



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.
Tuyet Anh Nguyen	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	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	Aaron Arango-Straw
0102	BOARD OF TRUSTEES	Rashida Pierre-Graham
0103	UNIVERSITY COMPLIANCE ETHICS	Melody Martinez
0108	UNIVERSITY AUDIT	Rashida Pierre-Graham
0121	OMBUDS INITIATIVES	Rashida Pierre-Graham
0122	DIVERSITY INITIATIVES	Aaron Arango-Straw
0123	PROFESSIONAL ORGANIZATION	Aaron Arango-Straw
0130	UNIVERSITY DEVELOPMENT	Aaron Arango-Straw
0140	ALUMNI RELATIONS	Aaron Arango-Straw
0150	EQUAL EMPL OPPORTUNITY	Aaron Arango-Straw
0151	DIVERSITY AWARDS PROGRAM	Aaron Arango-Straw
0152	GRANTS IN AID EMPLOYEE AWARDS	Aaron Arango-Straw
0160	VP COMMUNITY RELATIONS	Tara Priest
0161	COMMUNITY RELATIONS	Tara Priest
0162	CONSTITUENT RELATIONS	Tara Priest
0165	METROPOLITAN CENTER	Tara Priest
0167	GLOBAL PERSPECTIVES	Sandrine Gatchev
0181	VP GENERALCOUNSEL	Tara Priest
0201	ADMINISTRATION AND FINANCE VP	Terri Lorincz
0202	FACILITIES AND SAFTEY	Tara Priest
0203	DEPT OF SEC AND EMERG MT(DSEM)	Terri Lorincz
0205	ADMIN AND FIN SPECIALS	Tara Priest
0215	UNIVERSITY BUDGETS	Tara Priest
0220	ENVIRON HEALTH SAFETY	Aaron Arango-Straw
0230	UNIVERSITY POLICE	Melody Martinez
0240	FACILITIES PLANNING	Tuyet Anh Nguyen
0250	FINANCE AND ACCOUNTING	Melody Martinez
0260	HUMAN RESOURCES	Tuyet Anh Nguyen
0270	PURCHASING	Aaron Arango-Straw

First Four Digits of Dept./JID#	Header Dept. Description	Contact
0271	BUSINESS SERVICES	Nathanael Jones
0272	PRINTING SERVICES	Nathanael Jones
0273	FOOD SERVICES	Aaron Arango-Straw
0274	OFFICE SUPPLIES/RETAIL	Terri Lorincz
0275	UNIVERSITY BOOKSTORE	Aaron Arango-Straw
0276	UNIVERSITY ARENA	Terri Lorincz
0277	ID SERVICE AND ACCESS CARD	Aaron Arango-Straw
0280	FACILITIES OPERATIONS	Aaron Arango-Straw
0283	ENERGY AND SUSTAINABILITY	Aaron Arango-Straw
0285	LANDSCAPE AND NAT RESOURCES	Rashida Pierre-Graham
0287	RESOURCE MANAGEMENT	Terri Lorincz
0290	PARKING SERVICES	Rashida Pierre-Graham
0301	SDES VICE PRESIDENT OPERATION	Aaron Arango-Straw
0302	SDES BUDGET AND PERSONNEL SUPP	Rashida Pierre-Graham
0303	SDES CREATIVE SCHOOL	Nathanael Jones
0304	SDES INFORMATION TECHNOLOGY	Rashida Pierre-Graham
0305	SDES WELLNESS AND HEALTH PROMO	Melody Martinez
0307	SDES STUDENT GOVT LIASON	Rashida Pierre-Graham
0308	SDES ASSESS AND PLAN	Aaron Arango-Straw
0309	SDES REGIONAL STU SVCS	Rashida Pierre-Graham
0310	SDES ASSOC VP 10	Aaron Arango-Straw
0311	SDES 1ST YEAR EXPERIENCE	Terri Lorincz
0312	SDES STU SUCCESS CTR	Rashida Pierre-Graham
0313	SDES 1ST YR ADVISING AND EXPLOR	Terri Lorincz
0314	SDES STU ACAD RESOURCE CTR	Sandrine Gatchev
0315	SDES MLTI CUL ACAD AND SUPP SVCS	Sandrine Gatchev
0316	SDES TRANSF AND TRANSITION SVCS	Rashida Pierre-Graham
0317	SDES UNIV TESTING CTR	Rashida Pierre-Graham
0318	SDES -SOPH AND 2ND YR CTR	Rashida Pierre-Graham
0319	SDES CAREER SERVICES	Terri Lorincz
0321	SDES COUNSELING CTR	Melody Martinez
0322	SDES ASST VP 22	Aaron Arango-Straw
0323	SDES ACAD SVCS FOR STU ATHL	Terri Lorincz
0324	SDES ASST VP 21	Aaron Arango-Straw
0325	SDES REGISTRARS OFFICE	Aaron Arango-Straw
0326	ADM	Nathanael Jones
0327	SDES STU DISABILITY SVCS	Aaron Arango-Straw
0328	SDES ACAD ADVISING SUPPORT	Rashida Pierre-Graham
0330	SDES ASSOC VP 30 and 31	Aaron Arango-Straw

