



University of Central Florida

Finance & Accounting

Procedures Document

Procedure:	Submitting Manual Journal Entries
Who Processes:	Department designated journal entry creators; Finance and Accounting (F&A) personnel
Date:	7/08/2011
Author:	UCF Controller

Scope:

Communicate the Controller's Office requirements for journal entry attachments within UCF Financials with a source of IDI, IDI-C&G, IDS, and TRF.

General guidelines for JE's and attachments:

- Effective with the UCF Financials upgrade to version 9.1, the "General Ledger" journal entry online attachment feature was enabled and users are required to electronically attach supporting documentation to their journal entries. UCF Financials allows attachments to be accessed and reviewed by anyone with security to review a journal entry. Because of this security limitation, certain types of information and documents should not be attached:
- un-redacted banking information
- Personal employee data (id's, SS#, etc.).
- The generally accepted approach to attaching supporting documentation to a journal is to assume that if an external person (someone in another department, an external auditor, etc) were to review the journal, the journal itself and supporting documentation supports the rationale for creating the journal.
- Supporting documentation should be relevant, concise and informative. Do not attach a copy of the journal template unless it contains a signature to show evidence of approval for the transaction.
- Accepted format for attachments is: .txt, .xls, .xlsx., .pdf, .doc., .docx. **NOTE – Excel files must be attached without links or macros. Please copy and paste the data as values before attaching the Excel spreadsheet to the journal. Please test that the attachment will open prior to submitting the journal to F&A.**

- The Controller’s Office has developed these general guidelines regarding supporting documentation. In instances where documentation is REQUIRED, this has been noted. For all types of journals, the understanding is that in addition to required documentation, other documents may be attached if it is appropriate to support the transaction.
- Once a journal has been posted, no additional attachments can be added to that journal within UCF Financials. In rare instances, the Associate Controller or Assistant Controller can add an attachment after posting.
- Department journals must be approved by an appropriate designee at the department level prior to submitting the journal to F&A for final review and posting. The journal entry creator and approver cannot be the same person.
- F&A will generally approve and post journals within two business days of notification.

Journal Source	Purpose	Journal Naming Convention	Attachments
IDI (Non-C&G)	<p>Journal entries created by the UCF community for posting to the ACTUALS ledger.</p> <p>For Examples see Appendix A</p> <ol style="list-style-type: none"> 1. Expense charged to incorrect dept. 2. Incorrect expense code. 3. AUX Revenue charged to incorrect dept. 4. Incorrect revenue code. 5. Cash Transfer 6. Tagable item charged to incorrect dept. 	<p>XXXXMMDDNN: XXXX are the first four digits of the department or project, MM is the month, DD is the day, and NN is the sequence number.</p>	<ul style="list-style-type: none"> • Depending on the type of transaction, documentation to support the rationale of the journal may include: • DataMart • Budget position • Third party source documents (invoices, etc.) • Other schedules, queries, and/or analysis • Do not attach a copy of the journal template unless it contains a signature to show evidence of approval for the transaction.

Journal Source	Purpose	Journal Naming Convention	Attachments
<p>IDI: C&G Sponsored Research projects for funds: 21028 20029 & 21029 21030 21088</p>	<p>Journal entries created by the UCF community for posting to the ACTUALS ledger.</p> <p>ORC Compliance reviews for compliance with contractual and federal guidelines. Additional payroll information is collected for effort reporting in the ECRT system.</p>	<p>XXXXMMDDNN: XXXX are the first four digits of the department or project, MM is the month, DD is the day, and NN is the sequence number.</p>	<p>Required:</p> <ol style="list-style-type: none"> 1) UCF Cost Transfer Explanation Form 2) Non-payroll related transfer: DataMart; Budget Position; Third party sources (invoices, etc.); and other schedules, queries, and/or analysis 3) Payroll related transfer: PARIS payroll information (if transfer between projects) or a Cost Center Report (if transfer from department to project), showing name, gross payroll and deductions (benefits & fringes)
<p>Other C&G departments or projects for funds: 20020 20031</p>	<p>ORC approval not required</p>	<p>XXXXMMDDNN: XXXX are the first four digits of the department or project, MM is the month, DD is the day, and NN is the sequence number.</p>	<p>Required:</p> <ol style="list-style-type: none"> 1) UCF Cost Transfer Explanation Form 2) Non-payroll related transfer: DataMart; Budget Position; Third party sources (invoices, etc.); and other schedules, queries, and/or analysis 3) Payroll related transfer: PARIS payroll information (if transfer between projects) or a Cost Center Report (if transfer from department to project), showing name, gross payroll and deductions (benefits & fringes)

