

**FY24 YEAR END  
PROCEDURES**

# **General Accounting & Financial Reporting**



# Critical Dates

## Wednesday June 5, 2024

- Deadline to request new Department ID, Flex, and SOF for use in **current** fiscal year
- Deadline to request new payroll combination codes for use in **current** fiscal year

## Friday June 21, 2024

- Last day to create FY24 journal entries for Appropriation funds 101-109 and funds 192 & 196

## Monday July 1, 2024

- Last day to create FY24 journal entries for all funds other than Appropriation

## Friday July 12, 2024

- Inventory Information due to Auxiliary Accounting 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 payroll distribution rollover to FY25 on June 14th.
- The first deadline for journal entries on appropriation funds ensures that the correct balances are carried forward to FY25.



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.**

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 ID Request

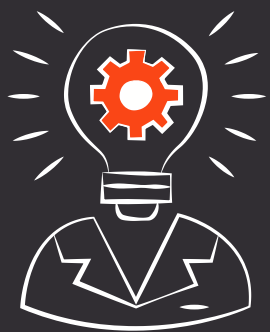
<https://www.fa.ufl.edu/wp-content/uploads/2019/04/New-Department-ID-Request-Form.xlsx>

### Flex Request

<https://www.fa.ufl.edu/wp-content/uploads/2019/04/DeptFlex-Request.xlsx>

### Combination Code 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/>

# Do you have any questions?

**Please email and/or call us!**

gahelp@ad.ufl.edu

(352) 392-1326

**Thank You**

