

**FY24 YEAR END  
PROCEDURES**

**UF GO  
Travel and  
PCard**



# Critical Dates

## June 17, 2024

- Last day to approve PCard transactions in UF GO to ensure payment from FY24 funds
- Last day to approve a Travel Request or Travel Expense Report to ensure encumbrance / payment from FY24 funds

## June 21, 2024

- All expenses **due to the University** related to travel should be settled

## June 28, 2024 at 8 am

- This date is when transactions will no longer post to the current fiscal year (FY24). Any vouchers created after this date/time will be held to post in the next fiscal year (FY25). This applies to all funds.

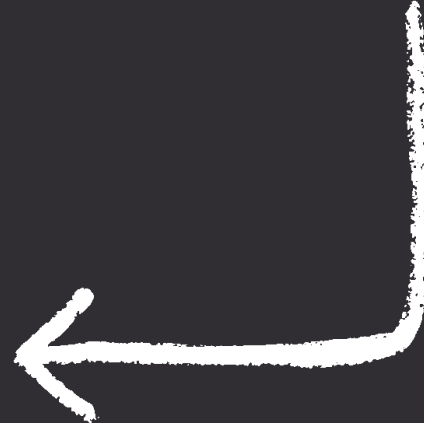



# Explanations and Reminders



**Remember,** you can continue to approve in UF GO throughout the fiscal year-end period (PCard transactions/UFGO Reports) but vouchers won't post to ledgers until the system reopens.

PCard transactions pull from your unencumbered balances, so be sure to take that into consideration when you are reviewing your available balances.





**Ensure you have **reconciled** your ledgers**

**Know your available balances!**

**Use the open encumbrance report to review Travel Requests**

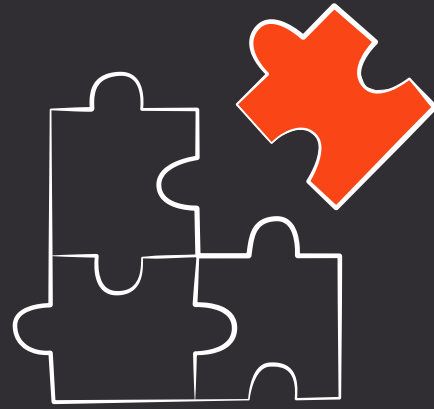


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# Helpful Resources



## Reports

[Using the Open Encumbrance Report](#)



## Guides

[Delete a Travel Request](#)

[Delete an Expense Report](#)



## Queries

**Use this query to get a listing of all TRs rolled by your department:**

`UF_EX_TA_ROLLED_BY_DEPT`

# Do you have any questions?

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

Travel and PCard Contact Form

(352) 392-1241

**Thank You**

