

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!



DIVISION UPDATES

New CFO Intelligence & Analytics (CIA) Dashboard

The Finance Strategy & Analytics Team is excited to announce that we have been developing a new Power BI Dashboard to facilitate risk-based/trend reconciliation.

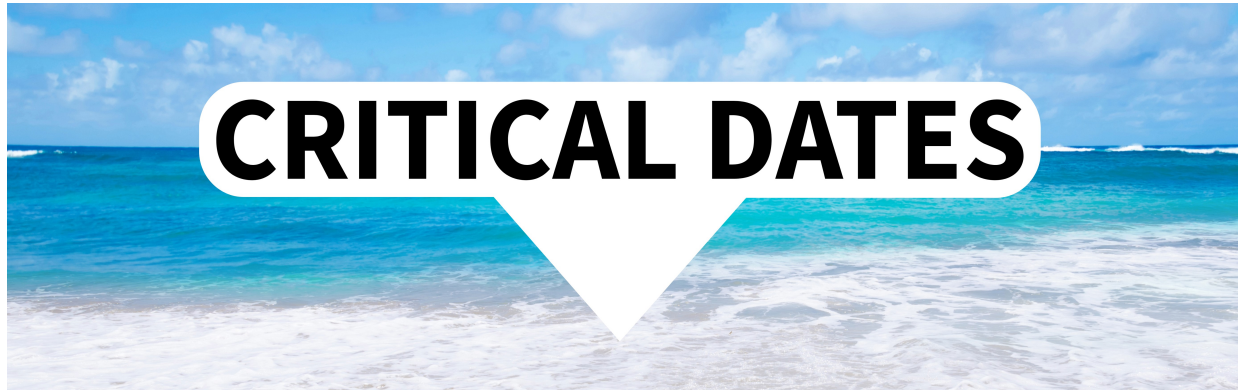
The new Department Financial Transaction Review (DFTR) dashboard will be shared with Financial Accountable Officers (FAO) and their designated CIA Champions in the coming weeks. This will be the new recommended reconciliation tool by the CFO's Office.

We invite you to visit and bookmark the [CIA Dashboard Suite](#) website for

updates, additional news, and training regarding the new dashboard.

Your FAO and CIA Champion will communicate your unit's adoption timeline.

Tool trainings for Tier 1 reconcilers will be scheduled in early June.



Fiscal Year End

The next month is when fiscal year end kicks into high gear!

Upcoming Fiscal Year End Reminders

5/23/25: myUF Marketplace down for scheduled maintenance Memorial Day weekend (end of day 5/23/25 - 5/26/25).

6/13/25: All college level processors and departments will be locked out of DBT as of 5:00 pm. The rollover process of FY25 to FY26 DBTs will conclude on the morning of 6/16/25. Campus will be notified when DBT is unlocked.

Critical Fiscal Year End Deadlines

6/3/25

- Last day for Financial Approvers to approve **travel requests and expense reports** for encumbrance or payment from current FY funds.
- Last day for Financial Approvers to approve **PCard transactions** to ensure payment from current FY funds.

Why an earlier deadline than last year? The UF GO team wants to time to approve reports for this fiscal year requiring their review. We appreciate your assistance!

6/6/25

- Last day request new **Dept ID, Flex, SOF and payroll combination codes** for use in current FY.
- Deadline for PD&C, Facilities Services, Housing and IFAS Facilities to **send invoices to Construction Accounting** for FY25 processing.
- **Uncollectible accounts** information due to Auxiliary Accounting

6/9/25: Deadline for submitting all **requisitions and change orders** on current FY Appropriation, Student Gov. and 57x funds.

6/13/25

- Last day for **updating current FY25 DBT to be copied for FY26 rollover**. All terminated employees should have Level 2 approved job actions before rollover date to prevent rollover.

6/16/25

- DBT rollover completion - review for accuracy and **activate FY26 DBTs**.
- **Deadline FY26 All Funds Budget** data entry into UF Budget Planner (Note: date is subject to change based on President and SVP approval).
- Last day to **approve an invoice (including revenue refund)** in myUF Marketplace to ensure payment from current FY funds.
 - **Transactions input after 5:00 pm will be applied to FY26 funds.**

6/17/25

- Last day to process FY25 **budget transfers, journal entries and research participant payments** for Appropriation and Student Gov.
- **All vouchers** must be cleared of all budget errors, match exceptions, approved, and posted. **AR & Library:** Last day to upload vouchers through the interface process into AP

6/18/25

- Last payroll correction (retro) to be recorded in FY25 must be completed by 5 pm, after which it will be locked and resume 7/1/25.
- Deadline to close POs that have been vouchered against for FY25.

6/20/25

- **By noon**, send FY25 DBTs needed for PPE 6/19/25 to Payroll Services.
- **Settle all cash advance returns and personal expenses** due to UF

[Access Full Year End Schedule](#)



TIPS, TRICKS AND RESOURCES

Tariffs and New Tariff Commodity Code

UF Procurement Services is working with contract suppliers to limit,

when possible, the impact that tariffs have on many purchases. It is strongly recommended that you confirm with the supplier any additional costs that could be applied to the purchase.

There is a new commodity code for tariffs in myUF Marketplace (93161609 Tariff or Duty) that should be used when a tariff is a separate line item on the vendor quote/proposal. To add a new line for tariff on a purchase order (PO) to pay an invoice, you will need to create a change order to add a line with the new commodity code and "Tariff" as the line item description.

