



University of Central Florida

Interdepartmental Journals Contact List

The following provides contact information for Finance and Accounting (F&A) staff who can assist a journal creator in the processing of Interdepartmental Journals (source codes CON, IDI, or IDS) when issues arise or the status of a journal needs to be known. Appendix A provides additional contact information while Appendix B provides status and error examples from UCF Financials.

Contact	Issue
F&A General Accounting (GA) Staff	IDI & IDS source code journals that do not contain a Contracts & Grants (C&G) Project, submitted for approval but not yet posted. See Appendix A below.
Meghan Nelson	CON source or IDI source code that contains a construction Project (fund code = 51XXX) journals, submitted for approval but not yet posted.
UCF Financials Service Desk	Offline Journal Template Setup or Upload Issues.
ORC ID Transfer	ID Source Code C&G Project journals pending ORC approval. (These journals are first routed to ORC for approval then to F&A C&G for approval.) See Appendix B below.
Primary: Esther D'Silva Backup: Maribel Villanueva	IDI Source Code C&G Project journals pending F&A C&G approval. See Appendix B below.
Primary: Rashida Pierre-Graham Backup: Marguerite Lachaud	Journal Status is an "E" or Budget Status is an "E". See Appendix B below.
Financials Service Desk	Journal Status is a "V" and Budget Status is an "N". See Appendix B below.

Appendix A

Appendix A applies to IDI and IDS Source code journals that do not contain a Contracts and Grants (C&G) project and that have been submitted for approval but have not yet posted.

- a. The journal creator may contact a F&A Financial Reporting and General Accounting staff member based on the first four digits of the journal ID#. See chart below.*
- b. F&A will generally approve and post journals within three business days of submission.*
- c. If the first four digits of a journal ID# is not listed below, the journal creator may contact Tuyet Anh Nguyen or Marguerite Lachaud.*

First Four Digits of Dept./JID#	Header Dept. Description	Contact
0101	UNIVERSITY PRESIDENT	Meghan Nelson
0102	BOARD OF TRUSTEES	Rashida Pierre-Graham
0108	UNIVERSITY AUDIT	Rashida Pierre-Graham
0121	OMBUDS INITIATIVES	Meghan Nelson
0122	DIVERSITY INITIATIVES	Jessica Scheck
0123	PROFESSIONAL ORGANIZATION	Rashida Pierre-Graham
0130	UNIVERSITY DEVELOPMENT	Meghan Nelson
0140	ALUMNI RELATIONS	Jessica Scheck
0150	EQUAL EMPL OPPORTUNITY	Meghan Nelson
0151	DIVERSITY AWARDS PROGRAM	Meghan Nelson
0152	GRANTS IN AID EMPLOYEE AWARDS	Meghan Nelson
0160	VP COMMUNITY RELATIONS	Michael Stein
0161	COMMUNITY RELATIONS	Michael Stein
0162	CONSTITUENT RELATIONS	Michael Stein
0165	METROPOLITAN CENTER	Michael Stein
0167	GLOBAL PERSPECTIVES	Jessica Scheck
0181	VP GENERALCOUNSEL	Meghan Nelson
0201	ADMINISTRATION AND FINANCE VP	Andrea Smith-Brown
0202	FACILITIES AND SAFETY	Meghan Nelson
0203	DEPT OF SEC AND EMERG MT(DSEM)	Andrea Smith-Brown
0205	ADMIN AND FIN SPECIALS	Meghan Nelson
0215	UNIVERSITY BUDGETS	Meghan Nelson
0220	ENVIRON HEALTH SAFETY	Melody Martinez
0230	UNIVERSITY POLICE	Melody Martinez
0240	FACILITIES PLANNING	Meghan Nelson
0250	FINANCE AND ACCOUNTING	Melody Martinez
0260	HUMAN RESOURCES	Marguerite Lachaud
0270	PURCHASING	Meghan Nelson

