

Office of the Vice President
and Chief Financial Officer
Finance and Accounting Division
University Controller's Office
<http://fa.ufl.edu/uco/>

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May 5, 2009

Year End Information Document for 2009 Fiscal Year End Closing

Asset Management Schedule for 2009 Fiscal Year End Closing (Amanda Jobes)

This schedule includes information on the deadline to purchase tangible property, and the availability of depreciation reports for the auxiliaries. It also includes the deadlines for departments to approve the roll-over of equipment that will be covered under Thermo Asset Management's Insurance program, and for Facilities Planning, Physical Plant, and IFAS Facilities Planning to send invoices to Construction Accounting for payment.

- **Friday, 06/12/09 Deadline to Input Vouchers for Tangible Personal Property (i.e. Furniture & Equipment, Software, Artwork and Books)**

Of all the deadlines set by Asset Management, the **06/12/09** deadline to input vouchers for Tangible Personal Property (i.e. furniture & equipment, software, books and artwork) is one of the most critical. Asset Management is required to capitalize all assets that are charged to GL accounts that begin with 78 before the general ledger closes for month of June. As we approach year end, departments customarily evaluate how they will spend their remaining budget. It is not uncommon for departments to use this budget to purchase furniture and equipment. Please calculate in your timeline the length of time it takes to requisition, order, receive and process vouchers related to Tangible Personal Property so that the June 12th deadline can be met. This may mean that departments should be placing their orders quickly. **REMINDER:** Departments should NOT use their PCard to purchase Tangible Personal Property (with exception to Books). Contact Asset Management at 392-2556 if you have questions.

- **Tuesday, 06/16/09 Deadline for Facilities Planning & Construction, Physical Plant and IFAS facilities to send invoices to Construction Accounting for processing.**
- **Tuesday, 06/30/09 Confirm assets that will continue to be insured on the Equipment Maintenance Program.**

Thermo Asset Management will be sending out notifications to departments requesting verification whether equipment currently covered under the Equipment Maintenance program will continue being insured. Each department must look at their list and indicate

whether equipment should be taken off the program. Return documentation to Tami Webb at PO Box 115300 by June 30th.

In addition, this is a good time to look at your department's equipment maintenance costs for the current year equipment and consider getting a quote from Thermo Asset Management for the equipment that might benefit being on the insurance program. Departments can contact Tami Webb at 372-3265 to get a quote.

- **Wednesday, 07/22/09 Asset Management will be distributing the year end auxiliary depreciation reports.**

As in the past, these reports will be sent to each auxiliary through e-mail. Please contact Amanda Jobses at ajobes@ufl.edu or 392-2556, if your auxiliary does not receive the report by the deadline or if you have questions.

Budgets Schedule for 2009 Fiscal Year End Closing (Sheri Austin)

This listing provides the schedule for budget allocations, budget transfer availability, and the carry forward of committed and uncommitted balances of state funds.

Each fiscal year-end, the Budget Office has the responsibility of allocating and loading the next year's Current and Carryforward budget. The following is a timeline of the process:

2010 Allocation

- **Friday, 05/01/09** FY 2010 Appropriated funds will be allocated to Colleges. Units can begin entering Budget Data in the Budget Prep System. This task must be completed by 5/14/09.

Budget Transfers

- **Wednesday, 05/06/09** System will be available for budget transfers for FY 2010 for Waiver Authority fund 132.
- **Friday, 06/26/09** Deadline to process budget transfers for 2009 for APPROP and STUGOV ledgers
- **Monday, 07/06/09** System will be available for budget transfers for 2010 for APPROP (All Funds) and STUGOV Ledgers.

2010 CRRNT Budget

- **Friday, 06/26/09** FY 2009 CRRNT budget will be available in APPROP Ledger funds 101-103 and 221,222, Concession fund 192, and STUGOV Ledger fund 191.

2010 Carry forward budget

- **Friday, 07/03/09** Current year budget amounts that are committed, (outstanding purchase orders and travel authorizations), but not expensed at June 30 for E&G, IFAS, HSC, and Student Activities budget entities are carried forward and budgeted in the next fiscal year and recorded in the Commitment Control Ledger, budget reference CYFWD (Funds 101-113) or CRRNT (Funds 191, 221, 222). The budget is recorded in the same Department ID, budgetary account, and program (if applicable) as shown on the commitment.
- **Friday, 07/24/09** Current year (2009) budget amounts that have not been expensed or recorded as a commitment for E&G, IFAS, and HSC budget entities (Funds 101-113 only) are reallocated to the appropriate major budgetary unit, e.g., Vice President, College Dean, and recorded in the Commitment Control Appropriations Ledger, budget reference of CYFWD, year 2010.

