

An aerial photograph of a university campus featuring several large, multi-story brick buildings with red-tiled roofs. The buildings are interspersed with lush green trees and manicured lawns. In the bottom left corner, a road with several cars is visible. The overall scene is captured from a high angle, providing a comprehensive view of the campus architecture and landscaping.

FY22 Year-End Procedures

University of Florida

CFO Division • General Accounting and Financial Reporting

Critical Dates

- Friday, June 10, 2022 – Deadline to request new Department ID, Flex, and SOF for use in current fiscal year
- Monday, June 10, 2022 – Deadline to request new payroll combination codes for use in current fiscal year
- Thursday, June 23, 2022 – Last day to create FY22 journal entries for Appropriation funds 101-109 and funds 192 & 196
- Friday, July 1, 2022 – Last day to create FY22 journal entries for all funds other than Appropriation
- Monday, July 11, 2022 – 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 FY23 on June 17th.
- The first deadline for journal entries on appropriation funds ensures that the correct balances are carried forward to FY22.

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:

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