First Four Digits of Dept./JID#	Header Dept. Description	Contact
0271	BUSINESS SERVICES	Andrea Smith-Brown
0272	PRINTING SERVICES	Marguerite Lachaud
0272	PRINTING SERVICES	Marguerite Lachaud
0273	FOOD SERVICES	Melody Martinez
0274	OFFICE SUPPLIES/RETAIL	Melody Martinez
0275	UNIVERSITY BOOKSTORE	Jessica Scheck
0276	UNIVERSITY ARENA	Andrea Smith-Brown
0277	ID SERVICE AND ACCESS CARD	Melody Martinez
0280	FACILITIES OPERATIONS	Rashida Pierre-Graham
0283	ENERGY AND SUSTAINABILITY	Rashida Pierre-Graham
0285	LANDSCAPE AND NAT RESOURCES	Rashida Pierre-Graham
0287	RESOURCE MANAGEMENT	Rashida Pierre-Graham
0290	PARKING SERVICES	Michael Stein
0301	SDES VICE PRESIDENT OPERATION	Tuyet Anh Nguyen
0302	SDES BUDGET AND PERSONNEL SUPP	Tuyet Anh Nguyen
0303	SDES CREATIVE SCHOOL	Tuyet Anh Nguyen
0304	SDES INFORMATION TECHNOLOGY	Tuyet Anh Nguyen
0305	SDES WELLNESS AND HEALTH PROMO	Melody Martinez
0307	SDES STUDENT GOVT LIASON	Michael Stein
0308	SDES ASSESS AND PLAN	Tuyet Anh Nguyen
0309	SDES REGIONAL STU SVCS	Tuyet Anh Nguyen
0310	SDES ASSOC VP 10	Rashida Pierre-Graham
0311	SDES 1ST YEAR EXPERIENCE	Michael Stein
0312	SDES STU SUCCESS CTR	Rashida Pierre-Graham
0313	SDES 1ST YR ADVISING AND EXPLOR	Rashida Pierre-Graham
0314	SDES STU ACAD RESOURCE CTR	Rashida Pierre-Graham
0315	SDES MLTI CUL ACAD AND SUPP SVCS	Melody Martinez
0316	SDES TRANSF AND TRANSITION SVCS	Melody Martinez
0317	SDES UNIV TESTING CTR	Melody Martinez
0318	SDES -SOPH AND 2ND YR CTR	Melody Martinez
0319	SDES CAREER SERVICES	Melody Martinez
0321	SDES COUNSELING CTR	Melody Martinez
0322	SDES ASST VP 22	Melody Martinez
0323	SDES ACAD SVCS FOR STU ATHL	Rashida Pierre-Graham
0324	SDES ASST VP 21	Melody Martinez
0325	SDES REGISTRARS OFFICE	Tuyet Anh Nguyen
0326	ADM	Tuyet Anh Nguyen
0327	SDES STU DISABILITY SVCS	Meghan Nelson
0328	SDES ACAD ADVISING SUPPORT	Meghan Nelson
0330	SDES ASSOC VP 30	Meghan Nelson

First Four Digits of Dept./JID#	Header Dept. Description	Contact
0340	SDES ASSOC VP 40	Tuyet Anh Nguyen
0341	SDES HOUSING AND RESIDENCE LIFE	Rashida Pierre-Graham
0342	SDES HEALTH CENTER	Melody Martinez
0343	STUDENT UNION	Rashida Pierre-Graham
0345	SDES OFFICE STU RIGHTS AND RESP	Rashida Pierre-Graham
0346	SDES STU LEADERSHIP DEVELOP	Tuyet Anh Nguyen
0347	SDES FRATERNITY AND SORORITY LIFE	Rashida Pierre-Graham
0348	SDES ASST VP41	Tuyet Anh Nguyen
0350	STUDENT DVLP ENROLL SVC ASSOC	Michael Stein
0352	SDES UNDERGRADUATE ADMISSIONS	Jessica Scheck
0353	SDES STUDENT OUTREACH SERVICES	Meghan Nelson
0354	SDES FINANCIAL AID	Meghan Nelson
0360	CAREER RESOURCE CENTER	Meghan Nelson
0376	STUDENT ADVISING	Meghan Nelson
0410	UNIVERSITY RELATIONS VP	Meghan Nelson
0415	GOVERNMENTAL RELATIONS VP	Meghan Nelson
0460	UNIVERSITY MARKETING	Rashida Pierre-Graham
0470	NEWS AND INFORMATION	Rashida Pierre-Graham
0601	ADM AND FIN GEN OPER	Rashida Pierre-Graham
0602	STUDENT AFF GENERAL OPER	Rashida Pierre-Graham
0603	ACADEMIC AFF GENERAL OPER	Rashida Pierre-Graham
0604	STUDENT OTHER FEES TRUST FUND	Jessica Scheck
0605	EDUCATION ENHANCEMENT	Jessica Scheck
0701	ADMN AND FIN SPECIAL PROJECTS	Rashida Pierre-Graham
0702	ACAD AFF SEPCIAL PROJECTS	Rashida Pierre-Graham
0703	STU SVCS SPECIAL PROJECTS	Jessica Scheck
0801	COMM AND MKTG VICE PRESIDENT	Meghan Nelson
0810	UNDERGRADUATE ADMISSIONS	Jessica Scheck
0820	STUDENT OUTREACH	Meghan Nelson
0830	FINANCIAL AID	Meghan Nelson
0840	UNIVERSITY MARKETING	Rashida Pierre-Graham
0850	NEWS AND INFORMATION	Melody Martinez
0860	STRATEGIC PLANNING INITIATIVES	Meghan Nelson
0861	INSTITUTIONAL KNOWLEDGE MGMT	Jessica Scheck
0862	OPERATIONAL EXCELLENCE	Jessica Scheck
0863	UNIV ANALYSIS PLANNING SUPPORT	Jessica Scheck
0870	TELEVISION SERVICES	Jessica Scheck
0880	COMM MTKG-WUCF TV	Meghan Nelson
0901	VICE PROVOST FOR INFO OFF	Melody Martinez
0902	COMP SERVICES ADMIN SUPPORT	Marguerite Lachaud

