

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

# Fiscal Year End Processing

May 19, 2026

# AGENDA

- Year End Deadlines for FY26
- UF GO Year End Tasks
- Close/Cancel Requests in UF GO
- Liquidate Encumbrances in myUFL
- Correct Vouchers in Budget Error
- Reconcile PCard/Air Card Transactions
- Questions

# HOUSEKEEPING

- Slides will be provided in the chat
- Recordings can be viewed on our [website](#)
- Instruction Guides are located on HR's [Toolkit website](#)
- Questions



# **Fiscal Year End Deadlines and Tasks**

# Fiscal Year End Processing

## FY 2026 Deadlines

### June 3, 2026

Last day for Financial Approvers to approve Travel Requests and all Expense Report types to **ensure\*** encumbrance/payment from FY26 funds

### June 16, 2026

Last day for **core office** to approve Travel Requests and all Expense Report types to ensure encumbrance or payment from FY26 funds.

### June 18, 2026

- Vouchers in myUFL must be cleared of all budget errors and match exceptions, approved, and posted.
- All cash advance returns and personal expenses due to the University should be settled.

[Fiscal Year End  
Schedule and  
Resources – Finance  
& Accounting  
\(ufl.edu\)](#)



# Fiscal Year End Processing

## FY 2026 Deadline Details

### June 3, 2026

Last day for Financial Approvers to approve Travel Requests and all Expense Report types to **ensure\*** encumbrance/payment from FY26 funds

\*All Requests and Expense Reports approved by 6/3 that require Accounting Review (core office approval) will be reviewed by June 16 (last day for core office approval)

- Does not guarantee payment from FY26 funds
  - Reports may be sent back
  - Reports may go into Budget Error

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# Fiscal Year End Processing

## FY 2026 Deadlines

### Submit Expense Reports Early

...submission is **not** the final step

- Leave sufficient time for:
  - External Validation (PeopleSoft Budget Check/Validation)
  - Approval by Department Financial Approver
  - Corrections for reports sent back to user
  - Accounting Review (core office)



# Fiscal Year End Processing

## FY 2026 Deadline Details

### June 16, 2026

Last day for **core office** to approve Travel Requests and all Expense Report types to ensure encumbrance or payment from FY26 funds.

What about reports that don't need core office approval?

They will build vouchers through June 16th

# Fiscal Year End Processing

## After June 16th

### Continue processing

- UF GO will remain open for booking and processing
- Anything processed after June 16 will be paid from FY27 funds
- Vouchers will not build until budgets reopen on July 6

# Fiscal Year End Processing

## FY 2026 Deadline Details

### June 18, 2026

- Vouchers in myUFL must be cleared of all budget errors and match exceptions, approved, and posted.
- All cash advance returns and personal expenses due to the University should be settled.

# Fiscal Year End Processing

## FY 2026 Deadline Details

### Fix Budget Errors by June 18

- Vouchers in error after June 18 will **not** be paid out of FY26 funds
- To identify UF GO vouchers in error:
  - Run the myUFL query: **UF\_CFO\_VOUCHER\_BUDGET\_ERRORS**
    - Filter by department
  - Run the [UF GO Vouchers report](#) in Enterprise Analytics
    - Individual expense transaction date, not report date
- For guidance on correcting budget errors:
  - See [HR Toolkits](#) for UF GO, under the Expense section



Link opens to directly to the Voucher Report

# Fiscal Year End Processing

## Helpful Queries

**NAVIGATION: MY.UFL.EDU**

**MAIN MENU > FINANCIALS > REPORTING TOOLS > QUERY > QUERY VIEWER**

| <b>Purpose:</b>  | <b>Query Name:</b>           |
|--|------------------------------|
| Use Report number to return all vouchers for that report   | UFGO_EXP_TO_VOUCHER          |
| Use Report number to return Journal Entry number (Used to find Personal Expenses and Cash Advance Refunds) | UFGO_RPT_NUMBER_TO_UFGO_JRNL |
| Budget Errors – All vouchers in Error  | UF_CFO_VOUCHER_BUDGET_ERRORS |
| Budget Errors – Air Card   | UF_UFGO_VCHR_BUDERR_AIRCARD  |
| Budget Errors – PCard  | UF_UFGO_VCHR_BUDERR_PCARD    |
| Budget Errors – Travel   | UF_UFGO_VCHR_BUDERR_TRAVEL   |
| Budget Errors – Travel Requests  | UFGO_TR_ERRORS               |
| Returns Journal Entry number from Report number  | UFGO_RPT_NUMBER_TO_UFGO_JRNL |
| Get Voucher # from Report #  | UFGO_EXP_TO_VOUCHER          |
| Budget Errors – All vouchers. Includes UFGO, myUFMarketplace, etc.   | UF_AP_VOUCHER_BUDGET_ERRORS  |

