

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

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

## Modifying a Travel Request

- [Modify a Travel Request](#) 
- [Copy a Travel Request](#) 
- [Recall a Travel Request](#) 
- [Close or Cancel a Request](#) 
- [Modify a Cash Advance](#) 
- [Liquidating Travel Encumbrances or Requests](#) 

**Fiscal Year End**

# Closing Travel Requests & Encumbrances

## 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)

Fiscal Year End  
Schedule and  
Resources –  
Finance &  
Accounting  
(ufl.edu)



July 8, 2024 – FY25 Budgets open for processing

# Closing Travel Requests & Encumbrances

## UF GO Year End Reminders

### 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)



# Closing Travel Requests & Encumbrances

## 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:
  - Run the [UF GO Vouchers report](#) in Enterprise Analytics
  - Run the myUFL query: **UF\_CFO\_VOUCHER\_BUDGET\_ERRORS**
    - Filter by department
- For guidance on correcting budget errors:
  - See PDF on the [UF GO Website](#)



# Closing Travel Requests & Encumbrances

**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**

# Closing Travel Requests & Encumbrances

## When should you Cancel a Travel Request?

When there is an Approved Travel Request and

- The traveler let's you know they will not be going on their scheduled business trip



**CANCEL**

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!**

# Closing Travel Requests & Encumbrances

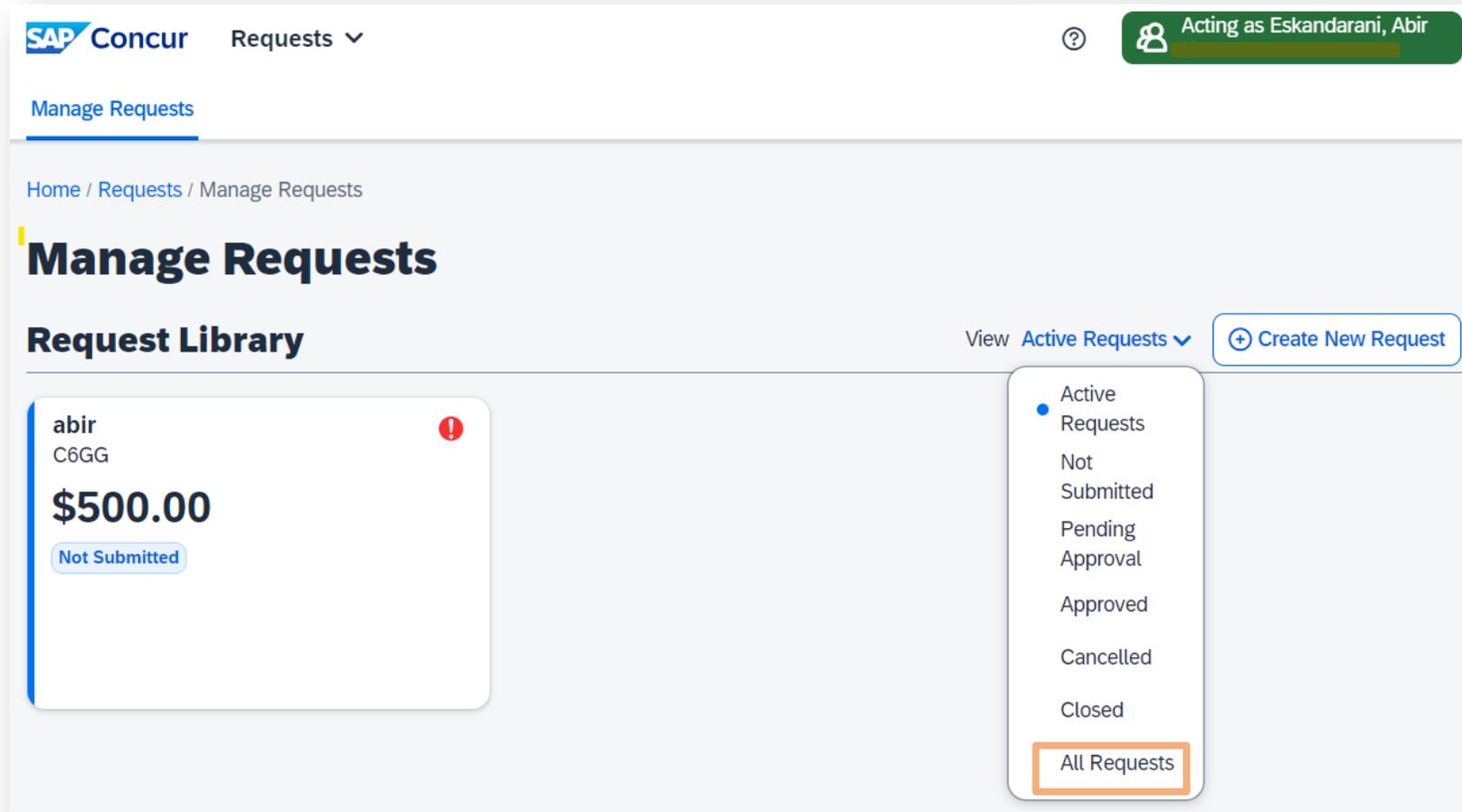
## Locate the Travel Request in UF GO

### 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.



The screenshot displays the SAP Concur 'Manage Requests' interface. At the top, the user is logged in as 'Acting as Eskandarani, Abir'. The page title is 'Manage Requests' and the breadcrumb is 'Home / Requests / Manage Requests'. A 'Request Library' section is visible, showing a request for 'abir' with ID 'C6GG' and a value of '\$500.00'. The request status is 'Not Submitted'. A dropdown menu is open, showing various request statuses: 'Active Requests', 'Not Submitted', 'Pending Approval', 'Approved', 'Cancelled', 'Closed', and 'All Requests'. The 'All Requests' option is highlighted with an orange border.

# Closing Travel Requests & Encumbrances

## Locate the Travel Request in UF GO

Click on **“More Actions”**

Click on **Close Request**  
or **Cancel Request**

SAP Concur Requests

Manage Requests Process Requests

Home / Requests / Manage Requests / Hawaii ACS Conference

Alerts: 2

### Hawaii ACS Conference \$1,900.00

Approved | Request ID: CM7R

Request Details Print/Share Attachments

**EXPECTED EXPENSES**

Alerts↓↑	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
	Airfare	Gainesville (GNV) - Honolulu (HNL) : Round Trip	06/13/2024	\$1,300.00	\$1,300.00
	Lodging	Honolulu, Hawaii	06/13/2024	\$600.00	\$600.00
					\$1,900.00