First Four Digits of Dept./JID#	Header Dept. Description	Contact
0903	COMP SERVICES ACAD SUPPORT	Marguerite Lachaud
0904	COMPUTER SERVICES AUXILIARY	Melody Martinez
0905	TELECOMMUNICATIONS	Melody Martinez
0906	INSTRUCTIONAL RESOURCES	Jessica Scheck
0907	RESEARCH INITIATIVE FOR TEACH EFF	Jessica Scheck
0908	CTR FOR DISTRIBUTED LEARNING	Melody Martinez
0910	UNIVERSITIES LIBRARIES	Jessica Scheck
1001	ACADEMIC AFFAIRS VP	Jessica Scheck
1002	FACULTY AFFAIRS	Jessica Scheck
1005	SPACE PLANNING ANALYSIS & ADMIN	Jessica Scheck
1030	ACADEMIC PROGRAMS	Melody Martinez
1031	ACADEMIC, FACULTY & INTL AFFAIR	Jessica Scheck
1032	UNDERGRADUATE STUDIES	Michael Stein
1033	ACAD, FACULTY, & INT'L AFFAIRS	Jessica Scheck
1034	UNDERGRAD STUDY EXPER LRNG	Jessica Scheck
1035	UNDERGRAD STUDY INTERDISCIPLINARY	Jessica Scheck
1036	TUITION INCREASE CLERK IMPROV	Melody Martinez
1037	PE CMMS	Jessica Scheck
1040	ACAD AFFAIRS BUDGET RESERVE	Melody Martinez
1050	REGIONAL CAMPUSES	Melody Martinez
1053	REGIONAL CAMPUS CENTRAL REGION	Jessica Scheck
1054	REGIONAL CAMPUS SOUTHERN REGION	Jessica Scheck
1055	REGIONAL CAMPUS DAYTONA BEACH	Jessica Scheck
1056	REGIONAL CAMPUS SEMINOLE	Jessica Scheck
1058	REGIONAL CAMPUS WESTERN REGION	Jessica Scheck
1060	UNDERGRAD STUDIES ACAD PROGRAMS	Jessica Scheck
1061	INSTITUTIONAL KNOWLEDGE MGMT	Jessica Scheck
1070	REGIONAL CAMPUS DEPT CONTING ED	Melody Martinez
1071	PLE FACULTY SENATE	Melody Martinez
1072	DISTRIBUTED LEARNING	Jessica Scheck
1091	REGIONAL INSTRUCT RESOURCES	Jessica Scheck
1123	FL INTERACTIVE ENTRTNMT ACAD	Jessica Scheck
1136	MUSIC	Jessica Scheck
1201	HOSPITALITY MANAGEMENT DEAN	Rashida Pierre-Graham
1202	TOURISM EVENTS & ATTRACTIONS	Melody Martinez
1203	FOOD SVC & LODGE MANAGEMENT	Melody Martinez
1204	HOSPITALITY MGMT SERVICES	Melody Martinez
1310	COLLEGE OF BUSINESS DEAN	Melody Martinez
1311	INST FOR ECON COMPETITIVENESS	Melody Martinez
1312	FL SMALL BUSINESS DEVELOP	Jessica Scheck

