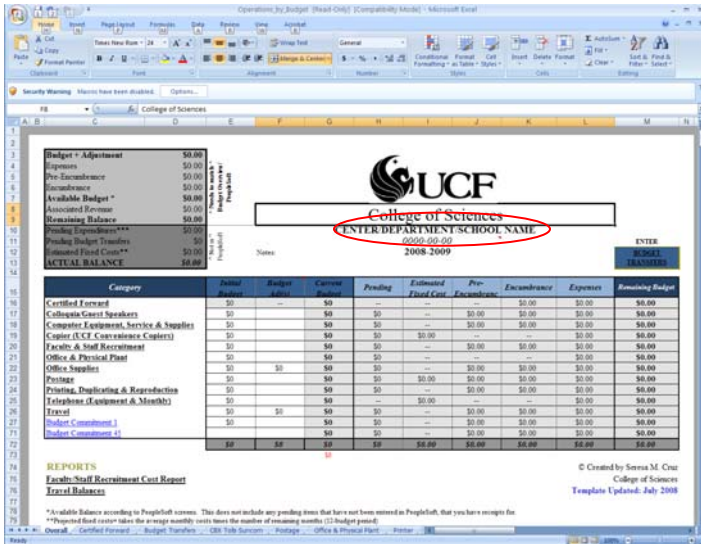


Operations Excel Tracking Guide

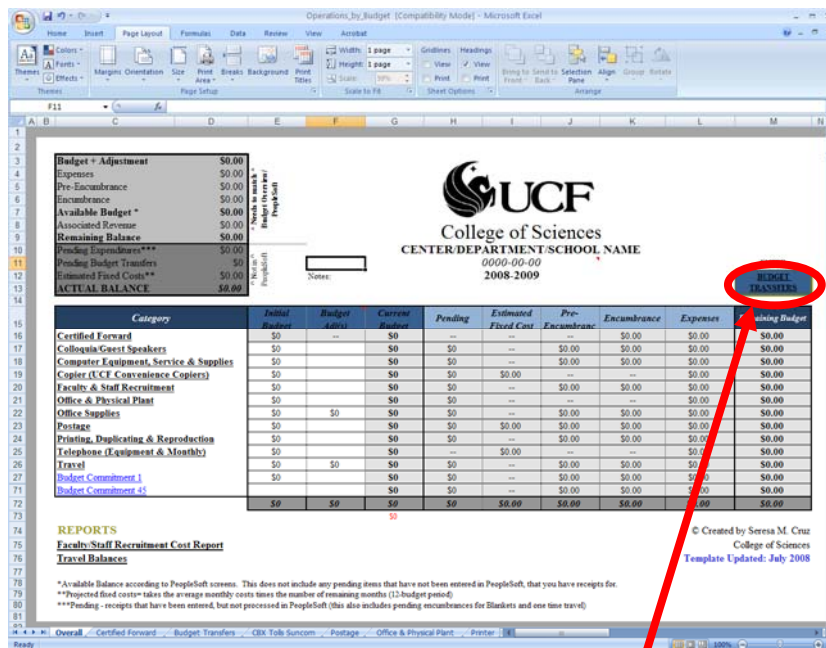
Update: 10/31/08

Getting Started:

1. Download the Operations Tracking template to your computer found on the Training & Resource Guide website at <http://trainingresource.cos.ucf.edu/>. To do so, open the file and select “save as.” You can save the file to your computer or a shared network.
2. Open the Operations Tracking template in Excel.

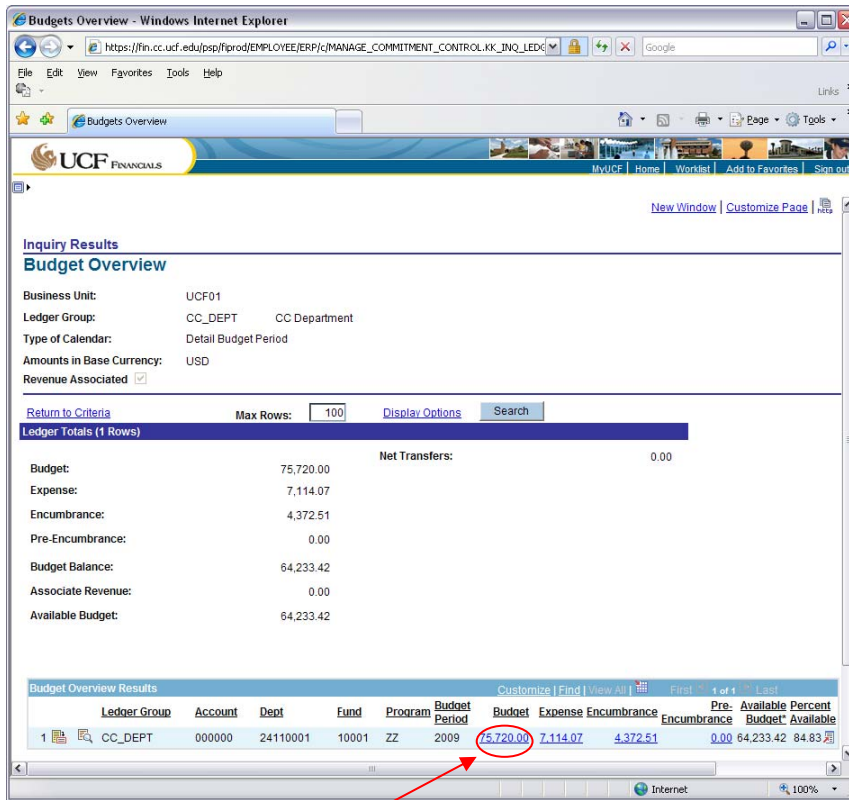


3. On the main page, enter the department name where it says “Center/Department/School Name.”
4. Below the department name, enter the department number (only numbers—no “-” dashes.)

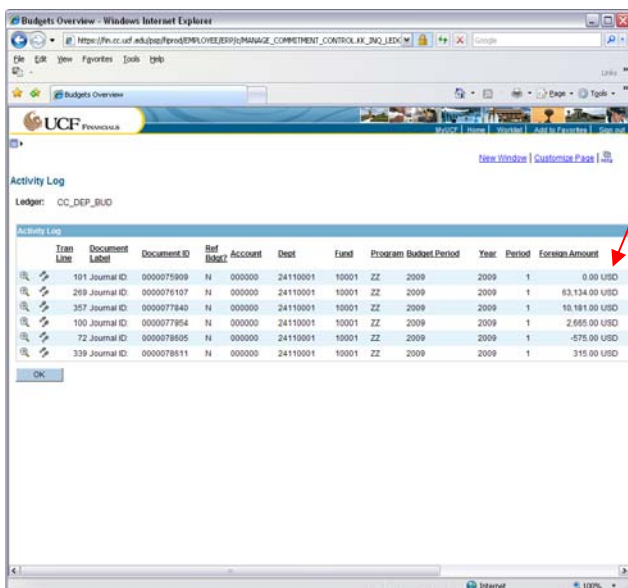


5. Click Budget Transfers to enter the Budget.

- Run the Budget Overview report from PeopleSoft (Instructions in the Tracking Operations/ Download section of the Training & Resource Guide Website). Which looks like this:



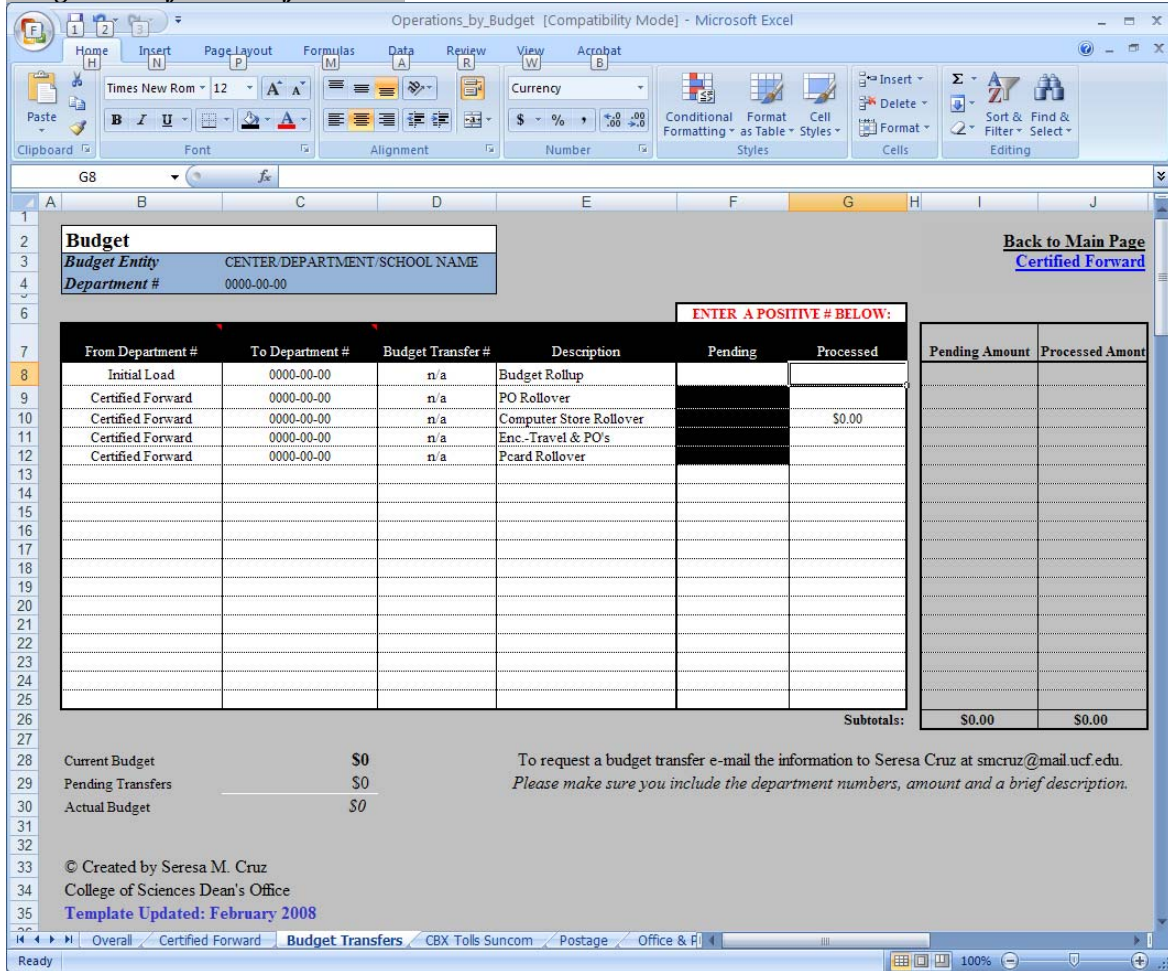
- Budget Overview Results**
Obtain more budget details (processed budget transfers) by clicking the “Budget” hyperlink at the bottom.



