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Critical Dates

Access - All funding sources

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

- The following 2 critical dates inform a PCard and AP processor of the dates when transactions will no longer post to the current fiscal year. Any vouchers created after these dates and times will be held to post in FY24. This will impact all funds.
- **Wednesday, June 21, 2023 at 8AM** voucher build process that builds PCard (myUFL), Library and IFAS Facilities vouchers in the myUFL system will be turned off. Any PCard transaction from the myUFL system that is approved and reconciled up through 5pm as of Tuesday, June 20th will build a voucher in myUFL and post against the FY23 ledgers.
- **Thursday, June 22, 2023 at 5PM** AP/HR budget checking & voucher posting in the daily and nightly processing in myUFL will be turned off. This will allow a processor to continue to process and approve vouchers in the myUF Marketplace across the year end period.

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Critical Dates continued...

- **Friday, June 23, 2023** – Vouchers must be clear of all errors prior to roll of all POs. This is critical to ensure the correct remaining balance on the PO is rolled forward to FY24.
- **Saturday, June 24, 2023** – POs will be rolled from fiscal year 23 to fiscal year 24. This occurs for POs with lines on APPROP and Student Gov. Ledgers.
- **Wednesday, June 28, 2023** – Purchasing and Disbursements will submit APPROP rolled budget numbers to the budget office.
- **Friday, June 30, 2023** – Carryforward budget will be established. All rolled POs will be budget checked.
- **Monday, July 3, 2023** – Purchasing and Disbursements will import the rolled POs from myUFL back into the myUF Marketplace .
- **Wednesday, July 5, 2023** – The system will be reopened for the fiscal year 2024 processing.

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Importance of Critical Dates

- These dates are established to give core offices needed time to ensure all vouchers are free of errors before the POs are rolled into the new fiscal year and before the AP sub-system is closed for FY23.
- On 6/21 at 8am, voucher build will be turned off. The voucher build is the process that builds PCard vouchers in the myUFL system for remaining unapproved charges and PCard vouchers from the UF GO system. We stop building vouchers and posting to FY23. This allows our departmental processors to continue to reconcile and approve in the PCard modules across the entire fiscal year end period.
- Also on 6/21 at 5PM, AP budget checking and posting of vouchers in myUFL will be turned off. This process also allows our departments to continue to process and approve invoices in the myUF Marketplace system across the year end.
- These vouchers will not post into myUFL. They will be held in staging tables and the vouchers will be built when the system is opened back up for fiscal year 24 processing.

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Importance of Critical Dates

- Saturday, 6/24 is the day we will roll POs. 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 7/3 rolled POs will be imported back into the myUF Marketplace from myUFL. The PO roll process moves remaining balances to the new fiscal year in myUFL. But not in the myUF Marketplace. These updated POs must be imported back to the myUF Marketplace for FY24 processing.
- On 7/5 the system will reopen for FY24 processing.

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Helpful Tips

- Start today to ensure you have reconciled your ledgers.
- Make sure all PCard charges and all vouchers in the myUFL marketplace that need to be approved and post to fiscal year 23 have been processed and approved.
- Use your open encumbrance report to ensure your POs are closed if they are paid out or no longer needed. Make sure you have all the invoices you need to go into fiscal year 24 by the established deadlines.
- Make sure you fix any budget errors for AP and PCard vouchers in the myUFL system **before Friday, June 23**. All those errors have to be cleared before we can roll the POs on Saturday, June 24.
- **And Remember** – the myUF Marketplace will be open across the entire year-end time period to allow for invoices to be processed and approved. But they will **NOT** post in myUFL. If you need a voucher posting or a payment to be made before year end, contact Disbursements for assistance.

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Helpful Tips

- For any invoice that is in the myUF Marketplace that is against an APPROP ledger, we can only assist on Friday, June 23. Once the POs roll on the APPROP ledgers on Saturday, June 24 , we will no longer be able to process any vouchers against those ledgers.
- But all the other ledgers, we will be able to assist you through June 30 to get something posted and paid in the system.
- Again, contact Disbursements if you need assistance.

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Helpful Resources



Reports

Open Encumbrance Summary



Guides

Closing a PO



Queries

Voucher Budget errors:

UF_AP_VOUCHER_BUDGET_ERR_DEPT

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Thank you!

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If you still have any questions or concerns you can contact us via the F&A Contact form or call us at the number below:

[F&A Contact Form](#)

(352) 392-1241

Once again thank you for your help in getting us through our fiscal year end processes.