First Four Digits of Dept./JID#	Header Dept. Description	Contact
0340	SDES ASSOC VP 40	Aaron Arango-Straw
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	Rashida Pierre-Graham
0347	SDES FRATERNITY AND SORORITY LIFE	Rashida Pierre-Graham
0348	SDES ASST VP41	Aaron Arango-Straw
0349	SDES SOCIAL JUSTICE	Rashida Pierre-Graham
0350	STUDENT DVLP ENROLL SVC ASSOC	Rashida Pierre-Graham
0352	SDES UNDERGRADUATE ADMISSIONS	Terri Lorincz
0353	SDES STUDENT OUTREACH SERVICES	Rashida Pierre-Graham
0354	SDES FINANCIAL AID	Rashida Pierre-Graham
0360	CAREER RESOURCE CENTER	Rashida Pierre-Graham
0376	STUDENT ADVISING	Rashida Pierre-Graham
0410	UNIVERSITY RELATIONS VP	Rashida Pierre-Graham
0415	GOVERNMENTAL RELATIONS VP	Rashida Pierre-Graham
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	Melody Martinez
0605	EDUCATION ENHANCEMENT	Rashida Pierre-Graham
0701	ADMN AND FIN SPECIAL PROJECTS	Rashida Pierre-Graham
0702	ACAD AFF SEPCIAL PROJECTS	Rashida Pierre-Graham
0703	STU SVCS SPECIAL PROJECTS	Rashida Pierre-Graham
0730	FLORIDA HIGH TECH CORRIDOR COUNCIL	Rashida Pierre-Graham
0801	COMM AND MKTG VICE PRESIDENT	Tara Priest
0810	UNDERGRADUATE ADMISSIONS	Rashida Pierre-Graham
0820	STUDENT OUTREACH	Rashida Pierre-Graham
0830	FINANCIAL AID	Tuyet Anh Nguyen
0840	UNIVERSITY MARKETING	Tara Priest
0850	NEWS AND INFORMATION	Melody Martinez
0860	STRATEGIC PLANNING INITIATIVES	Rashida Pierre-Graham
0861	INSTITUTIONAL KNOWLEDGE MGMT	Sandrine Gatchev
0862	OPERATIONAL EXCELLENCE	Sandrine Gatchev
0863	UNIV ANALYSIS PLANNING SUPPORT	Sandrine Gatchev
0870	TELEVISION SERVICES	Terri Lorincz
0880	COMM MTKG-WUCF TV	Tara Priest
0890	CM WUCF FM	Terri Lorincz
0901	VICE PROVOST FOR INFO OFF	Melody Martinez