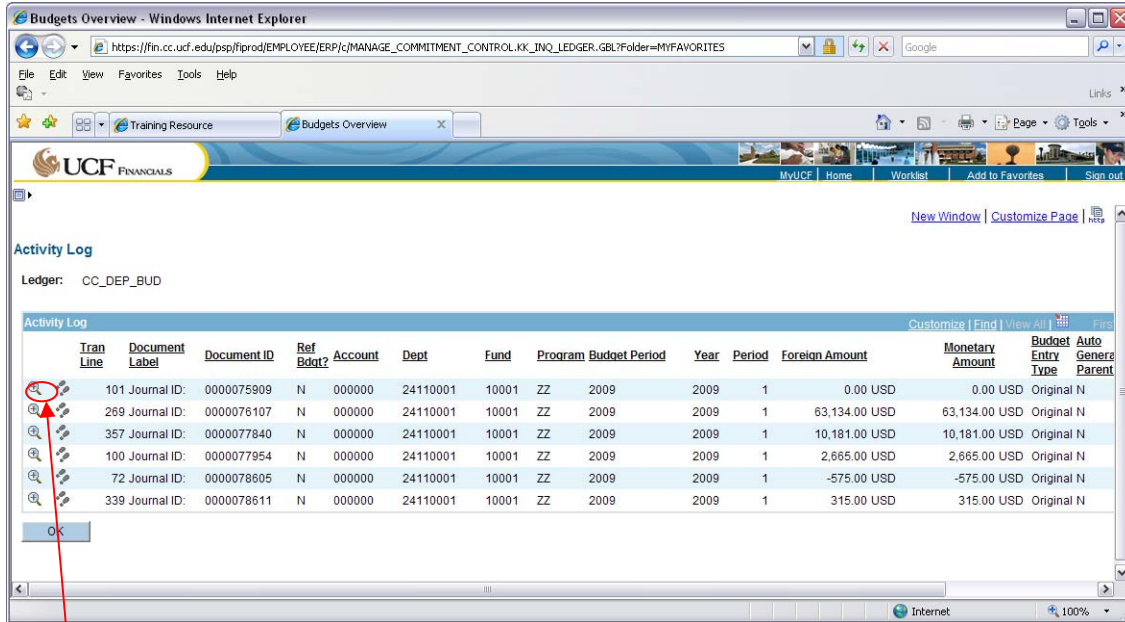
NOTE: The budget details will show you all the budget transfers that were processed through your account.

This print report to be used at a later step (Page 5).

Budget Transfers & Adjustments

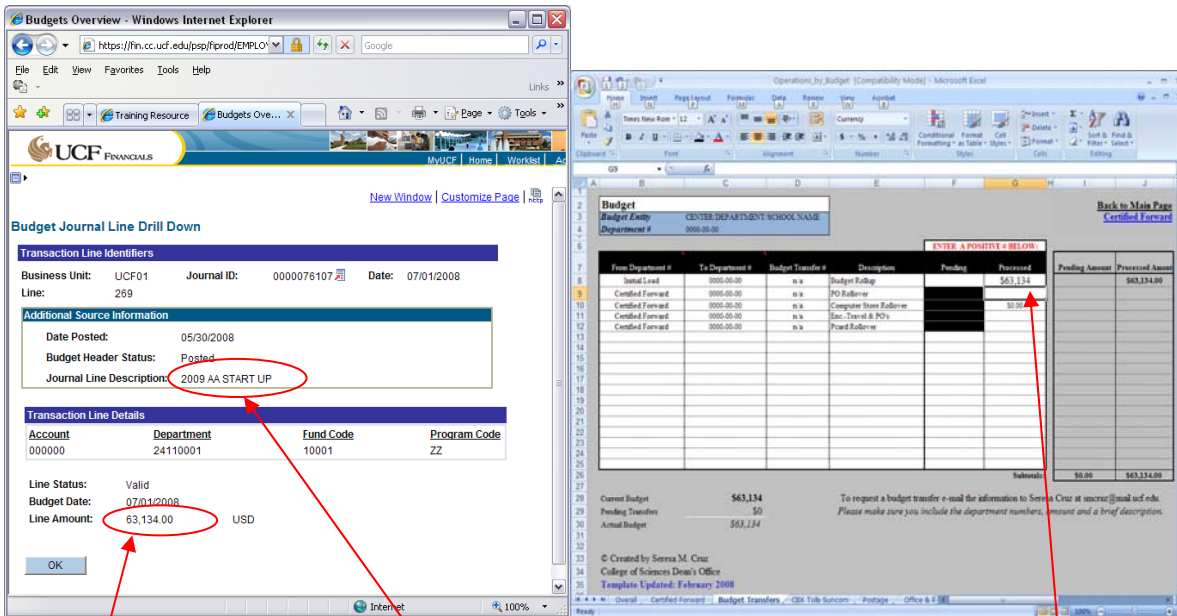


8. Utilizing the budget details printed in Step 7 enter any budget transfers that have processed in PeopleSoft. (See Page 5)
 - ✚ From the Monthly Budget Status Report enter any remaining distributions (or reductions) in the pending budget transfer section. If you do not have the latest version of the monthly budget status report, please email Liz Kurczodyna (akurczod@mail.ucf.edu) to request it.
 - ✚ From the Budget Overview report you can determine if the budget + adjustment amount “loaded” into your budget was “Certified Forward” or not.



(Figure 1)

A. Click here to get the Budget Transfer name and amount.



B. Budget Transfer Amount & Budget Transfer Name

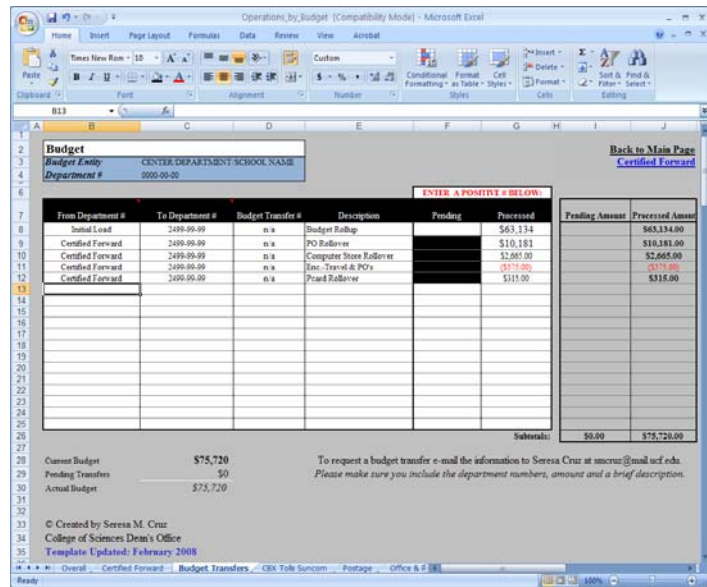
C. The information obtained in step “B” will determine where the information should be entered on the budget page in the worksheet. (Based on the particular budget transfer (in step B) it states “2009 AA START UP” in the amount of \$63,134.00. This name and amount reflects the initial load/budget rollup.

Name – “Journal Line Description”	Description
2009 AA START UP	Initial load / budget roll up
2009 PO Rollover	Encumbrance from previous year rolled over
2009 Computer Store Rollover	Encumbrance from previous year rolled over
2009 AP Enc.-Travel & PO’s	Reduction of PO’s
2009 PCARD ROLLOVER	Encumbrance from previous year rolled over

9. After entering all the items from the budget details (Figure 1), the current budget total should match the budget on the Budget Overview that you printed in Step 6.

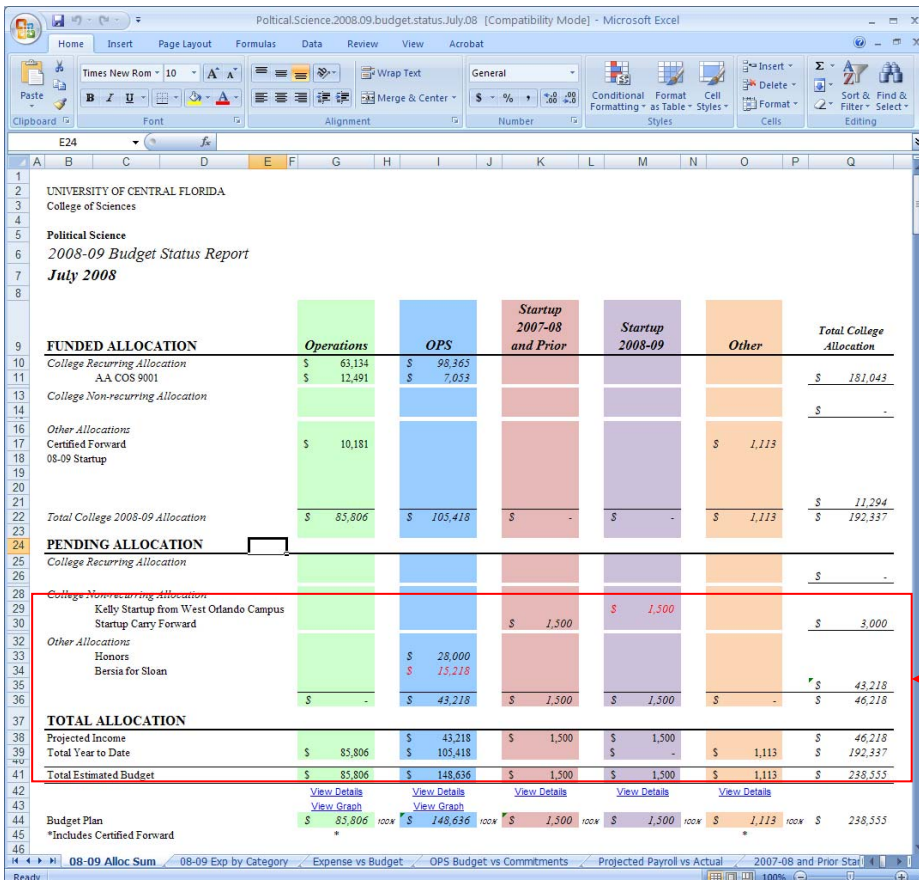
NOTE: For more information on budget transfers, please refer to the Training and Resource Guide website under Moving Money (Funds) tab.

