



# ADDY NOTES



## Viewing Employee and Travel Reimbursements

There are two methods you may use to view online employee and travel reimbursements; one method uses the Financials DataMart (F&A DataMart) and is available to every UCF employee. The second method uses the UCF Financials system and is available only to those employees who have access to the Financials system. Both methods are detailed below.

### Viewing Online Reimbursements Using the Financials DataMart

Step	Action
1.	Log into the myUCF portal. If you have never used the portal, read the Addy Note <a href="#">Logging into UCF Financials Through the myUCF Portal</a> .
2.	On the main portal page, you should have a link called <b>Staff Application</b> under the <b>myUCF Menu</b> . Click that link, and click the <b>F&amp;A DataMart</b> link.
3.	Click the <b>Actuals</b> button to display the <b>F&amp;A DataMart</b> page.
4.	Select the appropriate fiscal year from the <b>Reporting Period</b> dropdown menu on the <b>F&amp;A DataMart</b> page. (Remember, UCF fiscal years begin on July 1 and end on June 30).



# ADDY NOTES



5. All UCF employees are also considered suppliers. Therefore, to view the reimbursements to you or another employee, enter or select the following values on Line 1 (see Figure 1):

- **Field Name** = Select **Vendor Name** or **Vendor ID** from the dropdown menu.
- **Operator** = Select **Like** from the dropdown menu.
- **Value** = If you select **Vendor Name** for the **Field Name**, enter your last name or the last name of the employee on whom you are inquiring.

If you selected **Vendor ID** for the **Field Name**, enter **EMP**, followed by your seven-digit employee ID number (EmplID) or the EmplID for the employee on whom you are inquiring (for example, **EMPXXXXXX**).

Field Name	Operator	Value
1. Department/Project	Like	
AND		
2. Vendor Name	Is	
AND		
3. Transaction Date	Is	

Sort by: Department/Project then by Voucher Number

Buttons: Run, Home, UCF Portal

**Figure 1. F&A DataMart Page Fields**

6. Click the **Run Query** button. The results will display all reimbursements to the specified vendor for the selected fiscal year.



# ADDY NOTES



7.	You may wish to export the results of the query to Excel to sort the data.  To export the results, click the <b>Export to Excel</b>  icon located at the top of the results page.
8.	If you want to run another query, click the <b>New Query</b>  icon.
9.	If you need assistance, contact the Financials Help Desk from 8 a.m. to 5 p.m. Monday through Friday at (407) 823-5117 (option 6).

## Viewing Online Reimbursements in UCF Financials

Step	Action
1.	Log into the myUCF portal. If you have never used the portal, read the Addy Note <i>Logging into UCF Financials Through the myUCF Portal</i> .
2.	Under the <b>myUCF Menu</b> , click the <b>Staff Applications</b> link. From the list that displays, click the link for <b>UCF Financials</b> to log into the UCF Financials system.
3.	Navigate to: <b>Accounts Payable &gt; Review Accounts Payable Info &gt; Vouchers &gt; Voucher</b> .  <b>Note:</b> Vouchers are used to reimburse a supplier. Since all UCF employees are considered suppliers, you can search for reimbursements to you or another employee using the <b>Voucher Inquiry</b> page.
4.	You may search for employee or travel reimbursements by using either Step A or Step B listed below:  A. In the <b>From Supplier Short Name</b> field, enter your last name or the last name of the employee you are inquiring on. Click the <b>Lookup</b> icon. Both the <b>From Supplier Short Name</b> and the <b>To Supplier Short Name</b> fields will populate. From the list that displays, click the appropriate supplier name.  B. In the <b>From Supplier ID</b> field, enter <b>EMP</b> , followed by your seven-digit employee ID number (EmplID) or the EmplID of the employee on whom you are inquiring (for example <b>EMPXXXXXXX</b> ).
5.	Click the <b>Search</b> button. The <b>Voucher Inquiry Results</b> will display. Click <b>View All</b> to view all results.
6.	If a voucher has been paid, the <b>Payment Information</b>  icon will display on the <b>Voucher Inquiry Results</b> page. Click the icon to display the date the voucher was paid and to view other related details.