First Four Digits of Dept./JID#	Header Dept. Description	Contact
0902	COMP SERVICES ADMIN SUPPORT	Tara Priest
0903	COMP SERVICES ACAD SUPPORT	Tara Priest
0904	COMPUTER SERVICES AUXILIARY	Terri Lorincz
0905	TELECOMMUNICATIONS	Terri Lorincz
0906	INSTRUCTIONAL RESOURCES	Sandrine Gatchev
0907	RESEARCH INITIATIVE FOR TEACH EFF	Terri Lorincz
0908	CTR FOR DISTRIBUTED LEARNING	Melody Martinez
0910	UNIVERSITIES LIBRARIES	Tara Priest
1001	ACADEMIC AFFAIRS VP	Terri Lorincz
1002	FACULTY AFFAIRS	Rashida Pierre-Graham
1003	FCI	Terri Lorincz
1005	SPACE PLANNING ANALYSIS & ADMIN	Rashida Pierre-Graham
1030	ACADEMIC PROGRAMS	Melody Martinez
1031	ACADEMIC, FACULTY & INTL AFFAIR	Sandrine Gatchev
1032	UNDERGRADUATE STUDIES	Melody Martinez
1033	ACAD, FACULTY, & INT'L AFFAIRS	Rashida Pierre-Graham
1034	UNDERGRAD STDY EXPER LRNG	Melody Martinez
1035	UNDERGRAD STDY INTERDISCIPLINARY	Melody Martinez
1036	TUITION INCREASE CLERICAL IMPROV	Melody Martinez
1037	PE CMMS	Sandrine Gatchev
1038	UCF GLOBAL SHARED SERVICES	Terri Lorincz
1040	ACAD AFFAIRS BUDGET RESERVE	Melody Martinez
1050	REGIONAL CAMPUSES	Tara Priest
1053	REGIONAL CAMPUS CENTRAL REGION	Tara Priest
1054	REGIONAL CAMPUS SOUTHERN REGION	Tara Priest
1055	REGIONAL CAMPUS DAYTONA BEACH	Tara Priest
1056	REGIONAL CAMPUS SEMINOLE	Tara Priest
1058	REGIONAL CAMPUS WESTERN REGION	Tara Priest
1060	UNDERGRAD STUDIES ACAD PROGRAMS	Sandrine Gatchev
1061	INSTITUTIONAL KNOWLEDGE MGMT	Sandrine Gatchev
1062	INSTITUTIONAL KNOWLEDGE MGMT	Sandrine Gatchev
1070	REGIONAL CAMPUS DEPT CONTINGENT ED	Sandrine Gatchev
1071	PLE FACULTY SENATE	Melody Martinez
1072	DISTRIBUTED LEARNING	Terri Lorincz
1091	REGIONAL INSTRUCT RESOURCES	Sandrine Gatchev
1123	FL INTERACTIVE ENTRTNMENT ACAD	Terri Lorincz
1136	MUSIC	Terri Lorincz
1201	HOSPITALITY MANAGEMENT DEAN	Tara Priest
1202	TOURISM EVENTS & ATTRACTIONS	Melody Martinez
1203	FOOD SVC & LODGE MANAGEMENT	Melody Martinez
1204	HOSPITALITY MGMT SERVICES	Melody Martinez

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1310	COLLEGE OF BUSINESS DEAN	Melody Martinez
1311	INST FOR ECON COMPETITIVENESS	Melody Martinez
1312	FL SMALL BUSINESS DEVELOP	Melody Martinez
1320	ACCOUNTING	Rashida Pierre-Graham
1321	MARKETING	Tara Priest
1322	ECONOMICS	Rashida Pierre-Graham
1323	MANAGEMENT	Melody Martinez
1324	FINANCE	Melody Martinez
1326	MANAGEMENT INFO SYSTEMS	Melody Martinez
1327	SPORT BUSINESS MANAGEMENT	Melody Martinez
1330	OFFICE OF STUDENT SUPPORT	Melody Martinez
1340	TECHNOLOGY RESOURCE CTR	Rashida Pierre-Graham
1350	CTR FOR BUS AND ECON RES	Rashida Pierre-Graham
1360	BUSINESS COMPUTER LAB	Melody Martinez
1370	BUSINESS COLLEGE ADMIN	Melody Martinez
1380	BUSINESS COLLEGE DEVELOPMENT	Melody Martinez
1410	COLLEGE OF EDUCATION DEAN	Terri Lorincz
1411	TEACHING ACADEMY	Terri Lorincz
1412	EDUCATION GRADUATE STUDIES	Melody Martinez
1413	EDUCATION UNDERGRAD PROGS	Melody Martinez
1414	EDUCATION RESEARCH	Melody Martinez
1415	EDUCATION GYM RENTAL	Terri Lorincz
1416	CED ACCREDITATION & ASSESSMENT	Terri Lorincz
1417	CED TECHNOLOGY	Terri Lorincz
1418	MORGRIDGE INTERNATIONAL READING CENTER	Tara Priest
1423	SCHOOL OF TEACHING, LRNG, LDRS	Terri Lorincz
1424	EDUCATIONAL & HUMAN SCIENCES	Melody Martinez
1426	EDUCATIONAL LEADERSHIP & HIGHER EDUCATION	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	Terri Lorincz
1610	COLLEGE OF ENGR & COMP SCI DEAN	Nathanael Jones
1611	SCH OF ELECT ENGR AND COM SC	Nathanael Jones
1612	ENGR & COMP SCI ACAD AFFAIRS	Nathanael Jones
1620	CIVIL ENGINEERING	Nathanael Jones
1622	ELECTRICAL ENGINEERING	Nathanael Jones
1623	COMPUTER ENGINEERING	Nathanael Jones
1624	INDUSTRIAL ENGR AND MGMT SYS	Nathanael Jones
1626	MACH MAT AND AEROSPACE ENGR	Nathanael Jones
1627	MATERIALS SCIENCE AND ENGINEER	Nathanael Jones
1629	FLORIDA SPACE INSTITUTE	Nathanael Jones

