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and Chief Financial Officer  
Finance and Accounting Division  
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## **Year End Information for 2017 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 3, 2017** – System will be available to enter FY18 budget transfers for Waiver Authority fund 132.
- **Friday, June 23, 2017** – Deadline to process FY17 budget transfers for APPROP and STUGOV Ledgers.
- **Wednesday, July 5, 2017** – System will be available to enter FY18 budget transfers for APPROP (all funds) and STUGOV Ledgers.

#### **2018 CRRNT Budget**

- **Monday, May 15, 2017 (Estimated)** – FY18 Appropriated funds will be allocated to Colleges. Departments may begin entering budget data in Hyperion Budget System.
- **Friday, June 16, 2017** – Departments will complete entering APPROP budget data in Hyperion Budget System.
- **Tuesday, June 27, 2017** – FY18 CRRNT budget will be loaded for APPROP Ledger funds 101-103, 105, 106, 107, 196, 221 and 222, Concession fund 192, and STUGOV Ledger fund 191.

## **2018 CYFWD Budget**

- **Friday, June 30, 2017** – Current year budget (FY17) 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 101-113) 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 24, 2017 ~~Wednesday, July 19, 2017~~** – Current year budget (FY17) amounts that have not been expensed or recorded as a commitment for E&G, IFAS, and HSC budget entities (funds 101-113 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 FY18.
- **Monday, July 24, 2017 ~~Wednesday, July 19, 2017~~** – Unexpended balances with a budget reference of CYFWD in FY17 (funds 101-113 only) will be carried forward and budgeted in FY18. 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/budget-office/>

Please contact George Kolb at 392-2402 or [gkolb@ufl.edu](mailto:gkolb@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 5, 2017** – Orders above \$75,000 on appropriated funds that require competitive bidding should be submitted by this date to ensure that FY17 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 12, 2017**, departments may begin to enter FY18 appropriated fund requisitions in the myUF Market but these will need to be saved and not submitted. Departments will be notified when FY18 budget is available and FY18 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 21, 2017** – All appropriated fund requisitions for FY17 must be entered into myUF Market by this date to ensure POs are encumbered against FY17 appropriated funds. For FY17 requisitions on appropriated funds after this date, contact Procurement Services to coordinate any requests to encumber appropriated funds.

### Purchase Orders

- **Wednesday, June 21, 2017** – Last day to submit a change order to Procurement Services to cancel a FY17 PO.
- **Wednesday, June 21, 2017** – Last day for departments to finalize a PO that has been vouchered against.
- **Saturday, June 24, 2017** – The PO rollover process will be initiated to roll remaining POs to FY18. The PO number will not change from the existing FY17 number. FY17 PO distribution lines will be cancelled and a new distribution line will be generated for the same amount and classified as FY18 CYFWD (101-113) or CRRNT (191, 196, 221-222).
- **Wednesday, June 28, 2017** – The FY17 budget equal to the amount of POs/TAs not cancelled or finalized will be provided to the Budget Office for transfer to the FY18 budget (CYFWD or CRRNT, as applicable).

**Any PO not currently needed should be 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: [http://www.purchasing.ufl.edu/departments/faqs.asp#Change\\_Orders](http://www.purchasing.ufl.edu/departments/faqs.asp#Change_Orders)

The change order form can be found at:

<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 Accounts Payable and finalize the PO by clicking on the “Finalize” icon. 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 (101-107, 111, 112, 113, 191, 196, 221 & 222)**

The following process should be followed:

1. POs no longer needed – Cancel or finalize per the above instructions.
2. All amount only blanket POs must be cancelled or finalized.
3. Any POs that are not cancelled by Procurement Services or finalized by the department will be carried forward.

The following FY17 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 21, 2017** is the deadline to approve invoices in myUF Payment Solutions (MPS) – also includes upload through interfaces – to ensure posting to FY17 funds. MyUFL Accounts Payable module and the MPS system will be closed for input at 5pm.
- **Friday, June 23, 2017** 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.
- **Wednesday, July 5, 2017** – The Accounts Payable subsystem and MPS system will be available for FY18 transactions.

### **Travel Authorizations**

- **Tuesday, June 20, 2017** – Last day to **input** a Travel Authorization (TA) or Expense Report to ensure payment from FY17 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 FY18 will remain the same as the existing FY17 number) based on the following:

#### **Appropriation Funds (101-107, 221-222)**

The FY17 budget balance equal to the total of TAs not cancelled or deleted will be moved forward to FY18 CYFWD budget reference for funds 101-107 and to FY18 CRRNT for funds 221-222.

### **All Other Funds**

For all remaining TAs, the fiscal year and budget reference will be changed to FY18 CRRNT.

- **Wednesday, June 21, 2017** is the last day to **approve** an Expense Report or TA to ensure payment from FY17 funds.
- **Wednesday, July 5, 2017** – Travel and Expense module will be available for input of FY18 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 21, 2017** is the last day to approve PCard transactions on FY17 funds. Departments may continue to use the UF procurement card and approve charges through the end of the fiscal year; however, all transactions received or approved as of 6/22/2017 or after, will be applied against FY18 funds.