First Four Digits of Dept./JID#	Header Dept. Description	Contact
1320	ACCOUNTING	Rashida Pierre-Graham
1321	MARKETING	Meghan Nelson
1322	ECONOMICS	Rashida Pierre-Graham
1323	MANAGEMENT	Melody Martinez
1324	FINANCE	Melody Martinez
1326	MANAGEMENT INFO SYSTEMS	Melody Martinez
1327	SPORT BUSINESS MANAGEMENT	Rashida Pierre-Graham
1330	OFFICE OF STUDENT SUPPORT	Melody Martinez
1340	TECHNOLOGY RESOURCE CTR	Michael Stein
1350	CTR FOR BUS AND ECON RES	Michael Stein
1360	BUSINESS COMPUTER LAB	Melody Martinez
1370	BUSINESS COLLEGE ADMIN	Melody Martinez
1380	BUSINESS COLLEGE DEVELOPMENT	Melody Martinez
1410	COLLEGE OF EDUCATION DEAN	Jessica Scheck
1411	TEACHING ACADEMY	Jessica Scheck
1412	EDUCATION GRADUATE STUDIES	Melody Martinez
1413	EDUCATION UNDERGRAD PROGS	Melody Martinez
1414	EDUCATION RESEARCH	Melody Martinez
1415	EDUCATION GYM RENTAL	Jessica Scheck
1416	CED ACCREDITATION & ASSESSMENT	Marguerite Lachaud
1417	CED TECHNOLOGY	Marguerite Lachaud
1423	SCHOOL OF TEACHING, LRNG, LDRS	Jessica Scheck
1424	EDUCATIONAL & HUMAN SCIENCES	Melody Martinez
1427	CHILD FAMILY AND COMMUNIT SC	Melody Martinez
1440	EDUCATION JOINT SPECIAL PROJECT	Melody Martinez
1450	EDUCATION SPECIAL PROJECTS	Melody Martinez
1510	HONORS COLLEGE DEAN	Jessica Scheck
1610	COLLEGE OF ENGR & COMP SCI DEAN	Tuyet Anh Nguyen
1611	SCH OF ELECT ENGR AND COM SC	Tuyet Anh Nguyen
1612	ENGR & COMP SCI ACAD AFFAIRS	Meghan Nelson
1620	CIVIL ENGINEERING	Tuyet Anh Nguyen
1622	ELECTRICAL ENGINEERING	Meghan Nelson
1623	COMPUTER ENGINEERING	Meghan Nelson
1624	INDUSTRIAL ENGR AND MGMT SYS	Tuyet Anh Nguyen
1626	MACH MAT AND AEROSPACE ENGR	Tuyet Anh Nguyen
1627	MATERIALS SCIENCE AND ENGINEER	Tuyet Anh Nguyen
1629	FLORIDA SPACE INSTITUTE	Meghan Nelson
1630	CENTER FOR ADVANCED TURBOMACH	Marguerite Lachaud
1640	ELECTRICAL ENGR COMPUTER SCI	Tuyet Anh Nguyen
1641	INFORMATION TECHNOLOGY PROG	Meghan Nelson

