

**FY24 YEAR END
PROCEDURES**

Disbursements



Critical Date

June 28, 2024 at 8 am

- This date is **when transactions will no longer post to the current fiscal year (FY24)**. Any vouchers created after this date/time will be held to post in the next fiscal year (FY25).
This applies to all funds.
- Voucher build process that builds vouchers in myUFL will be turned off
- AP/HR budget-checking and voucher posting in the daily/nightly myUFL processing will be turned off. This will allow a processor to continue to process and approve vouchers in myUF Marketplace throughout the year-end period.

Additional Critical Dates

June 17, 2024

- Vouchers must be **clear of all errors** prior to roll of all POs.

June 21, 2024

- POs with lines on APPROP and Student Government ledgers will be rolled from FY24 to FY25.

July 8, 2024

- Rolled POs are imported from myUFL back into myUF Marketplace
- **System will reopen for FY25 processing**

Importance of Critical Dates

- Ensure all vouchers are free of errors before PO rollover into the new fiscal year and closing AP sub-system
- Turning off budget checking and voucher build allows our departmental processors to continue to reconcile and approve in UF GO and myUF Marketplace throughout the fiscal year-end period



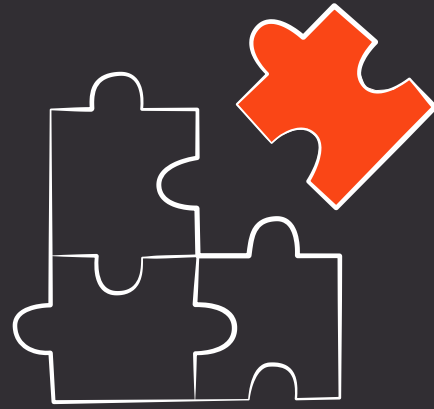


Helpful Tips

- Start early to ensure you have fully reconciled!
- Make sure all PCard charges and vouchers that need to be posted to FY24 have been processed and approved
- Use the Open Encumbrance Report to ensure POs are closed if they are paid out or no longer needed
- Fix any budget errors for AP and PCard vouchers before the deadline to facilitate the PO Roll process
- **Remember! myUF Marketplace will be open throughout the entire fiscal year-end period so invoices can be processed and approved but they will NOT post in myUFL. If you need a voucher posting or payment during this time, contact Disbursements for help.**



Helpful Resources



Reports

[Using the Open Encumbrance Report](#)



Guides

Closing a PO and Releasing Encumbrances Instruction Guide

Correcting Voucher Budget Errors Instruction Guide

Department Reconciliation website and guide



Queries

Use this query to find voucher budget errors:

UF_AP_VOUCHER_BUDGET_ERR_DEPT

Do you have any questions?

Please contact us via the contact form below or call us!

[F&A Contact Form](#)

(352) 392-1241

Thank You