Journal Source	Purpose	Journal Naming Convention	Attachments
IDS	<p>Interdepartmental sales between University departments:</p> <p>For Examples see Appendix B Business Services Physical Plant</p>	<p>XXXXMMDDNN: XXXX are the first four digits of the initiating department or project, MM is the month, DD is the day, and NN is the sequence number.</p>	Invoices/Reports/Etc.

Journal Source	Purpose	Journal Naming Convention	Attachments
TRF	<p>Payment by DSOs, to various departments in the university for goods/services provided.</p> <p>90904 - UCF GOLDEN KNIGHTS CORP 90905 - UCF CONVOCATION CTR CORP 90906 - UCF FINANCE CORPORATION</p> <p>For Example see Appendix C</p>	<p>XXXXMMDDNN: XXXX are the first four digits of the department, MM = month, DD = day, and NN = sequence number.</p>	Invoices/Reports/Etc.

Appendix A

- 1) **Office supplies expense was charged to the wrong department.** This entry reclassifies the expense from the incorrect department to the correct department (i.e. different department - same account code). Acceptable support for this journal would be a screen shot from DataMart or Budget Position report showing the original incorrect dept/expense entry.

UCF Financials myUCF

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: UCF01 Journal ID: 1340032220 Date: 03/22/2011 Errors Only
[Template List](#) [Search Criteria](#) [View Audit Logs](#)

*Process: Line: 10

Select	Line	Account	Dept	Project	Fund	Program	Bud Ref	Alt Acct	Amount	Base Currency	Budget Date	Open It
<input type="checkbox"/>	1	738101	13100802		10071	ZZ		773000	65.97	USD	03/22/2011	
<input type="checkbox"/>	2	738101	13100801		10071	ZZ		773000	-65.97	USD	03/22/2011	
<input type="checkbox"/>	3	112001	13100802		10071	ZZ		112001	-65.97	USD	03/22/2011	
<input type="checkbox"/>	4	112001	13100801		10071	ZZ		112001	65.97	USD	03/22/2011	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UCF01	4	131.94	131.94	P	V

Header | Lines | Totals | Errors | Approval

DataMart Query Results - Windows Internet Explorer

Criteria Used: Dept/Proj = 13100801 and Account = 738101 and TransDate Between 7/1/10-11/30/10

Period: Fiscal Year 2011

Total Records Found: 1 Records Displayed: 1-1 [View Total Amount](#)

Line Num	Dept Number	Account	Amount	Voucher#	Vendor Name	PO#	Journal ID	Invoice Number	Transaction Date	Fund	Vchr/Jrnl Line Description	Alt Acct	Prq	Vendor ID
1	13100801	738101	65.97	00732705	BANK OF AMERICA		APAG108252	ps102510a_58	11/10/2010	10071	Hand sanitizer	773000	ZZ	0000002096

[View Total Amount](#)

- 2) **The wrong expense account was charged.** This journal reclassifies the account from 739101 to 754208 (i.e. same department – different account code). Acceptable support for this journal would be a screen shot from DataMart or Budget Position report showing the original incorrect expense entry.

The screenshot shows the UCF Financials interface for creating or updating a journal entry. The journal ID is 2317042601, dated 04/26/2011. The entry consists of two lines:


Select	Line	Account	Dept	Project	Fund	Program	Bud Ref	Alt Acct	Amount	Base Currency	Budget Date	Open It
<input type="checkbox"/>	1	739101	23010009		10001	ZZ		773000	-299.00	USD	04/26/2011	
<input type="checkbox"/>	2	754208	23010009		10001	ZZ		711000	299.00	USD	04/26/2011	

The Totals section shows a total debit of 299.00 and a total credit of 299.00 for unit UCF01.

