



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.

Issue	Contact	Phone#	Email	Appendix
IDI & IDS source code journals that do not contain a Contracts & Grants (C&G) Project, submitted for approval but not yet posted	F&A General Accounting (GA) Staff			Appendix A
CON source code or IDI that contains a Construction Project (fund code= 51XXX) journals, submitted for approval but not yet posted	Meghan Sutter	2-2236	Meghan.Sutter@ucf.edu	N/A
Offline Journal Template Setup or Upload Issues	UCF Financials Service Desk	3-5117 (Option 6)	fntrain@ucf.edu	N/A
IDI 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)	ORC ID Transfer		idtrsfr@ucf.edu	Appendix B, Section I-a
IDI Source Code C&G Project journals pending F&A C&G approval	Primary: Sonia Rivera Backup: Maribel Villanueva	2-1056 2-1106	Sonia.RiveraVelez@ucf.edu Maribel.Villanueva@ucf.edu	Appendix B, Section I-b
Journal Status is an "E" or Budget Status is an "E"	Ann Boutros, Marguerite Lachaud	2-1061 2-1060	Ann.Boutros@ucf.edu Marguerite.Lachaud@ucf.edu	Appendix B, Section II
Journal Status is a "V" and Budget Status is an "N"	UCF Financials Service Desk	3-5117 (Option 6)	fntrain@ucf.edu	Appendix B, Section III

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 GA 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 journal creator does not receive a response from the GA staff contact designated in the list below (which may be due to the contact's absence) or if the first four digits of a journal ID# is not listed below, the journal creator may contact the GA staff members Tuyet Anh Nguyen (2-1053) or Marguerite Lachaud (2-1060).

Contact Name	Phone#	Email
Meghan Sutter	2-2236	Meghan.Sutter@ucf.edu
Ann Boutros	2-1061	Ann.Boutros@ucf.edu
Jessica Scheck	2-1026	Jessica.Scheck@ucf.edu
Andrea Smith-Brown	3-3093	Andrea.Brown@ucf.edu

Contact Name	Phone#	Email
Tuyet Anh Nguyen	2-1053	TuyetAnh.Nguyen@ucf.edu
Melody Martinez	2-1039	Melody.Martinez@ucf.edu
Marguerite Lachaud	2-1060	Marguerite.Lachaud@ucf.edu
Megan Carrigan	2-1028	Megan.Carrigan@ucf.edu

First Four Digits of JID#	Header Dept Description	Contact
0101	UNIVERSITY PRESIDENT	Meghan Sutter
0102	BOARD OF TRUSTEES	Ann Boutros
0108	UNIVERSITY AUDIT	Ann Boutros
0121	OMBUDS INITIATIVES	Meghan Sutter
0122	DIVERSITY INITIATIVES	Jessica Scheck
0123	PROFESSIONAL ORGANIZATION	Ann Boutros
0130	UNIVERSITY DEVELOPMENT	Meghan Sutter
0140	ALUMNI RELATIONS	Jessica Scheck
0150	EQUAL EMPL OPPORTUNITY	Meghan Sutter
0151	DIVERSITY AWARDS PROGRAMS	Meghan Sutter
0152	GRANTS IN AID EMPLOYEE AWARDS	Meghan Sutter
0160	VP COMMUNITY RELATIONS	Megan Carrigan
0161	COMMUNITY RELATIONS	Megan Carrigan