# **Closing Requests in UF GO**

# Fiscal Year End Processing

## Closing Travel Requests in UF GO

- **When** to close Travel Requests
  - When not linked to an approved expense report
  - If TR remains open even after expense report is approved
- **Why** close Travel Requests
  - To release an encumbrance holding funds on a particular chartfield
  - Cleaner accounting to avoid roll to CYFWD (appropriation funds)

# Fiscal Year End Processing

## Close vs. Cancel a Request

A travel request can be closed or canceled if it has been approved and there is no associated Travel Expense Report.

- **Closed:** should be used when the Request has been approved, the trip has taken place, and is not linked to an expense report.
- **Cancel:** should be used when a trip did not take place.

Once a travel request is closed or canceled this action **cannot be undone.**

# Fiscal Year End Processing

## Close or Cancel the Travel Request in UF GO

### How to navigate to the request

- 1) Log into your account or “act as” the traveler.
- 2) Under **Active Requests**, click **All Requests**
- 3) Open the request that needs to be closed or canceled.

The screenshot displays the SAP Concur 'Manage Requests' page. 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'. Below the title, there is a 'Request Library' section with a 'View Active Requests' dropdown and a '+ Create New Request' button. A single request card is visible for 'abir C6GG' with a value of '\$500.00' and a 'Not Submitted' status. A dropdown menu is open, showing a list of request statuses: 'Active Requests', 'Not Submitted', 'Pending Approval', 'Approved', 'Cancelled', 'Closed', and 'All Requests'. The 'All Requests' option is highlighted with an orange border.

# Fiscal Year End Processing

## Close or Cancel the Travel Request in UF GO

### How to close the request

- 1) Click on “**More Actions**”
- 2) Click on **Close Request** or **Cancel Request**

The screenshot shows the SAP Concur interface for a travel request. At the top, there is a navigation bar with 'SAP Concur' and 'Requests' dropdown. Below it, there are tabs for 'Manage Requests' and 'Process Requests'. The main content area shows the request details for 'Hawaii ACS Conference' with a total amount of \$1,900.00. The status is 'Approved' and the request ID is 'CM7R'. There are links for 'Request Details', 'Print/Share', and 'Attachments'. A table titled 'EXPECTED EXPENSES' lists the expenses: Airfare (\$1,300.00) and Lodging (\$600.00). A 'More Actions' dropdown menu is open, showing options: 'Copy Request', 'Cancel Request', and 'Close Request'. A 'Create Expense Report' button is also visible.

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 |

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

# Fiscal Year End Processing

## When to Liquidate a Travel Request

If you have:

- An approved Travel Request
- That is linked to an approved and paid Expense Report
- That 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 displays the SAP Concur interface for a travel request. At the top, the SAP Concur logo is visible on the left, and the user is identified as 'Acting as Usher, John M' on the right. The breadcrumb navigation shows 'Home / Requests / Manage Requests / IOCP 2026 Conf'. A yellow alert banner indicates 'Alerts: 2'. The main heading is 'IOCP 2026 Conf \$1,745.00' with a 'Copy Request' button. Below this, it states 'Approved | Request ID: MLQR | 04/26/2026 - 04/29/2026'. There are links for 'Request Details' and 'Print/Share'. A 'REPORTS: 1' section shows an amount of \$1,777.06. The 'EXPECTED EXPENSES' section contains a table with the following data:

| Expense type            | Details  | Date       | Amount   | Requested | Remaining  |
|-------------------------|--|------------|----------|-----------|------------|
| Travel Meals - Domestic |  | 04/26/2026 | \$108.00 | \$108.00  |            |
| Lodging                 | Scottsdale, Arizona                            | 04/26/2026 | \$883.00 | \$883.00  |            |
| Airfare                 | Gainesville (GNV) - Phoenix (PHX) : Round Trip | 04/26/2026 | \$754.00 | \$754.00  |            |
|                         |  |            |          |           | \$1,745.00 |