- **Friday 07/24/09** Unexpended balances with a budget reference of CYFWD in fiscal year 2009, will be carried forward and budgeted in fiscal year 2010 year. These will be recorded in the APPROP Ledger as budget reference CYFWD. The budget is recorded in the same Department ID, budgetary account, and program (if applicable) as shown in the APPROP Ledger at fiscal year-end

Please contact Sheri Austin at 392-2402 or sheri@ufl.edu if you have any questions.

General Accounting Schedule for 2009 Fiscal Year End Closing (Sheela Moudgil)

This listing provides information about the schedule for general ledger closing, distribution of non-grant negative balance reports, and deadlines to request new chartfield values and HR account codes that will be used in the current fiscal year. It also includes deadlines for journal entries, and information about financial reporting workshops for auxiliaries.

- **Monday, 06/01-06/22/09** General accounting will send negative balance reports weekly for non-grant funds. Please correct negative balances timely while the system is available for E to E's, deposits, budget transfers, or cash transfers as appropriate. Any charges for the fiscal year that are posted to grant funds cannot be moved to/from E&G funds after fiscal year deadline.
- **Friday, 06/12/09** Deadline to request new chartfield values for use in FY 2009.
- **Wednesday, 06/24/09** Deadline to request new HR Account codes for use in FY 2009. *Note:* last retro for FY 2009 is 06/25/09.
- **Monday, 07/06/09** Deadline to submit GL journal entries to gljournal@admin.ufl.edu for June 2009
- **Wednesday, 07/08/09** Preliminary Year End Financial Reports will be available.
- **Friday, 07/17/2009** General Ledger will be closed for fiscal year 2009.
- **Tuesday, 07/21/09** General Accounting will conduct workshops for Auxiliary Financial Statement preparers at Bridges Sunshine Skyway from 3-5pm.
- **Wednesday, 07/22/09** Final Year End Financial Reports will be available.
- **Friday, 08/07/09** Auxiliary Financial statements are due to General Accounting.

Please contact Sheela Moudgil at moudgils@ufl.edu or General Accounting at gahelp@admin.ufl.edu if you have any questions.

Financial Reporting Schedule for 2009 Fiscal Year End Closing (Ted Griswold)

This listing provides information about the availability of preliminary and final year-end reports. It also includes information about financial reporting workshops for fund level preparers and component units.

- **Tuesday, 07/28/09** Financial Reporting will conduct a workshop of UF Fund Level Financial Statement preparers.
- **Tuesday, 08/04/09** Financial Reporting will conduct a workshop for Component Units for completing the Statewide Financial Reporting Forms.

Please contact Ted Griswold at egriswo@ufl.edu or 392-1326 if you have any questions.

Payroll Distributions Schedule for 2009 Fiscal Year End Closing (Susan Wilson)

This is a listing of the schedule for distribution rollovers, a availability of the distribution component for payroll processing and retros for the current fiscal year, and deadlines for payroll corrections that cannot be done thru the retro process and therefore need to be done by a journal entry. The pay period ending July 09, 2009 will be split between June and July (fiscal year 2009 and 2010) on the general ledger and in commitment control.

- **Monday, 06/08/09** Last day to edit existing FY09 distributions before the rollover occurs. Job actions to terminate employees should have Level 2 approval before the 06/9/09 rollover date to prevent current FY distribution being copied for the next FY.
- **Tuesday, 06/09/09** Fiscal Year End system rollover will occur for all existing FY09 distributions, which will result in the creation of FY10 distributions.
- **Wednesday, 06/10/09** Departments will be able to start reviewing the FY10 distributions. ALL rollover distributions must be POSTED by the department. If a grant that rolled over into the FY10 distribution has an end date prior to 06/30/10, you will get an error message when you attempt to post the distribution and will need to provide a contingent account for the remainder of the time period after the grant expires. Departments will have until noon on *Friday, 07/10/09* to review and post FY10 distributions. Until the FY10 distributions are posted they will appear on the Missing Distributions List. If the FY10 distributions are not posted, they will be deleted from the system and departments will have to manually create a distribution, if one is needed.
- **Thursday, 06/25/09** Last Payroll Retro for FY09 will run.
- **Friday, 06/26/09** All new hires entered in myUFL after 06/06/09, departments will need to be sure to create the FY09 distribution by noon. It is important that FY09 distributions are created before the end of June. If for some reason this 06/07/09 – 06/26/09 time frame is missed, these can be processed by University Payroll Services. If that is the case, Payroll would need to have these requests received no later than noon, *Thursday, 07/09/09*. After this is done, NO NEW PRIOR YEAR DISTRIBUTIONS can be created.

