



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.

		Cash Summary				Run Date: 06/04/2015	
		AG-LAKE					
		As of: May 31, 2015					
		Beginning Balance	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.

myufl		KK to GL Summary Comparison AG-LAKE			Run Date: 07/14/2015
For Month Ending: June 30, 2015					
	YTD KK Amount	YTD GL Amount	Variance		
Cost Center: 60353035~171~F019679 - IFAS Extension Lake County (Department~Fund~Source of Funds)					
ALL REVENUE					
430000 TRSFERS TO UF FR COMPONENT UNIT	\$3,330.05	\$3,330.05	\$0.00		
Subtotal ALL REVENUE	\$3,330.05	\$3,330.05	\$0.00		

- This is an example of the **Open Encumbrance Summary** report.

myufl		Open Encumbrance Summary AG-COUNTY OPERATIONS			Run Date: 07/14/2015		
As of: June 30, 2015							
Flex	UFID	CRIS	Acctg Date	Encumbrance ID	Encumbrance Description	Encumbered Amount	Open Amount
Cost Center: 60353035~182 (Department~Fund)							
771100 IN STATE TRAVEL							
-	72565143	-	06/09/2015	TA#0000299248	E#72565143	14.24	14.24
Subtotal 771100 IN STATE TRAVEL						\$14.24	\$14.24
771200 OUT OF STATE TRAVEL							
-	72565143	-	06/09/2015	TA#0000299248	E#72565143	93.00	93.00
Subtotal 771200 OUT OF STATE TRAVEL						\$93.00	\$93.00
Total 60353035~182 (Department~Fund)						\$107.24	\$107.24

- This is an example of the **Transaction Detail** report.

myufl		Transaction Detail AG-LAKE			Run Date: 06/04/2015			
For Month Ending: May 31, 2015								
Acctg Date	Flex Code	UFID	CRIS	Transaction ID	Encumbrance ID	ID	Description Detail	Amount
Cost Center: 60353035~182 (Department~Fund)								
ALL REVENUE: Revenue Operating								
440500 SALES & SERVICES - EXTERNAL								
05/07/2015	-	-	-	DEPOSIT# 6035 - 35	-	-	-	60.00
05/07/2015	-	-	-	DEPOSIT# 6035 - 36	-	-	-	80.00
05/13/2015	-	-	-	DEPOSIT# 6035 - 44	-	-	-	437.76
05/13/2015	-	-	-	DEPOSIT# 6035 - 45	-	-	-	86.50
05/19/2015	-	-	-	DEPOSIT# 6035 - 46	-	-	-	1,444.97
05/22/2015	-	-	-	DEPOSIT# 6035 - 47	-	-	-	3,071.60
05/27/2015	-	-	-	DEPOSIT# 6035 - 48	-	-	-	1,683.15
05/28/2015	-	-	-	DEPOSIT# 6035 - 49	-	-	-	1,393.34
Subtotal 440500 - SALES & SERVICES - EXTERNAL								\$8,257.32
Subtotal ALL REVENUE								\$8,257.32
Other Operating Expenses: Utilities & Communications								
722200 CELLULAR PHONES & SERVICE PLAN								
05/05/2015	-	02630836	-	VCHR#UFLOR - P0246768	-	INVOICE# 02630836-WDA-FY15	Juanita Popenoe - 02630836-WDA-FY15	160.00
05/05/2015	-	35353810	-	VCHR#UFLOR - P0246780	-	INVOICE# 35353810-WDA-FY15	Gary England - 35353810-WDA-FY15	120.00
05/11/2015	-	35353810	-	PCard#UFLOR - TXN03078375	VCHR#UFLOR - 04689027	EMP# 35353810 - England,Gary Keith	AT&T BILL PAYMENT - Data charges for tablet - weat	86.30
Subtotal 722200 - CELLULAR PHONES & SERVICE PLAN								\$366.30
Other Operating Expenses: MATERIAL								