

# THE SPREADSHEET

## CFO DIVISION NEWS



**UNIVERSITY of FLORIDA**  
**CFO**

**Welcome to our finance community monthly newsletter.** Our team shares divisional updates, critical dates & deadlines, best practices, and other information for the UF Finance community.

**Go Gators!**



Thank you all for your efforts towards closing out FY25 and preparing for FY26!  
This month's newsletter provides new fiscal year critical dates and reminders, updates, and resources!

# CRITICAL DATES



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## Upcoming Fiscal Year Reminders

**07/16/25:** Unexpended balances in Appropriation funds 101-109 with a budget reference of carry forward in FY25 will be carried forward and budgeted in FY26. These will be recorded with a CYFWD budget reference. The budget is recorded in the same department and budgetary account.

**07/16/25:** Current year budget (FY25) amounts that have not been expensed or recorded as a commitment for Appropriation funds 101-109 are reallocated to the appropriate major budgetary unit, (e.g., Vice President, College Dean) and recorded with a budget reference of CYFWD in FY26.

## Critical Deadlines

**7/14/25: INACTIVATED** FY26 department budget tables will be deleted the week of July 14th. Campus will be notified when lock out will occur.

**7/18/25:** Accrual Information due to Auxiliary Accounting for select units with annual revenues of \$1 million or more.

[Access Full Year End Schedule](#)

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## Elimination of 3% Administrative Fee on Catering Invoices

Effective **July 1, 2025**, Business Services will no longer collect a 3% Administrative Fee previously applied to invoices through UF's Approved Caterer Program.

This change is in response to feedback that the fee was often confusing for caterers, departments, and event planners, and at times caused a barrier to program participation.

This change applies only to events catered on or after July 1. Events that occurred prior to this date will still be subject to the 3% fee.

If you have any questions or would like more information about our [Approved Caterer program](#), please contact Business Services at [catering@bsd.ufl.edu](mailto:catering@bsd.ufl.edu).

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# Department Financial Transaction Review (DFTR) Dashboard

The [CIA Dashboard Suite website](#) has been updated with new resources to assist with implementation of the new DFTR Dashboard for reconciliation and financial monitoring. Here you will find:

- A list of CIA Champions to assist with implementation
- Access to the DFTR Dashboard
- Video recordings of dashboard information sessions
- Various toolkits and resources to assist with implementation

## Open Labs Coming Soon!

The Finance Strategy & Analytics team will offer virtual open labs starting in August to assist campus with questions related to the dashboard features, best practices, and Power BI overall. Please use the links below to register:

**August 6<sup>th</sup> 10:00 – 11:00AM:** [Register Here!](#)

Topic: Implementation Support & Using DFTR for 211 Certification

**August 20<sup>th</sup> 10:00 – 11:00AM:** [Register Here!](#)

Topic: Implementation Support & Power BI Tips & Tricks

Questions, suggestions, or ready to get started? [Contact us!](#)

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## Announcing MyAssets 4.0 - New Look, New Features!

We're excited to announce the release of **MyAssets 4.0**! This updated version features a refreshed look and feel, along with several improvements based on feedback from departments across campus.

To help you get familiar with what's new, we've scheduled a virtual training session:

### 🔗 Virtual Training Session (via Teams)

- **Thursday, July 17th | 3:30 – 4:30 PM** [Join the meeting now](#)

In addition, we'll be offering **in-person Lunch & Learn sessions** in the near future—stay tuned for dates and details!

Thank you for your continued support as we enhance the MyAssets experience.

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## Best Practices for Using Forms in myUF Marketplace

**Service Request Form:** Use this form when your unit is ready to encumber funds to create a requisition for services from suppliers. Examples of services include printing, catering, independent contractors and consultants, repairs and maintenance to equipment and buildings, and training. Rates, Dates and Deliverable information is required. **If using 201**

**funds and the service is over \$10,000.00, please complete the [UF Contract for Services](#) and attach to the requisition.**

**Agreement Intake Form:** Use the Agreement Intake Form (AIF) when an agreement or contract needs Procurement's review/signature **and** a Requisition would not be appropriate. A requisition would not be appropriate when; the event, service or item will be paid using a Pcard, the agreement or contract is to secure conference space/hotel rooms and/or catering etc. for a future event and funds will be encumbered at a later date or the contract requires a signature but there is no cost/payment required.

**Amount Only Form:** Use this form when you plan to make small, frequent purchases from the supplier during the fiscal year. A price list or the top 2-3 items being purchased with pricing and the justification for selecting the supplier is required. This form cannot be used for enabled vendors.

**Non-Catalog Form:** Use this form when ordering goods from suppliers that do not have a hosted catalog (hosted or punchout).

**Enabled Vendor Form:** Use this form when you receive a special quote from a catalog supplier and it cannot be ordered via the punchout.

