New Option – Source Document Hyperlinks

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

<table>
<thead>
<tr>
<th>OnBase Doc</th>
<th>Amount</th>
<th>Type</th>
<th>Account Desc</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800-7802</td>
<td>$1,370.00</td>
<td>DEPOSIT</td>
<td>SALES &amp; SERVICES - EXTERNAL</td>
<td>440500</td>
</tr>
<tr>
<td>TXN05006399</td>
<td>$96.50</td>
<td>P-CARD</td>
<td>MISC OTHER SUPPLIES</td>
<td>738000</td>
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<tr>
<td>V0468976-UFLOR</td>
<td>$1,666.00</td>
<td>VOUCHER</td>
<td>MISC OTHER SUPPLIES</td>
<td>738000</td>
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<tr>
<td>0001023780</td>
<td>$1,027.40</td>
<td>EXPENSE REPORT</td>
<td>POSTAGE</td>
<td>794000</td>
</tr>
</tbody>
</table>

New Navigation to Access Monthly Reports

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

   ![Enterprise Analytics Menu](image1)

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

   ![Department Reports](image2) ![Fund Reports](image3)
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.