10. Next, review the Monthly Status report that is distributed by the college to identify any pending budget transfers.



(Figure 2)

Monthly Status Report

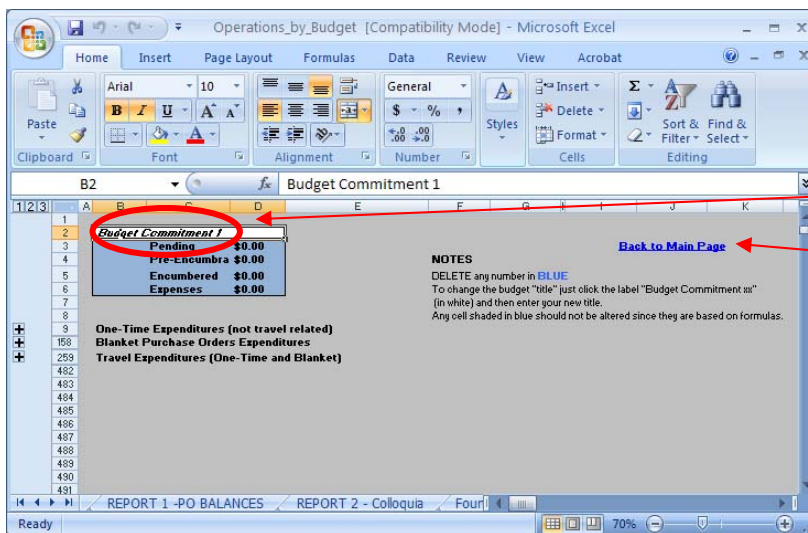


A. Positive numbers are budget increases; therefore, your department number should be entered in the “To Department #” column on the budget transfer page (Figure 2.) & Negative numbers are budget decreases; therefore, your department number should be entered in the “From Department #” column on the budget transfer page (Figure 2.)

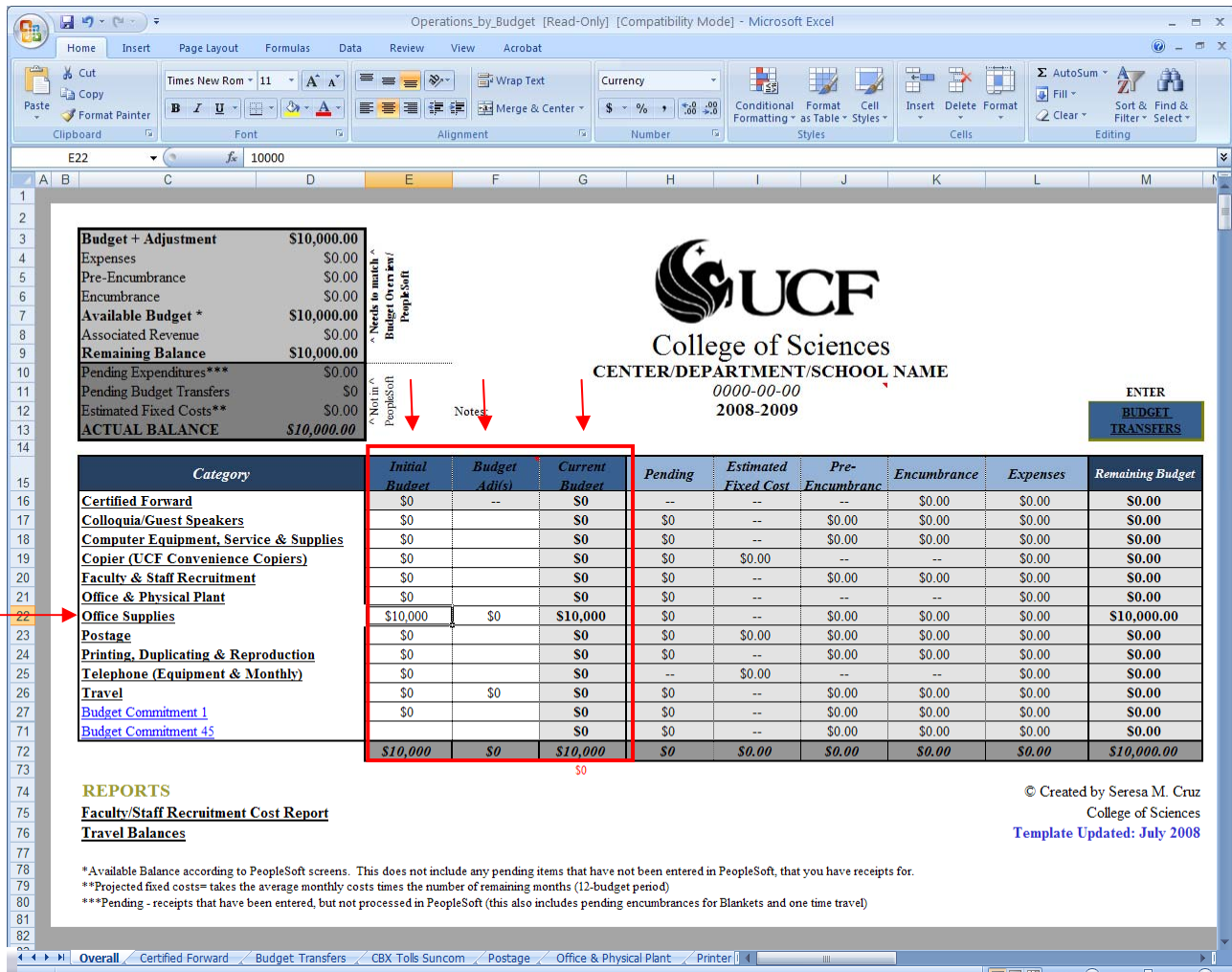
← Pending Section

- B. Customized – Since the preloaded categories are not always appropriate for your budget tracking entities, you have the ability to customize a category. To do this the following steps should be taken.
 - a. To set up the category list, click the category that best fits your charge, by clicking the link (i.e. Office Supplies). This is referred to as the detail page. When you click the link, it will take you to the detail page for that category.

NOTE: If your charge does not match any of these categories you can enter a new category on the “Budget Commitment” category where you can rename it to a new category of your choice. To rename the “Budget Commitment” category, click on the link and it will take you to the new page. On the upper left hand corner of the page where it says “Budget Commitment #” re-type the name you would like to call it and hit enter. When you return to the main page you will see that it carried the new name over there as well.



- 13. Click the hyperlink labeled “Budget Commitment 1” on the main page.
- 14. Next select the label box and type your desired category.
- 15. Click “Back to Main Page” and you will notice that the category has changed.

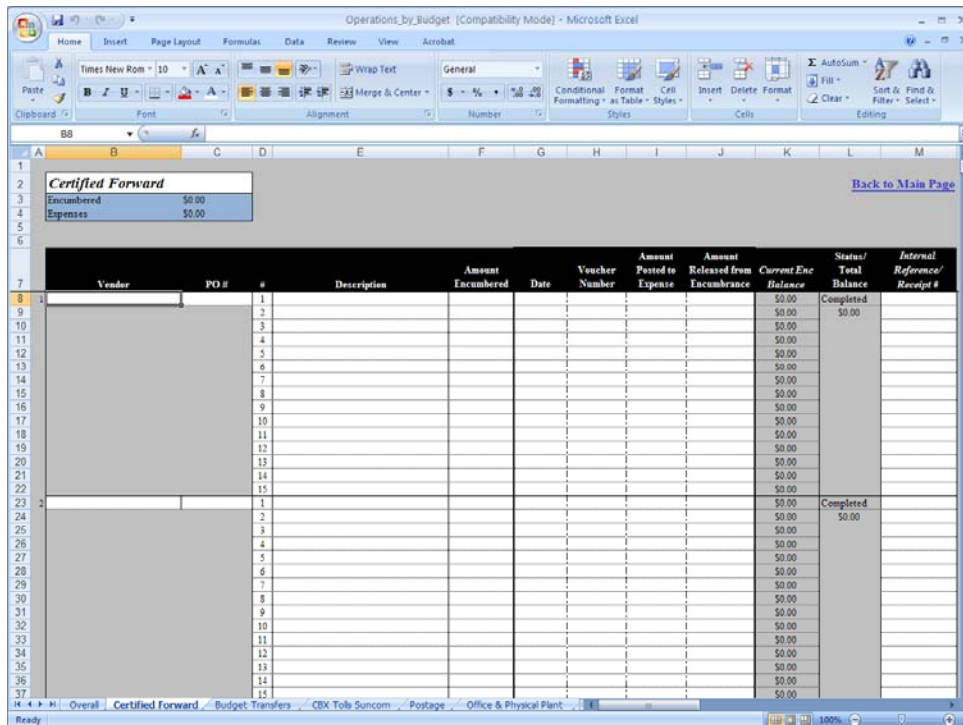


Setting up Initial Category Budget columns

- If a budget was set up in your Budget Allocation document for your Operations account, you may utilize those figures to set up this section in the tracking, otherwise you may estimate.
- For each category a budget needs to be established by entering an amount in the “Initial Budget” column. For example, if your department estimates \$10,000 will be spent in Office Supplies for the current fiscal year, then input \$10,000 next to “Office Supplies” under “Initial Budget.” As requisitions, purchase orders, and expenditures are incurred in this category, the “Remaining Budget” column will reflect how much budget is available to spend.

