<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
</table>
| 05/01/20   | System available for budget transfers for FY21 for Fund 132 Only                                                                                                                                              | George Kolb  
Budget Office (352) 392-2402  
budgethelp@ad.ufl.edu                                                                                     |
| 05/08/20   | Requisitions for orders above $75,000 that require competitive bidding should be submitted to Procurement Services at the close of the day                                                                          | Lisa Deal  
Procurement Services (352) 392-1331  
procurement@ufl.edu                                                                                      |
| 05/13/20   | Estimated Date: Allocation of Appropriated funds to VP/Colleges from the University Budget Office; Units begin entering Budget Data in Hyperion Budget System (Date is subject to change based on President and Senior VPs’ approval of final information) | George Kolb  
Budget Office (352) 392-2402  
budgethelp@ad.ufl.edu                                                                                     |
| 05/29/20   | Deadline to request new DeptID, Flex, and SOF for use in current FY                                                                                                                                              | Kimberly Cruce  
General Accounting (352) 392-1326  
gahelp@ad.ufl.edu                                                                                          |
| 06/12/20   | Deadline for Planning, Design & Construction, Facilities Services, and IFAS Facilities to send invoices to Construction Accounting for processing in FY20                                                                | Deborah Strickland  
Construction Accounting (352) 294-1139  
dstrickland@ufl.edu                                                                                       |
| 06/12/20   | Deadline to request new combination codes for use in current FY                                                                                                                                               | Kimberly Cruce  
General Accounting (352) 392-1326  
gahelp@ad.ufl.edu                                                                                          |
| 06/15/20   | Departments complete entering APPROP budget data in Hyperion Budget System (Date is subject to change based on President and Senior VPs’ approval of final information)                                                | George Kolb  
Budget Office (352) 392-2402  
budgethelp@ad.ufl.edu                                                                                     |
| 06/17/20   | Requisitions intended to be encumbered against current appropriated FY funds must be input into myUF Market                                                                                                    | Lisa Deal  
Procurement Services (352) 392-1331  
procurement@ufl.edu                                                                                       |
| 06/17/20   | Deadline for submitting all change orders on outstanding current FY encumbrances                                                                                                                               | Lisa Deal  
Procurement Services (352) 392-1331  
procurement@ufl.edu                                                                                       |
| 06/17/20   | Departments may begin to enter and save but not submit FY21 Approp fund requisitions in myUF Market. Requisitions may be submitted when notified that the FY21 budgets have been released                                      | Lisa Deal  
Procurement Services (352) 392-1331  
procurement@ufl.edu                                                                                       |
| 06/18/20   | Last day for updating current FY20 department budget table to be copied for FY21 rollover. All terminated employees should have Level 2 approved job actions before rollover date to prevent current FY20 department budget table being copied to FY21. | Kimberly Cruce  
General Accounting (352) 392-1326  
gahelp@ad.ufl.edu                                                                                          |
| 06/18/20   | Last Payroll Retro edits to be recorded in FY20 must be done by 5:00 p.m. C&G will review and process this as final batch to process in FY20. Retro processes will resume 7/2/20.                                        | Kimberly Alderson  
Payroll Services (352) 294-7268  
kalderson@ufl.edu                                                                                          |
| 06/18/20   | All college level processors and departments will be locked out at 5:00 p.m. and any FY20 needed to be created after 5:00 p.m. for PPE 7/9/20 will require a Payroll Distribution Retro Request (PDRR) form sent to your college level processor who will enter for the department when the system is unlocked on 7/2/20. | Kimberly Alderson  
Payroll Services (352) 294-7268  
kalderson@ufl.edu                                                                                          |
| 06/19/20   | Rollover of current FY20 payroll department budget tables to FY21 for all employees with active job record and a current FY20 department budget table.                                                         | Kimberly Alderson  
Payroll Services (352) 294-7268  
kalderson@ufl.edu                                                                                          |
# Year-End 2020 Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
</table>
| 06/19/20  | Email will be sent when rollover is completed. Departments may then begin to review for accuracy and activate FY21 department budget tables. Deadline to post FY21 department budget tables is 12:00 Noon, 7/12/20. Only FY21 department budget tables will be available for creating, activating & editing. | Kimberly Alderson  