New UF GO Ambassador Team Channel

The UF GO Team is pleased to announce the launch of the new UF GO Ambassador Team Channel—a centralized platform designed to streamline communication and provide UF GO Ambassadors with critical updates, resources, and best practices.

This channel will serve as the ambassadors' primary hub for timely and relevant information, including new reports such as Unused Airline Tickets, Budget Errors, and Cash Advance Reconciliation, along with system updates and key process guidance. Ambassadors will use this channel to share information with their respective units and to communicate directly with the Core Teams.

If your unit does not currently have a UF GO Ambassador, we encourage you to nominate a representative, by emailing [Jake Menendez](#). Having a designated point of contact ensures your area remains informed, engaged, and aligned with system-wide updates.

Stay tuned for additional updates and valuable content in the coming weeks!

Paycheck Checkup Time!

Did you owe the IRS taxes when you filed your 2024 tax return? If so, you may want to adjust your Form W-4 elections for 2025 so that more tax is withheld throughout the year.

Although Tax Services cannot give advice for what to claim on your Form W-4, the IRS has a [Tax Withholding Estimator tool](#) which provides guidance on what you (and a spouse, if applicable) should claim on Form W-4 to account for your provided income and tax circumstances for the year. Have your latest pay stub available and information for any other taxable income for the year to maximize accuracy.

The IRS also has [FAQs for Form W-4](#). This form changed significantly in January 2020 and no longer uses a “number of allowances” method to determine tax withholding. Instead, it is more accurate in estimating tax liability and tax withholding for the year.

Employees may update Form W-4 elections in **myUFL > My Self Service > Payroll and Compensation > W-4 Tax Information** at any time during the

year. When submitted, the employee receives an immediate email summarizing the Form W-4 elections that are now in place.

If you have difficulty recording your desired Form W-4 elections, please contact your department payroll staff or [Email Payroll Services](#) for assistance.

Requisition Approval Requirements

Consulting and executive search agreements over \$100,000 require approval from the CFO, General Counsel, and the President. **Consulting and executive search agreements over \$1,000,000** require CFO, General Counsel, President, and Board of Trustees Chair approval prior to approval of the requisition by Procurement.

All orders over \$1,000,000 require CFO approval and signature.

Procurement will facilitate the approvals needed for the department once the requisition is routed to Procurement in myUF Marketplace.

Cost Comparisons

Cost comparisons are required when airfare, lodging, and rental car reservations are not booked through UF GO or with a WTS agent or when personal travel is included during a business trip.

For exceptions to this requirement, review the [Travel Directives](#). For more information, review [How and Why to Complete a Cost Comparison](#).

UF GO Best Practice Reminders

Here are a few UF GO best practice reminders as we end this fiscal year:

Delegate Updates

- Users should regularly review their account settings and **confirm that their delegates are current**. If a delegate leaves or changes roles, updated as soon as possible.

Receipts

- **Upload receipts as soon as they are received**. A significant number of old transactions are missing receipts, and many merchants are unable or unwilling to retrieve old records.

Reconciliation of 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**.
- If a PCard has been **suspended due to past due charges**, those charges must be approved before the suspension can be lifted.

Terminating or Transferring Employees

- Before a cardholder's last day, approvers and/or delegates must ensure:
 - All charges have proper supporting documentation.
 - Reports have been submitted for approval AND fully approved.

New Southwest Airlines Fare Structure

Southwest Airlines will be making changes to their fare structure on **May 28, 2025**. Please make sure you are aware of these changes. More information can be found on [Southwest's webpage](#).



UF GO Information Sessions

For all sessions, participation is limited to the first 300 attendees. The sessions are recorded, and the videos are posted to the [UF GO Forms & Resources website](#) after each session.

Register in advance to receive updates and reminders!

June

Topic: Open Office Hours

Bring your questions to our office hours! We plan to answer questions regarding Fiscal Year End, then open it up to other questions as time permits.

Date & Time: June 2nd from 3:30 pm - 4:30 pm
[Register Here](#)



Procurement 102 - Service Contracts
June 3rd, 9:00 am - 12:00 pm (via Zoom)
[Register Here](#)



Terra Bellegarde

The Whitney Laboratory

New Hires, Tuition Waivers, Retros:
Oh My!

With a constant flux of students, post docs, staff, interns, and visitors, the year is never boring for Whitney Laboratory's Human Resource Generalist II, Terra Bellegarde. The Whitney Laboratory, a UF marine lab located in St. Augustine, employees 80+ and Terra oversees not only payroll, but all HR needs. It's not easy being a one woman show in HR, but Terra Bellegarde with 9+ years of HR handles it expertly.



Brenda Cannaliato said "A shout out to my co-worker Terra Bellegarde! As post award administrator, Terra and I work closely to ensure everyone connected to a grant is paid. When a PI comes into her office worried, they cannot pay their personnel, Terra's good nature and calming effect reassures the PI that we can figure out where things went wrong."

When there is only one person in HR there is a need to work with everyone around you from fiscal, grants administration, PI's, students, etc. to ensure everyone is on the same page and Terra is excellent at this.

[Nominate a Finance Staff Member](#)



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[Get in Touch!](#)

