

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

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## **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**

- **Friday, May 1, 2020** – System will be available to enter FY21 budget transfers for Waiver Authority fund 132.
- **Friday, June 19, 2020** – Deadline to process FY20 budget transfers for APPROP and STUGOV Ledgers.
- **Friday, July 3, 2020** – System will be available to enter FY21 budget transfers for APPROP (all funds) and STUGOV Ledgers.

### **2020 CURRENT (CRRNT) Budget**

- **Wednesday, May 13, 2020 (Estimated)** – FY21 Appropriated funds will be allocated to Colleges. Departments may begin entering budget data in Hyperion Budget System.
- **Monday, June 15, 2020** – Departments will complete entering APPROP budget data in Hyperion Budget System.
- **Friday, June 26, 2020** – FY21 CRRNT budget will be loaded for APPROP Ledger funds 101-109, 196, and 221-222, Concession fund 192, and STUGOV Ledger fund 191.

### **2020 CARRYFORWARD (CYFWD) Budget**

- **Tuesday, June 30, 2020** – Current year budget (FY20) 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 & 57X). The budget is recorded in the same Department ID, budgetary account, and program (if applicable) as shown on the commitment.

- **Wednesday, July 22, 2020** – Current year budget (FY20) amounts that have not been expensed or recorded as a commitment for E&G, IFAS, and HSC budget entities (funds 101-109 & 57X only) are reallocated to the appropriate major budgetary unit, (e.g., Vice President, College Dean) and recorded in the Appropriations Ledger with a budget reference of CYFWD in FY21.
- **Wednesday, July 22, 2020** – Unexpended balances with a budget reference of CYFWD in FY20 (funds 101-113) will be carried forward and budgeted in FY21. These will be recorded in the Appropriations Ledger as budget reference CYFWD. The budget is recorded in the same Department ID, budgetary account, and program, if applicable.

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

Please contact Julie Wang at 392-2402 or [wangj@ufl.edu](mailto: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 8, 2020** – Orders above \$75,000 on appropriated funds that require competitive bidding should be submitted by this date to ensure that FY20 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.
- **Wednesday, June 17, 2020** – All appropriated fund requisitions for FY20 must be entered into myUF Marketplace by this date to ensure POs are encumbered against FY20 appropriated funds. For FY20 requisitions on appropriated funds after this date, contact Procurement Services to coordinate any requests to encumber appropriated funds.
- **Wednesday, June 17, 2020** – Departments may begin to enter FY21 appropriated fund requisitions in the myUF Marketplace but these will need to be saved and not submitted. Departments will be notified when FY21 budget is available and FY21 appropriated fund requisitions may then be submitted. If a requisition is submitted instead of saved, it will be auto-rejected by myUF Market.

### Purchase Orders

- **Wednesday, June 17, 2020** – Last day to submit **change requests in myUF Marketplace that close or cancel** a FY20 PO.
  - **Closing POs are for POs that have been vouchered against.** Please use this instruction guide: [http://training.hr.ufl.edu/instructionguides/myuf\\_marketplace/closing\\_PO.pdf](http://training.hr.ufl.edu/instructionguides/myuf_marketplace/closing_PO.pdf)
  - **Cancelling POs are only for POs where a voucher has not been input.** Please use this instruction guide: [http://training.hr.ufl.edu/instructionguides/myuf\\_marketplace/cancellingoraddingalineusingachangerequestinmyufmarketplace.pdf](http://training.hr.ufl.edu/instructionguides/myuf_marketplace/cancellingoraddingalineusingachangerequestinmyufmarketplace.pdf)
- **Friday, June 19, 2020** – Last day for departments to finalize a PO that has been vouchered against.
- **Saturday, June 27, 2020** – The PO rollover process will be initiated to roll POs with a balance to FY21. The PO number will not change from the existing FY20 number. FY20 PO distribution lines will be cancelled and a new distribution line will be generated for the same amount and classified as FY21 CYFWD (101-109 & 57X) or CRRNT (191, 196, & 221-222).
- **Tuesday, June 30, 2020** – The FY20 budget equal to the amount of POs/TAs not cancelled or finalized will be provided to the Budget Office for transfer to the FY21 budget (CYFWD or CRRNT, as applicable).