The screenshot shows DataMart Query Results for account 739101. The query criteria are Dept/Proj = 23010009 and Account = 739101, with a transaction date between 7/1/10 and 8/31/10. The results table is as follows:

Line Num	Dept Number	Account	Amount	Voucher#	Vendor Nm/ Jml Header Desc	PO#	Journal ID	Invoice Number	Transaction Date	Fund	Vchr/Jml Line Description	Alt Acct	Prg	Vendor ID
1	23010009	739101	299.00	00716075	BANK OF AMERICA		APA0105572	pc082410a_13	08/24/2010	10001	SmartScoresoftwa	773000 ZZ		0000002096

- 3) **Non-Taxable Auxiliary Sales revenue was charged to the wrong department.** This entry reclassifies the revenue from the incorrect department to the correct department (i.e. different department - same account code). Acceptable support for this journal would be a screen shot from DataMart or Budget Position report showing the original incorrect dept/revenue entry and/or Departmental Receipt.

UCF Financials  myUCF

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: UCF01 Journal ID: 2010020303 Date: 02/03/2011 Errors Only
 Template List Search Criteria View Audit Logs

*Process: Edit Journal Process Line: 10

Select	Line	Account	Dept	Project	Fund	Program	Bud Ref	Alt Acct	Amount	Base Currency	Budget Date	Open It
<input type="checkbox"/>	1	604006	20100302		10067	ZZ		672200	-1,080.00	USD	02/03/2011	
<input type="checkbox"/>	2	604014	20100302		10067	ZZ		672200	-420.00	USD	02/03/2011	
<input type="checkbox"/>	3	604006	20100301		10067	ZZ		672200	1,080.00	USD	02/03/2011	
<input type="checkbox"/>	4	604014	20100301		10067	ZZ		672200	420.00	USD	02/03/2011	
<input type="checkbox"/>	5	112001	20100302		10067	ZZ		112001	1,500.00	USD	02/03/2011	
<input type="checkbox"/>	6	112001	20100301		10067	ZZ		112001	-1,500.00	USD	02/03/2011	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UCF01	6	3,000.00	3,000.00	P	Y

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval



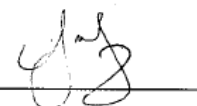
Departmental Receipt

Register: OR101
 Transaction Date: 12/02/2010
 Transaction Time: 09:30:16.000000_A
 Receipt Number: 666668
 Cashier Office: ORL10

Dept Id/Proj-Grt Title / Code	Account Title / Code	Amount
AMPAC-AUX OPERATIONS	20100301 NON-TAXABLE AUX SA 604006	\$ 1,080.00
AMPAC-AUX OPERATIONS	20100301 NON-TAXABLE COMMIS 604014	\$ 420.00
Receipt Total:		<u>\$ 1,500.00</u>

Reference Nbr: AMPAC

Tender:	Amount:
Check Dept	\$ 1,500.00
Change	\$ 0.00
TOTAL	<u>\$ 1,500.00</u>

Cashier: 

Should be 20100302

- 4) **The wrong revenue account was credited.** This journal reclassifies the account from 604305 to 604005 (i.e. same department – different account code). Acceptable support for this journal would be a screen shot from DataMart or Budget Position report showing the original incorrect revenue entry.

Unit: UCF01 Journal ID: 0905082601 Date: 08/26/2009 Errors Only

[Template List](#) [Search Criteria](#)

*Process: Line:

Select	Line	Account	Dept	Project	Fund	Program	Bud Ref	Alt Acct	Amount	Base Currency	Budget Date	Open
<input type="checkbox"/>	1	604005	09050301		10023	ZZ		672200	-2,512.98	USD	08/26/2009	
<input type="checkbox"/>	2	604305	09050301		10023	ZZ		672200	2,512.98	USD	08/26/2009	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UCF01	2	2,512.98	2,512.98	P	V

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

DataMart Query Results - Windows Internet Explorer

http://www.fadm.ucf.edu/dm-actQuery.cfm

DataMart Query Results

DataMart Query Results (Actuals) Criteria Used: Dept/Proj = 09050301 and Account = 604305 and TransDate = 09/27/09


