

Appendix 1

Asset Management's Transaction Detail by Account Code Report

A report is available in Enterprise Reporting that will provide departmental expenditures, including pcard charges, for the account codes used for purchasing attractive and sensitive property. These account codes are listed below.

Account	Description
729900	FAX/PHONE EQUIPMENT <5000
731700	MEDICAL EQUIPMENT <5000
731800	AUDIO/VISUAL EQUIPMENT <5000
731900	LAB EQUIPMENT <5000
732900	OFFICE EQUIP & FURNITURE <5000
734800	COMPUTER EQUIPMENT <5000
734900	COMPUTER PERIPHERALS <5000
739400	OTHER EQUIPMENT < 5000
739700	SMALL HANDTOOLS <5000
739800	MUSICAL EQUIPMENT <5000
739900	FIREARMS <5000

The role needed to access the Transaction Detail by Account Code Report is UF_ER_USER.

Navigation to the report in myUFL is: Enterprise Reporting/Access Reporting/Shared Folders/64405000 – Asset Management/Transaction Detail By Account Code 73XXXX. This will take you to the report prompt page. At the prompt page enter four digit department ID(s), a date range and select “ok”

Department ID – Enter the four digit department ID in the box labeled “Provide a Value” and select Insert to move the department ID to the “Choices” box. More than one four digit department ID can be selected but you will need to click “Select all”.

Date Range - Select a “from” date and a “to” date on the calendar, or scroll down and select one or multiple fiscal years. When using the fiscal year option, be sure to click the insert button to move the fiscal year to the “Choices” box. More than one fiscal year can be selected but you will need to click “select all”.

The next page displays what would be entered to select department 6440 for fiscal year 2015.

Provide values for the report you are about to run.

- ★ Indicates a required field.
- Points to missing information.

Dept_4

Provide a value:

Insert ➤
➤ Remove

Choices:

6440

[Select all](#) [Deselect all](#)

Doc Date

Provide a date and time:

From:

◀ 2015 ▶

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

📅 Earliest date

To:

◀ 2015 ▶

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

📅 Latest date

Fiscal Year

Provide a number:

Insert ➤
➤ Remove

Choices:

2015

[Select all](#) [Deselect all](#)

OK Cancel

Using the prompts provided above will produce this report

Transactions Detail by Accont Code 73XXXX

Account Code: 731800, 731900, 732900, 734800, 734900, 739400, 739800, 739900, 739700, 729900 AND Dept_4: 6440 AND Fiscal Year: 2015 AND Doc Date:

