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## Critical Dates

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- **June 9<sup>th</sup>** – Invoices and change orders submitted to Construction Accounting for approval –for all 5XX funds
- **June 14<sup>th</sup>** – Invoices submitted to Construction Accounting for approval for all 5XX funds not 57X funds
- **June 14<sup>th</sup>** – Construction Project closeouts receive in Tracker for all 5XX funds
- **June 15<sup>th</sup>** – Deadline to create change orders for all 5XX funds
- **June 16<sup>th</sup>** – Deadline for voucher upload on 57X funds
- **June 21<sup>st</sup>** – Deadline to approve P-card & invoices for voucher upload on non-57X funds
- **June 23<sup>rd</sup>** – Deadline to create June GL journals on fund 57X
- **June 23<sup>rd</sup>** – Deadline to approve an invoice in myUF Marketplace system
- **June 24<sup>th</sup>** – Submission of Budget Request and New Projects for all 5XX funds not 57X funds
- **June 30<sup>th</sup>** – Draw for PECO,SUS Revenue and CITF funds – for fund 504, 505, 511 and 512

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# Importance of Critical Dates

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- **Invoices** - In order to guarantee sufficient time for invoice processing to address any issues by fiscal year end
- **Construction Project closeouts** - to capitalize and componentize construction expenditures for inclusion in the financial statements
- **Change orders** - affect both Procurement and Disbursements, invoices can not be processed with outstanding change orders
- **Budget Request and New Projects deadline** - to insure addition before year end
- **Draw for PECO, SUS Revenue and CITF funds** - to prevent reversion of funding

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## Helpful Tips

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- Don't forget to add the approval to the comments, no need to add signed docs if this is there.
- Please make sure that all information on the SOV is accurate and that retainage notes have been added.
- Keep in mind that submitting an invoice while a change request is being processed will invalidate the change order.

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# Helpful Resources

- Microsoft Teams – Construction Acct:
  - [Link to Construction Accounting Microsoft Teams](#)
- People Soft Financial Queries:
  - AP Query - [CONST\\_GL\\_VCHR\\_ACCTG\\_LINE\\_CA](#)
  - Trial Balance Query - [UF\\_GM\\_TB\\_LEDGER\\_CONST\\_CFV](#)
- Construction Accounting Website:
  - <https://www.fufl.edu/departments/construction-accounting/>

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# Thank you!

Do you have any questions?

Please email and/or call:

[faca@admin.ufl.edu](mailto:faca@admin.ufl.edu)

Invoices - Julie Stroud - 352-294-1140

Change Requests - Brandon Schlatterer - 352-294-6903

All others - Deborah Strickland - 352-294-1139

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