Adjusting Budgets

- If your department decides to move some budget to a different category, you may add & subtract the dollar amount in the corresponding category line within the “Budget Adj(s)” column. Keep in mind your “Initial Budget” total balance and your “Current Balance” total balance should always match.



Certified Forward

19. To start this process, run the Budget Transaction Detail report and decipher what are the Certified Forward transactions. All purchase orders that certified forward from the previous fiscal year should be entered on this page.
20. Start by entering the Vendor, PO#, a Description, and the original amount encumbered. When the bill is paid, add the vouchers/payments information in the corresponding columns. Input the voucher number, amount posted to expense, and the amount released from encumbrance. If the total original amount encumbered is completely expensed, under the “Status/Total Balance” will show “Completed.” If the total encumbrance is not completely expensed or encumbrance released, it will show a “Status/Total Balance” of “Open.”
21. For each transaction an internal receipt should be maintained. Under the “Internal reference receipt” column input the chosen number of the receipt and hand write the number on your receipt. This will help you to find your receipt when you need to refer back to it in the future.

NOTE: This step/procedure may be practiced in every category of this Operations Tracking.

Report ID: GL88005
Bus. Unit: UC001--University of Central Florida
Ledger Dep: CC_DEPT -- COMMITMENT CONTROL DEPT
Post Date: All Dates
Tran Type: All Types

PeopleSoft GL
BUDGET TRANSACTION DETAIL

Page No. 1
Run Date 07/28/2009
Run Time 16:44:35

Currency Desc: USD
Budget Period: 2009

Post Date	Transaction	Document ID	Line	Reference	Total Recognized Amount	Total Collected Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount	Override TR User	Override BU User
06/29/2008	GL_BD_CTRNL				0.00	0.00	0.00	0.00	0.00		
06/29/2008	PO_POBNC	000012184	1	Hemann, Kerstin/replacement bat	0.00	0.00	0.00	454.88	0.00		
06/29/2008	PO_POBNC	000012128	1	Pine, Terri S/registration	0.00	0.00	0.00	100.00	0.00		
06/29/2008	PO_POBNC	000012128	2	Pine, Terri S/car rental	0.00	0.00	0.00	107.28	0.00		
06/29/2008	PO_POBNC	000012128	3	Pine, Terri S/parking	0.00	0.00	0.00	100.00	0.00		
06/29/2008	PO_POBNC	000012128	4	Pine, Terri S/taxi/shuttle/toll	0.00	0.00	0.00	25.00	0.00		
06/29/2008	PO_POBNC	000012128	5	Pine, Terri S/meal	0.00	0.00	0.00	41.00	0.00		
06/29/2008	PO_POBNC	000015038	1	Sadri, Homan A/travel advance	0.00	0.00	0.00	720.00	0.00		
06/29/2008	PO_POBNC	000015038	2	Jacques, Peter J/suifare	0.00	0.00	0.00	441.99	0.00		
06/29/2008	PO_POBNC	000015038	3	Jacques, Peter J/hotel	0.00	0.00	0.00	847.59	0.00		
06/29/2008	PO_POBNC	000015038	4	Jacques, Peter J/registration	0.00	0.00	0.00	125.00	0.00		
06/29/2008	PO_POBNC	000015038	5	Jacques, Peter J/mileage	0.00	0.00	0.00	42.72	0.00		
06/29/2008	PO_POBNC	000015038	6	Jacques, Peter J/suifare	0.00	0.00	0.00	127.00	0.00		
06/29/2008	PO_POBNC	000015038	7	Jacques, Peter J/taxi/shuttle/t	0.00	0.00	0.00	20.00	0.00		
06/29/2008	PO_POBNC	000015042	1	Kiel, Dwight C/parking	0.00	0.00	0.00	50.00	0.00		
06/29/2008	PO_POBNC	000015042	2	Kiel, Dwight C/taxi/shuttle/tol	0.00	0.00	0.00	50.00	0.00		
06/29/2008	PO_POBNC	000015042	3	Kiel, Dwight C/meal	0.00	0.00	0.00	150.00	0.00		
06/29/2008	PO_POBNC	000015042	4	Kiel, Dwight C/hotel	0.00	0.00	0.00	640.00	0.00		
06/29/2008	PO_POBNC	000015042	5	Kiel, Dwight C/car rental	0.00	0.00	0.00	200.00	0.00		
06/29/2008	PO_POBNC	000015042	6	Kiel, Dwight C/registration	0.00	0.00	0.00	75.00	0.00		
06/29/2008	PO_POBNC	000015042	7	Kiel, Dwight C/Bus Call/Interne	0.00	0.00	0.00	25.00	0.00		
06/29/2008	PO_POBNC	000015042	8	Kiel, Dwight C/mileage	0.00	0.00	0.00	25.00	0.00		
06/29/2008	PO_POBNC	000015026	1	Pine, Terri S/meal	0.00	0.00	0.00	125.00	0.00		
06/29/2008	PO_POBNC	000015026	2	Pine, Terri S/mileage	0.00	0.00	0.00	20.00	0.00		
06/29/2008	PO_POBNC	000015026	3	Pine, Terri S/parking	0.00	0.00	0.00	29.29	0.00		
06/29/2008	PO_POBNC	000015026	4	Pine, Terri S/suifare	0.00	0.00	0.00	315.00	0.00		
06/29/2008	PO_POBNC	000015026	5	Pine, Terri S/taxi/shuttle/toll	0.00	0.00	0.00	64.00	0.00		
06/29/2008	PO_POBNC	000015148	1	Kinsey, Barbara S/mileage	0.00	0.00	0.00	301.00	0.00		
06/29/2008	PO_POBNC	000015148	2	Kinsey, Barbara S/parking	0.00	0.00	0.00	25.00	0.00		
06/29/2008	PO_POBNC	000015148	3	Kinsey, Barbara S/taxi/shuttle/	0.00	0.00	0.00	8.50	0.00		
06/29/2008	PO_POBNC	000015148	4	Kinsey, Barbara S/hotel	0.00	0.00	0.00	34.00	0.00		
06/29/2008	PO_POBNC	000015148	5	Jacques, Peter J/suifare	0.00	0.00	0.00	315.00	0.00		
06/29/2008	PO_POBNC	000015148	6	Sadri, Homan A/suifare	0.00	0.00	0.00	1.22	0.00		
06/29/2008	PO_POBNC	000015148	7	Sadri, Homan A/hotel	0.00	0.00	0.00	800.00	0.00		
06/29/2008	PO_POBNC	000015148	8	Sadri, Homan A/registration	0.00	0.00	0.00	250.00	0.00		
06/29/2008	PO_POBNC	000015180	1	Schraufnager, Scott D/mileage	0.00	0.00	0.00	120.15	0.00		
06/29/2008	PO_POBNC	000015180	2	Bledsoe, Robert L/mileage	0.00	0.00	0.00	480.00	0.00		
06/29/2008	PO_POBNC	000015180	3	Wilson, Bruce M/hotel	0.00	0.00	0.00	150.45	0.00		

Report ID: GL88005
Bus. Unit: UC001--University of Central Florida
Ledger Dep: CC_DEPT -- COMMITMENT CONTROL DEPT
Post Date: All Dates
Tran Type: All Types