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1630	CENTER FOR ADVANCED TURBOMACH	Nathanael Jones
1640	ELECTRICAL ENGR COMPUTER SCI	Nathanael Jones
1641	INFORMATION TECHNOLOGY PROG	Nathanael Jones
1650	ADV TRANS SYS SIMULATION CTR	Nathanael Jones
1660	STORMWATER MGMT ACADEMY	Tuyet Anh Nguyen
1683	AIR FORCE ROTC	Nathanael Jones
1684	ARMY ROTC	Nathanael Jones
1710	OPTICS & PHOT COLLEGE DEAN	Nathanael Jones
1711	CENTER FOR EXCELLENCE	Terri Lorincz
1810	COL OF HLTH AND PUB AFF DEAN	Nathanael Jones
1811	CENTER FOR COMM SCHOOLS	Terri Lorincz
1812	CENTER FOR COMM PARTNERSHIPS	Terri Lorincz
1813	OFFICE OF STUDENT SERVICES	Terri Lorincz
1814	INST OF SYSTEMS ADMIN AND TECH	Tuyet Anh Nguyen
1820	MOLECULAR BIO AND MICROBIO	Sandrine Gatchev
1821	MEDICAL LAB SCIENCE	Sandrine Gatchev
1825	PUBLIC AFFAIRS DOCT PROG	Nathanael Jones
1830	LEGAL STUDIES	Tara Priest
1835	PUBLIC ADMINISTRATION	Nathanael Jones
1836	CTR FOR PUBLIC/NONPROFIT MGMT	Nathanael Jones
1845	SOCIAL WORK	Terri Lorincz
1855	HEALTH MANAGEMENT INFOMATICS	Sandrine Gatchev
1865	CRIMINAL JUSTICE	Nathanael Jones
1866	PUBLIC SAFETY TECHNOLOGY CTR	Nathanael Jones
1870	COMMUNICATIVE DISORDERS	Terri Lorincz
1880	HEALTH PROFESSIONS	Terri Lorincz
1881	PHYSICAL THERAPY	Sandrine Gatchev
1882	HEALTH SERVICE ADMIN	Sandrine Gatchev
1883	HEALTH INFORMATION MGMT	Sandrine Gatchev
1884	CARDIOPULMONARY SCIENCE	Sandrine Gatchev
1885	RADIOLOGIC SCIENCE	Sandrine Gatchev
1886	ATHLETIC TRAINING PROGRAM	Sandrine Gatchev
1887	INSTITUTE OF GOVERNMENT	Terri Lorincz
1888	PRE CLINICAL SCIENCES	Terri Lorincz
1889	DOCTORATE PHYSICAL THERAPY	Terri Lorincz
1890	CTR FOR AUTISM AND RELATED DIS	Terri Lorincz
1910	GRADUATE STUDIES DEAN	Melody Martinez
1911	BIOMOLEC SCI INTERDISC PROG	Sandrine Gatchev
1912	MODELING AND SIMULATION PROG	Tuyet Anh Nguyen
2001	VICE PRESIDENT FOR RESEARCH	Sandrine Gatchev

