



Bridges Advisory #105

April 7, 2006

The University of Florida is committed to keeping you informed as we continue our transition to the new myUFL systems. For more information about the Bridges Advisories, or to read past issues, please visit www.bridges.ufl.edu/advisory.

**PLEASE READ THIS EMAIL (OR SHARE WITH THOSE WHO DO NOT HAVE A COMPUTER)
EACH WEEK TO STAY INFORMED DURING THE TRANSITION.**

* * *

The Purchasing core office will run a purchase order reconciliation process on Sunday, April 9. This process changes the status of a purchase order to "complete" based on the criteria listed below. A completed purchase order is no longer available for vouchering or receiving against and cannot be returned to an available status. All criteria must be met in order for a Purchase Order to be eligible for completion.

1. The PO has been fully matched if distributed by quantity;
2. The PO has been fully received if receiving is required;
3. The PO has been fully vouchered or finalized on a voucher; and
4. There has been no PO activity in the last 180 days, where PO activity is defined as the creation of the purchase order or processing of a change request.

In addition, the Purchasing Reconciliation Process will cancel purchase orders that have never been vouchered or received against and are at least 300 days old. Requisitions associated with purchase orders completed or cancelled by the Purchasing Reconciliation Process will also be completed or cancelled.

For additional information, including definitions, examples of eligibility, and a tentative schedule of process run dates, please visit the Purchasing website at <http://purchasing.ufl.edu/porecon.asp>. If you have any questions, please contact <<mailto:purchasing@ufl.edu>> or call 392-1331.

Enterprise Reporting – Using “My Reports” A new feature has been added to myUFL that should significantly help people organize reports they frequently use. The new feature is called “My Reports” and is available under Enterprise Reporting in myUFL. Using My Reports, anyone can create a personalized list of reports. Adding delivered monthly reports to My Reports is simple. Find the report you want using the standard method -- Enterprise Reporting > New Department Reports > Select College > Select Department. When you see the list of reports, add any of them to My Reports by simply clicking on the plus icon located on the right side of the page next to each report name.

Once reports have been added to your My Reports menu, you can return at anytime to My Reports and see only the reports you have added. You do not need to find or

navigate to see reports you have added to My Reports. Any report you add to My Reports will always be just one click away. Just click on the report in either PDF or Excel format and the report will appear. Changing periods for your selected reports is also simple. Just use the pull down on the top right of the My Reports page to select a different period. Your selected reports for that period appear in your list. Click on any report icon to receive the report.

We think you will find the using My Report is a simple and fast method for you to collect reports of interest and access them at any time with a minimal amount of muss and fuss. Once you have added reports to you're My Reports list, you can access any of them with just one click.

Instruction Guides. Two instruction guides are available this week on the Bridges Web site: (<http://www.erp.ufl.edu/training/instruction-guides.html>)

- Enterprise Reporting > Using Your myUFL Reports Menu
- Enterprise Reporting > Downloading Monthly Reports from Enterprise Reporting

* * *

- For frequent updates about the project, subscribe to the UF Bridges pagelet on the [myUFL portal](http://my.ufl.edu) <<http://my.ufl.edu>>. For a quick tutorial on how to use myUFL, please sign on to the portal and click on Help > How to Use myUFL.
- For more information about myUFL systems, visit the [Bridges Web site](http://www.bridges.ufl.edu) <<http://www.bridges.ufl.edu>>.
- For help or support in using the new systems, including the portal, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.