

04/01/2024  
CFO Division



# FY 24 YEAR-END PROCEDURES

Banking & Merchant Services  
Deposit Control



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## C R I T I C A L D A T E S

**Close: July 10, 2024**

Deadline for expense refunds to appropriation funds..... June 19<sup>th</sup>

Fiscal Year 25 Opens ..... June 24<sup>th</sup>

Deadline for expense refunds to non-appropriation funds..... June 26<sup>th</sup>

Last day to enter departmental deposits for Cash or Checks..... June 28<sup>th</sup>

Last day to enter Deposit Correction (DPC) Journal Entries..... **July 1<sup>st</sup>**

Last day to enter departmental **deposits for** EFT's or Credit Cards..... **July 2<sup>nd</sup>**

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Banking &amp; Merchant Services

## IMPORTANT DATES

- **June 19<sup>th</sup>** – This deadline helps the budget office facilitate the PO and TA rollover processes as well as the carry forward rollover process
- **June 26<sup>th</sup>** – This deadline allows Banking & Merchant Services time to verify the ChartFields of expense refund deposits to the original expense.
- **June 28<sup>th</sup>** – All Cash and Check deposits dated in June must be received at the bank or by 8:00 am in the Cashier's Office drop box.
- **July 1<sup>st</sup>** – All Deposit Correction journals must be entered. This gives Banking & Merchant Services time to review and post the entry.
- **July 2<sup>nd</sup>** – All EFT, Cash, Check, and Credit Card deposits dated for June must be recorded by end of business day. The AR ledger will close on July 3<sup>rd</sup>.



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## HELPFUL TIPS

- Please enter deposits timely during the month so only deposits for the last day are processed July 1<sup>st</sup> and 2<sup>nd</sup>.
- For reimbursements to travel expenses, please enter deposits timely - verification by the Travel Office is required for each reimbursement.
- If you are expecting an ACH or wire payment, please notify Deposit Control. This decreases the time between arrival and notification of incoming departmental funds.

Deposit Control is always happy to help!

- TM Help@adm.infl.edu
- (352) 392-9057



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# H E L P F U L R E S O U R C E S

## REPORTS



## GUIDES



## QUERIES



- FA JFL.EDU >Home >Knowledge Base >Banking & Merchant Services >Deposits
- HR JFL.EDU >Financial Tools >Deposits
- FA JFL.EDU >Home >Knowledge Base >Banking & Merchant >ACH, EFT, and Wires >Receiving ACH/EFT and Wires:EFT-ACH-Wires Log under Resources



Questions?

Please email and/or call:

[TM.Help@adm.jfl.edu](mailto:TM.Help@adm.jfl.edu)

(352) 392-9057

# T H A N K Y O U !

