

New Option – Source Document Hyperlinks

Transaction Detail Report will provide the hyperlinks to supporting documentation in OnBase (all supporting documentation except for journal entries).

OnBase Doc	Amount	Type	Account Desc	Account Code
0800~7802	\$ (1,370.00)	DEPOSIT	SALES & SERVICES - EXTERNAL	440500
TXN05006399	\$ 96.50	P-CARD	MISC OTHER SUPPLIES	738000
V0468976~UFLOR	\$ 1,666.00	VOUCHER	MISC OTHER SUPPLIES	738000
0001023780	\$ 1,027.40	EXPENSE REPORT	POSTAGE	794000

New Navigation to Access Monthly Reports

1. **Starting May 3rd** to access Enterprise Analytics via myUFL: Main Menu > **Enterprise Analytics** > Department Reports

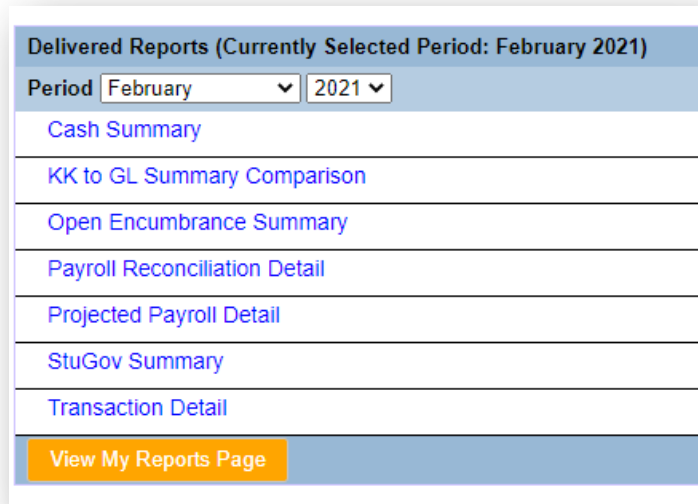


2. **Department or Funds Reports:** Select Department Reports or Fund Reports

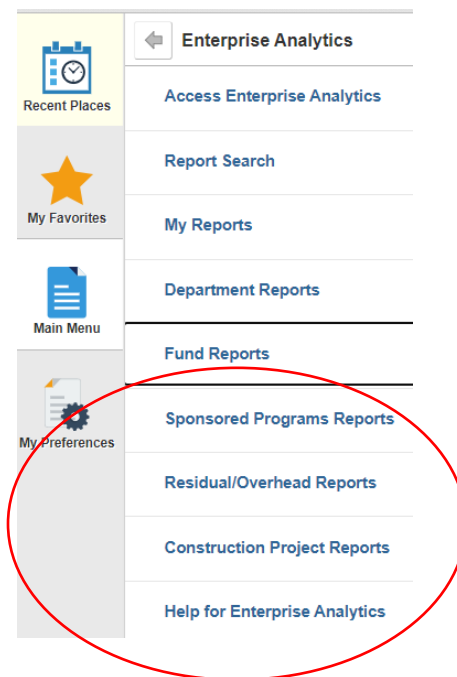
New Department Reports	
Select a College	
>	--
>	00000000 BOARD OF TRUSTEES
>	01000000 OFFICE OF PRESIDENT
>	02000000 OFFICE OF PROVOST
>	03000000 OFFICE ENROLLMENT MANAGEMENT
>	04000000 OFFICE OF STUDENT AFFAIRS
>	05000000 J WAYNE REITZ UNION
>	06000000 EM-STUDENT FINANCIAL AFFAIRS

Fund Reports	
Select a Fund	
>	131 FIN AID UNRESTD - INSTITUTIONA
>	141 AUX - REITZ UNION FUND
>	142 AUX - TRAFFIC & PARKING
>	143 AUX - DOCE FUND
>	145 AUX-SHCC FUND
>	146 AUX - HOUSING GENERAL FUND(I)

3. Available monthly Delivered reports are available, same format as previously



4. **Other Reports:** All other reports (Sponsored Program Reports, Residual/Overhead Reports, Construction Project reports) can be also accessed through Enterprise Analytics:



Helpful Tips

- All transaction details, except for journal entries, will have hyperlinks to corresponding supporting documentation in OnBase.
- When using the report, either download the report to your desktop or right-click on the hyperlink to open the supporting documentation in a new tab.
 - If you simply click on the hyperlink, you will be redirected towards OnBase and will be required to reopen Enterprise Analytics.
- If the hyperlinks do not work properly in the Excel version of the report, you may need an update on your computer.
 - If you are using a UF-owned computer, contact your department's IT support.
 - If you are using a personal computer or are unsure of who to contact, please contact the UF Computing Help Desk at 392-4257 or email helpdesk@ufl.edu.
- To access OnBase source documents, please verify that you have myUFL Security Role: UF_FI_UNIVERSAL_INQUIRY.
- If you have questions regarding financial data or appropriate use of Enterprise Analytics financial reporting, please contact General Accounting at gahelp@ad.ufl.edu.