



FY21 Year-End Procedures

University of Florida

CFO Division • General Accounting and Financial Reporting

Critical Dates

- Friday, June 6, 2021 – Deadline to request new Department ID, Flex, and SOF for use in current fiscal year
- Monday, June 16, 2021 – Deadline to request new payroll combination codes for use in current fiscal year
- Wednesday, June 23, 2021 – Last day to create FY21 journal entries for Appropriation funds 101-109 and funds 192 & 196
- Friday, July 2, 2021 – Last day to create FY21 journal entries for all funds other than Appropriation
- Monday, July 19, 2021 – Inventory Information due to General Accounting and Financial Reporting for select units.

Importance of Critical Dates

- New chartfields take a few days to process and must be activated in MyUFL before the other June deadlines for procurement, disbursement, and payroll.
- New Combination Codes have to be in MyUFL before the rollover of the payroll distribution to FY22 on June 18.
- The first deadline for journal entries on appropriation funds ensures that the correct balances are carry forward to FY21.

Helpful Tips

Ensure you have reconciled your department's transactions and if corrections (E2E) are needed process them in May and early in June.

Schedule your internal billing transactions (E2R) earlier in June.

Helpful Resources



Forms

Department request: <https://www.fa.ufl.edu/wp-content/uploads/2019/04/New-Department-ID-Request-Form.xlsx>

Flex request: <https://www.fa.ufl.edu/wp-content/uploads/2019/04/DeptFlex-Request.xlsx>

Combination Codes request: <https://www.fa.ufl.edu/wp-content/uploads/2019/04/Combination-Code-Request-Form.xlsx>



Guides

Journals: <https://www.fa.ufl.edu/directives/processing-a-journal-entry/>

Inventories: <https://www.fa.ufl.edu/directives/year-end-inventory-procedures/>

Thank you!

Do you have any questions?

Please email and/or call:

gahelp@ad.ufl.edu
392-1326