# Fiscal Year End Processing

## What Encumbered Funds?

### Reports

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



# Fiscal Year End Processing

## Department Reports > Open Encumbrance Summary

### Navigate to:

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

Choose Dept ID

The screenshot shows a web interface with a top navigation bar containing 'MY REPORTS', 'SITES', and 'SEARCH'. Below this is a section titled 'Department Reports' with a 'Select a College' dropdown menu. The dropdown is open, showing a list of college IDs and names: '> - -', '> 00000000 BOARD OF TRUSTEES', '> 01000000 OFFICE OF PRESIDENT', '> 02000000 OFFICE OF PROVOST', '> 03000000 OFFICE ENROLLMENT MANAGEMENT', '> 04000000 OFFICE OF STUDENT LIFE', and '> 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

The screenshot shows a report page for '16120100 LS-CHEMISTRY-GENERAL'. At the top, there is a 'MENU' button and a breadcrumb trail: 'Department Reports > 16000000 COLLEGE-LIBERAL ARTSSCIENCES'. The report title is '16120100 LS-CHEMISTRY-GENERAL'. Below the title is a paragraph of instructions: '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 + .'. Below this is a section titled 'Delivered Reports (Currently Selected Period: May 2024)'. It features a 'Period' dropdown set to 'May' and a year dropdown set to '2024'. A list of reports follows, each with a PDF icon, an Excel icon, and an 'Add to My Reports' icon (+). The reports are: 'Appropriations Summary', 'Budget Transaction Detail', 'Cash Summary', 'KK to GL Summary Comparison', 'Open Encumbrance Summary' (highlighted with an orange border), 'Payroll Reconciliation Detail', 'Projected Payroll Detail', and 'Transaction Detail'. At the bottom, there is a 'View My Reports Page' button and a status message '16 report files found'.

# Fiscal Year End Processing

## Comprehensive Open Encumbrance Report

To view all encumbrances for a unit (vs one Dept ID), use the [Comprehensive Open Encumbrance Report](#)

The screenshot shows the top navigation bar of the UF CFO Office website. The header includes the text "Welcome to UF's CFO Office" with a dropdown arrow 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 main navigation menu includes "ABOUT THE OFFICE", "ADMINISTRATIVE UNITS", "PRESENTATIONS & RESOURCES", and "INITIATIVES". The main content area features the title "THE COMPREHENSIVE OPEN ENCUMBRANCE REPORT" in large blue letters. Below the title 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: "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 button labeled "THE COMPREHENSIVE OPEN ENCUMBRANCE REPORT" with a right-pointing arrow.

[Direct Link to the Comprehensive Open Encumbrance Report](#)

# Fiscal Year End Processing

## 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: 16120100~143~52CFLSSB BEL - SANIBEL SYMP |      |      |            |                |     |
| 771100 IN STATE TRAVEL                                |      |      |            |                |     |
| 52CFLSSB BEL  | -    | -    | 02/07/2024 | TA#0000047716  | E#5 |
| 52CFLSSB BEL  | -    | -    | 03/22/2024 | TA#0000056224  | E#4 |
| 52CFLSSB BEL  | -    | -    | 03/22/2024 | TA#0000056222  | E#4 |
| 52CFLSSB BEL  | -    | -    | 03/29/2024 | TA#0000051315  | E#4 |
| 52CFLSSB BEL  | -    | -    | 04/04/2024 | TA#0000058162  | E#7 |
| Subtotal 771100 IN STATE TRAVEL                       |      |      |            |                |     |

# Fiscal Year End Processing

## 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**

|                                       |               |                        |
|---------------------------------------|---------------|------------------------|
| <b>Travel Authorization ID:</b>       | begins with ▼ | <input type="text"/>   |
| <b>Empl ID:</b>                       | begins with ▼ | <input type="text"/>   |
| <b>Name:</b>                          | begins with ▼ | <input type="text"/>   |
| <b>Travel Request Id:</b>             | begins with ▼ | <input type="text"/>   |
| <b>From Date:</b>                     | = ▼           | <input type="text"/>   |
| <b>To Date:</b>                       | = ▼           | <input type="text"/>   |
| <b>Travel Expense Description:</b>    | begins with ▼ | <input type="text"/>   |
| <b>Report Policy:</b>                 | begins with ▼ | <input type="text"/>   |
| <b>Guest Emplid:</b>                  | begins with ▼ | <input type="text"/>   |
| <b>City:</b>                          | begins with ▼ | <input type="text"/>   |
| <b>Budget Checking Header Status:</b> | = ▼           | <input type="text"/> ▼ |

