

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). 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

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

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:

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- Change My UCF password		

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





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- 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:

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- 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 <u>View/Log Trace</u>
- 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.



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Expenditures Account Description	Journal ID Voucher # PO #	Line	Date	Line Descr	Name /Jrnl Descr	Vendor # An	nount	=
5 711201 ADMIN AND PROF 711301 UNIV SUP PERSONNEL 8	HR00014679 HR00014679	211 244	06-JUL-2004 06-JUL-2004	HR Payroll Journal HR Payroll Journal	HR Payroll Journals HR Payroll Journals		3,666.28	
711401 SOCIAL SECURITY MATC	HR00014679	308	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		367.89	
711503 STATE RETIREMENT	HR00014679	372	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		97.44	
711551 PRETAX ADMIN ASSESSM	HR00014679	510	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		13.45	
TI1601 STATE HEALTH EMPL CO	HR00014679	560	06-JUL-2004	HR Payroll Journal	HR Payroll Journals		583.83	
712301 SOCIAL SECURITY MATC	HR00014679	703	05-JUL-2004	HE Payroll Journal	HR Payroll Journals		153.99	
0 711201 ADMIN AND PROF	0630PAYACC	209	08-JUL-2004	ADMIN AND PROF	Reverse 06302004 Pa		-3,299.65	
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711503 STATE RETIREMENT	0630PAYACC	364	08-JUL-2004	STATE RETIREMENT	Reverse 06302004 Pa		-87.70	
711550 OPTIONAL RET PLAN MA	0630PAYACC	421	08-JUL-2004	OPTIONAL RET PLAN N	4 Reverse 06302004 Pa		-344.15	
711601 STATE HEALTH ENPL CO	0630PATACC	549	08-JUL-2004	STATE HEALTH EMPL C	Reverse 06302004 Pa		-525.45	
712101 TEMPORARY EMPLOYMENT	0630PAYACC	639	08-JUL-2004	TEMPORARY EMPLOYMEN	Reverse 06302004 Pa		-1,811.70	
712301 SOCIAL SECURITY MATC 711201 ADMIN AND PROF	HR00015630	681 207	08-JUL-2004 29-JUL-2004	HE Payroll Journal	HR Payroll Journals		-138.59 3.666.28	
711301 UNIV SUP PERSONNEL &	HR00015630	240	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		1,318.54	
711401 SOCIAL SECURITY MATC	HR00015630	304	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		367.89	
711550 OPTIONAL RET PLAN HA	HR00015630	440	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		382.39	
711551 PRETAX ADMIN ASSESSM	HR00015630	502	29-JUL-2004	HR Payroll Journal	HR Payroll Journals		13.45	
711601 STATE HEALTH ENPL CO	HR00015630	553	29-JUL-2004	HE Payroll Journal	HR Payroll Journals		583.83	
712301 SOCIAL SECURITY MATC	HR00015630	637	29-JUL-2004	HE Payroll Journal	HR Payroll Journals		153.76	
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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.

