FY23 Year-End Procedures

University of Florida

CFO Division • Travel Services

Critical Dates

Access - All funding sources

Roll transactions:
Funds 101-113, 191, 192, 196, 221, 222

- For FY23...UF will have to manage 2 systems for Travel transactions...myUFL and UF GO.

- Tuesday, June 20, the ability to input Travel transactions in the myUFL system will be turned off.

- Wednesday, June 21, the ability to approve a travel expense report to ensure payment from current fiscal year funds in myUFL system will be turned off.

- Thursday, June 22, the ability to approve Travel transactions in the myUFL system will be turned off. For the UF GO system, it will be managed similar to vouchers in myUF Marketplace. Transactions can be processed throughout the year end time period. If approved by this date, the item will post to FY23. Afterwards, it will post to FY24.

Critical Dates...

- Saturday, June 24, the TAs will roll to FY24.

- Friday, June 30, the carryforward budget in conjunction with the Budget Office will be established and the TAs will be budget checked.

- On Wednesday, July 5, the system will reopen for fiscal year 24 processing.

3

Importance of Critical Dates

These dates are established to give core offices needed to time ensure all travel transactions are free of errors before the TAs are rolled into the new fiscal year and before the Travel sub-system is closed for FY23.

On Tuesday, June 20, the ability to input Travel transactions in the myUFL system will be turned off. The transactions need to cycle through a nightly batch process to be available for approval.

On Wednesday, June 21, the ability to approve Travel transactions in the myUFL system and UF GO will no longer be allowed.

4

Importance of Critical Dates...

- Saturday, 6/24 is the day TAs will roll to FY24. This process can take up to a full day of processing so it is always performed on a weekend day in an attempt to not interfere with other processes.

- On 7/5 we will reopen the system for FY24 processing

5

Helpful Tips

Get all travel transactions processed by the established deadlines

Use the open encumbrance report to ensure TAs are closed if paid out or no longer needed

Ensure you have reconciled your ledgers

6