First Four Digits of JID#	Header Dept Description	Contact
0162	CONSTITUENT RELATIONS	Megan Carrigan
0165	METROPOLITAN CENTER	Megan Carrigan
0167	GLOBAL PERSPECTIVES	Jessica Scheck
0181	VP GENERAL COUNSEL	Meghan Sutter
0201	ADMINISTRATION AND FINANCE VP	Andrea Smith-Brown
0202	FACILITIES & SAFETY	Meghan Sutter
0205	ADMIN AND FIN SPECIALS	Meghan Sutter
0215	UNIVERSITY BUDGETS	Meghan Sutter
0220	ENVIRON HEALTH SAFETY	Melody Martinez
0230	UNIVERSITY POLICE	Melody Martinez
0240	FACILITIES PLANNING	Megan Carrigan
0250	FINANCE AND ACCOUNTING	Melody Martinez
0260	HUMAN RESOURCES	Marguerite Lachaud
0270	PURCHASING	Meghan Sutter
0271	BUSINESS SERVICES	Andrea Smith-Brown
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	Ann Boutros
0283	ENERGY & SUSTAINABILITY	Ann Boutros
0285	LANDSCAPE & NAT RESOURCES	Ann Boutros
0287	RESOURCE MANAGEMENT	Ann Boutros
0290	PARKING SERVICES	Meghan Sutter
0301	SDES VICE PRESIDENT OPERATION	Tuyet Anh Nguyen
0302	SDES BUDGET & PERSONNEL SUPP	Tuyet Anh Nguyen
0303	SDES CREATIVE SCHOOL	Tuyet Anh Nguyen
0304	SDES INFORMATION TECHNOLOGY	Tuyet Anh Nguyen
0305	SDES WELLNESS & HEALTH PROMO	Melody Martinez

First Four Digits of JID#	Header Dept Description	Contact
0307	SDES STUDENT GOVT LIASON	Tuyet Anh Nguyen
0308	SDES ASSESS & PLAN	Tuyet Anh Nguyen
0309	SDES REGIONAL STU SVCS	Tuyet Anh Nguyen
0310	SDES ASSOC VP 10	Ann Boutros
0311	SDES 1ST YEAR EXPERIENCE	Megan Carrigan
0312	SDES STU SUCCESS CTR	Ann Boutros
0313	SDES 1ST YR ADVISING & EXPLOR	Ann Boutros
0314	SDES STU ACAD RESOURCE CTR	Ann Boutros
0315	SDES MLTI CUL ACAD & SUPP SVCS	Melody Martinez
0316	SDES TRANSF & TRANSITION SVCS	Melody Martinez
0317	SDES UNIV TESTING CTR	Melody Martinez
0318	SDES-SOPH & 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	Ann Boutros
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 Sutter
0328	SDES ACAD ADVISING SUPPORT	Meghan Sutter
0330	SDES SDES ASSOC VP 30	Meghan Sutter
0340	SDES ASSOC VP 40	Tuyet Anh Nguyen
0341	SDES HOUSING & RESIDENCE LIFE	Ann Boutros
0342	SDES HEALTH CENTER	Melody Martinez
0345	SDES OFFICE STU RIGHTS & RESP	Ann Boutros
0346	SDES STU LEADERSHIP DEVELOP	Tuyet Anh Nguyen
0347	SDES FRATERNITY & SORORITY LIFE	Ann Boutros
0348	SDES ASST VP 41	Tuyet Anh Nguyen
0350	STUDENT DVLP ENROLL SVC ASSOC	Megan Carrigan
0352	SDES UNDERGRADUATE ADMISSIONS	Jessica Scheck

First Four Digits of JID#	Header Dept Description	Contact
0353	SDES STUDENT OUTREACH SERVICES	Meghan Sutter
0354	SDES FINANCIAL AID	Meghan Sutter
0360	CAREER RESOURCE CENTER	Meghan Sutter
0376	STUDENT ADVISING	Meghan Sutter
0410	UNIVERSITY RELATIONS VP	Meghan Sutter
0415	GOVRNMNTAL RELATIONS VP	Meghan Sutter
0460	UNIVERSITY MARKETING	Ann Boutros
0470	NEWS AND INFORMATION	Ann Boutros
0601	ADM AND FIN GEN OPER	Ann Boutros
0602	STUDENT AFF GENERAL OPER	Ann Boutros
0603	ACADEMIC AFF GENERAL OPER	Ann Boutros
0604	STUDENT OTHER FEES TRUST FUND	Jessica Scheck
0605	EDUC ENHANCEMENT	Jessica Scheck
0701	ADM AND FIN SPECIAL PROJ	Ann Boutros
0702	ACAD AFF SPECIAL PROJ	Ann Boutros
0703	STU SVCS SPECIAL PROJECTS	Jessica Scheck
0801	COMM & MKTG VICE PRESIDENT	Meghan Sutter
0840	UNIVERSITY MARKETING	Ann Boutros
0850	NEWS AND INFORMATION	Melody Martinez
0860	STRATEGIC PLANNING INITATIVES	Meghan Sutter
0861	INSTITUTIONAL KNOWLEDGE MGMT	Jessica Scheck
0862	OPERATIONAL EXCELLENCE	Jessica Scheck
0863	UNIV ANALYSIS PLNG SUPPORT	Jessica Scheck
0870	TELEVISION SERVICES	Jessica Scheck
0880	COMM MKTG-WUCF TV	Meghan Sutter
0901	VICE PROVOST FOR INFO OFF	Melody Martinez
0902	COMP SERVICES ADMIN SUPP	Marguerite Lachaud
0903	COMP SERVICES ACAD SUPP	Marguerite Lachaud
0904	COMPUTER SERVICES AUXILIARY	Melody Martinez
0905	TELECOMMUNICATIONS	Melody Martinez
0906	INSTRUCTIONAL RESOURCES	Jessica Scheck