The distribution component will be locked and departments will not be able to enter any distributions the afternoon of Thursday, 07/09/09, in order to provide University Payroll Services an opportunity to enter any FY09 distribution requests for new hires. These new hires will NOT have been part of the fiscal year end rollover on 6/9/09 and, therefore, departments will also need to create the FY10 distribution for the new hire.

- **Friday 06/26/09** Missing distributions for pay period ending 06/25/09 must be completed by the departments by noon.
NOTE: After noon on Friday, 06/26/09, the distribution component will be locked and departments will not be able to enter or edit any distributions until sometime on Thursday,

July 2nd. Notification will be sent on the listserv to indicate when Departments may start entering and editing distributions.

- **Thursday 07/2/09** The first retro for FY10 will run.
- **Friday, 07/3/09** Last day to submit FY09 Non-Grant fund related journal entry requests to be included in FY09.
- Also, see <http://fa.ufl.edu/payroll/payroll-distribution-faq.asp> for further details.

Please contact Susan Wilson at 392-1231 or smwilson@ufl.edu if you have any questions.

Purchasing and Disbursement Services Schedule for 2009 Fiscal Year End Closing (Randy Staples)

This provides information regarding requisitions, purchase orders, P Card, and travel authorizations deadlines and encumbrance reports that will help in reviewing open PO's and Travel Authorizations. It also lists deadlines for revenue and expense refunds.

It is time to begin planning for fiscal year end June 30, 2009. Departments are encouraged to begin reviewing all outstanding purchase orders (PO) and travel authorizations (TA). Remember, for all recurring charge POs to internal vendors, such as PPD, ACS, Postage or CNS, you will need to estimate your June bill so only the June estimated amount will be carried forward.

Any PO not currently needed should be canceled. This must be performed in the following manner:

PO and/or PO lines not previously vouchered against – Complete a change order to cancel the PO and forward to Purchasing. Instructions on completing change orders can be found at: http://purchasing.ufl.edu/peoplesoft.asp#Change_Orders

The change order form can be found at:
<http://fa.ufl.edu/forms/pdf/fa-pds-pocr.pdf>

PO that has been vouchered against – Finalize the PO on the last voucher. Navigate to: **Accounts Payable>Review>Interfaces>Purchase Order Inquiry**. Key in your Purchasing Business Unit and select the PO. This will list all vouchers applied against the PO. Note the latest voucher number. Retrieve this voucher in Accounts Payable and finalize the PO by clicking on the "Finalize" icon in the top right corner. You will need to budget check by clicking the budget check icon to release the funds.

Note: A PO that has had the entire amount vouchered for payment (open amount of \$0.00) and has not been finalized will need to be finalized to close the PO.

Outstanding Encumbrance Report

The outstanding encumbrance report for open POs and TAs is available in Enterprise Reporting and can be found by navigating to the following:

Enterprise Reporting>Access Reporting>Monthly Financial Reports>New Department Reports>Open Encumbrance Report (.pdf or Excel format)

Departments will be required to run this report and perform the following tasks for all outstanding POs and TAs:

Purchase Orders

Appropriated Funds (101, 102, 103, 111, 112, 113, 191, 221 & 222)

The following process should be followed:

1. POs no longer needed – Cancel or finalize per the above instructions.
2. All amount only blanket POs not issued to a UF internal vendor must be canceled or finalized.
3. Any PO's that are not canceled by Purchasing or finalized by the department will be carried forward.

The following FY09 encumbrances are authorized to be carried forward:

- * Established POs to outside vendors for the purchase of goods, but not amount only blanket POs
- * An estimated amount to allow for the payment of June services for service POs

The PO Rollover process will be initiated by Purchasing and Disbursement Services to roll remaining POs to FY10. The PO number will not change from the existing FY09 number. FY09 PO distribution lines will be canceled and a new distribution line will be generated for the same amount and classified as FY10 CYFWD (101-113) or CRRNT (191, 221-222).