Period: Fiscal Year 2010

First Previous Next Last Total Records Found: 1 Records Displayed: 1-1 [View Total Amount](#)

Line Num	Dept Number	Account	Amount	Voucher#	Vendor Nm/ Jml Header Desc	PO#	Journal ID	Invoice Number	Transaction Date	Fund	Vchr/Jml Line Description	Alt Acct	Prg	Vendor ID
1	09050301	604305	-2,512.98		TAXABLE AUX SALES-CAMPUS		DEPTRASLTX		09/27/2009	10023	TAXABLE AUX SALE	672200	ZZ	

 Total Records Found: 1 Records Displayed: 1-1 [View Total Amount](#)

- 5) **Transfer cash from one department to another department within the same Fund (i.e. a non-exchange transaction).** Acceptable support for this transaction would be an email/memo/schedule that describes the purpose of the transfer and evidences the appropriate level approval of the charged department.

UCF Financials  myUCF

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: UCF01 Journal ID: 0341041401 Date: 04/14/2011 Errors Only

[Template List](#) [Search Criteria](#) [View Audit Logs](#)

*Process: Line:

Select	Line	Account	Dept	Project	Fund	Program	Bud Ref	Alt Acct	Amount	Base Currency	Budget Date	Open It
<input type="checkbox"/>	1	615079	03410317		10079	ZZ		657000	14,167.69	USD	04/14/2011	
<input type="checkbox"/>	2	615079	03410321		10079	ZZ		657000	-14,167.69	USD	04/14/2011	
<input type="checkbox"/>	3	112001	03410317		10079	ZZ		112001	-14,167.69	USD	04/14/2011	
<input type="checkbox"/>	4	112001	03410321		10079	ZZ		112001	14,167.69	USD	04/14/2011	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UCF01	4	28,335.38	28,335.38	E	V

Header | Lines | Totals | Errors | Approval

From: Jeff Novak
Sent: Thursday, April 14, 2011 10:22 AM
To: Jason Ellmyer; Jeff Novak
Cc: Sarah Oleksy; Latisha McCray; Peter Mitchell
Subject: Re: URSA

Ok. Can we figure out after.

Sent from my Wireless Phone

----- Reply message -----

From: "Jason Ellmyer" <Jason.Ellmyer@ucf.edu>
 Date: Thu, Apr 14, 2011 8:51 am
 Subject: URSA
 To: "Jeff Novak" <novak@ucf.edu>

1

Cc: "Sarah Oleksy" <Sarah.Oleksy@ucf.edu>, "Latisha McCray" <Latisha.McCray@ucf.edu>, "Peter Mitchell" <peter@ucf.edu>

I will get the Towers portion.

If I don't get to do the transfer, I don't see how they can go on the trip, seeing that there is no funding.

Jason

----- Reply message -----

From: "Jason Ellmyer" <Jason.Ellmyer@ucf.edu>

Date: Wed, Apr 13, 2011 4:08 pm

Subject: URSA

To: "Jeff Novak" <novak@ucf.edu>

Cc: "Sarah Oleksy" <Sarah.Oleksy@ucf.edu>, "Latisha McCray" <Latisha.McCray@ucf.edu>, "Peter Mitchell" <peter@ucf.edu>

Jeff,

Your URSA department is very low and there is a big trip coming up and they need funding as they are short \$10K for the trip.

URSA had a starting Associate Revenue of \$35,832.31. I would like to bring it up to \$50,000.

I would like to transfer \$14,167.69 from 317 to 321.


May I proceed.

Jason

- 6) **The wrong department was charged on a voucher payment for a tagable asset (chartfield begins with "75XXXX", alternate account = 721000).** Correcting this type of error must be coordinated through Vendor Payables. Do not submit an off-line journal for this correction because the correcting transaction must flow through the Accounts Payable/Asset Management system so the tagable item can be associated with the correct department within the UCF Asset Management system. Contact the appropriate vendor payables personnel (see Who to Contact Guide on F&A website http://www.fa.ucf.edu/Vendor_Payables/VP_Who_To_Contact.pdf). You will need to supply them with support for the correction. Acceptable support for this transaction would be a screen shot from DataMart showing the original voucher number, date, amount, vendor, etc.