First Four Digits of Dept./JID#	Header Dept. Description	Contact
2002	RESEARCH ENHANCEMENT PROG	Tara Priest
2003	1-4 CORRIDOR RESEARCH AWARDS	Tara Priest
2004	SPACE RESEARCH INSTITUTE	Tara Priest
2005	1-4 CORRIDOR CIRENT	Tara Priest
2006	FL SMALL BUSINESS DEVELOP	Melody Martinez
2007	COL OF MEDICINE BIOMOL SCI CTR	Sandrine Gatchev
2008	NANOSCIENCE CENTER	Tara Priest
2009	1-4 CORRIDOR AWARDS	Tara Priest
2010	AMPAC MATERIALS CENTER	Sandrine Gatchev
2011	INSTITUTE FOR SIM AND TRAIN	Terri Lorincz
2012	FLORIDA SOLAR ENERGY CENTER	Sandrine Gatchev
2013	CREOL-COLLEGE OPTICS & PHOTONICS	Sandrine Gatchev
2014	1-4 CORRIDOR AWARDS PHASE 7	Tara Priest
2015	FLORIDA SPACE INSTITUTE	Tara Priest
2016	1-4 CORRIDOR AWARDS PHASE 8	Tara Priest
2017	1-4 CORRIDOR AWARDS PHASE 9	Tara Priest
2018	1-4 CORRIDOR AWARDS PHASE 10	Tara Priest
2019	1-4 CORRIDOR AWARDS PHASE 11	Tara Priest
2020	CTR FOR LIFESTYLE MEDICINE	Sandrine Gatchev
2021	WOMEN'S RESEARCH CENTER	Sandrine Gatchev
2210	COL OF MED SCH BIOMED SCI DEAN	Sandrine Gatchev
2211	COL OF MEDICINE PREHEALTH SCI	Sandrine Gatchev
2212	COM OSSA	Sandrine Gatchev
2220	COL OF MEDICINE MOLECULAR BIO	Sandrine Gatchev
2221	COL OF MEDICINE MED LAB SCI	Sandrine Gatchev
2240	CM PROF GRAD	Rashida Pierre-Graham
2301	COLLEGE OF ARTS AND HUM DEAN	Tara Priest
2302	FILM	Terri Lorincz
2303	AFRICAN AMERICAN STUDIES	Terri Lorincz
2304	JUDAIC STUDIES	Sandrine Gatchev
2305	WOMEN'S STUDIES	Terri Lorincz
2306	OASIS COL OF ARTS & HUMANITIES	Terri Lorincz
2307	DIGITAL MEDIA	Terri Lorincz
2308	ARTS & HUM CREATE CTR	Terri Lorincz
2309	LATIN AMERICAN STUDIES	Terri Lorincz
2310	SCHOOL OF PERFORMING ARTS	Terri Lorincz
2311	ZORA NEAL HURSTON	Terri Lorincz
2312	FL INTERACTIVE ENTRTNMT ACAD	Sandrine Gatchev
2314	WUCF FM RADIO	Terri Lorincz
2315	ART ANIMATION	Terri Lorincz
2316	ART ANIMATION	Terri Lorincz

First Four Digits of Dept./JID#	Header Dept. Description	Contact
2317	MUSIC	Terri Lorincz
2318	THEATER	Terri Lorincz
2319	LIVELY ARTS	Terri Lorincz
2320	MODERN LANGUAGES	Terri Lorincz
2321	ENGLISH	Terri Lorincz
2322	HISTORY	Terri Lorincz
2323	PHILOSOPHY	Terri Lorincz
2324	ENGLISH -DIFFERENTIAL TUTORING	Sandrine Gatchev
2325	SCHOOL OF VISUAL ARTS & DESIGN	Tara Priest
2326	WRITING AND RHETORIC	Terri Lorincz
2401	COLLEGE OF SCIENCES DEAN	Sandrine Gatchev
2402	COLLEGE OF SCIENCES ACAD SVCS	Sandrine Gatchev
2403	BIOLOGICAL SCIENCES	Sandrine Gatchev
2404	SCHOOL OF COMMUNICATION	Sandrine Gatchev
2405	MATHEMATICS	Sandrine Gatchev
2406	CHEMISTRY	Tara Priest
2407	FORENSIC SCIENCE	Sandrine Gatchev
2408	PHYSICS	Sandrine Gatchev
2409	PSYCHOLOGY	Sandrine Gatchev
2410	ARBOR	Sandrine Gatchev
2411	POLITICAL SCIENCE	Sandrine Gatchev
2412	SOCIOLOGY	Sandrine Gatchev
2413	STATISTICS	Sandrine Gatchev
2414	ANTHROPOLOGY	Sandrine Gatchev
2415	LOU FREY INSTITUTE	Sandrine Gatchev
2416	MATH DIFFER TUTORING SUPPORT	Sandrine Gatchev
2419	COLLEGE OF SCIENCE ALUMNI RELATIONS	Tara Priest
2422	RESTORES	Rashida Pierre-Graham
2501	COM DN	Rashida Pierre-Graham
2502	COM STUDENT AFFAIRS	Rashida Pierre-Graham
2503	COM ADM & FIN	Rashida Pierre-Graham
2504	COM PLAN & KNOW MG	Rashida Pierre-Graham
2505	COM FAC & ACAD AFFAIRS	Rashida Pierre-Graham
2506	COM GRAD MED	Rashida Pierre-Graham
2507	COM CLINICAL SCIENCE	Rashida Pierre-Graham
2508	COM INTRNL MED	Rashida Pierre-Graham
2509	COM GRAD MED	Rashida Pierre-Graham
2510	COM HEALTH INFORMATION TECH	Rashida Pierre-Graham
2540	COM PGDE	Rashida Pierre-Graham
2560	COM FPP	Rashida Pierre-Graham
2580	COLLEGE OF MEDICINE-SCHOL LNS	Tuyet Anh Nguyen
2581	COM SCH & LOANS -FEDERAL STAFFORD	Tuyet Anh Nguyen