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

# Fiscal Year End Processing

## 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                           |                                 |                       |

# **Correct Vouchers in Budget Error**

# Fiscal Year End Processing

## Budget Errors on UF GO Vouchers

- Once an Expense Report has been fully approved in UF GO, a nightly process creates associated vouchers in myUFL
- Vouchers are Budget Checked in myUFL before they finalize
  - Vouchers with a “valid” budget pay out and post to the General Ledger
  - Vouchers with an error will **not pay out** or post until they are corrected



[CRL + Click for Toolkit](#)

# Fiscal Year End Processing

## UF GO Vouchers

- Expense Reports can generate 4 different types of vouchers in myUFL

| UF GO Payment Type                               | myUFL Business Unit | Voucher Number       |
|--|---------------------|----------------------|
| Air Card Transactions                            | UFLOR               | Starts with L        |
| PCard Transactions                               | UFLOR               | Starts with C        |
| Personal Funds (Travel & General Reimbursements) | TRAV                | Starts with 0 (zero) |
| UF Foundation*                                   | UFFND               | Starts with F        |

\*DSO only; does not include Foundation Funds housed in myUFL.

- All voucher numbers are 8 (eight) characters long
- If an Expense Report has multiple Payment Types in UF GO, it will create multiple vouchers in myUFL

# Fiscal Year End Processing

## Identifying UF GO Vouchers in Budget Error

- Indicators in UF GO that a UF GO Voucher may be in error:
  - UF GO Expense Report is in “Approved” status, but the report has not posted to the General Ledger
    - E.g., transactions cannot be found in Monthly Financial Reports, budget overview, myInvestigator, etc.
  - A user’s UF GO Expense Report has been in “Approved” status for several weeks, but they have not received their reimbursement

# Fiscal Year End Processing

## Identifying UF GO Vouchers in Budget Error

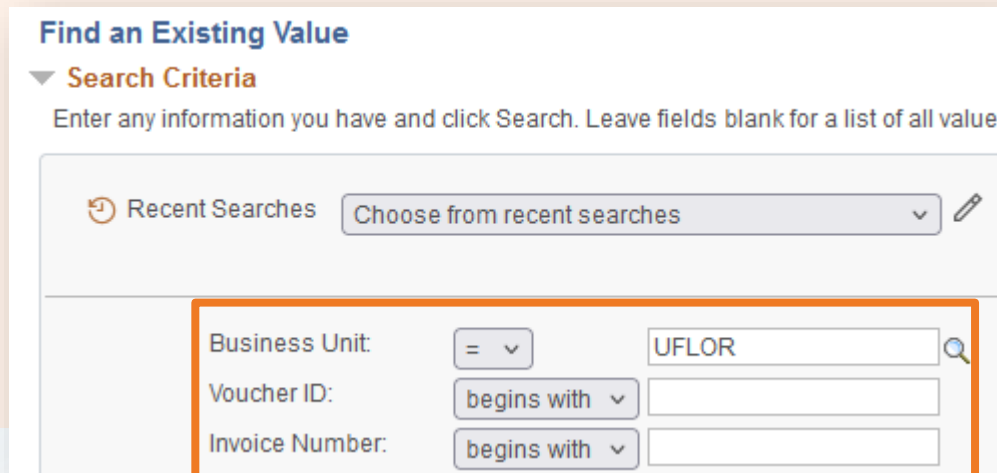
- Units should **regularly** run a query or report to identify all vouchers in error for their unit
  - Option 1: Run a Query in [myUFL](#)  
**UF\_CFO\_VOUCHER\_BUDGET\_ERRORS** – This query identifies all vouchers in error, UF GO, myUFL marketplace, etc.
  - Option 2: Run the [UF GO Vouchers Report](#) in Enterprise Analytics



# Fiscal Year End Processing

## Identifying UF GO Vouchers in Budget Error

- Search for the voucher
  - Enter the **Business Unit** if it differs from UFLOR (e.g., TRAV)
  - Enter either the:
    - Voucher Number in the **Voucher ID** field
    - or
    - **UF GO Report Number** in the **Invoice Number** field



**Find an Existing Value**

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

Recent Searches Choose from recent searches

Business Unit: = UFLOR

Voucher ID: begins with

Invoice Number: begins with



To obtain the voucher number(s), use the [UF GO Voucher Report](#) in Enterprise Analytics