## **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 FY20 balance and that are not completed/cancelled by Procurement Services or finalized by the department will be carried forward.

The following FY20 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. **Amount Only PO's on any fund should not remain open for more than one year. Close or Cancel POs** per the instructions above.

## **Vouchers (including Revenue Refunds)**

- **Monday, June 22, 2020** – Last day to approve invoices in myUF Marketplace – also includes upload through interfaces – to ensure posting to FY20 funds. MyUFL Accounts Payable module and myUF Marketplace system will be closed for input at 5pm.
- **Friday, June 26, 2020** – 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 8, 2020** – The Accounts Payable subsystem and myUF Marketplace system will be available for FY21 transactions.

## **Travel**

- **Monday, June 22, 2020** – Last day to **enter** a Travel Authorization (TA) or Expense Report to ensure payment from FY20 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 FY21 will remain the same as the existing FY20 number) based on the following:

### **Appropriation Funds (101-109, 221-222)**

The FY20 budget balance equal to the total of TAs not cancelled or deleted will be moved forward to FY21 CYFWD budget reference for funds 101-109 and to FY21 CRRNT for funds 221-222.

### **All Other Funds**

TAs in other funds will remain open.

- **Tuesday, June 23, 2020** – Last day to **approve** a Travel Authorization or Expense Report to ensure encumbered payment from FY20 funds.
- **Wednesday, July 8, 2020** – Travel and Expense module will be available for input of FY21 transactions.

### **Procurement Card**

Because of timing issues with vendors submitting procurement card transactions to their bank, it is not possible to determine the exact date a transaction will be sent to UF by our bank and loaded into the PCard module.

- **Tuesday, June 23, 2020** – Last day to approve PCard transactions on FY20 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 6/24/2020 or after, will be applied against FY21 funds.

Websites – Procurement Services: <http://procurement.ufl.edu/>

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

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:** 392-1331 or Lisa Deal at 294-1151

**PCard:** John Edmands at 294-1172

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

**myUFMarketplace:** 392-1335 or Dianna Brook at 294-1109

**Travel:** Brett Wallen at 294-1114

## Construction Accounting

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

- **Friday, June 12, 2020** – Deadline for Design Construction & Planning (DCP), Facilities Services, Housing, and IFAS Facilities Planning & Operations to send invoices to Construction Accounting for processing in FY20.

Please contact Deborah Strickland at 294-1139 or [dstrickland@ufl.edu](mailto:dstrickland@ufl.edu), if you have any questions.

## Payroll 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.

- **Thursday, June 18, 2020**
  - Last day to edit existing FY20 DBTs before the rollover occurs. Job actions to terminate employees should have Level 2 approval before the 6/19/2020 rollover date to prevent current FY DBT from being copied for the next FY.
  - Last Payroll Retro for FY20 will run. Non-Grant funds need to be processed and entered by this date in order to be retroed in FY20.
  - DBT module system access to FY20 will be locked at 5 pm.
  - Last day departments will have access to create FY20 DBT. If you need to create a new FY20 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 6/18/2020 until noon 6/25/2020 only for the purpose of Pay Period End (PPE) 06/25/2020.
    - After 12:00 noon on 6/25/2020, the PDRR forms to create FY20 should be sent to your College Level or Vice President Office area processor to process for pay period of 6/26/2020 – 7/09/2020.
- **Friday, June 19, 2020** – Last day to submit FY20 Non-Grant fund related journal entry requests to be included in FY20.
- **Friday, June 19, 2020** – Fiscal Year End system rollover will occur for all existing FY20 DBTs (both department and appointment level), which will result in the creation of FY21 DBTs and departments will be able to start reviewing the FY21 DBTs.
  - Departments will only have access to FY21 for the activating process. The department must **activate all** rollover DBTs. If a grant that rolled over into the FY21 DBT has an end date prior to 6/30/2021, 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 6/30/2021.
  - Departments will have until 12:00 Noon on Friday, 7/10/2020 to review and activate FY21 DBTs.
  - Until the FY21 DBTs are activated they will appear on the *FY21 DBT Not Activated List*. An email will be sent periodically to the listserv providing an updated *FY21 DBT Not Activated List* for employee's appointment level DBTs and also the FY21 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 FY21 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 FY21 DBT if the DBT is **not going to be needed for FY21** or if the employee is being terminated prior to 7/1/2020.

