

**FY24 YEAR END
PROCEDURES**

Construction Accounting



Critical Dates

June 5, 2024

- Invoices and change orders submitted to Construction Accounting for approval –for all 57X funds

June 10, 2024

- Deadline for voucher upload on 57X funds

June 14, 2024

- Invoices submitted to Construction Accounting for approval for all 5XX funds (not 57X funds)
- Construction Project closeouts received in Tracker for all 5XX funds

June 17, 2024

- Deadline to create change orders for all 5XX funds
- Deadline to create June GL journals on fund 57X

June 18, 2024

- Deadline to approve an invoice in myUF Marketplace

June 24, 2024

- Submission of Budget Request and New Projects for all 5xx funds (not 57X funds)

June 28, 2024

- Draw for PECO, SUS Revenue and CITF funds – for fund 504, 505, 511 and 512



Importance of Critical Dates



Invoices: To guarantee sufficient time for invoice processing and address any issues before fiscal year-end

Construction Project Closeouts: To capitalize and componentize construction expenditures for inclusion in the University's financial statements

Change Orders: Affect both Procurement and Disbursements – invoices cannot be processed with outstanding change orders

Budget Request and New Projects deadline: Ensure addition before year-end

Draw for PECO, SUS Revenue and CITF Funds: Prevent reversion of funding

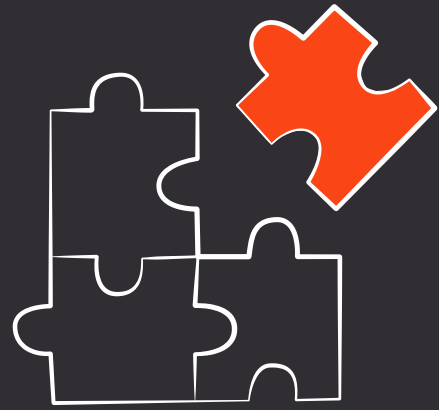


Helpful Tips



- **Don't forget to add the approval to the comments, no need to add signed docs if this is there.**
- **Please make sure that all information on the SOV is accurate and that retainage notes have been added.**
- **Keep in mind that submitting an invoice while a change request is being processed will invalidate the change order.**

Helpful Resources



Microsoft Teams - Construction Accounting

[Link to Construction Accounting Microsoft Teams](#)



Construction Accounting Website

<https://www.fa.ufl.edu/departments/construction-accounting/>



Queries

- AP Query - CONST_GL_VCHR_ACCTG_LINE_CA
- Trial Balance Query - UF_GM_TB_LEDGER_CONST_CFV

Do you have any questions?

Please email and/or call us!

facadmin@ufl.edu

Invoices - Julie Stroud - 352-294-1140
Sam Hinshaw - 352-294-6904

Change Requests - Angie Hyatt - 352-294-6903

Closeouts - Arieol Williams - 352-294-1133

All others - Deborah Strickland - 352-294-1139

Thank You