First Four Digits of Dept./JID#	Header Dept. Description	Contact
1650	ADV TRANS SYS SIMULATION CTR	Tuyet Anh Nguyen
1660	STORMWATER MGMT ACADEMY	Meghan Nelson
1683	AIR FORCE ROTC	Tuyet Anh Nguyen
1684	ARMY ROTC	Meghan Nelson
1710	OPTICS & PHOT COLLEGE DEAN	Meghan Nelson
1711	CENTER FOR EXCELLENCE	Meghan Nelson
1810	COL OF HLTH AND PUB AFF DEAN	Michael Stein
1811	CENTER FOR COMM SCHOOLS	Marguerite Lachaud
1812	CENTER FOR COMM PARTNERSHIPS	Marguerite Lachaud
1813	OFFICE OF STUDENT SERVICES	Meghan Nelson
1814	INST OF SYSTEMS ADMIN AND TECH	Meghan Nelson
1820	MOLECULAR BIO AND MICROBIO	Meghan Nelson
1821	MEDICAL LAB SCIENCE	Marguerite Lachaud
1825	PUBLIC AFFAIRS DOCT PROG	Meghan Nelson
1830	LEGAL STUDIES	Meghan Nelson
1835	PUBLIC ADMINISTRATION	Meghan Nelson
1836	CTR FOR PUBLIC/NONPROFIT MGMT	Meghan Nelson
1845	SOCIAL WORK	Marguerite Lachaud
1855	HEALTH MANAGEMENT INFOMATICS	Marguerite Lachaud
1865	CRIMINAL JUSTICE	Meghan Nelson
1866	PUBLIC SAFETY TECHNOLOGY CTR	Meghan Nelson
1870	COMMUNICATIVE DISORDERS	Marguerite Lachaud
1880	HEALTH PROFESSIONS	Marguerite Lachaud
1881	PHYSICAL THERAPY	Meghan Nelson
1882	HEALTH SERVICE ADMIN	Meghan Nelson
1883	HEALTH INFORMATION MGMT	Meghan Nelson
1884	CARDIOPULMONARY SCIENCE	Meghan Nelson
1885	RADIOLOGIC SCIENCE	Meghan Nelson
1886	ATHLETIC TRAINING PROGRAM	Meghan Nelson
1887	INSTITUTE OF GOVERNMENT	Rashida Pierre-Graham
1888	PRE CLINICAL SCIENCES	Meghan Nelson
1889	DOCTORATE PHYSICAL THERAPY	Marguerite Lachaud
1890	CTR FOR AUTISM AND RELATED DIS	Marguerite Lachaud
1910	GRADUATE STUDIES DEAN	Melody Martinez
1911	BIOMOLEC SCI INTERDISC PROG	Meghan Nelson
1912	MODELING AND SIMULATION PROG	Meghan Nelson
2001	VICE PRESIDENT FOR RESEARCH	Jessica Scheck
2002	RESEARCH ENHANCEMENT PROG	Meghan Nelson
2003	1-4 CORRIDOR RESEARCH AWARDS	Meghan Nelson
2004	SPACE RESEARCH INSTITUTE	Meghan Nelson

First Four Digits of Dept./JID#	Header Dept. Description	Contact
2005	1-4 CORRIDOR CIRENT	Meghan Nelson
2006	FL SMALL BUSINESS DEVELOP	Meghan Nelson
2007	COL OF MEDICINE BIOMOL SCI CTR	Melody Martinez
2008	NANOSCIENCE CENTER	Meghan Nelson
2009	1-4 CORRIDOR AWARDS	Meghan Nelson
2010	AMPAC MATERIALS CENTER	Meghan Nelson
2011	INSTITUTE FOR SIM AND TRAIN	Marguerite Lachaud
2012	FLORIDA SOLAR ENERGY CENTER	Rashida Pierre-Graham
2013	CREOL-COLLEGE OPTICS & PHOTONICS	Melody Martinez
2014	1-4 CORRIDOR AWARDS PHASE 7	Meghan Nelson
2015	FLORIDA SPACE INSTITUTE	Michael Stein
2016	1-4 CORRIDOR AWARDS PHASE 8	Meghan Nelson
2017	1-4 CORRIDOR AWARDS PHASE 9	Meghan Nelson
2018	1-4 CORRIDOR AWARDS PHASE 10	Meghan Nelson
2019	1-4 CORRIDOR AWARDS PHASE 11	Meghan Nelson
2020	CTR FOR LIFESTYLE MEDICINE	Meghan Nelson
2021	WOMEN'S RESEARCH CENTER	Meghan Nelson
2210	COL OF MED SCH BIOMED SCI DEAN	Jessica Scheck
2211	COL OF MEDICINE PREHEALTH SCI	Meghan Nelson
2212	COM OSSA	Meghan Nelson
2220	COL OF MEDICINE MOLECULAR BIO	Meghan Nelson
2221	COL OF MEDICINE MED LAB SCI	Jessica Scheck
2301	COLLEGE OF ARTS AND HUM DEAN	Rashida Pierre-Graham
2302	FILM	Jessica Scheck
2303	AFRICAN AMERICAN STUDIES	Jessica Scheck
2304	JUDAIC STUDIES	Marguerite Lachaud
2305	WOMEN'S STUDIES	Michael Stein
2306	OASIS COL OF ARTS & HUMANITIES	Michael Stein
2307	DIGITAL MEDIA	Michael Stein
2308	ARTS & HUM CREATE CTR	Michael Stein
2309	LATIN AMERICAN STUDIES	Michael Stein
2310	SCHOOL OF PERFORMING ARTS	Michael Stein
2311	ZORA NEAL HURSTON	Michael Stein
2312	FL INTERACTIVE ENTRTNMT ACAD	Jessica Scheck
2314	WUCF FM RADIO	Jessica Scheck
2315	ART ANIMATION	Marguerite Lachaud
2316	ART ANIMATION	Jessica Scheck
2317	MUSIC	Jessica Scheck
2318	THEATER	Jessica Scheck
2319	LIVELY ARTS	Michael Stein