PeopleSoft GL
BUDGET TRANSACTION DETAIL

Page No. 2
Run Date 07/28/2009
Run Time 15:44:35

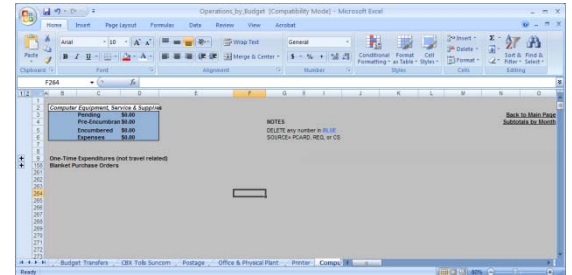
06/29/2008	PO_POBNC	000015167	2	Wilson, Bruce M/67mm UV filter	0.00	0.00	0.00	24.99	0.00		
06/29/2008	PO_POBNC	000015167	3	Wilson, Bruce M/Canon-camera kit	0.00	0.00	0.00	1,346.88	0.00		
06/29/2008	PO_PROCARD				0.00	0.00	0.00	0.00	0.00		
07/01/2008	AP_VOUCHER	00511249	5	Jacques, Peter J/SAN FRANCISCO	0.00	0.00	0.00	-42.72	0.00		
07/01/2008	AP_VOUCHER	00511249	4	Jacques, Peter J/SAN FRANCISCO	0.00	0.00	0.00	-20.00	0.00		
07/01/2008	AP_VOUCHER	00511249	1	Jacques, Peter J/SAN FRANCISCO	0.00	0.00	0.00	125.00	0.00		
07/01/2008	AP_VOUCHER	00511249	2	Jacques, Peter J/SAN FRANCISCO	0.00	0.00	0.00	0.00	441.99		
07/01/2008	AP_VOUCHER	00511249	3	Jacques, Peter J/SAN FRANCISCO	0.00	0.00	0.00	125.00	567.59		
07/01/2008	AP_VOUCHER	00511249	4	Jacques, Peter J/SAN FRANCISCO	0.00	0.00	0.00	0.00	127.00		
07/01/2008	AP_VOUCHER	00511249	5	Jacques, Peter J/SAN FRANCISCO	0.00	0.00	0.00	-547.59	0.00		
07/01/2008	AP_VOUCHER	00511249	6	Jacques, Peter J/SAN FRANCISCO	0.00	0.00	0.00	-441.99	0.00		
07/01/2008	AP_VOUCHER	00511249	7	Jacques, Peter J/SAN FRANCISCO	0.00	0.00	0.00	-125.00	0.00		
07/01/2008	AP_VOUCHER	00511249	8	Jacques, Peter J/SAN FRANCISCO	0.00	0.00	0.00	0.00	42.72		
07/01/2008	AP_VOUCHER	00511249	9	Jacques, Peter J/SAN FRANCISCO	0.00	0.00	0.00	-127.00	0.00		
07/01/2008	AP_VOUCHER	00511279	1	Kinsey, Barbara S/FL BLKT PAPER	0.00	0.00	0.00	-8.50	0.00		
07/01/2008	AP_VOUCHER	00511279	2	Kinsey, Barbara S/FL BLKT MILEA	0.00	0.00	0.00	0.00	100.38		
07/01/2008	AP_VOUCHER	00511279	3	Kinsey, Barbara S/FL BLKT MILEA	0.00	0.00	0.00	-301.00	0.00		
07/01/2008	AP_VOUCHER	00511279	4	Kinsey, Barbara S/FL BLKT TOLLS	0.00	0.00	0.00	0.00	9.50		
07/01/2008	AP_VOUCHER	00511289	1	Wilson, Bruce M/GERMANY HOTEL	0.00	0.00	0.00	0.00	153.45		
07/01/2008	AP_VOUCHER	00511289	2	Wilson, Bruce M/GERMANY HOTEL	0.00	0.00	0.00	-153.45	0.00		
07/01/2008	AP_VOUCHER	00511293	1	Jacques, Peter J/DENVER CO AIRP	0.00	0.00	0.00	0.00	315.00		
07/01/2008	AP_VOUCHER	00511293	2	Jacques, Peter J/DENVER CO SHUT	0.00	0.00	0.00	-34.00	0.00		
07/01/2008	AP_VOUCHER	00511293	3	Jacques, Peter J/DENVER CO AIRP	0.00	0.00	0.00	-115.00	0.00		
07/01/2008	AP_VOUCHER	00511293	4	Jacques, Peter J/DENVER CO SHUT	0.00	0.00	0.00	0.00	34.00		
07/01/2008	GL_JOURNAL	PF08CSRENC	291	07/01/2008/76788	0.00	0.00	0.00	100.00	0.00		
07/01/2008	GL_JOURNAL	PF08CSRENC	292	07/01/2008/7521	0.00	0.00	0.00	10.99	0.00		
07/01/2008	GL_JOURNAL	PF08CSRENC	287	07/01/2008/7523	0.00	0.00	0.00	-465.25	0.00		
07/01/2008	GL_JOURNAL	PF08CSRENC	288	07/01/2008/7523	0.00	0.00	0.00	-416.35	0.00		
07/01/2008	GL_JOURNAL	PF08CSRENC	289	07/01/2008/76211	0.00	0.00	0.00	1,125.00	0.00		
07/01/2008	GL_JOURNAL	PF08CSRENC	290	07/01/2008/76788	0.00	0.00	0.00	1,377.10	0.00		
07/01/2008	AP_VOUCHER	00511309	1	Bledsoe, Robert L/FL BLKT MILEA	0.00	0.00	0.00	0.00	480.00		
07/01/2008	AP_VOUCHER	00511309	2	Bledsoe, Robert L/FL BLKT MILEA	0.00	0.00	0.00	-480.00	0.00		
07/01/2008	AP_VOUCHER	00511314	1	Schraufnager, Scott D/FL BLKT MI	0.00	0.00	0.00	-120.15	0.00		
07/01/2008	AP_VOUCHER	00511314	2	Schraufnager, Scott D/FL BLKT MI	0.00	0.00	0.00	0.00	120.15		
07/01/2008	AP_VOUCHER	00511616	1	BANK OF AMERICA/103-1424493-30	0.00	0.00	0.00	0.00	66.90		
07/02/2008	GL_BD_CTRNL				0.00	0.00	0.00	0.00	0.00		
07/02/2008	REV_PREBNC	0000171465	1	FREEX EXPRESS/Overnight mailin	0.00	0.00	500.00	0.00	0.00		
07/02/2008	AP_VOUCHER	00511948	1	Wilson, Bruce M/7mm UV filter	0.00	0.00	0.00	-26.00	0.00		
07/02/2008	AP_VOUCHER	00511948	2	Wilson, Bruce M/Canon camera ki	0.00	0.00	0.00	-1,399.99	0.00		
07/02/2008	AP_VOUCHER	00511948	3	Wilson, Bruce M/7mm UV filter	0.00	0.00	0.00	24.00	0.00		
07/02/2008	AP_VOUCHER	00511948	4	Wilson, Bruce M/Canon camera ki	0.00	0.00	0.00	0.00	1,399.99		
07/02/2008	AP_VOUCHER	00511948	5	Wilson, Bruce M/Canon camera ki	0.00	0.00	0.00	0.00	1,399.99		
07/02/2008	AP_VOUCHER	00511948	6	Kiel, Dwight C/DENVER CO CAR RE	0.00	0.00	0.00	-200.00	0.00		

Certified forward are at the beginning of the report and end where a row of encumbrances end.

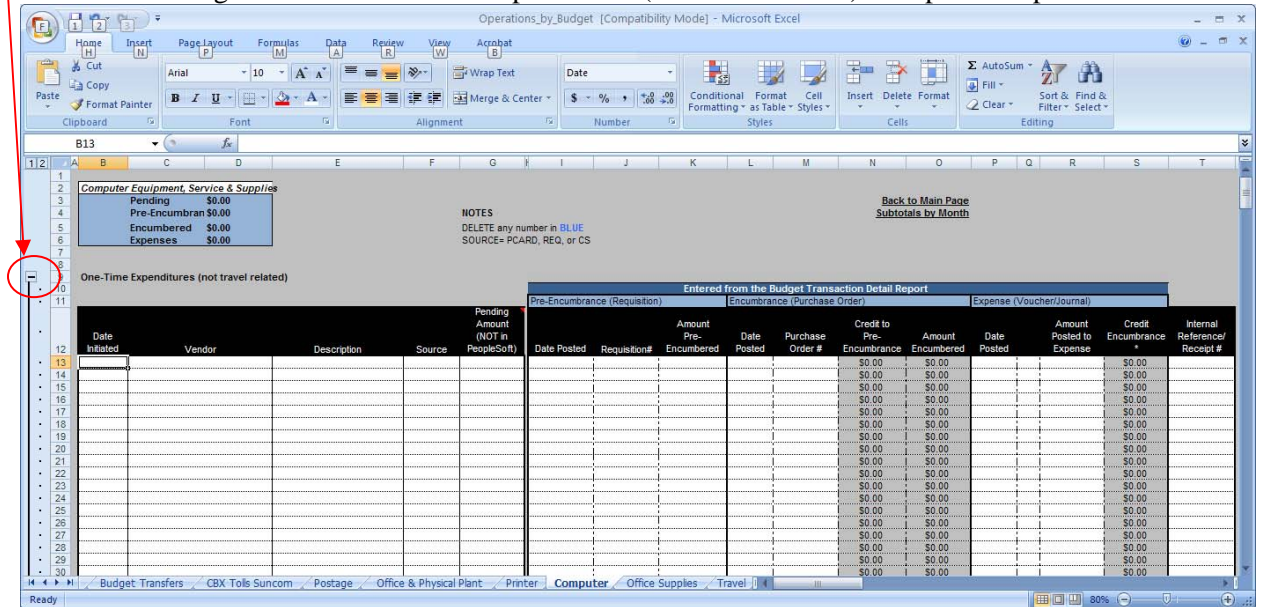
One-Time Expenditures

Computer Equipment, Service & Supplies – Office Supplies - Printing

These steps can be applied to *all* the individual screens listed above.

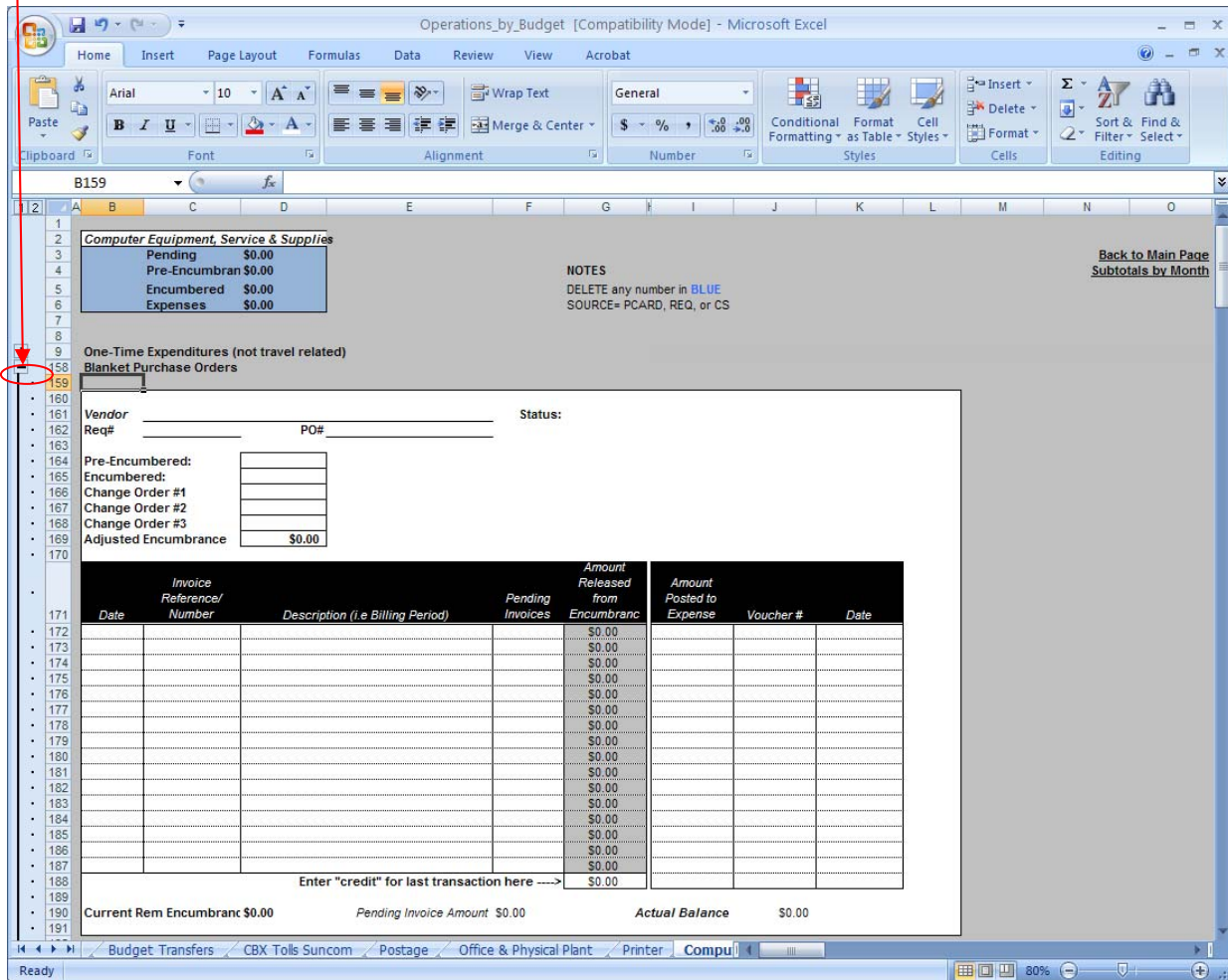


Click on the + sign next to “One-Time Expenditures (not travel related)” to open the option.