# Closing Travel Requests & Encumbrances

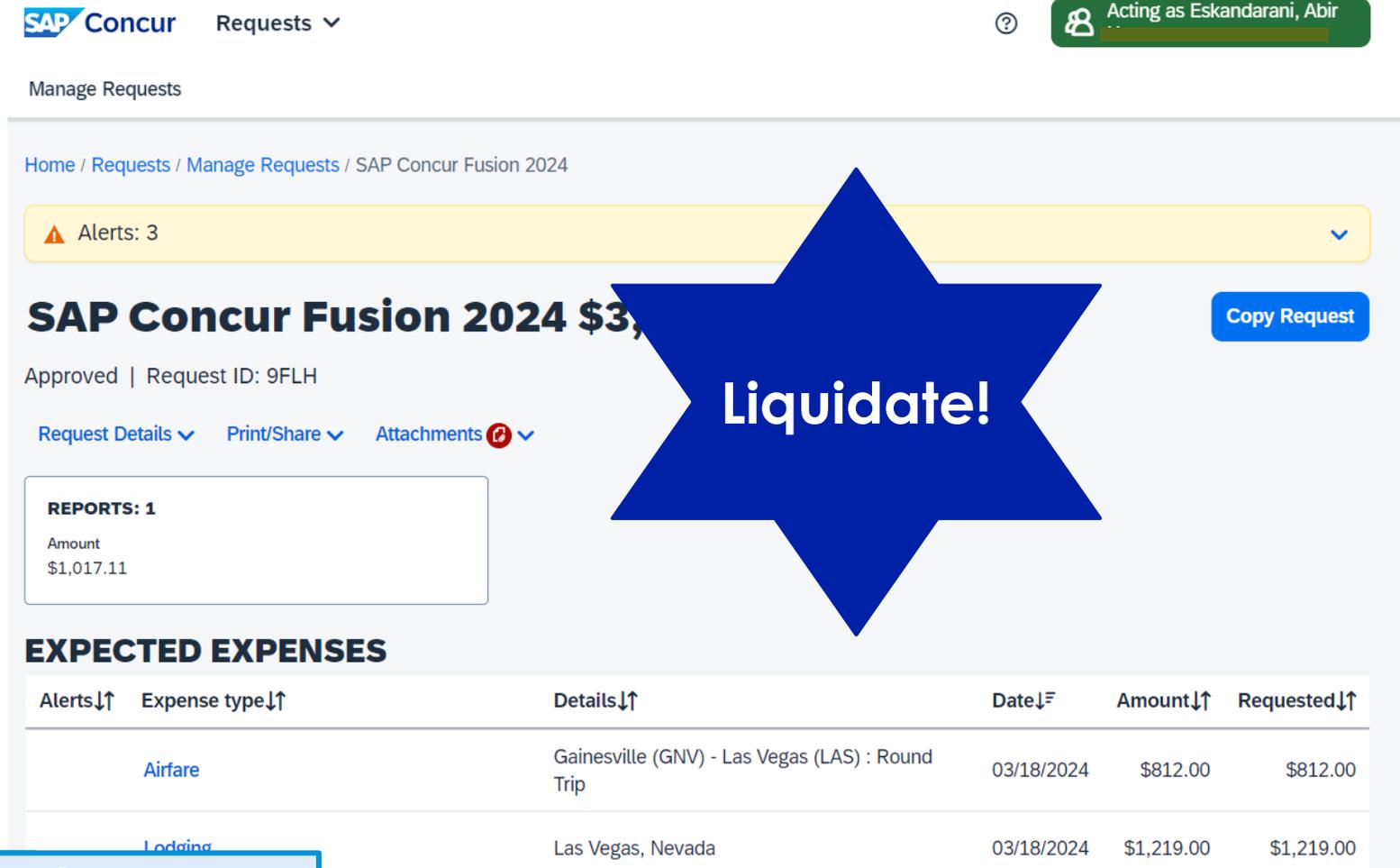
What if the option to Close or Cancel is not available?

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....



The screenshot shows the SAP Concur Fusion 2024 interface for a travel request. The user is logged in as 'Acting as Eskandarani, Abir'. The page title is 'Manage Requests'. The request is for 'SAP Concur Fusion 2024 \$3,000.00' and is in an 'Approved' state with Request ID '9FLH'. A large blue star with the word 'Liquidate!' is overlaid on the right side of the page. The 'REPORTS: 1' section shows a report with an amount of \$1,017.11. The 'EXPECTED EXPENSES' table is as follows:

Alerts↓↑	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
	Airfare	Gainesville (GNV) - Las Vegas (LAS) : Round Trip	03/18/2024	\$812.00	\$812.00
	Lodging	Las Vegas, Nevada	03/18/2024	\$1,219.00	\$1,219.00

# **Liquidate Encumbrances (Requests) in myUFL.edu**

# Closing Travel Requests & Encumbrances

## 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.

# Closing Travel Requests & Encumbrances

**Where should I start?**

**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**

# Closing Travel Requests & Encumbrances

What information do you have?

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....



# Closing Travel Requests & Encumbrances

What information do you have?

**Reports!**

Open Encumbrance Reports help departments determine which Travel Requests are still encumbering funds.