First Four Digits of Dept./JID#	Header Dept. Description	Contact
2320	MODERN LANGUAGES	Marguerite Lachaud
2321	ENGLISH	Jessica Scheck
2322	HISTORY	Michael Stein
2323	PHILOSOPHY	Jessica Scheck
2324	ENGLISH -DIFFERENTIAL TUITION	Michael Stein
2325	SCHOOL OF VISUAL ARTS & DESIGN	Michael Stein
2326	WRITING AND RHETORIC	Jessica Scheck
2401	COLLEGE OF SCIENCES DEAN	Marguerite Lachaud
2402	COLLEGE OF SCIENCES ACAD SVCS	Michael Stein
2403	BIOLOGICAL SCIENCES	Marguerite Lachaud
2404	SCHOOL OF COMMUNICATION	Michael Stein
2405	MATHEMATICS	Marguerite Lachaud
2406	CHEMISTRY	Marguerite Lachaud
2407	FORENSIC SCIENCE	Marguerite Lachaud
2408	PHYSICS	Marguerite Lachaud
2409	PSYCHOLOGY	Marguerite Lachaud
2410	ARBOR	Michael Stein
2411	POLITICAL SCIENCE	Michael Stein
2412	SOCIOLOGY	Marguerite Lachaud
2413	STATISTICS	Marguerite Lachaud
2414	ANTHROPOLOGY	Michael Stein
2415	LOU FREY INSTITUTE	Marguerite Lachaud
2416	MATH DIFFER TUITION SUPPORT	Michael Stein
2501	COLLEGE OF MEDICINE DEAN	Michael Stein
2502	COM STUDENT AFFAIRS	Michael Stein
2503	COM ADMIN AND FINANCE	Michael Stein
2504	COM PLNG & KNOWLEDGE MGMT	Michael Stein
2505	COM FACULTY & ACADEMIC AFFAIR	Michael Stein
2506	COM MEDICAL EDUCATION	Michael Stein
2507	COM CLINICAL SCIENCE	Michael Stein
2560	COM FAMILY PRACTICE PLAN	Michael Stein
2580	COLLEGE OF MEDICINE-SCHOL LNS	Michael Stein
2581	COM SCH & LOANS -FEDERAL STAFFORD	Michael Stein
2582	COM FEDERAL PLUS LOANS	Michael Stein
2583	COM PRIVATE LOANS	Michael Stein
2584	COM PRIVATE SCHOLARHIPS	Michael Stein
2585	COM INSTITUTIONAL SCHOLARHIPS	Michael Stein
2586	COM UCF FOUNDATION SCHOLARSHIP	Michael Stein
2587	COM INSTITUTIONAL GRANTS	Michael Stein
2588	COM INSTITUTIONAL LOANS	Michael Stein

