FY21 Year-End Procedures

University of Florida
CFO Division • Disbursement Services
Critical Dates

- 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

Access - All funding sources

Roll transactions:
Funds 101-113, 191, 192, 196, 221, 222
Importance of Critical Dates

• 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
Helpful Tips

• 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

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
myUFMarketplace@ufl.edu

Phone:
(352) 392-1241

Website:
https://www.fa.ufl.edu/departments/disbursements/