The FY09 budget balance equal to the total of POs not canceled or finalized will be moved to the FY10 budget (CYFWD or CRRNT as applicable) if adequate budget exists.

POs on appropriated funds for the following vendors,

CNS Telecommunications - vendor number 0000002055
CNS - vendor number 0000002056
PPD – vendor number 0000002057
HealthNet - vendor number 0000002307
ICBR Biotechnology – vendor 0000002303
Academic Technology – vendor 0000002068
Biomedical Media Services – vendor 0000003552, and
Postage - vendor number 0000002074

will be handled in the following manner:

- POs should be reduced to the estimated June bill amount by the department.
- POs will be rolled from FY09 to FY10 by PDS.
- Budget, if available, will be moved by University Budget office to FY10 to cover the POs.
- **POs will be cancelled by PDS restoring the funds back to your available FY10 CYFWD balance.**
- **The business process of recording internal service providers transactions will be changing to *unencumbered* and will be final in early FY10.**

Cash Based and the 201/209 Funds

The cumulative budget feature of these funds will allow for POs to remain open across fiscal years. Although all POs funded by cash and budget based funds will remain open, departments should use this opportunity to clean up any POs no longer needed. Cancel or finalize POs per the instructions above.

Deadlines

Friday, 06/05/09 Last day to submit change order to Purchasing to cancel a FY09 purchase order
Thursday, 06/25/09 Last day for departments to finalize a purchase order that has been vouchered against

Travel

Travel Authorizations

Cancel all TAs not needed in the Travel and Expense Module by Thursday, June 25th. The Open Encumbrance Report can be used to identify all open TAs on your budgetary cost centers. Purchasing and Disbursement Services will re-establish the TAs (TA number in FY10 will remain the same as the existing FY09 number) based on the following:

Funds (101-103, 221-222)

The FY09 budget balance equal to the total of TAs not canceled or deleted will be moved forward to FY10 CYFWD budget reference for funds 101-103 and to FY10 CRRNT for funds 221-222.

All Other Funds

For all remaining TAs, the budget reference will be changed to FY10 CRRNT

REQUISITIONS

Orders above \$75,000 that require competitive bidding should be submitted by May 8th to ensure that FY09 funds are encumbered. A sealed bid/solicitation requires at least 30-45 days to specify, advertise, open, evaluate, award and post, before a purchase order can be issued.

All requisitions **for FY09 must** be input into the University's accounting system by Friday, 06/05/09 to ensure POs are encumbered against FY09 funds. For FY09 requisitions after this date, contact Purchasing to coordinate any requests to encumber funds.

After 06/05/09, departments may begin to input FY10 requisitions in the ePro module or the myUFMarket but these will need to be saved and not submitted. Departments will be notified when FY10 budget is available and FY10 requisitions may then be submitted. If a requisition is submitted instead of saved, it will be deleted in the ePro module and rejected by myUFLMarket.

PURCHASING CARD

Because of timing issues with vendors submitting purchasing card transactions to their bank, there is no way to determine the exact date a transaction will be sent to UF by our bank and loaded into the PCard module. The last day to approve PCard transactions on FY09 funds will be Friday,

06/26/09. You may continue to use your UF purchasing card and approve charges through the end of the fiscal year, with the following restriction in mind:

* All transactions received or approved after 06/26/09, charges will be applied against FY10 funds.

DEADLINES

The following deadlines have been established to assist in the year-end process.

Friday, 05/08/09 Orders above \$75,000 that require competitive bidding should be submitted to ensure that FY09 funds are encumbered. A sealed bid usually requires 30-45 days to specify, advertise, open, evaluate, award and post, before a purchase order can be issued.

Friday, 06/05/09 Final day to input a requisition into PeopleSoft against FY09 funds. For FY09 requisitions after this date, contact Purchasing to coordinate any requests to encumber funds. Departments may begin to input FY10 requisitions but these will need to be **“Saved for Later”**.

Deadline for submitting **ALL** Change Orders on outstanding encumbrances.

Thursday, 06/25/09 Revenue Refund requests should be input into PeopleSoft to ensure posting against FY09 funds.

Deadline for departments to finalize POs in PeopleSoft that have been vouchered against for FY09.