        Payroll Services (352) 294-7268  
        kalderson@ufl.edu                                                      |
| 06/19/20  | Last day to process budget transfers for FY20 for APPROP and STUGOV ledgers.                                                                                                                                  | George Kolb  
        Budget Office (352) 392-2402  
        budgethelp@ad.ufl.edu                                                      |
| 06/19/20  | Last day to submit payroll correction by journal entry (non-grant funds only) for FY20.                                                                                                                     | Kimberly Alderson  
        Payroll Services (352) 294-7268  
        kalderson@ufl.edu                                                      |
| 06/19/20  | Deadline for departments to finalize POs in myUFL that have been voucher against for FY20                                                                                                                                 | Lisa Deal  
        Procurement Services (352) 392-1331  
        procurement@ufl.edu                                                      |
| 06/19/20  | Last day to approve a travel authorization or a travel expense report to ensure encumbrance/payment from current FY funds.                                                                                       | Brett Wallen  
        Travel (352) 294-1114  
        travel@ufl.edu                                                            |
| 06/19/20  | Last day to create FY20 journal entries for APPROP funds                                                                                                                                                      | Grace Williams  
        General Accounting 352.392.1326  
        gahelp@ad.ufl.edu                                                          |
| 06/19/20  | Last day to enter Revenue Refund requests to myUFL to ensure posting against current FY funds                                                                                                                                 | Randy Staples  
        Disbursements (352) 392-1241  
        disbursements@ufl.edu                                                     |
| 06/19/20  | Last day to input an invoice in the MyUFMarketPlace system to ensure payment from current FY funds. No input will be allowed in MyUFMarketPlace and AP module after 5pm deadline.                                      | Randy Staples  
        Disbursements (352) 392-1241  
        disbursements@ufl.edu                                                     |
| 06/22/20  | Last day to enter a travel authorization or a travel expense report to ensure encumbrance/payment from current FY funds. Remove access at 5p.                                                                  | Brett Wallen  
        Travel (352) 294-1114  
        travel@ufl.edu                                                            |
| 06/22/20  | All Travel advances for current FY should be settled.                                                                                                                                                          | Brett Wallen  
        Travel (352) 294-1114  
        travel@ufl.edu                                                            |
| 06/22/20  | Last day to upload vouchers through the interface process into AP (ID Cards, Library etc.)                                                                                                                 | Randy Staples  
        Disbursements (352) 392-1241  
        disbursements@ufl.edu                                                     |
| 06/23/20  | Last day to approve PCard transactions to ensure payment from current FY funds                                                                                                                                 | Lisa Deal  
        Procurement Services (352) 392-1331  
        procurement@ufl.edu                                                      |
| 06/25/20  | AR Module will be available for FY21 deposits                                                                                                                                                                  | Robin Levine  
        Treasury Management (352) 392-9057  
        tmhelp@admin.ufl.edu                                                      |
| 06/26/20  | FY21 CRRNT Budget entered in APPROP ledger funds 101-126, 196, 221 & 222.                                                                                                                                  | George Kolb  
        Budget Office (352) 392-2402  
        budgethelp@ad.ufl.edu                                                     |
| 06/26/20  | All vouchers in myUFL must be cleared of all budget errors, match exceptions, approved and posted.                                                                                                                                 | Randy Staples  
        Disbursements (352) 392-1241  
        disbursements@ufl.edu                                                     |
| 06/26/20  | FY21 CRRNT Budget entered in APPROP Ledger Concession Fund 192.                                                                                                                                               | George Kolb  
        Budget Office (352) 392-2402  
        budgethelp@ad.ufl.edu                                                     |
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
</table>
| 06/26/20  | FY21 CRRNT Budget entered in STUGOV Ledger Fund 191                                                                                                                                                    | George Kolb  
Budget Office (352) 392-2402  
budgethelp@ad.ufl.edu |
| 06/27/20  | Roll POs forward                                                                                                                                                                                             | Lisa Deal  