Appendix B

- IDS journals are used when a department provides goods and/or services to another UCF department(s).** Acceptable support for this journal would be an invoice describing the goods/services, dollar amounts, charged department(s), etc.

UCF Financials  myUCF

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: UCF01 Journal ID: 0271050246 Date: 05/02/2011 Errors Only
 Template List Search Criteria View Audit Logs

*Process: [Edit Journal] Process Line: 10

Select	Line	Account	Dept	Project	Fund	Program	Bud Ref	Alt Acct	Amount	Base Currency	Budget Date	Open It
<input type="checkbox"/>	1	604001	02710306		10049	ZZ		672200	-901.50	USD	05/02/2011	
<input type="checkbox"/>	2	743401	08200502		90044	ZZ		711000	727.50	USD	05/02/2011	
<input type="checkbox"/>	3	743401	01620002		10001	ZZ		711000	174.00	USD	05/02/2011	
<input type="checkbox"/>	4	112001	02710306		10049	ZZ		112001	727.50	USD	05/02/2011	
<input type="checkbox"/>	5	112001	08200502		90044	ZZ		112001	-727.50	USD	05/02/2011	
<input type="checkbox"/>	6	112001	02710306		10049	ZZ		112001	174.00	USD	05/02/2011	
<input type="checkbox"/>	7	112001	01620002		10001	ZZ		112001	-174.00	USD	05/02/2011	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UCF01	7	1,803.00	1,803.00	E	X

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Live Oak Event Center
 P.O.Box 160055
 Orlando FL 32816-0055
 Phone: 407-823-0157 / Fax: 407-823-0158

Invoice

Customer	Invoice Number: LO802
Ana Petkov	Invoice Date: 5/2/2011
UCF Constituent Relations	Due Date: 5/2/2011
University of Central Florida	Event Name: PLC Retreat
Admin, Room 328	Reservation No.: 6438
Orlando, FL 32816	

Bookings / Details	Quantity	Price	Amount
<i>This invoice is for activity that occurred in the past.</i>			
Friday, April 29, 2011			
10:30 AM - 5:30 PM PLC Retreat (Pending) Cypress Room			
Reserved: 9:30 AM - 6:30 PM			
Room Charge:	1	800.00	800.00
Less 100% Discount			-800.00
Rental Equipment:			
8 or 8 ft. Table Linen	16	9.00	144.00
4ft Table Skirting	3	10.00	30.00
Audio Visual:			
Podium	1	15.00	15.00
Less 100% Discount			-15.00
Portable LCD Projector	1	150.00	150.00
Less 100% Discount			-150.00
Wireless Microphone	1	10.00	10.00
Less 100% Discount			-10.00
Wired Microphone	1	10.00	10.00
Less 100% Discount			-10.00
		Subtotal	174.00
		Grand Total	174.00

Please contact Lisa Fulford at 407-823-1583 for any invoice questions, or Amy Avalos at 407-823-0157 for any event related concerns.

Please make checks payable to: University of Central Florida
 and mail check to: University of Central Florida
 Business Services
 P.O. Box 160055
 Orlando, FL 32816-0055

5/2/2011 1:36 PM EDT Page 1 of 1

2. IDS journals where Facilities Operations (Physical Plant) receives funds for providing goods/services. Facilities Operations do not record revenue because they are an E&G department (Fund = 10001) therefore they receive the funds as a credit to an expense account. Acceptable support for this journal would be an invoice describing the goods/services, dollar amounts, charged department(s), etc.