22. Enter the date initiated.
23. Hit the TAB button and enter the Vendor name.
24. TAB to the next box and type a description of the items (or services) purchased.
25. TAB to the Source field. Select a source (P-Card, Requisition, Comp Store, and Office Plus.)
 - ✓ P-Card- If purchased using a university purchasing card (no matter who the cardholder’s name is)
 - ✓ Comp Store- If item was purchased in Computer Store
 - ✓ Requisition- If a requisition was completed in PeopleSoft
 - ✓ Office Plus- If office supplies was purchased from UCF Office Plus
26. Once you have selected the appropriate source, the excel worksheet will figure out which cells need to be completed (if they are filled in black, then it is not necessary to complete.) Enter the dollar amount to be charged in the pending column. Once you see this transaction in PeopleSoft on the Budget Transaction Detail report you can enter it in the next appropriate cell on the same line (row). **Note:** This applies for Computer Equipment, Service & Supplies also. However, enter the amount encumbered under “Amount Encumbered” and type right over the existing formula. Also, enter the amount expensed in the “Amount Posted to Expense” column – this is formulated to automatically credit the encumbrance.

Click on the + sign next to “Blanket Purchase Orders” to open the option.



27. You should only enter the blanket purchase orders here. If you have a requisition for a onetime payment then you should enter the information in the appropriate category (ie. Office Supply). Blanket purchase orders are used for vendors that are used all year. For example, Office Depot to purchase supplies. To utilize this you do a req (and PO) with a description of BLANKET. When you receive an invoice from this vendor you should write the PO# on the invoice, obtain two signatures (one should be on the DAL) and sent to F&A.

NOTE: If F&A receives the invoice instead of you they will send it with an expediter. When this is done you get two signatures (one should be on the DAL) and fax it back.

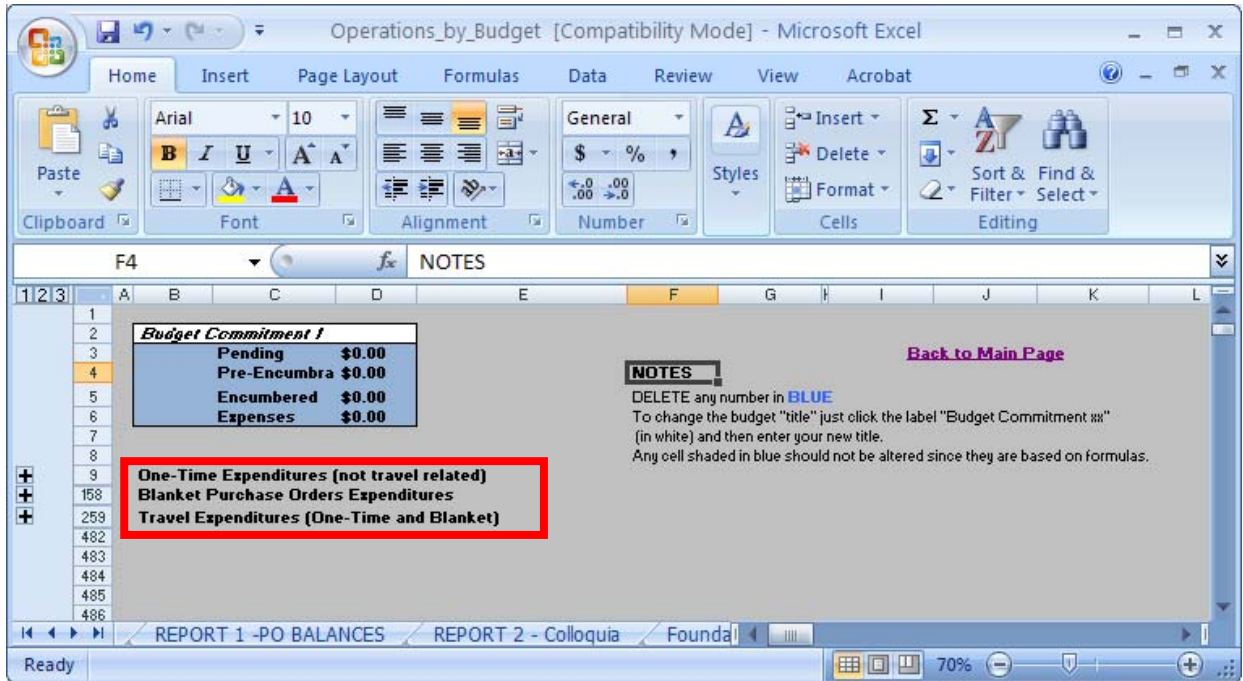
28. Enter the Vendor Name, Requisition # and the Pre-Encumbered amount.

29. Once the requisition rolls into a purchase order on the Budget Transaction Detail, in put the PO# and the encumbered amount. The Pre-Encumbered amount will turn blue as an indication for you to delete it. Input the appropriate data in the appropriate fields (i.e Date, Invoice #, etc)

When you enter the amount in the expense column, it will automatically input a negative amount release from encumbrance.

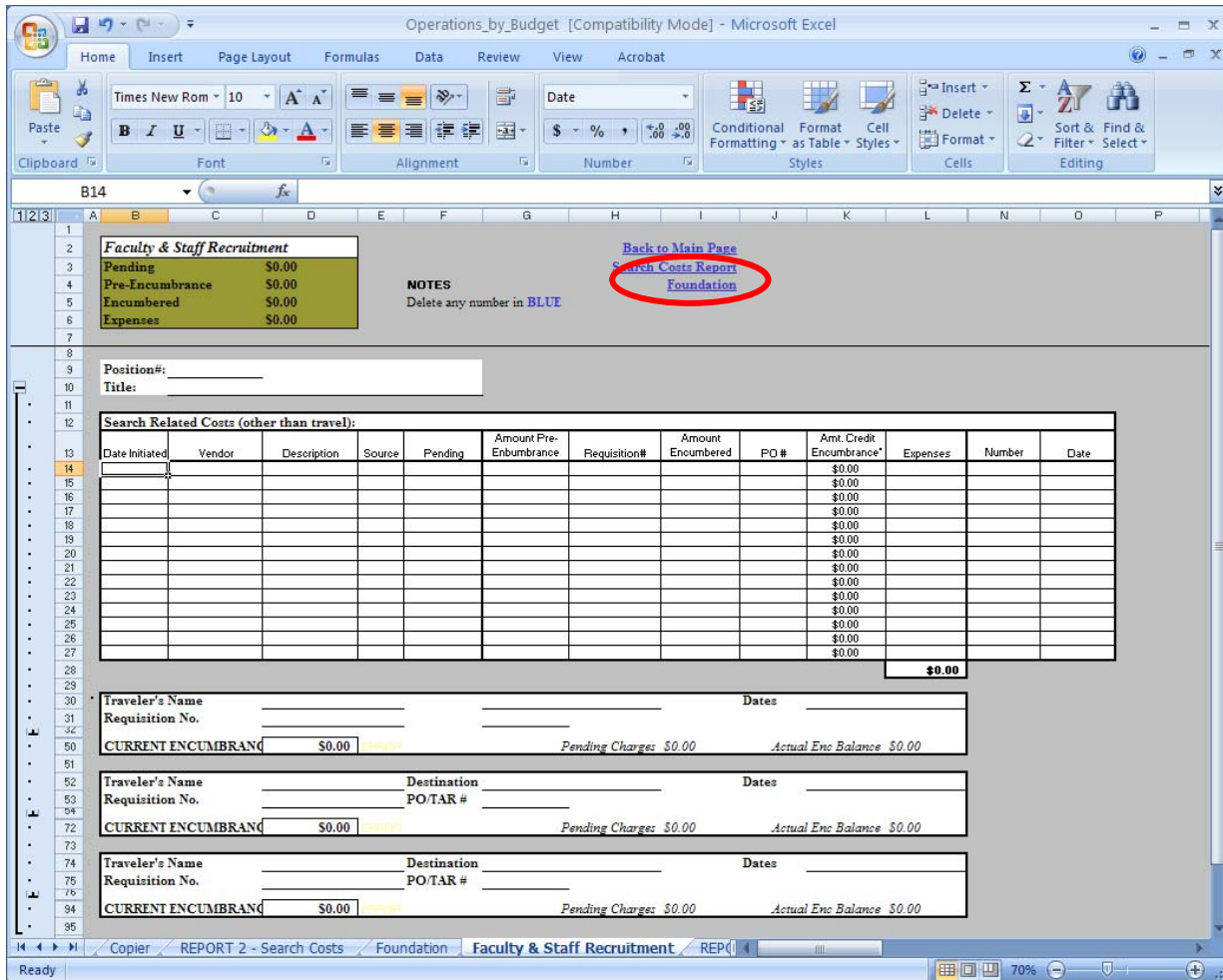
30. **Change Orders** - after a change order has been processed in PeopleSoft enter the amount in the change order #1, #2, #3. Enter a negative number if you are subtracting from the PO balance (decreasing) and enter a positive number if you are adding to the PO balance (increasing).

