


**Getting the Monthly Financial Reports**

1. In [my.ufl.edu](http://my.ufl.edu), go to **Main Menu > Enterprise Analytics > 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.



\*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.

		<b>Cash Summary</b>				Run Date: 06/04/2015	
		<b>AG-LAKE</b>					
		As of: May 31, 2015					
		Beginning Balance	YTD Revenue	YTD Expense	Available Balance	MTD Revenue	MTD Expense
Cost Center: 60353035-182 (Department-Fund)							
<b>ALL REVENUE</b>							
440500	SALES & SERVICES - EXTERNAL		33,191.23	0.00		8,257.32	0.00
<b>Subtotal Revenue Operating</b>			<b>\$33,191.23</b>	<b>\$0.00</b>		<b>\$8,257.32</b>	<b>\$0.00</b>
<b>Subtotal ALL REVENUE</b>			<b>\$33,191.23</b>	<b>\$0.00</b>		<b>\$8,257.32</b>	<b>\$0.00</b>
<b>Other Operating Expenses</b>							
722200	CELLULAR PHONES & SERVICE PLAN		0.00	366.30		0.00	366.30
<b>Subtotal Utilities &amp; Communications</b>			<b>\$0.00</b>	<b>\$366.30</b>		<b>\$0.00</b>	<b>\$366.30</b>
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)					
<b>ALL REVENUE</b>					
430000 TRSFERS TO UF FR COMPONENT UNIT	\$3,330.05	\$3,330.05	\$0.00		
<b>Subtotal ALL REVENUE</b>	<b>\$3,330.05</b>	<b>\$3,330.05</b>	<b>\$0.00</b>		

- 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)							
<b>771100 IN STATE TRAVEL</b>							
-	72565143	-	06/09/2015	TA#0000299248	E#72565143	14.24	14.24
<b>Subtotal 771100 IN STATE TRAVEL</b>						<b>\$14.24</b>	<b>\$14.24</b>
<b>771200 OUT OF STATE TRAVEL</b>							
-	72565143	-	06/09/2015	TA#0000299248	E#72565143	93.00	93.00
<b>Subtotal 771200 OUT OF STATE TRAVEL</b>						<b>\$93.00</b>	<b>\$93.00</b>
<b>Total 60353035~182 (Department~Fund)</b>						<b>\$107.24</b>	<b>\$107.24</b>

- 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)									
<b>ALL REVENUE: Revenue Operating</b>									
<b>440500 SALES &amp; SERVICES - EXTERNAL</b>									
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	
<b>Subtotal 440500 - SALES &amp; SERVICES - EXTERNAL</b>								<b>\$8,257.32</b>	
<b>Subtotal ALL REVENUE</b>									<b>\$8,257.32</b>
<b>Other Operating Expenses: Utilities &amp; Communications</b>									
<b>722200 CELLULAR PHONES &amp; SERVICE PLAN</b>									
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	
<b>Subtotal 722200 - CELLULAR PHONES &amp; SERVICE PLAN</b>								<b>\$366.30</b>	
<b>Other Operating Expenses: MATERIAL</b>									