# Fiscal Year End Processing

## Identifying UF GO Vouchers in Budget Error

- When the voucher opens, a message box will indicate Budget Checking Errors Exist
  - Click **OK**
- Review the below fields on the Summary Tab for more information on the Budget Error:
  - Post Status
  - Budget Status

The screenshot displays a web application interface for a 'Voucher' system. At the top, there is a navigation bar with a 'Home' button and the title 'Voucher'. Below this is a tabbed interface with 'Summary' selected. The 'Summary' tab shows various fields for the voucher, including Business Unit (UFLOR), Voucher ID (C0131916), Voucher Style (Regular), Supplier Name (MBNA America (Delaware) NA dba FIA Card Services), Invoice Date (09/17/2024), Invoice No (BQJFSG-P), Invoice Total (1,576.50 USD), Entry Status (Postable), Match Status (No Match), Approval Status (Approved), Post Status (Unposted), and Budget Status (Exceptions). A message box is overlaid on the screen, displaying the text: 'Message', 'Budget Checking Errors Exist (18021,91)', and 'Budget checking errors were logged for this document. Please check the budget exception page to view them.' with an 'OK' button.

# Fiscal Year End Processing

## Identifying UF GO Vouchers in Budget Error

- If a voucher is in Budget Error:
  - Post Status = Unposted
  - Budget Status = [Exceptions](#)
    - Click on [Exceptions](#) to identify the Exceptions and the lines in error
    - See the Instruction Guide on [Correcting UF GO Vouchers in Error](#) for more details
- If a voucher is valid (not in error):
  - Post Status = Unposted or Posted
  - Budget Status = Valid

The screenshot displays the 'Voucher' page in a web application. The page has a blue header with a 'Home' button and the title 'Voucher'. Below the header is a navigation bar with tabs: 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The main content area shows voucher details for Business Unit UFLOR, Voucher ID C0131916, and Supplier Name MBNA America (Delaware) NA. The 'Post Status' is 'Unposted' and the 'Budget Status' is 'Exceptions', both highlighted with orange boxes. Other details include Invoice Date 09/17/2024, Invoice No BQJFSG-P, Invoice Total 1,576.50 USD, and Entry Status Postable. At the bottom, there are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

| Business Unit      |   | UFLOR | Invoice Date   | 09/17/2024        |     |
|--------------------|---|-------|----------------|-------------------|-----|
| Voucher ID         | C0131916  |       | Invoice No     | BQJFSG-P          |     |
| Voucher Style      | Regular   |       | Invoice Total  | 1,576.50          | USD |
| Supplier Name      | MBNA America (Delaware) NA<br>dba FIA Card Services<br>Acct number 4715697000001140<br>1100 N King St<br>Wilmington, DE 19850 |       |                |                   |     |
| Entry Status       | Postable  |       | Pay Terms      | Net Zero          |     |
| Match Status       | No Match  |       | Voucher Source | Travel Management |     |
| Approval Status    | Approved  |       | Origin         | TMS               |     |
| Post Status        | Unposted  |       | Created On     | 09/18/2024 6:39AM |     |
| Budget Status      | Exceptions  |       | Created By     | UF_PROCSCHED      |     |
|                    |   |       | Last Update    | 09/18/2024 6:40AM |     |
|                    |   |       | Modified By    | UF_PROCSCHED      |     |
|                    |   |       | ERS Type       | Not Applicable    |     |
| Budget Misc Status | Valid   |       | Close Status   | Open              |     |
| *View Related      | Payment Inquiry   | Go    |                |                   |     |

# Fiscal Year End Processing

## Identifying UF GO Vouchers in Budget Error

- Option 1: [UF GO Vouchers Report](#) in Enterprise Analytics
  - [myUFL](#): Main Menu > Enterprise Analytics > Access Enterprise Analytics
  - Content: Team content: Financial Information > UF GO Reports > UF GO Vouchers
- **Date Range:** use defaults to capture widest range of vouchers or adjust as needed (Date of each Transaction on the report, not Date report was approved)
- **College:** select your college from the drop-down list

The screenshot displays the 'myUFL Enterprise Reporting' interface for the 'UF Go Vouchers' report. The interface is divided into several sections:

- Date Range, Report Number and Payment Type:** This section contains two main options, separated by 'OR'. The first option is 'Select Transaction Date Range', which includes 'From' and 'To' date pickers. The 'From' date is set to 'Oct 1, 2024' and the 'To' date is also set to 'Oct 1, 2024'. There are radio buttons for 'Earliest date' (selected) and 'Latest date'. The second option is 'Select Report Number', which is a text input field.
- Chartfield and Misc Prompt Options:** This section contains two main options, separated by 'OR'. The first option is 'Select College', which is a dropdown menu currently showing 'College Code Mask and Desc'. The second option is 'Select Expense Type', which is a text input field with a search icon and a 'Select all' link below it.
- DeptID Type:** This section contains a dropdown menu for 'Job DeptID'.

