



Bridges Advisory #107

April 21, 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.**

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Enterprise Reporting – New Sponsored Program Reports

The prompted versions of all Sponsored Program reports are available to you so you can look at your summary or detail activity in the current or previous period. You can access these reports in myUFL via Enterprise Reporting > Access Reporting > Monthly Financial Reports > Sponsored Program Reports where you can then run the Grant Summary, PI Summary, Transaction Detail, Payroll Cost Distribution, Projected Payroll, Open Encumbrance, and KK to GL Summary Comparison reports in either PDF or Excel formats.

You can utilize the prompts to filter by Project ID, Fund, and/or Department. The Transaction Detail report also allows you to filter by Account while the Payroll Cost Distribution also allows you to filter by payroll Run Date.

Additionally the delivered versions of the new Sponsored Program reports will be available Monday, April 24, for grant activity through March 2006. These reports will include the following enhancements:

1. The myUFL Sponsor ID will appear next to the Sponsor Description in the header information of all reports and,
2. The Payroll Cost Distribution now breaks out student assistants and federal work study participants into distinct groups so you can see the individuals hitting those salary admin plan codes – both of these plans fall under GL account 655100, but many users across campus benefit from the lower level grouping so please remember you will need to add these two plans together to tie back to 655100 on the Transaction Detail or Grant Summary reports.

myUFL - Required Maintenance on Sunday, April 30, 2006

Bridges must perform required maintenance on Sunday, April 30, 2006 from 6:00 am to 10:00 am. During the maintenance period, access will be restricted to myUFL portal services.

Instruction Guide. No updated or new instruction guides this week on the Bridges Web site: (<http://www.erp.ufl.edu/training/instruction-guides.html>)

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- 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.