First Four Digits of JID#	Header Dept Description	Contact
0907	RSRCH INIT FOR TEACH EFF	Jessica Scheck
0908	CTR FOR DISTRIBUTED LEARNING	Melody Martinez
0910	UNIVERSITY LIBRARIES	Jessica Scheck
1001	ACADEMIC AFFAIRS VP	Jessica Scheck
1002	FACULTY AFFAIRS	Jessica Scheck
1005	SPACE PLANNG ANALYSIS & ADMIN	Jessica Scheck
1030	ACADEMIC PROGRAMS	Melody Martinez
1031	ACADEMIC, FACULTY & INTL AFFAIR	Jessica Scheck
1032	UNDERGRADUATE STUDIES	Megan Carrigan
1033	ACAD, FACULTY & INT'L AFFAIRS	Jessica Scheck
1034	UGRAD STDY EXPER LRNG	Jessica Scheck
1035	UNDRGRD STDY INTERDISCIPLINAR STDYS	Jessica Scheck
1036	TUITION INCR CLSRM 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 REG	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 PGMS	Jessica Scheck
1070	REGNL 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 ENRTNMT ACAD	Jessica Scheck
1136	MUSIC	Jessica Scheck
1201	HOSPITALITY MANAGEMENT DEAN	Ann Boutros
1202	TOURISM EVENTS & ATTRACTIONS	Melody Martinez
1203	FOOD SVC & LODGE MANAGEMENT	Melody Martinez

First Four Digits of JID#	Header Dept Description	Contact
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
1320	ACCOUNTING	Ann Boutros
1321	MARKETING	Marguerite Lachaud
1322	ECONOMICS	Ann Boutros
1323	MANAGEMENT	Melody Martinez
1324	FINANCE	Melody Martinez
1326	MANAGEMENT INFO SYSTEMS	Melody Martinez
1327	SPORT BUSINESS MANAGEMENT	Ann Boutros
1330	OFFICE OF STUDENT SUPPORT	Melody Martinez
1340	TECHNOLOGY RESOURCE CTR	Megan Carrigan
1350	CTR FOR BUS AND ECON RES	Megan Carrigan
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 COMMUNITY SC	Melody Martinez
1440	EDUCATION JOINT SPECIAL PROJ	Melody Martinez
1450	EDUCATION SPECIAL PROJECTS	Melody Martinez
1510	HONORS COLLEGE DEAN	Jessica Scheck

