

# Expenditure within Date Range

Updated: January, 2014

The first step to determine your OPS status is to print the Budget Overview screen. The next step is to access the latest HR Journal Tracking sheet emailed by the Dean’s Office. (if you have not received a copy you should email Sonia at [sugran@mail.ucf.edu](mailto:sugran@mail.ucf.edu)). Next step is to run the Expenditure Within Date Range report within the UCF PeopleSoft Financials system. This will give you an accurate account of what OPS expenditures have happened. To project your OPS needs, please use the Excel Tracking sheet developed or create your own.

### HR Journal Tracking

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The HR Journals are posted (*usually*) the Wednesday before a Payday. The journal will begin with HR000xxxxx. This HR journal is used to “charge” the entire University payroll. The charges are listed by account code (which you will see on the Expenditure Report).

I will send an email to departments with an excel file attached that will track all of the HR journals, the dates posted, and which pay period was charged. If you have a charge posted to your account other than the HR journals listed on the tracking sheet you can find more details by utilizing the “Journal Look-Up”.

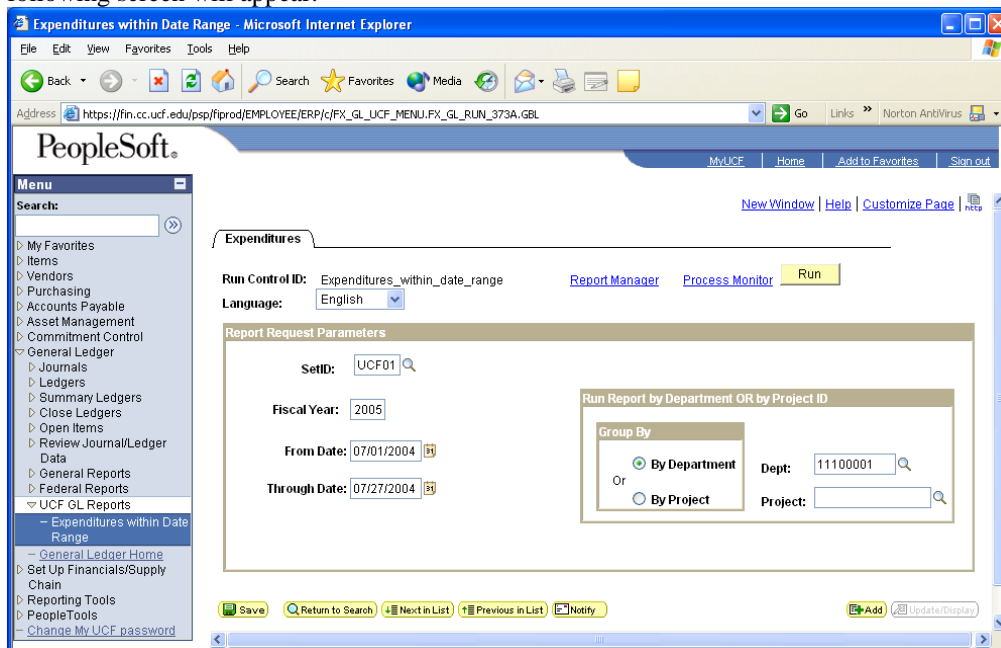
### Expenditure Within Date Range

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The expenditures within date range report will only show you expenditures on any given department (or project) number. This report does not show any pre-encumbrances or encumbrances, therefore, may not reflect the total picture if you were to use this report for anything else. The expenditure report can be used to give a total picture for your OPS payroll department number (24XX-00-74), since it will not contain any pre-encumbrances or encumbrances.

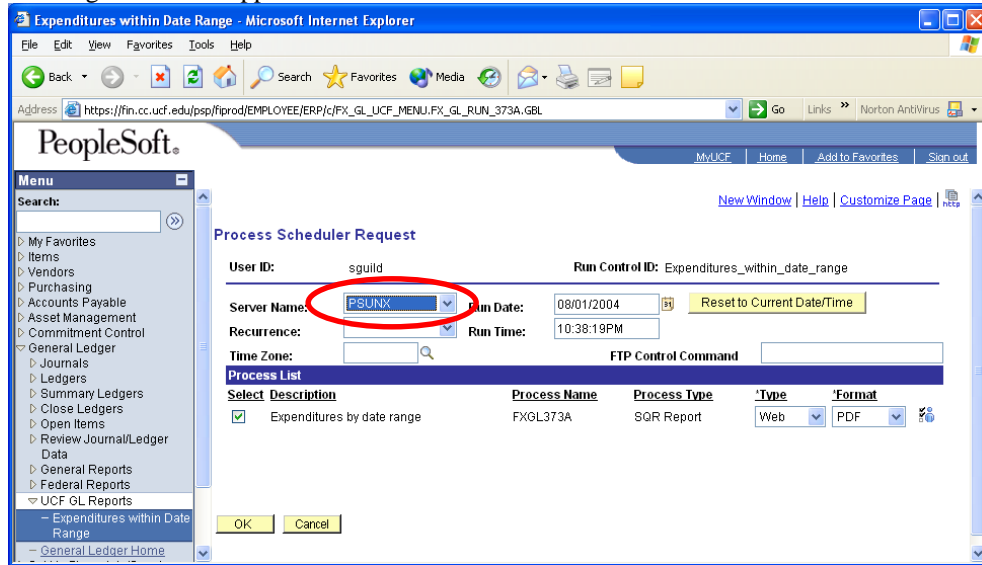
#### Procedure

1. **Navigation:** General Ledger > UCF GL Reports > Expenditures within Date Range
2. If this is the first you have been here then you need to click “Add new Value” then type “Expenditures\_within\_dates” (you can name it anything you would like – just no spaces) and click add. Skip to step 4.
3. If this is not the first time, select the search button and select the name that you previously named it.
4. The following screen will appear:



5. The following information should be completed:
  - a. **Set ID:** Click the magnifying glass next to Set ID and select UCF01

- b. **Fiscal Year:** Type the Fiscal Year that you are interested in.
  - c. **From Date:** Enter the first day of the budget year you are inquiring (Ie., 07/01/2005 - for FY 05-06)
  - d. **Through Date:** end of the time period you are interested (ie. Today's date if you want to see the totals for FY 05-06).
  - e. **Group by:** select either department or project number and enter the appropriate number in the department or project field depending what you selected.
6. Then click the run button.
  7. The following screen will appear:



8. Make sure the server name is: **PSUNX**
9. Click the OK button.
10. This will take you back to the Expenditures page. This page will have an instance number in the upper right hand corner. (If you don't see this then you should repeat steps 5-9).
11. Once you see the instance number, click the Process Monitor link.
12. Click the REFRESH button until the report you requested (same instance number), until the run status is **Processed** and distribution status is **Posted**.
13. Once this states Processed and Posted you click the details link on the right.
14. Then click [View/Log Trace](#)
15. Next click the PDF file located in the file list.
16. This will open the following report in Acrobat Reader. You can save this report to you computer (and attach to an email), but you can't change the name.

https://fin1.cc.ucf.edu/psreports/fiprod/897650/fxgl373a\_785533.PDF - Microsoft Internet Explorer

Address: https://fin1.cc.ucf.edu/psreports/fiprod/897650/fxgl373a\_785533.PDF

University of Central Florida  
 Expenditure Report for: 01-JUL-2004 through 03-AGO-2004  
 Department: 11102008 - CAS EN-PAYROLL TECHNOLOGY  
 Page No. 1  
 Run Date 08/03/2004  
 Run Time 20:31:01

Account Description	Journal ID	Voucher #	PO #	Line	Date	Line Descr	Name /Vnrl Descr	Vendor #	Amount
711201 ADMIN AND PROF	HRO0014679			211	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		3,666.28
711301 UNIV SUP PERSONNEL S	HRO0014679			244	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		1,318.54
711401 SOCIAL SECURITY MATC	HRO0014679			308	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		367.89
711503 STATE RETIREMENT	HRO0014679			372	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		97.44
711550 OPTIONAL RET PLAN NA	HRO0014679			447	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		382.39
711551 PRETAL ADMIN ASSESSM	HRO0014679			510	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		13.45
711601 STATE HEALTH EMPL CO	HRO0014679			560	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		583.93
712101 TEMPORARY EMPLOYMENT	HRO0014679			652	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		2,010.00
712301 SOCIAL SECURITY MATC	HRO0014679			709	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		153.76
711201 ADMIN AND PROF	0630FAYACC			209	06-JUL-2004	ADMIN AND PROF	Reverse 06302004 Fa		-3,399.65
711301 UNIV SUP PERSONNEL S	0630FAYACC			239	06-JUL-2004	UNIV SUP PERSONNEL	Reverse 06302004 Fa		-1,186.69
711401 SOCIAL SECURITY MATC	0630FAYACC			278	06-JUL-2004	SOCIAL SECURITY MAT	Reverse 06302004 Fa		-331.10
711503 STATE RETIREMENT	0630FAYACC			364	06-JUL-2004	STATE RETIREMENT	Reverse 06302004 Fa		-97.70
711550 OPTIONAL RET PLAN NA	0630FAYACC			423	06-JUL-2004	OPTIONAL RET PLAN N	Reverse 06302004 Fa		-344.15
711551 PRETAL ADMIN ASSESSM	0630FAYACC			499	06-JUL-2004	PRETAL ADMIN ASSESS	Reverse 06302004 Fa		-12.11
711601 STATE HEALTH EMPL CO	0630FAYACC			549	06-JUL-2004	STATE HEALTH EMPL C	Reverse 06302004 Fa		-525.45
712101 TEMPORARY EMPLOYMENT	0630FAYACC			639	06-JUL-2004	TEMPORARY EMPLOYMEN	Reverse 06302004 Fa		-1,811.70
712301 SOCIAL SECURITY MATC	0630FAYACC			681	06-JUL-2004	SOCIAL SECURITY MAT	Reverse 06302004 Fa		-138.59
711201 ADMIN AND PROF	HRO0015630			207	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		3,666.28
711301 UNIV SUP PERSONNEL S	HRO0015630			240	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		1,318.54
711401 SOCIAL SECURITY MATC	HRO0015630			304	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		367.89
711503 STATE RETIREMENT	HRO0015630			365	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		97.44
711550 OPTIONAL RET PLAN NA	HRO0015630			440	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		382.39
711551 PRETAL ADMIN ASSESSM	HRO0015630			502	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		13.45
711601 STATE HEALTH EMPL CO	HRO0015630			553	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		583.93
712101 TEMPORARY EMPLOYMENT	HRO0015630			647	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		2,010.00
712301 SOCIAL SECURITY MATC	HRO0015630			697	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		153.76
<b>Total Expenditure</b>									<b>9,453.25</b>

**Account Codes** – determine the type of OPS expenditure (e.g. 712101 is for hourly employees, 712301 is the charge for Social Security for OPS, etc.)

Each area in blue is grouped together because the Journal ID is exactly the same. This represents a payperiod. If you compare this HR Journal # to the HR Journal Tracking sheet you can determine the total charge per category for each payperiod.

This information is also necessary for completing the OPS Excel Tracking sheet that we will be discussing in the next.