Fiscal Year End + Closing Travel Requests & Encumbrances
June 11, 2024
AGENDA

• Year End Deadlines
• UF GO Year End Reminders
• Close Requests in UF GO
• Liquidate Encumbrances in myUFL
• Demo
• Questions
HOUSEKEEPING

- Slides
- Recording
- Instruction Guides
- Questions
Fiscal Year End
Fiscal Year End 2024 Deadlines

**June 17, 2024**
Last day to approve Travel Requests and all Report types in UF GO for encumbrance/payment from FY24 funds
**MAY REQUIRE APPROVAL BY CORE TRAVEL AND PCARD OFFICE**

**June 18, 2024**
All vouchers must clear of budget errors/exceptions and be in V-V status

**June 21, 2024**
All expenses due to the University related to travel and PCard should be settled (Cash Advances and Personal Expenses)

July 8, 2024 – FY25 Budgets open for processing
Submit Expense Reports Early

- Deadline is June 17 to approve
  ...submission is not the final step

- Leave sufficient time for:
  - External Validation (PeopleSoft Budget Check/Validation)
  - Approval by Department Financial Approver
  - Accounting Review (Core Office)
UF GO Year End Reminders

Fix Budget Errors Timely

• Deadline is **June 18** to correct budget errors in myUFL

• Vouchers in error after June 18 will **not** be paid out of FY24 funds

• To identify UF GO vouchers in error:
  o Run the **UF GO Vouchers report** in Enterprise Analytics
  o Run the myUFL query: **UF_CFO_VOUCHER_BUDGET_ERRORS**
    ▪ Filter by department

• For guidance on correcting budget errors:
  o See PDF on the **UF GO Website**
After June 17

**Continue processing!**

- UF GO will remain open for booking and processing
- Anything processed after June 17 will be paid from FY25 funds
- Vouchers will not build until budgets reopen on July 8
Closing Requests in UF GO
When should you Cancel a Travel Request?

When there is an Approved Travel Request and

- The traveler lets you know they will **not** be going on their scheduled business trip

Once a travel request is canceled, this action **cannot be undone**!
Closing Travel Requests & Encumbrances

When should you Close a Travel Request?

When there is an Approved Travel Request and

• The traveler has *returned* from their business trip and

• *No* expenses will be claimed on an expense report

Once a travel request is closed, this action *cannot be undone!*
Locate the Travel Request in UF GO

Navigate to the Request that needs to be closed

Log into your account or “act as” the traveler.

Under Active Requests, click All Requests

Open the request that needs to be closed or canceled.
Closing Travel Requests & Encumbrances

Locate the Travel Request in UF GO

Click on “More Actions”

Click on Close Request or Cancel Request
Closing Travel Requests & Encumbrances

What if the option to Close or Cancel is not available?

The **Request** is approved, a Report is linked to the Request, and it’s been Approved and Paid.

The Request **can’t** be closed or canceled.

If the Request is still showing as an Encumbrance in Budget Overview or on an Open Encumbrance Report…

**Liquidate!**
Liquidate Encumbrances (Requests) in myUFL.edu
Why should you Liquidate Encumbrances?

The most common reasons you might want to liquidate encumbrances (also known as Requests) in UF GO...

...are when encumbrances are stopping you from utilizing funds on a particular chartfield

...the Fiscal Year is coming to an end and there are trips that are encumbering funds on state appropriations accounts. The trips are no longer taking place or have already been processed.
Where should I start?

Good Question!

That depends on the information you have available:

- Employee ID
- UF GO 4-digit Request Number
- Travel Authorization ID found in Budget Details or on Enterprise Analytics Reports
You probably already have the **name** and **UFID** of the *profiled user* whose Request you need to liquidate....

and the **Request number**...that’s easy to find....

How about....
Open Encumbrance Reports help departments determine which Travel Requests are still encumbering funds.
Closing Travel Requests & Encumbrances

**Navigate to:**
my.UFL.edu > Main Menu > Enterprise Analytics > Department Reports

Choose Dept ID

Choose the most recent month or “Current Period”

Click on either the PDF or Excel version of the Open Encumbrance Summary
Use this link to access the Comprehensive Open Encumbrance Report:


This Report provides all encumbrances for a Unit, not just one Dept ID.
The previous two reports will provide the:

**Travel Authorization ID**

<table>
<thead>
<tr>
<th>DeptID</th>
<th>Fund Code</th>
<th>Budget Date</th>
<th>Encumbrance ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>16120100</td>
<td>101</td>
<td>05/15/2024</td>
<td>TA#0000060284</td>
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<td>16127000</td>
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Cost Center: 16120100-143-52CFLSSBEL - SANIBEL SYMPOSIUM

Subtotal 771100 IN STATE TRAVEL
Closing Travel Requests & Encumbrances

Navigate to “Travel Requests” in myUFL

my.ufl.edu: Main Menu > Financials > UF Financial Custom Apps>Concur > Travel Requests

Search using one of the following:

- Travel Authorization ID
- Employee ID or
- Travel Request ID
Closing Travel Requests & Encumbrances

Navigate to “Travel Requests” in myUFL

Click on: **Close/Liquidate**

This will immediately unencumber funds from KK/ Budget Details

*Some info is blocked out for privacy reasons*
Demo
Questions?
CONTACT US!

Contact Form:  PCard and Travel Support

UF Travel Department:  352-294-1114

UF PCard Team:  352-392-1331

We are happy to help!