First Four Digits of Dept./JID#	Header Dept. Description	Contact
2601	COLLEGE OF NURSING DEAN	Jessica Scheck
2602	NURSING	Jessica Scheck
2603	COLLEGE OF NURSING ENHANCEMENT	Michael Stein
3501	CONT EDUCATION	Rashida Pierre-Graham
3502	CONT ED CONFERENCE SVCS & IT	Michael Stein
3508	CONT ED COMPUTER TRAINING	Michael Stein
3509	CONT ED FOUND FUTURE SCI	Michael Stein
3510	CONT ED SIMULATION & TRNG	Michael Stein
3511	CONT ED ARTS AND SCIENCES	Michael Stein
3512	CONT ED HOSPITALITY MGMT	Michael Stein
3514	CONT ED EDUCATION	Michael Stein
3516	CONT ED ENGR & COMP SCI	Michael Stein
3518	CONT ED HEALTH & PUB AFF	Michael Stein
3523	CONT ED COLLEGE OF ARTS AND HUM	Michael Stein
3525	CONT ED COMPUTER SCIENCE	Michael Stein
3526	CONT ED UCF ORBIT PROGRAMS	Michael Stein
3527	CONT ED COMMUNITY RELATIONS	Michael Stein
3528	CONT EDIndustr ENGINEERING	Michael Stein
3529	CONT ED CORPORATE TRAINING	Michael Stein
3601	EXCEC DEVEL CONTROL	Rashida Pierre-Graham
3602	EXEC DEVEL CAMPUS PUB PROGS	Rashida Pierre-Graham
3603	EXECUTIVE MBA PROGRAMS	Rashida Pierre-Graham
3604	EXECUTIVE MBA 2	Rashida Pierre-Graham
3605	EXEC DEVEL RESTAURANT MGMT	Rashida Pierre-Graham
3701	CONT ED FSEC OPERATIONS	Rashida Pierre-Graham
3702	CONT ED FSEC PROGRAMS	Rashida Pierre-Graham
5501	UCF FOUNDATION OPERATIONS	Meghan Nelson
5502	UCF FDTN ENDOWED CHAIRS	Meghan Nelson
5503	UCF FDTN KNIGHTS KROSSING	Meghan Nelson
5504	UCF FDTN ENTREPRENEUR CTR	Meghan Nelson
5505	UCF FDTN PROGRESS ENERGY	Meghan Nelson
5506	UCF FDTN EDUCATION COLLEGE	Meghan Nelson
5507	UCF FDTN DEVOS CTR	Meghan Nelson
6101	OFFICE RESEARCH OPERATIONS	Melody Martinez
6301	NANOSCIENCE TECH CTR OPER	Michael Stein
6401	INST FOR SIM AND TRNG OPER	Jessica Scheck
6501	CREOL-COLLEGE OPTICS & PHOTONICS	Michael Stein
6801	AMPAC OPERATIONS	Michael Stein
6901	BSC OPERATIONS	Michael Stein
7101	SDES ASF LOCAL FUNDS	Michael Stein

First Four Digits of Dept./JID#	Header Dept. Description	Contact
7110	SDES OFFICE STUDENT INVOLVE	Michael Stein
7120	SEDES REC AND WELLNESS CTR	Michael Stein
7130	SDES ACT AND SVC FEE BUS OFFICE	Michael Stein
7140	SDES STUDENT GOVERNMENT ASSOC	Michael Stein
7150	SDES STUDENT LEGAL SVCS	Michael Stein
7160	SDES STUDENT UNION	Michael Stein
7170	SDES ASF COMMUNITY SUPPORT	Michael Stein
7201	CONCESSION OPERATIONS	Meghan Nelson
7301	INTERCOL ATH GEN OPERTIONS	Andrea Smith-Brown
7401	CONVOCATION CENTER CORP DSO	Michael Stein
7402	GOLDEN KNIGHTS CORP DSO	Michael Stein
7405	UCF FINANCE CORPORATION DSO	Michael Stein
7406	NORTHVIEW DSO	Marguerite Lachaud
7501	BUILDING AND CAP IMPR FEES	Marguerite Lachaud
8001	ADMINISTRATIVE DEPT	Meghan Nelson
8201	FEDERAL PERKINS LOAN PROG	Meghan Nelson
8202	INST SHORT TERM LOAN PROGRAMS	Meghan Nelson
8203	INST LONG TERM LOAN PROGRAMS	Meghan Nelson
8401	FEDERAL SEOG OPERATIONS	Meghan Nelson
8402	FEDERAL PELL OPERATIONS	Meghan Nelson
8403	ACADEMIC COMPETENCE GRANTS	Meghan Nelson
8404	SMART GRANTS	Meghan Nelson
8405	FED-TECH GRANT	Meghan Nelson
8450	STATE PROGRAMS RESTRICTED	Meghan Nelson
8501	WORK EXPERIENCE PROGRAM	Michael Stein
8503	FLORIDA STU ASSISTANT GRANTS	Meghan Nelson
8504	STAFFORD LOANS	Meghan Nelson
8505	PLUS LOAN REFUNDS	Meghan Nelson
8506	PRIVATE SCHOLARSHIPS	Meghan Nelson
8507	BRIGHT FUTURES	Meghan Nelson
8508	STATE TRUST SCHOLARSHIPS	Meghan Nelson
8509	CUSTODIAL PRIVATE SCHOLARSHIP	Meghan Nelson
8510	PRIVATE LOANS	Meghan Nelson
8601	UCF INSTITUTIONAL GRANTS	Meghan Nelson
9068	UCF536- PARTNERSHIP III BLDG	Michael Stein
BI28	FACILITIES AND SAFTEY	Rashida Pierre-Graham
KCTS	UCF CARD KNIGHT CASH	Meghan Nelson