Budget Commitment Category



41. There are 45 “Budget Commitment” categories that may be utilized. Please refer back to step 12-B to review how to set up the “Budget Commitment” name. Please refer back to steps 13-15 to set up budget for the “Budget Commitment” categories.
42. There are One-Time Expenditures (not travel related), Blanket Purchase Orders Expenditures, and Travel Expenditures (One-Time and Blanket) sections on this page.
43. Enter transactions the same as you do for the “individual categories”.

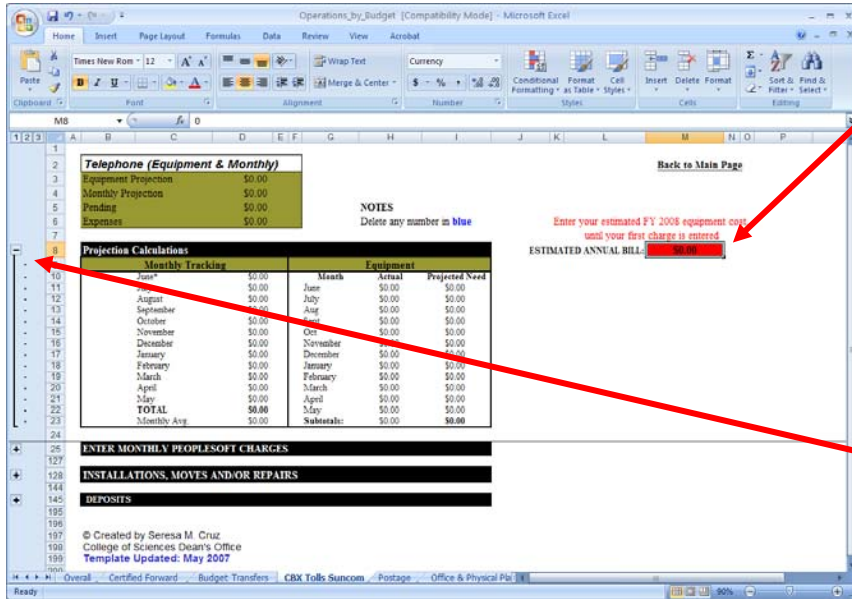
Faculty & Staff Recruitment



44. Each position number has a section to enter the three candidates' TARs and any other charges that are related to the search (ie. Advertisements, labels, etc.)
45. Enter the position # and the Position Title.
46. The first is Search Related Costs (other than travel) – this section follows the individual page format.
47. The second is an area for three TARs (one for each candidate) – this section operates just like the travel section.
48. The Foundation link will give you a page to enter all Foundation related transactions. It will not add to the PeopleSoft totals, since they are separate. It just provides this data on the Search Costs report as an FYI.

Fixed Projected Costs Categories

Telephones – Copier (UCF Convenience Copiers) – Postage



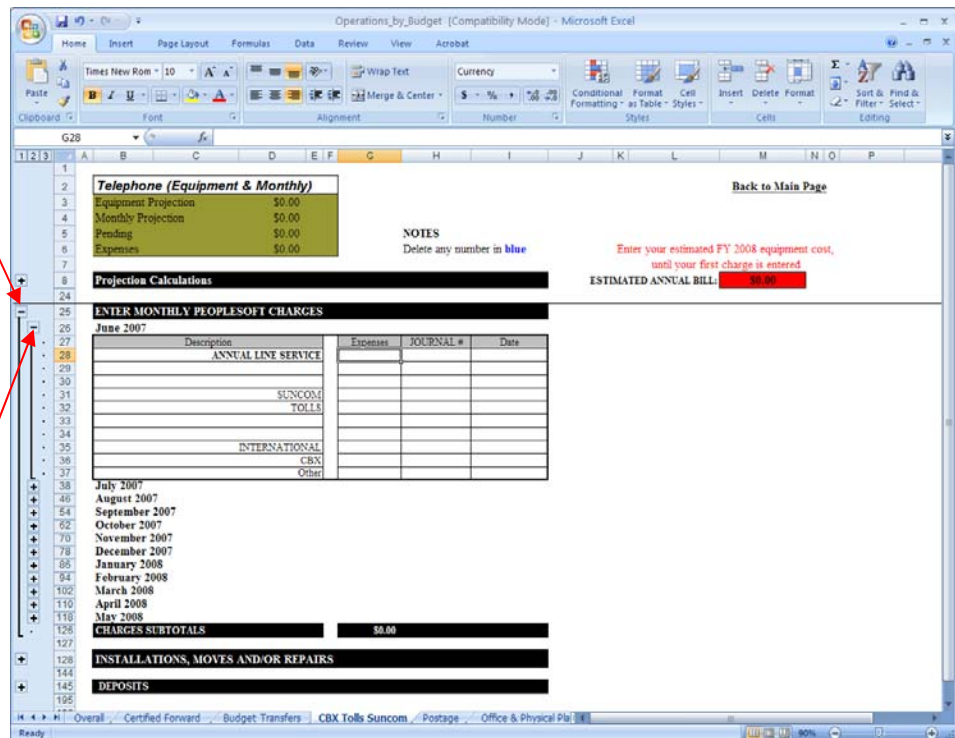
49. Until the first monthly charge is entered you should enter an estimated total cost for the telephone equipment in the red box located in the upper right-hand corner. Once you enter the first Charge (June 08) the estimated amount that you entered will not be a “factor.”

50. You will be able to utilize the built in calculator. To view this

information click the “+” sign next to Projection Calculation.

51. Click the “+” sign next to ENTER MONTHLY PEOPLE SOFT CHARGES.

52. Then click the “+” sign next to the appropriate month.



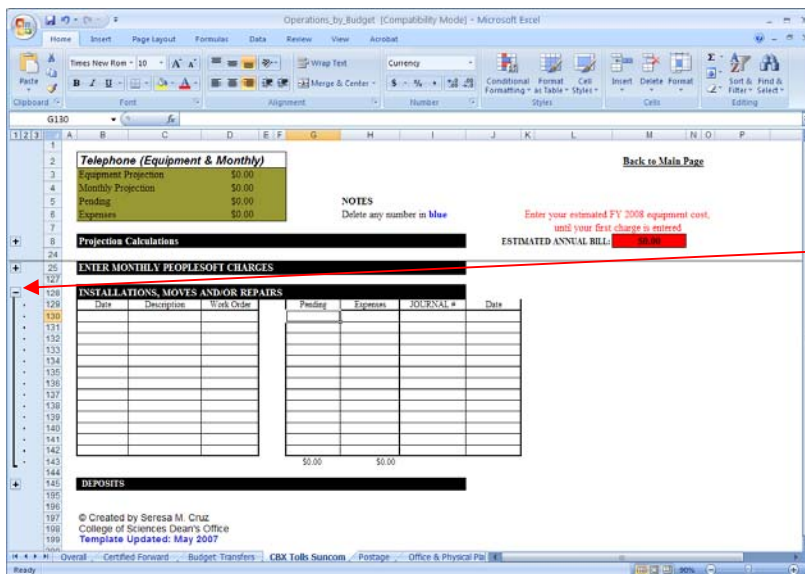
Continued Fixed Projected Costs Categories..

53. Enter the amount charged to each category in the expense column under the appropriate month for each transaction. You should also enter the journal number and the date it was processed in PeopleSoft.

NOTE: The monthly tracking will automatically update your totals by month, calculate your monthly average and project it out for the remaining number of months. There are two types of projected cost calculations used:

Convenience Copier, Postage – these categories assume that you will be charged every month even if one month is “blank”. For example, if you enter a charge in the month of August and nothing in June or July, this spreadsheet will calculate the remaining months to include June & July. This means that the projection is based on 11 months (12 months minus August).

Telephone – this category assumes that if you are charged for August that you will not have any charges for June & July, therefore, will only have 9 months left to pay for.



54. Click the “+” sign next to INSTALLATIONS, MOVES AND/OR REPAIRS

55. An estimated cost should be entered in the Pending column.

56. Once the expenditure (journal) has been posted in PeopleSoft, enter the exact amount in the Expense column (pending column should turn blue, therefore, you should delete the number).

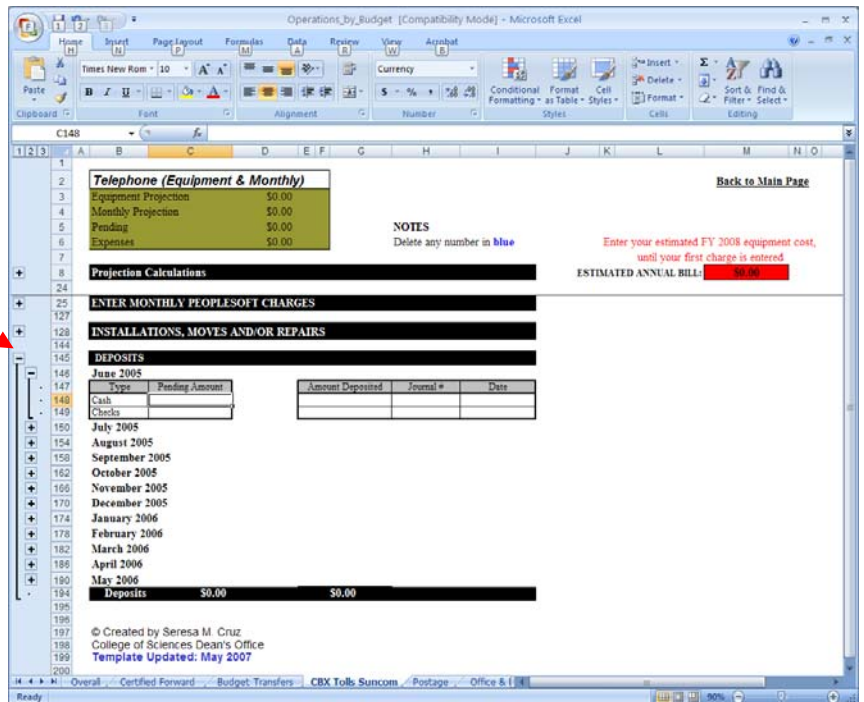
57. Enter the Journal # and Date related to the transaction.

Continued Fixed Projected Costs Categories..

