



Bridges Advisory #115

June 30, 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.**

* * *

While UF will continue to make all of the Enterprise Reporting information available to our campus community through the warehouse ledgers and the like, the year-end schedule for our various transactions and business processes will have the following impacts on the monthly financial reports:

June 2006 Monthly Financial Reports

Year-end closing tasks will delay the normal monthly GL closing a couple of weeks so UF Bridges will generate a preliminary version of each monthly financial report beginning July 7 that will be available to campus as early as July 10. These reports will allow you to begin reviewing your activity, but they may not contain complete information due to the GL remaining open for June and they will not go through the normal quality assurance efforts since the final reports will replace them. We anticipate the final version will be available July 24 or the Monday after the GL actually closes for June.

All of the prompted versions of the monthly financial reports will continue to function as usual.

Payroll Cost Distribution Run Date Detail Report

The June 2006 Payroll Cost Distribution Run Date Detail Report will only contain employee details for the payrolls UF actually ran in June. The July 13 payroll will include one day from FY06 (June 30), but you will see those details in the July 2006 Payroll Cost Distribution Run Date Detail Report since this report is driven by run date and not by fiscal year.

Transaction Detail Report

Since the pay period ending July 13 crosses fiscal years, UF will post a journal entry for 1/14th of the June 30 payroll and the remaining 13/14th on July 13. The June 2006 Transaction Detail report will contain the June 30 journal as you would expect, but you will not be able to reference the details until we generate the corresponding July 2006 Payroll Cost Distribution Run Date Detail Report.

Projected Payroll Cost Distribution Report

We will generate a June 2006 Projected Payroll Cost Distribution Report, but it will contain projections for just one day since it is a fiscal year based report. The best source for your FY07 payroll projections would be your FY07 personnel budgets. Once UF runs the July 13 payroll the prompted version of the Projected Payroll Cost Distribution Report will contain projections for the remainder of FY07.

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

- Payroll > Fiscal Year End 2006: Payroll Distributions

* * *

- 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.