pay status. After noon deadline, NO FY18's are to be created.
- **Monday, July 16, 2018** – Inactivated FY19 DBTs will be deleted sometime during the week of 7/16/2018 - 7/22/2018. Campus will be notified when this lock-out will occur.

Website: <http://www.fa.ufl.edu/departments/payroll-tax-services/>

Also, see: <http://www.fa.ufl.edu/departments/payroll-tax-services/payroll-distributions/fiscal-year-end-distributions>

Please contact Susan Wilson at 294-7268 or smwilson@ufl.edu, if you have any questions.

Treasury Management

This provides deadlines and contact information for deposits relating to cash, checks, credit cards, and EFT/ACH, and deposit corrections.

Deposit processing for the month of June will be similar to other month-ends with the exception of the extended deadlines outlined below. Submit deposits timely during the month so only deposits for the last day are processed on 6/29/2018.

- **Thursday, June 28, 2018** – To receive credit for your deposits for FY18, **Cash Expense Refunds** must be received by the University Cashiers/Treasury Management in S-113B Criser Hall.
- **Friday, June 29, 2018** – To receive credit for your deposits for FY18, all **Cash and Check deposits** must be received by the University Cashiers/Treasury Management in S-113B Criser Hall before 8:00 am in the drop box, or by **noon** over the counter in locked bags. The extended noon deadline is just for 6/29/2018. The normal deadline of 10:30 am for over-the-counter deposits will resume on Monday, 7/2/2018.
- **Tuesday, July 3, 2018** – To receive credit for your deposits for FY18, all **Credit Card deposits** must be entered into myUFL by **noon**.
- **Tuesday, July 3, 2018** – To receive credit of your deposits for FY18, all **EFT/ACH and Wire deposits** must be entered into myUFL.

Deposits need to be entered, as soon as practical, but not later than the next day after receiving confirmation. It is even more critical to send these deposits regularly during this last week so all the deposits are processed before the Accounts Receivable subsystem closes.

- **Thursday, July 5, 2018** – All deposit correction journal entries (DPC journals) correcting FY18 deposits should be received in V-V status no later than *end of business day*.

Website: <http://www.fa.ufl.edu/departments/treasury-management/>.

Please contact Treasury Management at tmhelp@admin.ufl.edu or by calling, if you have questions.

Cash and Check: Karen Gillespie at 273-0485 or 273-0484

ACH/EFT/Wire and Credit Card: Maggie Novello 294-0412 or Robin Levine 273-0450

Deposit Corrections: Robin Levine 273-0450

General Accounting and Financial Reporting

This listing provides information about the schedule for general ledger closing, distribution of non-grant negative balance reports, deadlines to request combination codes and new chartfield values that will be used in the current fiscal year. It also includes deadlines for journal entries and the availability of June Monthly Financial Reports.

- **June 1, 2018 – June 14, 2018** – General Accounting will send negative balance reports weekly for non-grant funds. Please correct negative balances timely while the system is available for E2Es, deposit corrections, budget transfers, or cash transfers as appropriate.
- **Friday, June 1, 2018** – Deadline to request new DeptID, Flex, and Source of Fund for use in FY18.
- **Thursday, June 14, 2018** – Deadline to request new payroll combination codes for use in FY18.
Note: Last retro for FY18 is 6/21/2018.
- **Thursday, July 5, 2018** – Deadline to create GL journal entries for June, 2018.
- **Tuesday, July 17, 2018** – General Ledger will be closed for FY18.
- **Friday, July 20, 2018** – June Monthly Financial Reports will be available to campus.
- **Friday, August 31, 2018** – Component Unit Financial Statements and Component Unit Forms due to General Accounting and Financial Reporting

Website: <http://www.fa.ufl.edu/departments/general-accounting/>

Please contact General Accounting and Financial Reporting at gahelp@ad.ufl.edu, or by calling 392-1326 if you have any questions.

The fiscal year-end schedule can be found at:

<http://www.fa.ufl.edu/wp-content/uploads/ga/Year%20End%20Schedule.xlsx>

Thank you for your assistance in meeting our year-end requirements