



Bridges Advisory #65

June 24, 2005

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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GENERAL LEDGER AND FY 2005. Many users have contacted the Help Desk asking about whether the old "13th month ledger" used in SAMAS/FLAIR will exist in the new myUFL systems. The purpose of the "13th month" was for Finance and Accounting to get FLAIR books in balance with the State Comptroller. Since we no longer have to balance with the State Comptroller we will not have a 13th month. The general ledger and subsystems for June 2005 will operate just as in all other months in FY 2005 – the subsystems will close at the end of June but the GL will remain open through July 29, 2005, for year end adjustments by Finance and Accounting.

Enterprise Reporting was designed to store and disseminate historical data. Specifically, you will be able to access FY 2005 data including summary ledgers cubes, cost distributions, etc. More information about these data and their availability will be announced in the Advisory in the near future.

GRANT PROJECT REPORTS NOW IN myUFL. The on-line version of the new grant project reports is now available in the myUFL portal > Enterprise Reporting > Project Reports. These reports provide principal investigators and grant administrators a monthly collection of reports to meet his or her financial management needs. Read the June 23, 2005 [DDD Memo](#) from Vice Presidents Win Phillips and Ed Poppell for complete details.

PCARD CHARGES MUST BE APPROVED BY TUESDAY, JUNE 28. The last day to approve PCard charges to ensure they are paid with FY 2005 funds is Tuesday, June 28. Charges will continue to load into myUFL but there is no guarantee that charges appearing after Monday, June 27 will process from FY 2005 funds. All transactions in myUFL after June 28 will come from FY 2006 funds. Please contact pcard@ufl.edu if you have questions.

PURCHASING: CHANGES TO YEAR-END MEMO INSTRUCTIONS. The [year-end memo](#) issued on May 9 stated that requisitions input after June 10, 2005 would have FY 2006 dates but Purchasing is unable to make this change. This means that pending requisitions on appropriated funds (i.e., funds 101 - 103, 111 - 113, 121, 122, 132, 192, 221 and 222) created before July 1, 2005 will require that the budget date be updated to July 1, 2005. This will ensure that after the FY 2006 budget is loaded and requisitions are "saved and submitted" they will pass budget check.

Instructions on changing the budget date are available from the Purchasing Web site at <http://purchasing.ufl.edu/peoplesoft.asp>. Please contact purchasing@ufl.edu if you have questions.

NEW INSTRUCTION GUIDES. One new instruction guide is available this week for the following services:

- Enterprise Reporting and Grants > Project Report Packages (Updated)

NEW RESOURCES. Two resources are available this week for the following services:

- Purchasing > Complete Listing of PeopleSoft Categories and Corresponding Buyers (Updated)
- Security > Portal Authoring and Publishing End User Role Checklist (New)

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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.