First Four Digits of Dept./JID#	Header Dept. Description	Contact
2582	COM FEDERAL PLUS LOANS	Tuyet Anh Nguyen
2583	COM PRIVATE LOANS	Tuyet Anh Nguyen
2584	COM PRIVATE SCHOLARHIPS	Tuyet Anh Nguyen
2585	COM INSTITUTIONAL SCHOLARHIPS	Tuyet Anh Nguyen
2586	COM UCF FOUNDATION SCHOLARSHIP	Tuyet Anh Nguyen
2587	COM INSTITUTIONAL GRANTS	Tuyet Anh Nguyen
2588	COM INSTITUTIONAL LOANS	Tuyet Anh Nguyen
2601	COLLEGE OF NURSING DEAN	Sandrine Gatchev
2602	NURSING	Sandrine Gatchev
2603	COLLEGE OF NURSING ENHANCEMENT	Sandrine Gatchev
2604	COLLEGE OF NURSING FACULTY STARTUP	Sandrine Gatchev
3501	CONT EDUCATION	Tara Priest
3502	CONT ED CONFERENCE SVCS & IT	Tara Priest
3508	CONT ED COMPUTER TRAINING	Tara Priest
3509	CONT ED FOUND FUTURE SCI	Tara Priest
3510	CONT ED SIMULATION & TRNG	Tara Priest
3511	CONT ED ARTS AND SCIENCES	Tara Priest
3512	CONT ED HOSPITALITY MGMT	Tara Priest
3514	CONT ED EDUCATION	Tara Priest
3516	CONT ED ENGR & COMP SCI	Tara Priest
3518	CONT ED HEALTH & PUB AFF	Tara Priest
3523	CONT ED COLLEGE OF ARTS AND HUM	Tara Priest
3524	CON ED COLLEGE OF SCIENCES	Tara Priest
3525	CONT ED COMPUTER SCIENCE	Tara Priest
3526	CONT ED UCF ORBIT PROGRAMS	Tara Priest
3527	CONT ED COMMUNITY RELATIONS	Tara Priest
3528	CONT EDIndustr Engineering	Tara Priest
3529	CONT ED CORPORATE TRAINING	Tara Priest
3601	EXCEC DEVEL CONTROL	Tara Priest
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	Nathanael Jones
3702	CONT ED FSEC PROGRAMS	Nathanael Jones
5501	UCF FOUNDATION OPERATIONS	Tara Priest
5502	UCF FDTN ENDOWED CHAIRS	Tara Priest
5503	UCF FDTN KNIGHTS KROSSING	Tara Priest
5504	UCF FDTN ENTREPRENEUR CTR	Tara Priest
5505	UCF FDTN PROGRESS ENERGY	Tara Priest
5506	UCF FDTN EDUCATION COLLEGE	Tara Priest
5507	UCF FDTN DEVOS CTR	Tara Priest