60. Deposits (i.e. Personal calls).
Click the “+” sign next to the DEPOSITS.

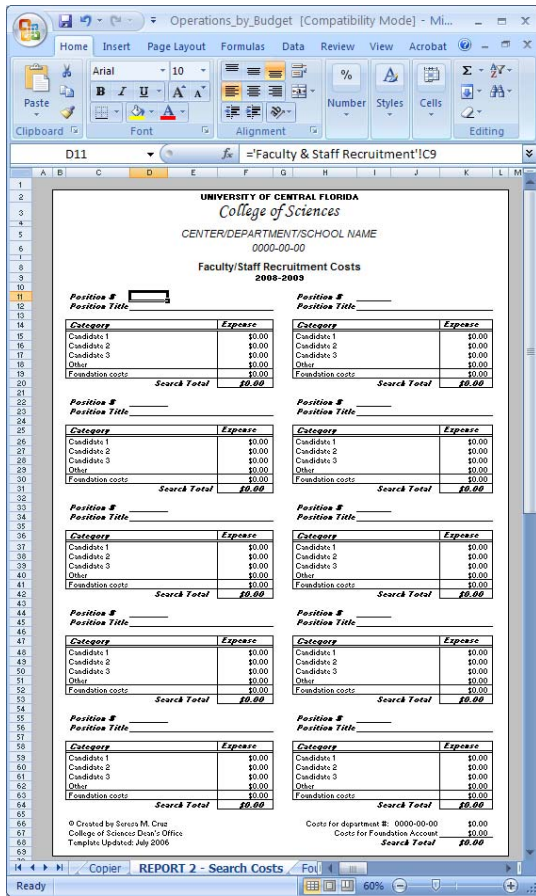
61. Then click the appropriate month.
Enter the deposit number in the Pending Amount Column and the deposit number from the Cashier’s Office Receipt.

62. Once the deposit has been posted to PeopleSoft, enter the negative number in the Amount Deposited.
Record the Journal# (STFxxxxxx) and the date for the transaction.



IF YOU WOULD LIKE THE PROJECTED AMOUNT TO BE REMOVED FROM THE “PICTURE” PLEASE LET ME KNOW AND I WILL DELETE IT FROM YOUR EXCEL SPREESHEET.

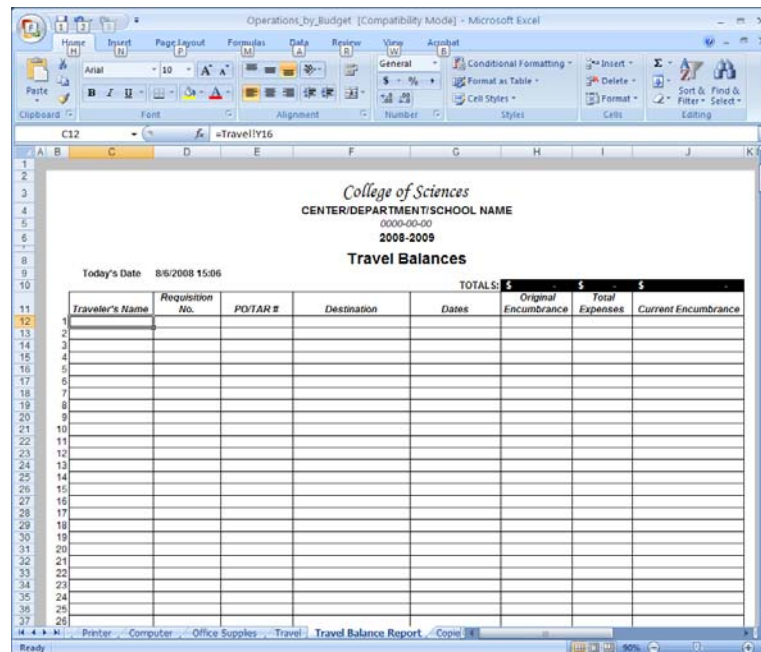
Reports



63. Search Costs - This report will give a total cost of each search. Listed by position # and position title. From the main screen click on the link "Search Costs Report". The screen to the left will show. Hit the print button in the upper left corner OR click FILE, then Print.

64. Office Supply (or Computer Supply) Costs by Month. These reports give a monthly expenditure total based on the information that is entered in the Office Supply detail page and in the Computer Supplies detail page. It also provides an average cost per month to help you plan.

65. Travel Balance Report – This report provides a list of all TARs, including name, destination, date, requisition #, TAR #, current expenditures and remaining balance based on information entered in the travel page. NOTE: The travel page should contain both onetime trips and blanket trips. Onetime trips should have actual destination and for blanket travel you should enter Blanket for destination (this will help you when viewing the report).



Budget Transaction Detail Cheat Sheet

https://fin1.cc.ucf.edu/psreports/fiprod/3297708/gls8005_3055318.PDF - windows internet explorer

https://fin1.cc.ucf.edu/psreports/fiprod/3297708/gls8005_3055318.PDF

Report ID: GLS8005
 Bus. Unit: UCF01--University of Central Florida
 Ledger Grp: CC DEPT -- COMMITMENT CONTROL DEPT
 Post Date: All Dates
 Run Type: All Types

PeopleSoft GL BUDGET TRANSACTION DETAIL										Page
										Run D
										Run T
07/18/2008	PO_POENC	0000154770	3	Devor,Susan L/taxi/shuttle/tol	0.00	0.00	0.00	40.00	0.00	
07/18/2008	PO_POENC	0000154770	3	Devor,Susan L/taxi/shuttle/tol	0.00	0.00	-40.00	0.00	0.00	
07/18/2008	PO_POENC	0000154770	2	Devor,Susan L/parking	0.00	0.00	-30.00	0.00	0.00	
07/18/2008	PO_POENC	0000154770	1	Devor,Susan L/mileage	0.00	0.00	-180.00	0.00	0.00	
07/18/2008	GL_ED_JRNL				0.00	0.00	0.00	0.00	0.00	
07/18/2008	GL_ED_JRNL				0.00	0.00	0.00	0.00	0.00	
07/18/2008	AP_VOUCHER	00513597	1	FEDEX EXPRESS/Overnight mailin	0.00	0.00	0.00	-13.83	0.00	
07/18/2008	AP_VOUCHER	00513597	1	FEDEX EXPRESS/Overnight mailin	0.00	0.00	0.00	0.00	13.83	
07/18/2008	GL_JOURNAL	0280071786	148	07/17/2008/pc july 7 to july 1	0.00	0.00	0.00	0.00	26.05	
07/21/2008	GL_JOURNAL	0274071111	38	07/16/2008/436442632 001	0.00	0.00	0.00	0.00	9.41	
07/21/2008	GL_JOURNAL	0274071811	5	07/21/2008/1T292308	0.00	0.00	0.00	0.00	6.01	
07/21/2008	GL_JOURNAL	0274071811	6	07/21/2008/1T292313	0.00	0.00	0.00	0.00	3.22	
07/21/2008	GL_JOURNAL	TC00078662	880	07/21/2008/MRC July 2008	0.00	0.00	0.00	0.00	984.00	
07/21/2008	GL_JOURNAL	TC00078662	882	07/21/2008/OCC July 2008	0.00	0.00	0.00	0.00	150.00	
07/21/2008	GL_JOURNAL	TC00078662	881	07/21/2008/Tolls July 2008	0.00	0.00	0.00	0.00	30.15	
07/21/2008	AP_VOUCHER	00517177	1	BANK OF AMERICA/77415980366877	0.00	0.00	0.00	0.00	-68.21	
07/21/2008	GL_JOURNAL	0274071011	40	07/16/2008/436353361 001	0.00	0.00	0.00	0.00	59.95	
07/22/2008	PO_PROCARD				0.00	0.00	0.00	0.00	0.00	
07/22/2008	PO_PROCARD				0.00	0.00	0.00	0.00	0.00	
07/24/2008	GL_JOURNAL	0274070711	11	07/15/2008/1T291349	0.00	0.00	0.00	0.00	0.00	
07/24/2008	GL_JOURNAL	0274070711	12	07/15/2008/1T291349	0.00	0.00	0.00	0.00	24.06	
07/24/2008	AP_VOUCHER	00516652	1	FEDEX EXPRESS/Overnight mailin	0.00	0.00	0.00	0.00	43.36	
07/24/2008	AP_VOUCHER	00516652	1	FEDEX EXPRESS/Overnight mailin	0.00	0.00	0.00	-43.36	0.00	
07/24/2008	AP_VOUCHER	00518383	1	BANK OF AMERICA/VRFEZCF858C9	0.00	0.00	0.00	0.00	745.00	
07/24/2008	AP_VOUCHER	00518383	2	BANK OF AMERICA/105-1594774-86	0.00	0.00	0.00	0.00	64.14	
07/25/2008	GL_JOURNAL	0280072587	151	07/25/2008/pc jul 14 to jul 18	0.00	0.00	0.00	0.00	17.47	
07/30/2008	GL_JOURNAL	0280073086	148	07/30/2008/pc jul 21 to jul 25	0.00	0.00	0.00	0.00	3.06	
07/30/2008	GL_JOURNAL	0280073086	15	07/30/2008/pd jul 21 to jul 25	0.00	0.00	0.00	0.00	0.68	
Number of Transactions 253					Totals	0.00	0.00	0.00	4,329.15	8,093.22

Source	Description
Office Depot charges	07/16/2008/436442632 001
Telecommunication charges	TCO00078662
P-card charges	BANK OF AMERICA
UCF Office Plus charges	7/15/2008/1T291349
Postal charges	7/25/2008/pc jul 14 to jul 18
Computer Store	7/30/2008/DP SUPPLIES Other
Copier charges	07/19/2008/06 344
Cashier's Office	Document id=STF0062822

Budget Transaction Detail Report

PreEncumbered Amount – Requisition

Encumbered Amount – Purchase Order

Expended Amount – Voucher/ Journal

“Charge” Process

Vendor Type	PreEncumbrance	Encumbrance	Expense
Outside Vender or Employee	+ requisition -Purchase order	+ purchase order -voucher	+ voucher
--Exception- - Pcard (not travel related)	n/a	n/a	+ voucher

On-campus Vendor	n/a	n/a	+ Journal
--Exception- - Computer Store	n/a	+ Journal -Journal	+ Journal