Procurement Services (352) 392-1331  
procurement@ufl.edu |
| 06/22/20  | Deadline for Cash Expense Refunds to appropriation funds (funds 101-109, 196, and 221-222) must be entered by Monday, June 22nd.                                                                         | Robin Levine  
Treasury Management (352) 392-9057  
tmhelp@admin.ufl.edu |
| 06/29/20  | 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. E&G refunds against current year expense will be lost by the department if not entered in myUFL by 6/29/20. | Robin Levine  
Treasury Management (352) 392-9057  
tmhelp@admin.ufl.edu |
| 06/30/20  | Budget entered in FY21 APPROP Ledger for amount of FY20 PO's and Travel Authorizations carried forward by departments: funds 101-109 and 57x, CYFWD and funds 191, 196, 221 & 222, CRRNT. | George Kolb  
Budget Office (352) 392-2402  
budgethelp@ad.ufl.edu |
| 06/30/20  | Last day to enter Department Deposits for Cash/Check into myUFL. Deposits must be received by 12:00 Noon in the Cashier's Office, S-113 Criser. Submit deposits timely during the month so only deposits for the last day are entered into myUFL. | Robin Levine  
Treasury Management (352) 392-9057  
tmhelp@admin.ufl.edu |
| 07/02/20  | Last day to input departmental deposits for EFT/Wires/Credit Cards (CC) received in June. EFT's & CC must be entered in myUFL by 12:00 Noon, 7/2/20. Enter deposits timely during the month so only deposits for the last day are processed on 7/1/20 and 7/2/20. | Robin Levine  
Treasury Management (352) 392-9057  
tmhelp@admin.ufl.edu |
| 07/02/20  | First retro run for FY21 for all funds.                                                                                                                                                                      | Kimberly Alderson  
Payroll Services (352) 294-7268  
kalderson@ufl.edu |
| 07/02/20  | Deadline for requests to tmhelp@admin.ufl.edu for departmental deposit corrections that need to be processed for FY20 (end of business)                                                                 | Robin Levine  
Treasury Management (352) 392-9057  
tmhelp@admin.ufl.edu |
| 07/02/20  | Prior year department budget table components unlocked, after Enterprise Systems closes FY20. Going forward only college level processors may update prior year department budget tables (FY19 and FY20) for Grant to Grant funds (funds 201, 209, 211, 212 & 213) via department submittal of PDRR form. | Kimberly Alderson  
Payroll Services (352) 294-7268  
kalderson@ufl.edu |
| 07/02/20  | Last day to create FY20 journal entries for all funds other than APPROP                                                                                                                                       | Grace Williams  
General Accounting 352.392.1326  
gahelp@ad.ufl.edu |
| 07/03/20  | System available for budget transfers for FY21 for APPROP (all funds) and STUGOV Ledgers                                                                                                                  | George Kolb  
Budget Office (352) 392-2402  
budgethelp@ad.ufl.edu |
## Year-End 2020 Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/08/20</td>
<td>AP, myUF Payment Solutions and Travel modules will be available for FY21 processing after FY20 budgets are established and current FY PO's and TA's are closed</td>
<td>Randy Staples Disbursements (352) 392-1241 <a href="mailto:disbursements@ufl.edu">disbursements@ufl.edu</a></td>
</tr>
<tr>
<td>07/08/20</td>
<td>Requisitions on FY21 budget may be submitted in myUF Market</td>
<td>Lisa Deal Procurement Services (352) 392-1331 <a href="mailto:procurement@ufl.edu">procurement@ufl.edu</a></td>
</tr>
<tr>
<td>07/10/20</td>
<td>FY20 and FY21 department budget tables should be created for new hires for PPE 7/9/20 by 12:00 Noon, 7/10/20. If no DBT is created for an employee, the pay will default to the departmental level DBT. Departments can send their FY20 PDRR forms to college level processors who will be the only ones to have access to create FY20 needed for this PPE 7/9/20.</td>
<td>Kimberly Alderson Payroll Services (352) 294-7268 <a href="mailto:kalderson@ufl.edu">kalderson@ufl.edu</a></td>
</tr>
<tr>
<td>07/10/20</td>
<td>12:00 Noon deadline to review and activate FY21 department budget tables for PPE 7/9/20. After 12:00 Noon deadline and PPE 7/9/20 payroll closing, no FY20's are to be created.</td>
<td>Kimberly Alderson Payroll Services (352) 294-7268 <a href="mailto:kalderson@ufl.edu">kalderson@ufl.edu</a></td>
</tr>
<tr>
<td>07/13/20</td>
<td>During this week, through 7/17/20, INACTIVATED FY21 department budget tables will be deleted. Campus will be notified when lock out will occur.</td>
<td>Kimberly Alderson Payroll Services (352) 294-7268 <a href="mailto:kalderson@ufl.edu">kalderson@ufl.edu</a></td>
</tr>
<tr>
<td>07/14/20</td>
<td>Close General Ledger for June and FY20</td>
<td>Grace Williams General Accounting 352.392.1326 <a href="mailto:gahelp@ad.ufl.edu">gahelp@ad.ufl.edu</a></td>
</tr>
<tr>
<td>07/17/20</td>
<td>June Monthly Financial Reports available</td>
<td>Dennis Nguyen General Accounting (352) 392-1326 <a href="mailto:gahelp@ad.ufl.edu">gahelp@ad.ufl.edu</a></td>
</tr>
<tr>
<td>07/22/20</td>
<td>Load Carry Forward Budget that had a Budget Ref of CYFWD from FY20 to FY21 (Funds 101-113, 57x only)</td>
<td>George Kolb Budget Office (352) 392-2402 <a href="mailto:budgethelp@ad.ufl.edu">budgethelp@ad.ufl.edu</a></td>
</tr>
<tr>
<td>07/22/20</td>
<td>Load Carry Forward Budget that had a Budget Ref of CRRNT from FY20 to FY21 (Funds 101-109, 57x only)</td>
<td>George Kolb Budget Office (352) 392-2402 <a href="mailto:budgethelp@ad.ufl.edu">budgethelp@ad.ufl.edu</a></td>
</tr>
<tr>
<td>07/31/20</td>
<td>Auxiliary Accrual Information due to Auxiliary Accounting</td>
<td>Olga Weider Auxiliary Accounting (352) 392-1326 <a href="mailto:ga-aux@ad.ufl.edu">ga-aux@ad.ufl.edu</a></td>
</tr>
</tbody>
</table>