First Four Digits of JID#	Header Dept Description	Contact
1610	COLLEGE OF ENGR & COMP SCI DN	Tuyet Anh Nguyen
1611	SCH OF ELECT ENGR AND COMP SC	Tuyet Anh Nguyen
1612	ENGR & COMP SCI ACAD AFFAIRS	Meghan Sutter
1620	CIVIL ENGINEERING	Tuyet Anh Nguyen
1622	ELECTRICAL ENGINEERING	Meghan Sutter
1623	COMPUTER ENGINEERING	Meghan Sutter
1624	INDUSTRIAL ENGR AND MGMT SYS	Tuyet Anh Nguyen
1626	MECH MAT AND AEROSPACE ENGR	Tuyet Anh Nguyen
1627	MATERIALS SCIENCE AND ENGINEER	Tuyet Anh Nguyen
1629	FLORIDA SPACE INSTITUTE	Meghan Sutter
1640	ELECTRICAL ENGR COMPUTER SCI	Tuyet Anh Nguyen
1641	INFORMATION TECHNOLOGY PROG	Meghan Sutter
1650	ADV TRANS SYS SIMULATION CTR	Tuyet Anh Nguyen
1660	STORMWATER MGMT ACADEMY	Meghan Sutter
1683	AIR FORCE ROTC	Tuyet Anh Nguyen
1684	ARMY ROTC	Meghan Sutter
1710	OPTICS & PHOT COLLEGE DEAN	Meghan Sutter
1711	CENTER FOR EXCELLENCE	Meghan Sutter
1810	COL OF HLTH AND PUB AFF DEAN	Megan Carrigan
1811	CENTER FOR COMM SCHOOLS	Marguerite Lachaud
1812	CENTER FOR COMM PARTNERSHIPS	Marguerite Lachaud
1813	OFFICE OF STUDENT SERVICES	Meghan Sutter
1814	INST OF SYSTEMS ADMIN AND TECH	Meghan Sutter
1820	MOLECULAR BIO AND MICROBIO	Meghan Sutter
1821	MEDICAL LAB SCIENCE	Marguerite Lachaud
1825	PUBLIC AFFAIRS DOCT PROG	Meghan Sutter
1830	LEGAL STUDIES	Meghan Sutter
1835	PUBLIC ADMINISTRATION	Meghan Sutter
1836	CTR FOR PUBLIC/NONPROFIT MGMT	Meghan Sutter
1845	SOCIAL WORK	Marguerite Lachaud
1855	HEALTH MANAGEMENT INFOMATICS	Marguerite Lachaud

First Four Digits of JID#	Header Dept Description	Contact
1865	CRIMINAL JUSTICE	Meghan Sutter
1866	PUBLIC SAFETY TECHNOLOGY CTR	Meghan Sutter
1870	COMMUNICATIVE DISORDERS	Marguerite Lachaud
1880	HEALTH PROFESSIONS	Marguerite Lachaud
1881	PHYSICAL THERAPY	Meghan Sutter
1882	HEALTH SERVICE ADMIN	Meghan Sutter
1883	HEALTH INFORMATION MGMT	Meghan Sutter
1884	CARDIOPULMONARY SCIENCE	Meghan Sutter
1885	RADIOLOGIC SCIENCE	Meghan Sutter
1886	ATHLETIC TRAINING PROGRAM	Meghan Sutter
1887	INSTITUTE OF GOVERNMENT	Ann Boutros
1888	PRE CLINICAL SCIENCES	Meghan Sutter
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 Sutter
1912	MODELING AND SIMULATION PROG	Meghan Sutter
2001	VICE PRESIDENT FOR RESEARCH	Jessica Scheck
2002	RESEARCH ENHANCEMENTS PROG	Meghan Sutter
2003	I-4 CORRIDOR RESEARCH AWARDS	Meghan Sutter
2004	SPACE RESEARCH INSTITUTE	Meghan Sutter
2005	I4 CORRIDOR CIRENT	Meghan Sutter
2006	FL SMALL BUSINESS DEVELOP	Meghan Sutter
2007	COL OF MEDICINE BIOMOL SCI CTR	Melody Martinez
2008	NANOSCIENCE CENTER	Meghan Sutter
2009	I-4 CORRIDOR AWARDS	Meghan Sutter
2010	AMPAC MATERIALS CENTER	Meghan Sutter
2011	INSTITUTE FOR SIM AND TRAIN	Marguerite Lachaud
2012	FLORIDA SOLAR ENERGY CENTER	Ann Boutros
2013	CREOL-COLLEGE OPTICS&PHOTONICS	Melody Martinez
2014	I-4 CORRIDOR AWARDS PHASE 7	Meghan Sutter

