

# Year-End 2020 Schedule

Date	Description	Contact
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 Marketplace.	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 Marketplace. 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 Payroll Retro edits to be recorded in FY20 must be done by 5:00 pm 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 pm and any FY20 needed to be created after 5:00 pm 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
06/18/20	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 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

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Date	Description	Contact
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
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 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 vouchered against for FY20	Lisa Deal Procurement Services (352) 392-1331 procurement@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. Access remove at 5pm.	Brett Wallen Travel (352) 294-1114 travel@ufl.edu
06/22/20	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
06/22/20	Last day to input an invoice in the MyUF Marketplace system to ensure payment from current FY funds. No input will be allowed in MyUF Marketplace and AP module after 5pm deadline.	Randy Staples Disbursements (352) 392-1241 disbursements@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
06/22/20	Deadline for Cash Expense Refunds to appropriation funds (funds 101-109, 196, and 221-222)	Robin Levine Treasury Management (352) 392-9057 tmhelp@admin.ufl.edu
06/23/20	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
06/23/20	All Travel advances for current FY should be settled.	Brett Wallen Travel (352) 294-1114 travel@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
06/24/20	Last day to create FY20 journal entries for APPROP funds	Grace Williams General Accounting 352.392.1326 gahelp@ad.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	FY21 CRRNT Budget entered in APPROP Ledger Concession Fund 192.	George Kolb Budget Office (352) 392-2402 budgethelp@ad.ufl.edu

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06/26/20	FY21 CRRNT Budget entered in STUGOV Ledger Fund 191	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
06/27/20	Roll POs forward	Lisa Deal Procurement Services (352) 392-1331 procurement@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.	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 create FY20 journal entries for all funds other than APPROP	Grace Williams General Accounting 352.392.1326 gahelp@ad.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	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 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	Deadline for deposit corrections that need to be processed for FY20 (end of business)	Robin Levine Treasury Management (352) 392-9057 tmhelp@admin.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
07/08/20	Requisitions on FY21 budget may be submitted in myUF Marketplace.	Lisa Deal Procurement Services (352) 392-1331 procurement@ufl.edu

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Date	Description	Contact
07/08/20	AP, myUF Marketplace, and Travel modules will be available for FY21 processing after FY20 budgets are established and current FY PO's and TA's are closed	Randy Staples Disbursements (352) 392-1241 disbursements@ufl.edu
07/10/20	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.	Kimberly Alderson Payroll Services (352) 294-7268 kalderson@ufl.edu
07/10/20	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.	Kimberly Alderson Payroll Services (352) 294-7268 kalderson@ufl.edu
07/13/20	During this week, through 7/17/20, INACTIVATED FY21 department budget tables will be deleted. Campus will be notified when lock out will occur.	Kimberly Alderson Payroll Services (352) 294-7268 kalderson@ufl.edu
07/14/20	Close General Ledger for June and FY20	Grace Williams General Accounting 352.392.1326 gahelp@ad.ufl.edu
07/17/20	June Monthly Financial Reports available	Dennis Nguyen General Accounting (352) 392-1326 gahelp@ad.ufl.edu
07/22/20	Load Carry Forward Budget that had a Budget Ref of CYFWD from FY20 to FY21 (Funds 101-113)	George Kolb Budget Office (352) 392-2402 budgethelp@ad.ufl.edu
07/22/20	Load Carry Forward Budget that had a Budget Ref of CRRNT from FY20 to FY21 (Funds 101-109, 57x only)	George Kolb Budget Office (352) 392-2402 budgethelp@ad.ufl.edu
07/31/20	Auxiliary Accrual Information due to Auxiliary Accounting	Olga Weider Auxiliary Accounting (352) 392-1326 ga-aux@ad.ufl.edu