



FY21 Year-End Procedures

University of Florida
CFO Division • Travel Services



Critical Dates

Access - All funding sources

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

- Monday, June 21, 2021 – Turn off ability to input Travel transactions
- Tuesday, June 22, 2021 – Turn off ability to approve Travel transactions
- Saturday, June 26, 2021 – Roll TAs
- Friday, July 2, 2021 – CYFWD budget established. Budget check TAs
- Wednesday, July 7, 2021 – Open system for FY22



Importance of Critical Dates

- 6/21 5pm – turn off access to the myUFL Travel subsystem to prevent new transactions from being created
- 6/22 5pm - turn off access to the myUFL Travel subsystem to prevent approvals of transactions
- 6/26 – roll TAs to FY22 (TAs encumbered on APPROP funding sources)
- 7/2 - CYFWD budget established. Budget check TAs
- 7/7 - Open system for FY22



Helpful Tips

Get all travel transactions processed by the established deadlines

Use the open encumbrance report to ensure TA's are closed if paid out or no longer needed

Ensure you have reconciled your ledgers



Helpful Resources



Reports

[Open Encumbrance Summary](#)



Guides

[Delete a Travel Authorization](#)

[Delete an Expense Report](#)



Queries

[UF_EX_TA_ROLLED_BY_DEPT](#)



Thank you!

Do you have any questions?

Please email and/or call:

Email:
travel@ufl.edu

Phone:
(352) 392-1241

Website:
<https://www.fa.ufl.edu/departments/travel/>

