

UF GO REPORTS

To support the use of UF GO, below are reports available to campus. Additional reports are being developed so look out for more additions coming soon!

ENTERPRISE ANALYTICS REPORTS

NAVIGATION

To locate the following reports, follow this path: My.ufl.edu > Main Menu > Enterprise Analytics > Access Enterprise Analytics > Team Content > Financial Information > UF GO Reports

UF GO UNASSIGNED TRANSACTIONS

In this report you will see a holistic view of all transactions that are not yet in approval workflow. This includes expenses paid with PCard, Air Card, and personal funds.

- **Are there specific prompts I can use?** You can use an employee UFID, delegate UFID, and college/department ID to run this report.
- **What questions can I answer with this report?** Some examples include:
 - What PCard/Air Card/Personal funds transactions have not been assigned to a report?
 - Which PCardholder has expenses that need to be reconciled?
 - What payment type was used for this unassigned or unsubmitted expense?
- **Something to Know!** This report is a flat file, and it will contain duplicates based on an employee having multiple delegates. This is important to keep in mind while you identify the transactions that need your attention. Please download the file before you make any changes to the shared copy in the TEAMS folder.

OPEN REPORTS

This report provides information on expense reports (PCard, Travel, General Reimbursement) that have not yet been fully approved and are in a status such as unsubmitted, pending financial approval, sent back to user, etc.

- **Are there specific prompts I can use?** Yes, you can run the report by date, department/college, employee UFID, approver UFID, report number, expense type, etc.
- **What questions can I answer with this report?** Some examples include:
 - Where in the approval process is this report?
 - What Chartfields were used for each expense in a particular report?
 - Which reports in my units are unsubmitted?
 - How old are the PCard transactions in a particular report?
- **Something to Know!** The Lodging expense is itemized, and as such, it will show the total amount in a line labeled “Parent” and each individual itemization labeled “Child”.

UNSUBMITTED REQUESTS

In this report you will be able to view any Travel Requests that have not entered the approval workflow.

- **Are there specific prompts I can use?** You can use an employee UFID, delegate UFID, or no prompts to run this report.
- **What questions can I answer with this report?** Some examples include:
 - Who in my unit has an unsubmitted Travel Request?
 - What type of request is it? Domestic or International?
 - What are the dates of the unsubmitted Travel Request?
 - What is the destination and requested amount?
- **Something to Know!** This report provides the total estimated amount at the Travel Request header level.

UF GO VOUCHERS

This report provides payment information of your expense reports (PCard, Travel, General Reimbursements) including cash advances.

- **Are there specific prompts I can use?** For this report, you can use prompts such as date range, report number, payment type, college/department ID, and employee ID.
- **What questions can I answer with this report?** Some examples include:
 - When did a report get paid and what was the payment method?
 - What is the budget status of a report?
 - What Chartfields were used per expense line?
- **Something to Know!** The **Invoice ID** field in this report is composed of the UF GO expense report number and a suffix of P or T to determine if it is PCard or Travel charge. The T suffix encompasses travel and general reimbursements. An invoice without a suffix denotes a cash advance voucher.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives

Travel Office
352-392-1241
travel@ufl.edu

PCard Policies & Questions

PCard Team
352-392-1331
pcard@ufl.edu