

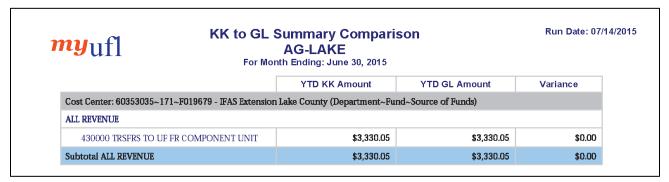
Getting the Monthly Financial Reports

- 1. In my.ufl.edu, go to Main Menu > Enterprise Reporting > Department Reports
- 2. Scroll down and find 6000000 COLLEGE- AGRICUL NAT RES, click on it.
- 3. Scroll down and find your department, 6035XXXX AG- your counties name.
- 4. On the top left, select the **Period** (month and year) for the report you wish to view.
- 5. On the right hand side, select the top PDF report. This will show you all of your reports (cash summary, transaction detail, open encumbrance summary, etc).
 - *Please note this will show all of your county cash accounts (171, 182, 103, etc.), so make sure you are viewing the correct accounts.
 - This is an example of the Cash Summary report.

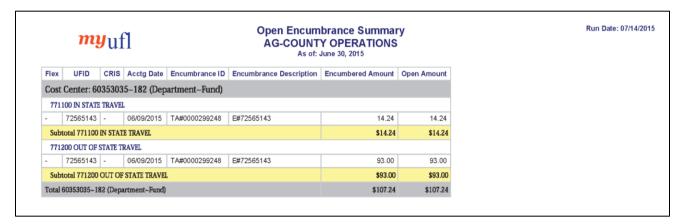
my _{ufl}	Cash Summary AG-LAKE As of: May 31, 2015		Run Date: 06/04/2015			
	Beginning Balar	ce YTD Revenue	YTD Expense	Available Balance	MTD Revenue	MTD Expense
Cost Center: 60353035~182 (Department~Fund)						
ALL REVENUE						
440500 SALES & SERVICES - EXTERNAL		33,191.23	0.00		8,257.32	0.00
Subtotal Revenue Operating		\$33,191.23	\$0.00		\$8,257.32	\$0.00
Subtotal ALL REVENUE		\$33,191.23	\$0.00		\$8,257.32	\$0.00
Other Operating Expenses						
722200 CELLULAR PHONES & SERVICE PLAN		0.00	366.30		0.00	366.30
Subtotal Utilities & Communications		\$0.00	\$366.30		\$0.00	\$366.30
731100 LAB SUPPLIES		0.00	387.04		0.00	383.90



This is an example of the KK to GL Summary Comparison report.



This is an example of the Open Encumbrance Summary report.



This is an example of the Transaction Detail report.