First Four Digits of JID#	Header Dept Description	Contact
2015	FLORIDA SPACE INSTITUTE	Megan Carrigan
2016	I-4 CORRIDOR AWARDS PHASE 8	Meghan Sutter
2017	I-4 CORRIDOR AWARDS PHASE 9	Meghan Sutter
2018	I-4 CORRIDOR AWARDS PHASE 10	Meghan Sutter
2019	I-4 CORRIDOR AWARDS PHASE 11	Meghan Sutter
2020	CTR FOR LIFE STYLE MEDICINE	Meghan Sutter
2021	WOMEN'S RESEARCH CENTER	Meghan Sutter
2210	COL OF MED SCH BIOMED SCI DEAN	Jessica Scheck
2211	COL OF MEDICINE PREHEALTH SCI	Meghan Sutter
2212	COM OSSA	Meghan Sutter
2220	COL OF MEDICINE MOLECULAR BIO	Meghan Sutter
2221	COL OF MEDICINE MED LAB SCI	Jessica Scheck
2301	COLLEGE OF ARTS AND HUM DEAN	Ann Boutros
2302	FILM	Jessica Scheck
2303	AFRICAN AMERICAN STUDIES	Jessica Scheck
2304	JUDAIC STUDIES	Marguerite Lachaud
2305	WOMEN'S STUDIES	Megan Carrigan
2306	OASIS COL OF ARTS & HUMANITIES	Megan Carrigan
2307	DIGITAL MEDIA	Megan Carrigan
2308	ARTS & HUM CREATE CTR	Megan Carrigan
2309	LATIN AMERICAN STUDIES	Megan Carrigan
2310	SCHOOL OF PERFORMING ARTS	Megan Carrigan
2311	ZORA NEAL HURSTON	Megan Carrigan
2312	FL INTERACTIVE ENTRTNMT ACAD	Jessica Scheck
2314	WUCF FM RADIO	Jessica Scheck
2315	ART	Marguerite Lachaud
2316	ART ANIMATION	Jessica Scheck
2317	MUSIC	Jessica Scheck
2318	THEATER	Jessica Scheck
2319	LIVELY ARTS	Megan Carrigan
2320	MODERN LANGUAGES	Marguerite Lachaud

First Four Digits of JID#	Header Dept Description	Contact
2321	ENGLISH	Jessica Scheck
2322	HISTORY	Megan Carrigan
2323	PHILOSOPHY	Jessica Scheck
2324	ENGLISH-DIFFERENTIAL TUITION	Megan Carrigan
2325	SCHOOL OF VISUAL ARTS & DESIGN	Megan Carrigan
2326	WRITING & RHETORIC	Jessica Scheck
2401	COLLEGE OF SCIENCES DEAN	Marguerite Lachaud
2402	COLLEGE OF SCIENCES ACAD SVCS	Megan Carrigan
2403	BIOLOGICAL SCIENCES	Marguerite Lachaud
2404	SCHOOL OF COMMUNICATION	Megan Carrigan
2405	MATHEMATICS	Marguerite Lachaud
2406	CHEMISTRY	Marguerite Lachaud
2407	FORENSIC SCIENCE	Marguerite Lachaud
2408	PHYSICS	Marguerite Lachaud
2409	PSYCHOLOGY	Marguerite Lachaud
2410	ARBOR	Megan Carrigan
2411	POLITICAL SCIENCE	Megan Carrigan
2412	SOCIOLOGY	Marguerite Lachaud
2413	STATISTICS	Marguerite Lachaud
2414	ANTHROPOLOGY	Megan Carrigan
2415	LOU FREY INSTITUTE	Marguerite Lachaud
2416	MATH DIFFER TUITION SUPPORT	Megan Carrigan
2501	COLLEGE OF MEDICINE DEAN	Jessica Scheck
2502	COM STUDENT AFFAIRS	Jessica Scheck
2503	COM ADMIN & FINANCE	Jessica Scheck
2504	COM PLNG & KNOWLEDGE MGMT	Jessica Scheck
2505	COM FACULTY & ACADEMIC AFFAIR	Jessica Scheck
2506	COM MEDICAL EDUCATION	Jessica Scheck
2507	COM CLINICAL SCIENCE	Jessica Scheck
2560	COM FAMILY PRACTICE PLAN	Ann Boutros
2580	COLLEGE OF MEDICINE-SCHOL LNS	Meghan Sutter