UCF Financials myUCF

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: UCF01 Journal ID: 7301030707 Date: 03/07/2011 Errors Only

[Template List](#) [Search Criteria](#) [View Audit Log](#)

*Process: Line: 10

Select	Line	Account	Dept	Project	Fund	Program	Bud Ref	Alt Acct	Amount	Base Currency	Budget Date	Open It
<input type="checkbox"/>	5	727299	02800004		10001	ZZ		711100	-517.58	USD	03/07/2011	
<input type="checkbox"/>	6	727299	73010001		10027	ZZ		711100	517.58	USD	03/07/2011	

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UCF01	68	192,809.06	192,809.06	P	Y

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

https://fin.net.ucf.edu/fprod/psft/tmp/V_dec20689-8564-4274-a3eb-a0b590755cb1/Utility_Back_Up - Windows Internet Explorer

https://fin.net.ucf.edu/fprod/psft/tmp/V_dec20689-8564-4274-a3eb-a0b590755cb1/Utility_Back_Up.pdf

File | Edit | Go To | Favorites | Help

61.2% Sign

Line	Account	Dept	Project	Fund	Program	Bud Ref	Alt Acct	Amount	Base Currency	Budget Date	Open It
112294	42000 7 Doc	02800		10001				516.00	USD	03/07/2011	
51800091	4000 8000			10001				2400.00	USD	03/07/2011	
0000095	10000 10000			10001				9900.00	USD	03/07/2011	
0000047	0 0			10001				0.00	USD	03/07/2011	
0000048	0 0			10001				0.00	USD	03/07/2011	
0000049	0 0			10001				0.00	USD	03/07/2011	
0000050	0 0			10001				0.00	USD	03/07/2011	
0000051	0 0			10001				0.00	USD	03/07/2011	
0000052	0 0			10001				0.00	USD	03/07/2011	
0000053	0 0			10001				0.00	USD	03/07/2011	
0000054	0 0			10001				0.00	USD	03/07/2011	
0000055	0 0			10001				0.00	USD	03/07/2011	
0000056	0 0			10001				0.00	USD	03/07/2011	
0000057	0 0			10001				0.00	USD	03/07/2011	
0000058	0 0			10001				0.00	USD	03/07/2011	
0000059	0 0			10001				0.00	USD	03/07/2011	
0000060	0 0			10001				0.00	USD	03/07/2011	
0000061	0 0			10001				0.00	USD	03/07/2011	
0000062	0 0			10001				0.00	USD	03/07/2011	
0000063	0 0			10001				0.00	USD	03/07/2011	
0000064	0 0			10001				0.00	USD	03/07/2011	
0000065	0 0			10001				0.00	USD	03/07/2011	
0000066	0 0			10001				0.00	USD	03/07/2011	
0000067	0 0			10001				0.00	USD	03/07/2011	
0000068	0 0			10001				0.00	USD	03/07/2011	
0000069	0 0			10001				0.00	USD	03/07/2011	
0000070	0 0			10001				0.00	USD	03/07/2011	
0000071	0 0			10001				0.00	USD	03/07/2011	
0000072	0 0			10001				0.00	USD	03/07/2011	
0000073	0 0			10001				0.00	USD	03/07/2011	
0000074	0 0			10001				0.00	USD	03/07/2011	
0000075	0 0			10001				0.00	USD	03/07/2011	
0000076	0 0			10001				0.00	USD	03/07/2011	
0000077	0 0			10001				0.00	USD	03/07/2011	
0000078	0 0			10001				0.00	USD	03/07/2011	
0000079	0 0			10001				0.00	USD	03/07/2011	
0000080	0 0			10001				0.00	USD	03/07/2011	
0000081	0 0			10001				0.00	USD	03/07/2011	
0000082	0 0			10001				0.00	USD	03/07/2011	
0000083	0 0			10001				0.00	USD	03/07/2011	
0000084	0 0			10001				0.00	USD	03/07/2011	
0000085	0 0			10001				0.00	USD	03/07/2011	
0000086	0 0			10001				0.00	USD	03/07/2011	
0000087	0 0			10001				0.00	USD	03/07/2011	
0000088	0 0			10001				0.00	USD	03/07/2011	
0000089	0 0			10001				0.00	USD	03/07/2011	
0000090	0 0			10001				0.00	USD	03/07/2011	
0000091	0 0			10001				0.00	USD	03/07/2011	
0000092	0 0			10001				0.00	USD	03/07/2011	
0000093	0 0			10001				0.00	USD	03/07/2011	
0000094	0 0			10001				0.00	USD	03/07/2011	
0000095	0 0			10001				0.00	USD	03/07/2011	
0000096	0 0			10001				0.00	USD	03/07/2011	
0000097	0 0			10001				0.00	USD	03/07/2011	
0000098	0 0			10001				0.00	USD	03/07/2011	
0000099	0 0			10001				0.00	USD	03/07/2011	
0000100	0 0			10001				0.00	USD	03/07/2011	

