



1

Critical Dates

Approp Funds:
101 – 113
191-192
221-222

- Monday, May 1 – Deadline for purchases on APPROP funds of \$75,000 or more
- Friday, May 12 – Deadline to request PO's not be closed through PO RECON process
- Monday, June 12 – Deadline for requisitions and change orders on APPROP funds to be entered (not *approved* by Procurement)
- Thursday, June 22 – Last day to approve PCard transactions on this years' funds (all funds)

2

Explanations - Reminders

What happens to PO's starting on 6/24? PO ROLL

- Existing PO encumbrances return to available balance for a few days
- The first distribution line/chartfield completes and a second distribution line with a 7/1/23 budget date is created for the remaining balance
- Budget is loaded, then the rolled PO's are budget checked and the encumbrances on new funds appear

Remember: there will be no Appropriated encumbrances between 6/24 – 7/6

PCard 6/22:

- You can continue to approve PCard transactions/UFGO Reports but vouchers won't post to ledgers until the new budgets open, 7/6.

3

Helpful Tips

- Ensure you have reconciled your ledgers
- Know your available balances and remember that PCard pulls from them
- Use the open encumbrance report to ensure old PO's are closed (see Closing PO Instruction Guide)
- You can't voucher against a PO which has a change order in-process

4

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 PO's in
Budget Error using your PO
Business Unit :
UF_PO_BUD_STATUS_E_BY_P
OBU

5

Thank you!

Do you have any questions?

Please call (352) 392-1331

Or email:

Procurement@ufl.edu

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6