# Fiscal Year End Processing

## Identifying UF GO Vouchers in Budget Error

- Alternative to College: **Dept ID**
  - Offers more granularity than College
    - Can either use
      - » Job DeptID: Dept ID associated with users' employee record in myUFL
      - » Chartfield DeptID: Dept IDs associated with the expense lines
    - **Keywords:** search by first 4 digits of Department ID or entire Department ID
      - "Select all" or select individually, then move them to the Choices column
- Click **Run Report**

myUFL Enterprise Reporting | UF Go Vouchers

Edit | Excel

Select College

College Code Mask and Desc

OR

DeptID Type: (Job DeptID or Chartfield DeptID)

Job DeptID

Select DeptID(s)

Keywords: Input keywords here

Choices:

Select all

No Results

# Fiscal Year End Processing

## Identifying UF GO Vouchers in Budget Error

- Filter the report on “Budget Status” (Column B) to only show vouchers in **Error**

| UF Go Vouchers |            |               | Supplier Name    | AP Business Unit | Voucher ID |
|----------------|------------|---------------|------------------|------------------|------------|
| 2              | Invoice ID | Budget Status |                  |                  |            |
| 3              | FKAN0Z-T   | Valid         | Yury Zasimovich  | TRAVL            | 00062618   |
| 4              | 35BRG5-P   | Valid         |                  | UFLOR            | C0106501   |
| 5              | DXA3P7-P   | Valid         |                  | UFLOR            | C0036179   |
| 6              | 00W7FT-T   | Valid         | Jake Gifford     | TRAVL            | 00032804   |
| 7              | U2CK84-T   | Valid         | Rachel Kaplan    | TRAVL            | 00055395   |
| 8              | NLDGYM-P   | Valid         |                  | UFLOR            | C0112143   |
| 9              | 1404JG-T   | Valid         | John Malaty      | TRAVL            | 00078123   |
| 10             | OTA4AQ-P   | Valid         |                  | UFLOR            | C0051288   |
| 11             | FQ68QK-T   | Valid         | Heather Harrell  | TRAVL            | 00030859   |
| 12             | L7RP90-T   | Valid         | Elizabeth Hosaka | TRAVL            | 00072405   |
| 13             | I3KR7E-P   | Valid         |                  | UFLOR            | C0057699   |
| 14             | MXSKAL-P   | Valid         |                  | UFLOR            | C0006915   |
| 15             | 5CK5H9-T   | Valid         | William Hogan    | TRAVL            | 00008352   |

Sort A to Z  
Sort Z to A  
Sort by Color  
Sheet View  
Clear Filter From "Budget Status"  
Filter by Color  
Text Filters

Search

- (Select All)
- Error
- Not Checked
- Valid
- (Blanks)

# Fiscal Year End Processing



## Identifying UF GO Vouchers in Budget Error

- Option 2: **UF\_CFO\_VOUCHER\_BUDGET\_ERRORS** Query in [myUFL](#)
  - Main Menu > Financials > Reporting Tools > Query > Query Viewer
- Enter the Query Name into the “begins with” field

← Home Query Viewer

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

\*Search By  begins with

[Advanced Search](#)

- Click Search

# Fiscal Year End Processing

## Identifying UF GO Vouchers in Budget Error

- Run the query to Excel (recommended) or HTML
  - Hint: Favorite this query to quickly return to it later

Query

| Query Name                   | Description                    | Owner  | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|------------------------------|--------------------------------|--------|--------|-------------|--------------|------------|----------|-------------------------|------------------|
| UF_CFO_VOUCHER_BUDGET_ERRORS | All vchrs in error w/ exc code | Public |        | HTML        | Excel        | XML        | Schedule | Lookup References       | Favorite         |

- Enter a Department ID (either in full or partial followed by the % symbol) in the DeptID field

**UF\_CFO\_VOUCHER\_BUDGET\_ERRORS - All vchrs in error w/ exc code**

DeptID(like 1902%):