Last day to input a voucher (regular, E2E, E2R) into PeopleSoft to ensure payment from FY09 funds. **No input will be allowed in the PeopleSoft Accounts Payable module after 06/25/09. Reopen on Monday, 07/06/09.**

Cash Expense Refunds should be remitted to the Cashier, S-113 Criser Hall. E&G refunds against current year expenditures will be lost by the department if not input into PeopleSoft by fiscal year end.

Last day to input and approve a TA or a travel expense report into PeopleSoft to ensure encumbrance/payment from FY09 funds. **No input will be allowed in the PeopleSoft Travel and Expense module after Thursday, 06/25/09. Reopen on Monday, 07/06/09.**

Last day to upload vouchers thru the interface process into AP (IDs, Library, etc.)

All travel advances for FY09 must be settled for Approp Funds.

Friday, 06/26/09 **All** supporting documentation **must** be received in Purchasing and Disbursement Services thru **fax imaging** for approval of vouchers.

Friday, 06/26/09 Last day to approve PCard transactions to ensure payment against FY09 funds. Purchasing and Disbursement Services will approve all pending vouchers for year-end processing.

Friday, 06/26/09 All vouchers input into PeopleSoft must be cleared of all matching exceptions and budget errors. Purchasing and Disbursement Services will be working these errors and contacting departments for assistance.

Saturday, 06/27/09 The PO Rollover process will be initiated by Purchasing and Disbursement Services to roll remaining POs to FY10.

Thursday, 07/02/09 The FY09 budget balance equal to the total of POs/TAs not canceled or finalized will be provided to the budget office for movement to the FY10 budget (CYFWD or CRRNT as applicable) if adequate budget exists.

Monday, 07/06/09 Accounts Payable and Travel modules will be opened for FY10 processing. These modules need to be closed until FY10 budgets are established and FY09 POs and TAs are closed.

If you have any questions concerning these procedures and cutoff dates, you can contact us at: purchasing@ufl.edu or disbursements@ufl.edu or by calling:

Purchasing

Lisa Deal
2-1331

Accounts Payable

Randy Staples
2-1241

Cash Expense Refunds

David Segura
2-9057

Travel

Brett Wallen
2-1245

Treasury Management Schedule for 2009 Fiscal Year End Closing (Cheryl Bell)

Deposit processing for the month of June will be similar to prior month-ends with the exception of the extended deadlines noted below.

- **Tuesday, June 30, 2009:** To receive credit for your **CASH and CHECK DEPOSITS** for fiscal year 2008-09, all deposits (including Cash Expense Refunds) must be received in locked bags by the University Cashiers/Treasury Management in S-113 Criser Hall by 8:00 am in the drop box or **noon** over the counter (Window 9) on Tuesday, June 30th. **This deadline is just for June 30th**. The normal 10:30 am deadline for over-the-counter deposits will resume on Wednesday, July 1st.
- **Thursday, July 2, 2009:** To receive credit for your **CREDIT CARD DEPOSITS** for fiscal year 2008-09, all deposits must be recorded in MyUFL by noon, Thursday, July 2nd. Credit card deposits need to be recorded daily, as soon as practical, but not later than the next day after the settlement date. It is even more critical to input these deposits regularly during this last week so all the deposits can be processed before the Accounts Receivable subsystem closes.
- **Thursday, July 2, 2009:** To receive credit for your **EFT/ACH DEPOSITS** for fiscal year 2008-09, all deposits must be recorded in MyUFL by noon, Thursday, July 2nd. EFT/ACH deposits need to be recorded daily, as soon as practical, but not later than the next day after receiving confirmation from Treasury Management. It is even more critical to input these deposits regularly during this last week so all the deposits can be processed before the Accounts Receivable subsystem closes.
- **Thursday, July 9, 2009:** All **CORRECTIONS** for fiscal year 2008-09 should be requested before noon, Thursday, July 9th. Please use the Deposit Correction form located at <http://fa.ufl.edu/forms/#TM> and e-mail to depcorrect@admin.ufl.edu.

Please contact the following staff at 392-9057 or tmhelp@admin.ufl.edu if you have questions:

Cash and Check:	Linda Shreve
Credit Card:	Renato Squindo or Shelley Fanus-Williams
ACH/EFT:	David Segura, Maxine Word, or Janet Li
Corrections:	David Segura, Maxine Word, or Janet Li

Thank you for your assistance in meeting our year-end requirements.