



FY21 Year-End Procedures

University of Florida
CFO Division • Treasury Management

Critical Dates

6/22/21 – Deadline for Cash Expense Refunds to appropriation funds (funds 101-109, 196, and 221-222)

6/29/21 – Cash Expense Refunds for FY21 must be received by University Cashiers/Treasury Management

6/30/21 – Cash and Check Deposits for FY21 must be received by noon in the Cashier's office at S113 Criser Hall

7/2/21 – Last day to enter Credit Card, EFT/ACH, and Wire deposits

7/2/21 – Last day to enter deposit correction journals

Importance of Critical Dates

- The deadline for CER's to appropriation funds helps the Budget Office facilitate the PO and TA rollover process and the carryforward rollover process.
- Because Treasury Management verifies all chartfield information on cash expense refunds against the original expense, the deadline of 6/29/21 allows time for the correction of any errors.
- Cash and check deposits dated for fiscal year 21 must be received in the Cashier's office by noon on the last business day of the month so they may be verified and deposited in the bank.

Helpful Tips

Submit deposits timely during the month so only deposits for the last days of the month are processed on 7/1/20 and 7/2/20.

Helpful Resources



Reports



Guides



Queries

Track EFT and Wire payments: <http://www.fa.ufl.edu/wp-content/uploads/treasury/eft-cashier-log.xlsx>

Deposit Toolkits: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/financial-toolkits/deposits/>

Treasury Management FAQ's:
<https://www.fa.ufl.edu/departments/treasury-management/faqs/>

Thank you!

Do you have any questions?

Please email and/or call:

tmhelp@admin.ufl.edu

392-9057