[View Results](#)

# Fiscal Year End Processing

## Identifying UF GO Vouchers in Budget Error

- The resulting report will include:
  - All vouchers in error for the search parameter (not just UF GO vouchers)
  - A row for each voucher line in error (includes ChartFields)
  - Exception Type (Column R): what is causing the Budget Error

|   | A       | B        | C          | D        | E         | F          | G                 | H    | I               | J        | K    | L       | M       | N       | O       | P        | Q        | R                        |
|---|---------|----------|------------|----------|-----------|------------|-------------------|------|-----------------|----------|------|---------|---------|---------|---------|----------|----------|--------------------------|
| 1 | All vch | 138      |            |          |           |            |                   |      |                 |          |      |         |         |         |         |          |          |                          |
| 2 | Unit    | Voucher  | Supplier   | Invoice  | Budg Dt   | Acctg Date | Total Voucher Amt | Line | Merchandise Amt | Dept     | Fund | Program | Account | Source  | Bud Ref | Flex     | Project  | Excpn Type               |
| 3 | TRAVL   | 00066755 | 0000245522 | WKEZ3E-T | 6/27/2024 | 9/1/2024   | 928.810           | 0    | 0.440           | 29130700 | 171  | 1100    | 772000  | HSCFCPA | CRRNT   | 2913DISC |          | Exceeds Budget Tolerance |
| 4 | TRAVL   | 00066755 | 0000245522 | WKEZ3E-T | 6/27/2024 | 9/1/2024   | 928.810           | 0    | 0.450           | 29130700 | 211  | 2200    | 772000  |         | CRRNT   |          | 00130030 | Exceeds Budget Tolerance |
| 5 | TRAVL   | 00066755 | 0000245522 | WKEZ3E-T | 6/27/2024 | 9/1/2024   | 928.810           | 0    | 0.560           | 29130700 | 212  | 2200    | 772000  |         | CRRNT   |          | 00129754 | Exceeds Budget Tolerance |
| 6 | TRAVL   | 00066755 | 0000245522 | WKEZ3E-T | 6/27/2024 | 9/1/2024   | 928.810           | 0    | 2.350           | 29130700 | 171  | 1100    | 772000  | HSCFCPA | CRRNT   | 2913DISC |          | Exceeds Budget Tolerance |

Best Practice is to run this query on a regular basis to identify vouchers in error for your unit and correct them timely

# Fiscal Year End Processing

## Identifying UF GO Travel Requests in Budget Error

- Run the query **UFGO\_TR\_ERRORS** to Excel
  - Filter the report by **TA Status** choose **APR** for approved Requests
  - Filter by **Dept** to review only your unit's Requests in Error

| Provides TRs | 475    |            |             |               |                               |          |            |              |        |          |  |  |
|--------------|--------|------------|-------------|---------------|-------------------------------|----------|------------|--------------|--------|----------|--|--|
| Travel Aut   | Reques | Date       | Date Submit | Tot Apprv Amt | Report Policy                 | Guest Er | Date       | Traveler Typ | TA Sta | Budget S |  |  |
| 0000084759   | DYC9   | 9/30/2024  | 9/25/2024   | 244.77        | UFLOR DOMESTIC TRAVEL REQUEST |          | 9/30/2024  | EMPLOYEE     | APR    | E        |  |  |
| 0000084759   | DYC9   | 9/30/2024  | 9/25/2024   | 244.77        | UFLOR DOMESTIC TRAVEL REQUEST |          | 9/30/2024  | EMPLOYEE     | APR    | E        |  |  |
| 0000084084   | DWXV   | 9/20/2024  | 9/19/2024   | 1010.00       | UFLOR DOMESTIC TRAVEL REQUEST |          | 9/20/2024  | EMPLOYEE     | APR    | E        |  |  |
| 0000084084   | DWXV   | 9/20/2024  | 9/19/2024   | 1010.00       | UFLOR DOMESTIC TRAVEL REQUEST |          | 9/20/2024  | EMPLOYEE     | APR    | E        |  |  |
| 0000084084   | DWXV   | 9/20/2024  | 9/19/2024   | 1010.00       | UFLOR DOMESTIC TRAVEL REQUEST |          | 9/20/2024  | EMPLOYEE     | APR    | E        |  |  |
| 0000084084   | DWXV   | 9/20/2024  | 9/19/2024   | 1010.00       | UFLOR DOMESTIC TRAVEL REQUEST |          | 9/20/2024  | EMPLOYEE     | APR    | E        |  |  |
| 0000077734   | DGXR   | 9/5/2024   | 9/4/2024    | 3236.59       | UFLOR DOMESTIC TRAVEL REQUEST |          | 9/5/2024   | EMPLOYEE     | APR    | E        |  |  |
| 0000077734   | DGXR   | 9/5/2024   | 9/4/2024    | 3236.59       | UFLOR DOMESTIC TRAVEL REQUEST |          | 9/5/2024   | EMPLOYEE     | APR    | E        |  |  |
| 0000077734   | DGXR   | 9/5/2024   | 9/4/2024    | 3236.59       | UFLOR DOMESTIC TRAVEL REQUEST |          | 9/5/2024   | EMPLOYEE     | APR    | E        |  |  |
| 0000040875   | 7GD9   | 12/23/2023 | 12/20/2023  | 315.00        | UFLOR DOMESTIC TRAVEL REQUEST |          | 12/22/2023 | EMPLOYEE     | DEN    | N        |  |  |
| 0000040875   | 7GD9   | 12/23/2023 | 12/20/2023  | 315.00        | UFLOR DOMESTIC TRAVEL REQUEST |          | 12/22/2023 | EMPLOYEE     | DEN    | N        |  |  |
| 0000031992   | 6N1Y   | 10/17/2023 | 10/17/2023  | 1744.00       | UFLOR DOMESTIC TRAVEL REQUEST |          | 10/17/2023 | EMPLOYEE     | DEN    | N        |  |  |