**Confirmation Purchase Request Form:** Use this form when the good or services have already been procured from the supplier but an encumbered is needed in myUF Marketplace so that a voucher can be processed for payment.

For help with choosing which form to use for a Requisition, use the "[Guide To Appropriate Form Use In MyUF Market.](#)"

**Quote Level Reminders:**

- Purchases of more than \$5,000 – purchase order required.
- Purchases Below \$10,000 – It shall be the Procurement Agent's discretion whether quotes are needed on purchases below \$10,000. Quotations are encouraged whenever possible.
- Purchases \$10,000-\$149,999 – Written quotes from three or more vendors or written justification why quotations were not obtained.
- Purchases of \$150,000 and above – Formal competitive bids, (ITB/ITN) are required on all purchases. Please contact Procurement as soon as you receive funding or know that the purchase will be needed.

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## UF GO Updates & Reminders!

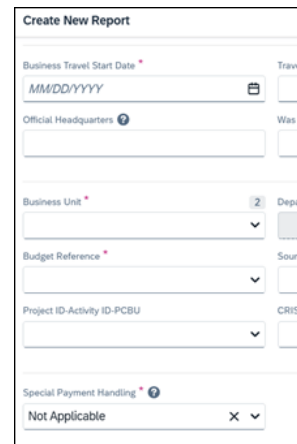
**Welcome to Fiscal Year 2026!** Appropriations Budgets for the 2026 Fiscal Year Current funds should be available for processing. Carryforward funds may be available as well. UF GO Reports that were approved, but not processed during the year end downtime, started to process on July 8th. Cash Advances will begin to process again as well.

As a reminder, International Travel Requests **MUST** be **APPROVED PRIOR** to the travel start date. RISC may not approve International Travel Requests if the travel has already started. Travel expenses associated with a trip that has not been pre-approved may result in the traveler not being reimbursed, or having to pay some expenses back to the University.

**New field on the Travel Report Header:**

On July 1, 2025, we added a new field to the UF GO Travel Report Header: "Special Payment Handling." This field will auto populate with "Not Applicable" when new reports are created. Most reports do not

need any Special Payment Handling;  
therefore this field should not be changed.  
Employees are paid via EFT transfers to their  
bank account(s) on file, as a normal  
procedure. UF Employee reports do not  
need special payment handling.



The Special Payment Handling field will be used by department administrators when there is a need to process a Foreign Visiting (Guest) Traveler Payment. The process for paying international visitors has not changed. We've just streamlined the process! We've replaced the word "Visiting" with "Guest" to align with UF GO terminology and created a method for UF GO reports to route to disbursements to increase efficiency. For instructions on the Foreign Visitor traveler Payments, see the recently updated website: [Foreign Guest Traveler Payments | CFO Division](#) . Please contact the UF GO Travel team with any questions.

### **PCard Reminders:**

**Overdue PCard and Air Card charges:** PCard charges should be approved within 15 days of the posting date for non-travel transactions. PCard and Air Card charges should be reconciled within 15 days of the trip end date for travel transactions.

**Suspended PCards:** If your PCard has been suspended due to past due charges, those charges **must be approved** before the suspension can be lifted.

Your attention to these items is crucial to maintaining compliance and keeping the PCard program running smoothly. Thank you!

**Need assistance with UF GO, contact us [here](#)!**



## **Upcoming UF GO Information Session**

Join us to learn all about Cash Advances! When do we allow them? How to account for them on an Expense Report. What to do if the trip is cancelled and the cash advance must be returned. How to use the Cash Advance Return Expense Type. How



to properly account for and record funds that the traveler owes UF.

**Topic:** Cash Advances

**Date & Time:** July 17th from 11:00 am to 12:00 pm

[Register Here](#)



**UF GO Travel Directive Training - UGO010**

This class is on demand!

[Register Here](#)

**UF GO Travel Advance Workshop - PRO306**

August 7, 1:30 pm to 4:30 pm (via Zoom)

[Register Here](#)

**Procurement 101 - Procurement Policy (PRO305)**

This class is now on demand!

[Register Here](#)

**Procurement 102 – Service Contracts (PRO352)**

August 12, 9:00 am to 12:00 pm

In Person: 971 Elmore Hall, Conference Room 101

[Register Here](#)

## Nominate a finance professional in your department!

Do **you** want to be featured here next month? We're always looking to spotlight the incredible people behind our finance team! If you or someone you know deserves the spotlight, take a moment to nominate yourself or a colleague for next month's **Featured Finance Staff** section.

Submit a short blurb and a photo using the button below - it only takes a minute!

No one featured this month? That just means more room for **you** to shine next time. Let's celebrate the great work happening all around us!

[Nominate a Finance Staff Member](#)



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Get in Touch!