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Critical Dates

- **June 21st** – Deadline for Expense Refunds to appropriation funds (101-109, 196, and 221-222)
- **June 28th** – Deadline for Expense Refunds to non-appropriation funds
- **June 30th** – Last day to enter departmental deposits for cash or checks
- **July 5th** – Last day to enter departmental deposits for EFT's and credit cards

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Importance of Critical Dates

- **June 21st** – Deadline helps the budget office facilitate the PO and TA rollover processes as well as the carry forward rollover process
- **June 28th** – This allows Banking and Merchant Services time to verify the ChartFields of expense refund deposits to the original expense
- **June 30th** – All cash and checks deposits dated in June must be received at the bank or by 8:00 am in the Cashier's Office drop box
- **July 5th** – All EFT, cash, check, and credit card deposits date in June must be recorded by end of business day as the AR ledger will close on July 6th

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Helpful Tips

- Please enter deposits timely during the month so only deposits for the last day are processed on July 3rd and 5th
- For reimbursements to travel expenses, please enter deposits timely to allow time for verification by the Travel office
- If you are expecting an ACH or wire payment, please notify Deposit Control

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Helpful Resources



Reports



Guides



Queries

- FA.UFL.EDU > Home > Knowledge Base > Banking & Merchant Services > Deposits

HR.UFL.EDU > Financial Toolkits > Deposits

FA.UFL.EDU > Home > Knowledge Base > Banking & Merchant Services > ACH, EFT, and Wires > Receiving ACH/EFT and Wires: EFT-ACH-Wires Log under Resources

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Thank you!

Do you have any questions?

Please email and/or call:
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