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## Critical Dates

- Friday, June 9, 2023 – Deadline to request new Department ID, Flex, and SOF for use in current fiscal year
- Friday, June 9, 2023– Deadline to request new payroll combination codes for use in current fiscal year
- Friday, June 23, 2023 – Last day to create FY23 journal entries for Appropriation funds 101-109 and funds 192 & 196
- Monday, July 3, 2023– Last day to create FY23 journal entries for all funds other than Appropriation
- Tuesday, July 11, 2023 – Inventory Information due to General Accounting and Financial Reporting for select units.

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# Importance of Critical Dates

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- 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 FY24 on June 16th.
- The first deadline for journal entries on appropriation funds ensures that the correct balances are carried forward to FY24.

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## Helpful Tips

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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.

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# 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/>

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# Thank you!

Do you have any questions?

Please email and/or call:

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