

# FY21 Year-End Procedures

University of Florida  
CFO Division • Disbursement Services





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# Critical Dates

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Access - All funding sources

Roll transactions:  
Funds 101-113, 191, 192, 196, 221, 222

- Wednesday, June 23, 2021 – 5 pm turn off voucher build
- Thursday, June 24, 2021 – 5PM turn off AP/HR budget checking and voucher posting in daily and nightly processing in myUFL
- Saturday, June 26, 2021 – Roll POs
- Tuesday, June 29, 2021 – Submit APPROP rolled budget numbers to budget office
- Friday, July 2, 2021 – CYFWD budget established. Budget check POs
- Saturday and Sunday, July 3-4, 2021 – Import rolled POs from myUFL to the myUFMarketplace
- Wednesday, July 7, 2021 – Open system for FY22. Turn back on voucher build, budget checking and posting

# Importance of Critical Dates

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- 6/23 Turn Off Voucher Build - Stops PCard vouchers from building and posting to the GL in FY21. Continue to reconcile and approve in the PCard module across year-end
- 6/24 Turn off AP budget checking and posting– This will allow continued processing and approving of invoices across year-end. Vouchers will build in myUFL but they will not post to the FY21 ledger
- 6/26 and 7/3 Roll POs the last weekend in June then import the rolled POs from myUFL back to the myUFMarketplace the first weekend in July
- 7/7 Open the system to FY22 processing



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# Helpful Tips

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- Ensure you have reconciled your ledgers
  - Use the open encumbrance report to ensure PO's are closed if paid out or no longer needed
  - Get all PCard and invoices processed by the established deadlines
  - Fix budget errors for AP and PCard vouchers
- Remember** – the myUFMarketplace will be open across the entire year-end time period to allow for invoices to be processed and approved. But they will not post in myUFL. If you are in need of a voucher posting or a payment to be made, contact Disbursements for assistance.

# Helpful Resources

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Reports

[Open Encumbrance Summary](#)



Guides

[Closing a PO](#)



Queries

[Voucher Budget Errors:  
UF\\_AP\\_VOUCHER\\_BUDGET\\_ERR\\_DEPT](#)



# Thank you!



Do you have any questions?

Please email and/or call:  
email:

[disbursements@ufl.edu](mailto:disbursements@ufl.edu)

[myUFMarketplace@ufl.edu](mailto:myUFMarketplace@ufl.edu)

Phone:

(352) 392-1241

Website:

<https://www.fa.ufl.edu/departments/disbursements/>