- **Friday, June 26, 2020, 12:00 Noon** – Payroll closing deadline for PPE 06/25/2020. See prior sections about creating FY20 for PPE 06/25/2020.
- **Thursday, July 2, 2020** – College Level or Vice President Office area will be only ones to have access to enter FY19 as well as FY20 grant related retros and to **only** create new FY20 DBTs for PPE 07/09/2020 **only**.
- **Thursday, July 2, 2020** – Retros may be entered for all edits – note that FY19 and FY20 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 FY21 going forward. The first retro for FY21 will run.
- **Friday, July 10, 2020, 12:00 Noon** – Both FY20 & FY21 department budget tables must be created for new hires for PPE 07/09/2020 to avoid no-pay status. After noon deadline, no FY20's are to be created.
- **Monday, July 13, 2020** – Inactivated FY21 DBTs will be deleted sometime during the week of 7/13/2020 - 7/17/2020. Campus will be notified when this lock-out will occur.

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

Also, see: <https://www.fa.ufl.edu/directives/payroll-distributions-fiscal-year-end-rollover/>

Please contact Kimberly Alderson at 294-7268 or [kalderson@ufl.edu](mailto:kalderson@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 June 30.

- **Monday, June 22, 2020** – Deadline for Cash Expense Refunds to appropriation funds (funds 101-109, 196, and 221-222).
- **Monday, June 29, 2020** – Last day to enter Cash Expense Refunds into myUFL. To receive credit for your deposits for FY20, Cash Expense Refunds must be received by noon, 6/30/20 in the University Cashiers/Treasury Management in S-113B Criser Hall.
- **Tuesday, June 30, 2020** – To receive credit for your deposits for FY20, 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 12:00 noon over the counter in locked bags. The extended 12:00 noon deadline is only for 6/30/20. The normal deadline of 10:30 am for over-the-counter deposits will resume on 7/1/2020.
- **Thursday, July 2, 2020** – To receive credit for your deposits for FY20, all Credit Card deposits must be entered into myUFL by 12:00 noon.
- **Thursday, July 2, 2020** – To receive credit of your deposits for FY20, 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 2, 2020** – All deposit correction journal entries (DPC journals) correcting FY20 deposits should be entered 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:** 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.

- **Friday, May 29, 2020** – Deadline to request new DeptID, Flex, and Source of Fund for use in FY20.
- **Friday, June 12, 2020** – Deadline to request new payroll combination codes for use in FY20.  
*Note:* Last retro for FY20 is 6/18/20.
- **Wednesday, June 24, 2020 ~~Friday, June 19, 2020~~** – Deadline to create June GL journal entries with appropriation funds.
- **Thursday, July 2, 2020** – Deadline to create June GL journal entries for non-appropriation funds.
- **Tuesday, July 14, 2020** – General Ledger will close for FY20.
- **Friday, July 17, 2020** – June Monthly Financial Reports will be available to campus.

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

Please contact General Accounting and Financial Reporting at [gahelp@ad.ufl.edu](mailto: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/2019/04/Year-End-Schedule.pdf>

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