- To check the status of the Request, navigate to: **Main Menu>Financials>UF Custom Apps>Concur> Travel Requests**
- **IF** your unit wants the funding encumbered, a new Request will need to be created. **IF** encumbrance is not important, then no further action is needed

# **Reconcile PCard and Air Card Transactions**

# Fiscal Year End Processing

## Reconcile Outstanding PCard and Air Card Transactions

- Use the [UF GO Unreconciled PCard & Air Card Transactions](#) report to review outstanding PCard and Air Card transactions for your unit

The screenshot displays the 'myUFL Enterprise Reporting' interface. The main title is 'UF GO Unreconciled PCard and Air Card Transactions'. Below the title, there are 'Prompt Options' for selecting filters. The options include:

- Select College:** A dropdown menu labeled 'College Code Mask and Desc'.
- Select Job Data DeptID(s):** A search box with 'Keywords: Input keywords here' and a 'Select all' checkbox. Below it, it says 'No Results'.
- Search and Select User UFID(s):** A search box with 'Keywords: Input keywords here' and a 'Select all' checkbox. Below it, it says 'No Results'.

There are 'OR' indicators between the 'Select College' and 'Select Job Data DeptID(s)' sections, and between the 'Select Job Data DeptID(s)' and 'Search and Select User UFID(s)' sections. To the right of the search boxes, there are 'Choices:' labels and arrows indicating the selection process.

On the right side of the interface, there is a description box for the report:

**UF GO Unreconciled PCard and Air Card Transactions**

**Description:** This report shows two tabs, one for unreconciled PCard/Air Card charges on an Expense Report and one for PCard/Air Card charges unassigned to an Expense Report. The report can be prompted by College, Department, User, Financial Approver, and Delegate. Please note: if you run the report by delegate, your own charges will not show.

Output includes an aging column that calculates on posted date (PCard Only Reports) or travel end date (Travel Reports).

# **Settle Cash Advance Returns and Personal Expenses**

# Fiscal Year End Processing

## Settle Cash Advances and Personal Expenses

Settlement of a Cash Advance per UF Travel Directives:

- Settle within **10 business days from the trip end date**
  - Cash advances should be **refunded immediately** when an authorized trip is canceled or indefinitely postponed
- Serious violations of Cash Advance directives may result in disciplinary action, up to and including termination of employment
- The unit associated with the Cash Advance assumes responsibility for the allowability of expenditures

# Fiscal Year End Processing

## Settle Cash Advances and Personal Expenses

Cash Advance Return Amounts should be paid back to UF by **June 18** to post to FY26

- If your department:
  - Processes deposits internally, provide the deposit ID to the Travel Team
  - Sends deposits to the Travel Team for processing, provide the Journal ID on the Expense Refund Form:
    - Use the **UFGO\_RPT\_NUMBER\_TO\_UFGO\_JRNL** query to find the Journal ID



**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!*