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

If you have any questions concerning these procedures and deadlines, you may contact us at: [procurement@ufl.edu](mailto:procurement@ufl.edu) or [disbursements@ufl.edu](mailto: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, Physical Plant, and IFAS Facilities Planning & Operations to send invoices to Construction Accounting for payment.

- **Thursday, June 15, 2017** – Deadline for Design Construction & Planning (DCP), Physical Plant, and IFAS Facilities Planning & Operations to send invoices to Construction Accounting for processing in FY17.

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

Please contact Lori Brewster at 294-1110 or [lbrewster@ufl.edu](mailto:lbrewster@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 22, 2017** – Last day to edit existing FY17 DBTs before the rollover occurs. Job actions to terminate employees should have Level 2 approval before the 6/23/17 rollover date to prevent current FY DBT from being copied for the next FY.
  - Last Payroll Retro for FY17 will run. Non-Grant funds need to be processed and entered by this date in order to be retroed in FY17.
  - DBT module system access to FY17 will be locked at 5 pm.
  - Last day departments will have access to create FY17 DBT. If you need to create a new FY17 DBT after this, then you will need to send a Payroll Distribution Retro Request (PDRR) form to:
    - [distributions@admin.ufl.edu](mailto:distributions@admin.ufl.edu) from 6/23/2017 until noon 6/30/2017 only for the purpose of Pay Period End (PPE) 06/29/2017.
    - After noon on 6/30/2017, the PDRR forms to create FY17 should be sent to your College Level or Vice President Office area processor to process for pay period of 6/30/2017 – 7/13/2017.
- **Friday, June 23, 2017** – Fiscal Year End system rollover will occur for all existing FY17 DBTs (both department and appointment level), which will result in the creation of FY18 DBTs and departments will be able to start reviewing the FY18 DBTs.
  - Departments will only have access to FY18 for the activating process. The department must **activate all** rollover DBTs. If a grant that rolled over into the FY18 DBT has an end date prior to 6/30/2018, 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 6/30/2018.
  - Departments will have until noon on Friday, 7/14/2017 to review and activate FY18 DBTs.
  - Until the FY18 DBTs are activated they will appear on the *FY18 DBT Not Activated List*. An email will be sent periodically to the listserv providing an updated *FY18 DBT Not Activated List* for employee's appointment level DBTs and also the FY18 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 FY18 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 FY18 DBT if the DBT is **not going to be needed for FY18** or if the employee is being terminated prior to 7/1/2017.
- **Friday, June 30, 2017, noon** – Payroll closing deadline for PPE 06/29/2017. See prior sections about creating FY17 for PPE 06/29/2017.
- **Monday, July 3, 2017** – College Level or Vice President Office area will be only ones to have access to enter FY16 as well as FY17 grant related retros and to **only** create new FY17 DBTs for PPE 07/13/2017 **only**.

- **Wednesday, July 5, 2017** – Retros can now start to be entered for all edits – note that FY16 and FY17 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 FY18 going forward. The first retro for FY18 will run.
- **Wednesday, July 5, 2017** – Last day to submit FY17 Non-Grant fund related journal entry requests to be included in FY17.
- **Friday, July 14, 2017, noon** – Both FY17 & FY18 department budget tables must be created for new hires for PPE071317 to avoid no-pay status. After noon deadline, NO FY17's are to be created.
- **Monday, July 17, 2017** – Inactivated FY18 DBTs will be deleted sometime during the week of 7/17/2017 - 7/21/2017. 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](mailto: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 6/30/2017.

- **Thursday, June 29, 2017** – To receive credit for your deposits for FY17, **Cash Expense Refunds** must be received by the University Cashiers/Treasury Management in S-113B Criser Hall.
- **Friday, June 30, 2017** – To receive credit for your deposits for FY17, 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 6/30/2017. The normal deadline of 10:30 am for over-the-counter deposits will resume on Monday, 7/3/2017.
- **Wednesday, July 5, 2017** – To receive credit for your deposits for FY17, all **Credit Card deposits** must be entered into myUFL by **noon**.
- **Wednesday, July 5, 2017** – To receive credit of your deposits for FY17, 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.

- **Wednesday, July 5, 2017** – All deposit correction journal entries (DPC journals) correcting FY17 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](mailto: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:** Imran Ahsan at 273-0489 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, 2017 – June 22, 2017** – 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 2, 2017** – Deadline to request new DeptID, Flex, and Source of Fund for use in FY17.
- **Thursday, June 15, 2017** – Deadline to request new payroll combination codes (formerly HRAC) for use in FY17.  
*Note:* Last retro for FY17 is 6/22/2017.
- **Wednesday, July 5, 2017** – Deadline to create GL journal entries for June, 2017.
- **Monday, July 17, 2017 ~~Thursday, July 13, 2017~~** – General Ledger will be closed for FY17.
- **Thursday, July 20, 2017 ~~Tuesday, July 18, 2017~~** – June Monthly Financial Reports will be available to campus.
- **Friday, September 1, 2017** – 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@admin.ufl.edu](mailto:gahelp@admin.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