Appendix B

I. IDI Source Code C&G project journal.

a. When a journal is waiting to be approved by the ORC approver, the Approval page displays as follows:

The screenshot shows the 'Approval' tab of a software interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the 'Unit' is UCF01, 'Journal ID' is 1810121091, and 'Date' is 12/10/2014. A 'Submit' button is visible. The 'Approval Status' section shows 'Unit: UCF01', 'Approval Check Active: Y', 'Approval Status: Pending Approval', and 'Approval Action: Approve'. A 'Deny Comments' field is empty. Below this, the 'IDI Jrnl Approval Process C&G' section is titled 'Unit UCF01, ID 1810121091, Date 2014-12-10, Line Unit UCF01:Pending'. It shows a flow from 'Pending' (Multiple Approvers, ORC Approver) to 'Not Routed' (Multiple Approvers, F&A C&G Approver). The 'Pending' box is highlighted with a red border.

b. When a journal is waiting to be approved by F&A C&G, the Approval page displays as follows:

The screenshot shows the 'Approval' tab of a software interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the 'Unit' is UCF01, 'Journal ID' is 6101120851, and 'Date' is 12/08/2014. A 'Submit' button is visible. The 'Approval Status' section shows 'Unit: UCF01', 'Approval Check Active: Y', 'Approval Status: Pending Approval', and 'Approval Action: Approve'. A 'Deny Comments' field is empty. Below this, the 'IDI Jrnl Approval Process C&G' section is titled 'Unit UCF01, ID 6101120851, Date 2014-12-08, Line Unit UCF01:Pending'. It shows a flow from 'Approved' (Sierra Daniel, ORC Approver, 12/09/14 - 11:04 AM) to 'Pending' (Multiple Approvers, F&A C&G Approver). The 'Approved' box is highlighted with a red border.

II. **Journal Status is an "E" or Budget Status is an "E".**

After the journal creator has processed the journal, the journal displays as follows if there is an ('E') related to the Journal Status or Budget Status. These error statuses may or may not be caused by the journal creator; therefore, the F&A Financial Reporting & General Accounting contact may need to assist in finding the cause of the error. It displays as follows:

The screenshot shows a table with the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UCF01	34	3,440.48	3,440.48	V	E

Below the table are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. A breadcrumb trail at the bottom reads: Header | Lines | Totals | Errors | Approval.

The screenshot shows a table with the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UCF01	4	25,468.00	25,468.00	E	N

Below the table are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. A breadcrumb trail at the bottom reads: Header | Lines | Totals | Errors | Approval.

III. **Journal Status is a "V" or Budget Status is an "N".**

The "V" "N" status occurs when the journal is locked in processing mode after the journal creator has processed their journal. The Journal Status is "V" (Validated), but the Budget Status is an "N" (Not Checked). For these error statuses the Financials Services Desk will be able to assist in finding the cause of the error. It displays as follows:

The screenshot shows a table with the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UCF01	6	1,074.00	1,074.00	V	N

Below the table are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. A breadcrumb trail at the bottom reads: Header | Lines | Totals | Errors | Approval.