Service Charges

Req	Prevision	From	To	Number of Units	Rate	Amount	Overhead	Amount
02	Waters Develop Region Cir 1	1-Dec-10	31-Dec-10	1.00	76.00	\$76.00	\$307.32	\$383.32
03	ICA Sports Complex	1-Dec-10	31-Dec-10	1.00	100.00	\$100.00	\$21.44	\$121.44
04	Rebuild Stadium	1-Dec-10	31-Dec-10	1.00	100.00	\$100.00	\$21.44	\$121.44
05	Waters Subfund Fund	1-Dec-10	31-Dec-10	1.00	100.00	\$100.00	\$21.44	\$121.44

Payments, Credits & Other Charges

Req	Prevision	From	To	Number of Units	Rate	Amount	Overhead	Amount
02	Waters Develop Region Cir 1	1-Dec-10	31-Dec-10	1.00	76.00	\$76.00	\$307.32	\$383.32
03	ICA Sports Complex	1-Dec-10	31-Dec-10	1.00	100.00	\$100.00	\$21.44	\$121.44
04	Rebuild Stadium	1-Dec-10	31-Dec-10	1.00	100.00	\$100.00	\$21.44	\$121.44
05	Waters Subfund Fund	1-Dec-10	31-Dec-10	1.00	100.00	\$100.00	\$21.44	\$121.44

Invoice No: 1011 09-24 1/2/2011

Appendix C

1. **Office Plus charges UCF Convocation corp. for office supplies.** Acceptable support for this journal would be an invoice describing the goods/services, dollar amounts, charged department(s), etc.

Unit: UCF01 Journal ID: 7401050301 Date: 05/03/2011

Select	Line	Account	Dept	Project	Fund	Program	Bud Ref	Alt Acct	Amount	Base Currency	Budget Date	Op
<input type="checkbox"/>	1	738101	74010002		90905	ZZ		773000	619.42	USD	05/03/2011	
<input type="checkbox"/>	2	604005	02740301		10013	ZZ		672200	-619.42	USD	05/03/2011	
<input type="checkbox"/>	3	112001	74010002		90905	ZZ		112001	-619.42	USD	05/03/2011	
<input type="checkbox"/>	4	112001	02740301		10013	ZZ		112001	619.42	USD	05/03/2011	

Totals: Unit UCF01, Total Lines 4, Total Debits 1,238.84, Total Credits 1,238.84, Journal Status E, Budget Status Y.

University of Central Florida

STATEMENT

UCF Office Plus

PO BOX 161176
Orlando, FL 32816-1176
Tel: 407-823-2780 Fax: 407-823-3115
offsply@mail.ucf.edu

STATEMENT NO. CON P11-050311
DATE: May 3, 2011
CUSTOMER ID CON

BILL TO: Ronnie Lamkin & Shannon Arft
UCF Convocation Corp
PO Box 662150
Orlando, Florida 32816-3222
Tel: 407-882-8602 Fax: 407-882-8601

COMMENTS: Please pay amounts over 30 days old as soon as possible.

DATE	INVOICE NO.	FINANCER CHARGE	AMOUNT
03/04/11	7071559708	\$0.00	\$54.05
03/14/11	7071843389	\$0.00	\$123.34
04/01/11	7072449596	\$0.00	\$95.52
04/06/11	7072596443	\$0.00	\$86.86
04/11/11	7072715621	\$0.00	\$52.32
04/18/11	7072945276	\$0.00	\$79.22
04/21/11	7073087032	\$0.00	\$44.65
04/27/11	7073232831	\$0.00	\$63.06
SUBTOTAL			\$619.42
	1-30 DAYS	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE
	\$442.03	\$177.30	\$0.00
			OVER 90 DAYS PAST DUE
			\$0.00
			AMOUNT DUE
			\$619.42

REMITTANCE	
Statement #	CON P11-050311
Date	
Amount Due	\$619.42