# Closing Travel Requests & Encumbrances

## Department Reports > Open Encumbrance Summary

### Navigate to:

my.UFL.edu > Main Menu > Enterprise Analytics > Department Reports

Choose Dept ID

MY REPORTS	SITES	SEARCH
<b>Department Reports</b>		
Select a College		
> - -		
>	00000000	BOARD OF TRUSTEES
>	01000000	OFFICE OF PRESIDENT
>	02000000	OFFICE OF PROVOST
>	03000000	OFFICE ENROLLMENT MANAGEMENT
>	04000000	OFFICE OF STUDENT LIFE
>	05000000	J WAYNE REITZ UNION

### Choose the most recent month or "Current Period"

Click on either the PDF or Excel version of the Open Encumbrance Summary

**MENU**

Department Reports > 16000000 COLLEGE-LIBERAL ARTSSCIENCES

## 16120100 LS-CHEMISTRY-GENERAL

To print or view a report, select the Period you wish to review from the drop down list in the upper right hand corner. If you are selecting a specific month, you will also need to specify the corresponding year. Click the icon of the document format you prefer (PDF or Excel) to open the corresponding report. To view or print the entire group of reports, click the PDF or Excel icon at the top of the list. To add the report to your My Reports page, click the Add to My Reports icon .

**Delivered Reports (Currently Selected Period: May 2024)**

Period

Appropriations Summary			
Budget Transaction Detail			
Cash Summary			
KK to GL Summary Comparison			
<b>Open Encumbrance Summary</b>			
Payroll Reconciliation Detail			
Projected Payroll Detail			
Transaction Detail			

[View My Reports Page](#) 16 report files found

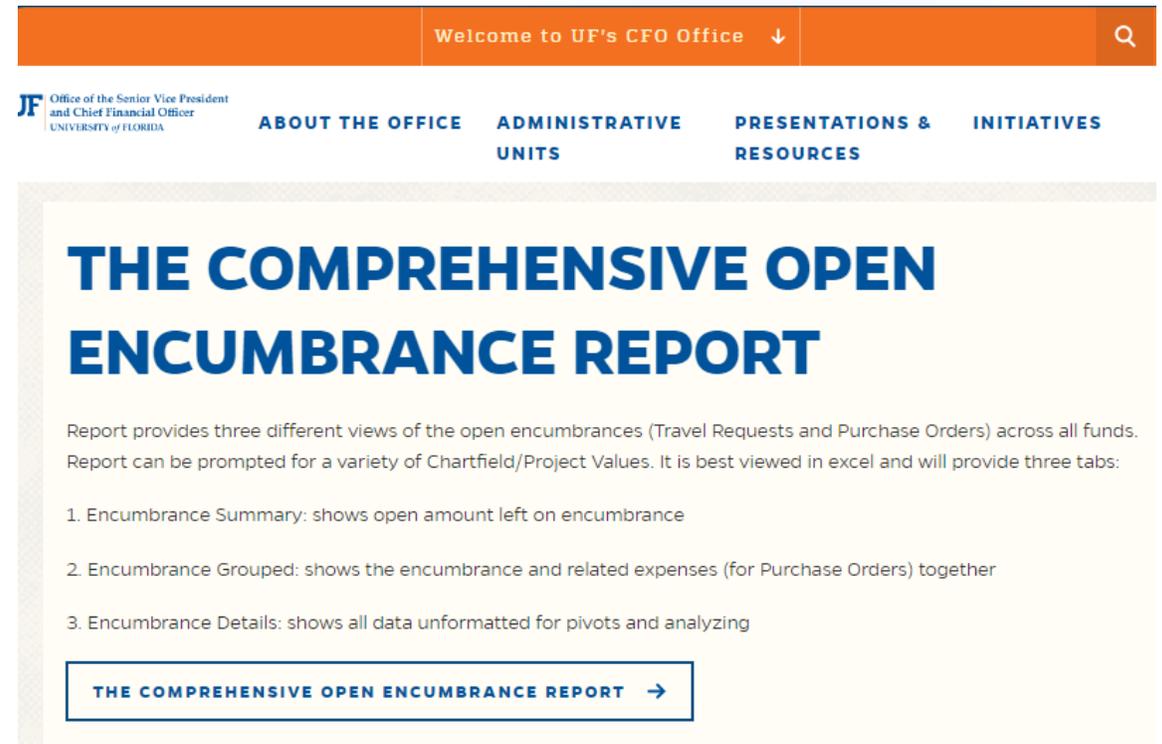
# Closing Travel Requests & Encumbrances

## Comprehensive Open Encumbrance Report

Use this link to access the Comprehensive Open Encumbrance Report:

<https://cfo.ufl.edu/data-report/the-comprehensive-open-encumbrance-report/>

**This Report provides all encumbrances for a Unit, not just one Dept ID.**



The screenshot shows the top navigation bar of the UF CFO Office website. The header is orange with the text "Welcome to UF's CFO Office" and a search icon. Below the header is the UF logo and the text "Office of the Senior Vice President and Chief Financial Officer UNIVERSITY of FLORIDA". The navigation menu includes "ABOUT THE OFFICE", "ADMINISTRATIVE UNITS", "PRESENTATIONS & RESOURCES", and "INITIATIVES". The main content area features a large blue heading "THE COMPREHENSIVE OPEN ENCUMBRANCE REPORT". Below the heading is a paragraph of text: "Report provides three different views of the open encumbrances (Travel Requests and Purchase Orders) across all funds. Report can be prompted for a variety of Chartfield/Project Values. It is best viewed in excel and will provide three tabs:". This is followed by a numbered list of three items: "1. Encumbrance Summary: shows open amount left on encumbrance", "2. Encumbrance Grouped: shows the encumbrance and related expenses (for Purchase Orders) together", and "3. Encumbrance Details: shows all data unformatted for pivots and analyzing". At the bottom of the content area is a blue button with the text "THE COMPREHENSIVE OPEN ENCUMBRANCE REPORT" and a right-pointing arrow.

# Closing Travel Requests & Encumbrances

## Open Encumbrance Reports

The previous two reports will provide the:

### Travel Authorization ID

DeptID	Fund Code	Budget Date	Encumbrance ID
16120100	101	05/15/2024	TA#0000060284
16127000	101	05/15/2024	TA#0000064543

myufl

Open Encumbrance Report Selection

LS-CH

Report Selection

Flex	UFID	CRIS	Acctg Date	Encumbrance ID	
Cost Center: 16120100~143~52CFLSSBEL - SANIBEL SYMP					
771100 IN STATE TRAVEL					
52CFLSSBEL	-	-	02/07/2024	TA#0000047716	E#5
52CFLSSBEL	-	-	03/22/2024	TA#0000056224	E#4
52CFLSSBEL	-	-	03/22/2024	TA#0000056222	E#4
52CFLSSBEL	-	-	03/29/2024	TA#0000051315	E#4
52CFLSSBEL	-	-	04/04/2024	TA#0000058162	E#7
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

## Travel Requests

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### ▼ Search Criteria

Travel Authorization ID:

begins with ▼

Empl ID:

begins with ▼

Name:

begins with ▼

Travel Request Id:

begins with ▼

From Date:

= ▼

To Date:

= ▼

Travel Expense Description:

begins with ▼

Report Policy:

begins with ▼

Guest Emplid:

begins with ▼

City:

begins with ▼

Budget Checking Header Status:

= ▼

Case Sensitive

Search

Clear

Basic Search 

Save Search Criteria

# 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

[< Travel Request](#) **Travel Requests**

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<b>Empl ID</b>		<b>Guest Emplid</b>	
<b>Travel Auth ID</b>	0000062134	<b>Created Date/time</b>	05/02/24 6:19AM
<b>Travel Request Id</b>	C6JK	<b>Update Date/Time</b>	

<b>From Date</b>	04/26/2024	<b>Budget Status</b>	Valid
<b>To Date</b>	04/28/2024		<b>Request Status</b>
<b>Date Submitted</b>	04/26/2024	<a href="#">Close/Liquidate</a>	
<b>Total Approved Amount</b>	34.58	<a href="#">Documents (0)</a>	
<b>Expense Rpt Description</b>			
<b>Report Policy</b>	UFLOR DOMESTIC TRAVEL REQUEST		
<b>Date of Approval</b>	05/01/2024		
<b>Business Purpose</b>	CONFERENCE/PROFESSIONAL MEETING		
<b>Trip Type</b>	01. IN-STATE		
<b>Traveler Type</b>	EMPLOYEE		
<b>City</b>	ST AUGUSTINE		
<b>Country</b>	US United States		
<b>Customer State</b>	US-FL		

**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!*