Jrnl Date: Ascending order

Fiscal Year: 2015

Jrnl Date	Flex Code Des	Fund Code	Account Code	Transaction Detail	PCardholder	Transaction ID	Vendor #	Vendor Name	Doc ID2	PCard Merchant	Detail Description	Encumbrance ID	Purchasing	Posted Amount	DeptID	Dept_4	Program Code	Source of	EmplID	Project Code	Budget Reference	Business Unit			
08/25/2014	---	101	739700	PCard# UFLOR-	EMP#33211178-Jacobs,Cynthia	04516117	000000230	MBNA America	TXN02824111	W/W GRAINGER	W/W GRAINGER-Dewalt Heat Gun D26950	-	-	\$65.18	64405000	6440	6100	-	-	-	CRANT	UFLOR			
08/27/2014	---	101	739700	PCard# UFLOR-	EMP#33211178-Jacobs,Cynthia	04518198	000000230	MBNA America	TXN02826882	HARBOR FREIGHT	HARBOR FREIGHT TOOLS 325-Tools & Fixtures	-	-	\$78.15	64405000	6440	6100	-	-	-	CRANT	UFLOR			
09/02/2014	---	101	739700	PCard# UFLOR-	EMP#33211178-Jacobs,Cynthia	04520923	000000230	MBNA America	TXN02830671	HARBOR FREIGHT	HARBOR FREIGHT TOOLS 325-Refund-Small Tools	-	-	(\$18.99)	64405000	6440	6100	-	-	-	CRANT	UFLOR			
09/02/2014	---	101	739700	PCard# UFLOR-	EMP#33211178-Jacobs,Cynthia	04520923	000000230	MBNA America	TXN02831241	HARBOR FREIGHT	HARBOR FREIGHT TOOLS 325-Cable Ties	-	-	\$9.98	64405000	6440	6100	-	-	-	CRANT	UFLOR			
10/08/2014	---	101	732900	PCard# UFLOR-	EMP#97883790-Floyd,Melanie	04546409	000000230	MBNA America	TXN02860127	W/W AIR-N-WATER.COM	W/W AIR-N-WATER.COM-Luma Comfort 28 pound portable	-	-	\$203.99	64404000	6440	6100	-	-	-	CYFWD	UFLOR			
10/16/2014	---	101	732900	VCHR# UFLOR-	INVOICE# 94834	P0131396	000000064	DEC Business	94834	-	DEC Business Interiors Inc-Office chair and keyboard mous	6440	-	\$735.85	64404000	6440	6100	-	-	-	CRANT	UFLOR			
11/07/2014	---	101	732900	PCard# UFLOR-	EMP#91411989-Wilkins,Jerrica	04567671	000000230	MBNA America	TXN02898542	DEC BUSINESS INTERIORS	DEC BUSINESS INTERIORS-New chairs for the break room.	-	-	\$710.80	64404000	6440	6100	-	-	-	CYFWD	UFLOR			
11/10/2014	---	101	732900	PCard# UFLOR-	EMP#97883790-Floyd,Melanie	04568829	000000230	MBNA America	TXN02902090	OFFICE DEPOT #186	OFFICE DEPOT #186-Coffee Urn 30 cup	-	-	\$22.50	64404000	6440	6100	-	-	-	CRANT	UFLOR			
11/21/2014	---	101	739700	PCard# UFLOR-	EMP#33211178-Jacobs,Cynthia	04577415	000000230	MBNA America	TXN02908757	LOWES #00418	LOWES #00418-See also credit for 11.9 date	-	-	\$11.92	64405000	6440	6100	-	-	-	CRANT	UFLOR			
11/21/2014	---	101	739700	PCard# UFLOR-	EMP#33211178-Jacobs,Cynthia	04577956	000000230	MBNA America	TXN02913656	LOWES #00418	LOWES #00418-See also debit for 11.92 dated	-	-	(\$11.92)	64405000	6440	6100	-	-	-	CRANT	UFLOR			
12/09/2014	---	101	739700	PCard# UFLOR-	EMP#33211178-Jacobs,Cynthia	04587021	000000230	MBNA America	TXN02913887	LOWES #00418	LOWES #00418-Locking pliers 2 pc. Industria	-	-	\$24.94	64405000	6440	6100	-	-	-	CRANT	UFLOR			
12/10/2014	---	101	734800	VCHR# UFLOR-	INVOICE# 4313489613	P0162789	000000164	Apple Inc	4313489613	-	Apple Inc-PROPOSAL 2101489994 ME086LL	6440	-	\$1,249.00	64405000	6440	6100	-	-	-	CYFWD	UFLOR			
01/15/2015	---	101	734800	PCard# UFLOR-	EMP#33211178-Jacobs,Cynthia	04604278	000000230	MBNA America	TXN02953203	Amazon.com	Amazon.com-Scanner for PC-Deluxe Bundle F	-	-	\$448.33	64404000	6440	6100	-	-	-	CYFWD	UFLOR			
06/03/2015	---	101	734800	PCard# UFLOR-	EMP#97883790-Floyd,Melanie	04706380	000000230	MBNA America	TXN03101406	DMI DELL HIGHER EDUC	DMI DELL HIGHER EDUC-Dell Monitor-WIFI-Card Driver-	-	-	\$353.18	64404000	6440	6100	-	-	-	CYFWD	UFLOR			
08/11/2015	---	159	732900	VCHR# UFLOR-	INVOICE# 773406526001	P0270750	000000000	Mister Paper Inc	7734065260	-	Mister Paper Inc-Ergoguy's Ezsee CD 1039 Low vis	6440	-	\$38.99	64404000	6440	7800	-	-	-	CRANT	UFLOR			
08/11/2015	---	159	732900	VCHR# UFLOR-	INVOICE# 773406525001	P0271028	000000000	Mister Paper Inc	7734065250	-	Mister Paper Inc-Fellowes R Compact Foot Rocke	6440	-	\$36.09	64404000	6440	7800	-	-	-	CRANT	UFLOR			
08/15/2015	---	101	732900	VCHR# UFLOR-	INVOICE# 52757092	P0272768	000000262	GovConnectio n Inc	52757092	-	GovConnection Inc-Plantronics CS530 Over the Ear	6440	-	\$556.44	64404000	6440	6100	-	-	-	CRANT	UFLOR			
													2015	\$4,514.43											
														\$4,514.43											

Summary

01/31/2015

10/11/2015