First Four Digits of Dept./JID#	Header Dept. Description	Contact
5601	UCF RESEARCH FOUNDATION	Rashida Pierre-Graham
5602	RFD/BRIDG	Rashida Pierre-Graham
6101	OFFICE RESEARCH OPERATIONS	Melody Martinez
6107	OFFICE OF RESEARCH	Tara Priest
6301	NANOSCIENCE TECH CTR OPER	Tara Priest
6401	INST FOR SIM AND TRNG OPER	Tara Priest
6501	CREOL-COLLEGE OPTICS & PHOTONICS	Terri Lorincz
6601	FLORIDA SPACE INSTITUTE	Nathanael Jones
6801	AMPAC OPERATIONS	Tara Priest
6901	BSC OPERATIONS	Terri Lorincz
7101	SDES ASF LOCAL FUNDS	Rashida Pierre-Graham
7110	SDES OFFICE STUDENT INVOLVE	Rashida Pierre-Graham
7120	SEDES REC AND WELLNESS CTR	Rashida Pierre-Graham
7130	SDES ACT AND SVC FEE BUS OFFICE	Rashida Pierre-Graham
7140	SDES STUDENT GOVERNMENT ASSOC	Rashida Pierre-Graham
7150	SDES STUDENT LEGAL SVCS	Rashida Pierre-Graham
7160	SDES STUDENT UNION	Rashida Pierre-Graham
7170	SDES ASF COMMUNITY SUPPORT	Rashida Pierre-Graham
7201	CONCESSION OPERATIONS	Nathanael Jones
7301	INTERCOL ATH GEN OPERTIONS	Terri Lorincz
7401	CONVOCATION CENTER CORP DSO	Nathanael Jones
7402	GOLDEN KNIGHTS CORP DSO	Nathanael Jones
7405	UCF FINANCE CORPORATION DSO	Nathanael Jones
7406	NORTHVIEW DSO	Nathanael Jones
7501	BUILDING AND CAP IMPR FEES	Tara Priest
8001	ADMINISTRATIVE DEPT	Tuyet Anh Nguyen
8201	FEDERAL PERKINS LOAN PROG	Tuyet Anh Nguyen
8202	INST SHORT TERM LOAN PROGRAMS	Tuyet Anh Nguyen
8203	INST LONG TERM LOAN PROGRAMS	Tuyet Anh Nguyen
8401	FEDERAL SEOG OPERATIONS	Tuyet Anh Nguyen
8402	FEDERAL PELL OPERATIONS	Tuyet Anh Nguyen
8403	ACADEMIC COMPETENCE GRANTS	Tuyet Anh Nguyen
8404	SMART GRANTS	Tuyet Anh Nguyen
8405	FED-TECH GRANT	Tuyet Anh Nguyen
8450	STATE PROGRAMS RESTRICTED	Tuyet Anh Nguyen
8501	WORK EXPERIENCE PROGRAM	Tuyet Anh Nguyen
8503	FLORIDA STU ASSISTANT GRANTS	Tuyet Anh Nguyen
8504	STAFFORD LOANS	Tuyet Anh Nguyen
8505	PLUS LOAN REFUNDS	Tuyet Anh Nguyen
8506	PRIVATE SCHOLARSHIPS	Tuyet Anh Nguyen
8507	BRIGHT FUTURES	Tuyet Anh Nguyen
8508	STATE TRUST SCHOLARSHIPS	Tuyet Anh Nguyen

First Four Digits of Dept./JID#	Header Dept. Description	Contact
8509	CUSTODIAL PRIVATE SCHOLARSHIP	Tuyet Anh Nguyen
8510	PRIVATE LOANS	Tuyet Anh Nguyen
8601	UCF INSTITUTIONAL GRANTS	Tuyet Anh Nguyen
BI28	FACILITIES AND SAFETY	Tara Priest
KCTS	UCF CARD KNIGHT CASH	Tuyet Anh Nguyen

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' text area is empty. Below this, the 'IDI Jrnl Approval Process C&G' section shows a flow: 'Unit UCF01, ID 1810121091, Date 2014-12-10, Line Unit UCF01:Pending'. Under 'IDI Journal Approval', there are two boxes: 'Pending' (with a clock icon) for 'Multiple Approvers ORC Approver' and 'Not Routed' (with a document icon) for 'Multiple Approvers F&A C&G Approver'. A red box highlights the 'Pending' and 'Not Routed' boxes and the arrow between them.

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' text area is empty. Below this, the 'IDI Jrnl Approval Process C&G' section shows a flow: 'Unit UCF01, ID 6101120851, Date 2014-12-08, Line Unit UCF01:Pending'. Under 'IDI Journal Approval', there are two boxes: 'Approved' (with a green checkmark) for 'Sierra.Daniel ORC Approver 12/09/14 - 11:04 AM' and 'Pending' (with a clock icon) for 'Multiple Approvers F&A C&G Approver'. A red box highlights the 'Approved' and 'Pending' boxes and the arrow between them.

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.