First Four Digits of JID#	Header Dept Description	Contact
2581	COM SCH & LOANS-FEDERAL STAFFO	Meghan Sutter
2582	COM FEDERAL PLUS LOANS	Meghan Sutter
2583	COM PRIVATE LOANS	Meghan Sutter
2584	COM PRIVATE SCHOLARSHIPS	Meghan Sutter
2585	COM INSTITUTIONAL SCHOLARSHIPS	Meghan Sutter
2586	COM UCF FOUNDATION SCHOLARSHIP	Meghan Sutter
2587	COM INSTITUTIONAL GRANTS	Meghan Sutter
2588	COM INSTITUTIONAL LOANS	Meghan Sutter
2601	COLLEGE OF NURSING DEAN	Jessica Scheck
2602	NURSING	Jessica Scheck
2603	COLLEGE OF NURSING ENHANCEMENT	Megan Carrigan
3501	CONTINUING EDUCATION	Ann Boutros
3502	CONT ED CONFERENCE SVCS & IT	Megan Carrigan
3508	CONT ED COMPUTER TRAINING	Megan Carrigan
3509	CONT ED FOUND FUTURE SCI	Megan Carrigan
3510	CONT ED SIMULATION & TRNG	Megan Carrigan
3511	CONT ED ARTS & SCIENCES	Megan Carrigan
3512	CONT ED HOSPITALITY MGMT	Megan Carrigan
3514	CONT ED EDUCATION	Megan Carrigan
3516	CONT ED ENGR & COMP SCI	Megan Carrigan
3518	CONT ED HEALTH & PUB AFF	Megan Carrigan
3523	CONT ED COLLEGE OF ARTS & HUM	Megan Carrigan
3525	CONT ED COMPUTER SCIENCE	Megan Carrigan
3526	CONT ED UCF ORBIT PROGRAMS	Megan Carrigan
3527	CONT ED COMMUNITY RELATNS	Megan Carrigan
3528	CONT ED INDUSTR ENGINEERING	Megan Carrigan
3529	CONT ED CORPORATE TRAINING	Megan Carrigan
3601	EXEC DEVEL CONTROL	Ann Boutros
3602	EXEC DEVEL CAMPUS PUB PROGS	Ann Boutros
3603	EXECUTIVE MBA PROGRAMS	Ann Boutros
3604	EXECUTIVE MBA 2	Ann Boutros

First Four Digits of JID#	Header Dept Description	Contact
3605	EXEC DEVEL RESTAURANT MGMT	Ann Boutros
3701	CONT ED FSEC OPERATIONS	Ann Boutros
3702	CONT ED FSEC PROGRAMS	Ann Boutros
5501	UCF FOUNDATION OPERATIONS	Meghan Sutter
5502	UCF FDTN ENDOWED CHAIRS	Meghan Sutter
5503	UCF FDTN KNIGHTS KROSSING	Meghan Sutter
5504	UCF FDTN ENTREPRENEUR CTR	Meghan Sutter
5505	UCF FDTN PROGRESS ENERGY	Meghan Sutter
5506	UCF FDTN EDUCATION COLLEGE	Meghan Sutter
5507	UCF FDTN-DEVOS CTR	Meghan Sutter
6101	OFFICE OF RESEARCH OPERATIONS	Melody Martinez
6301	NANOSCIENCE TECH CTR OPER	Megan Carrigan
6401	INST FOR SIM AND TRNG OPER	Jessica Scheck
6501	CREOL-COLLEGE OPTICS&PHOTONICS	Megan Carrigan
6801	AMPAC OPERATIONS	Megan Carrigan
6901	BSC OPERATIONS	Megan Carrigan
7101	SDES ASF LOCAL FUNDS	Meghan Sutter
7110	SDES OFFICE STUDENT INVOLVE	Meghan Sutter
7120	SDES REC AND WELLNESS CTR	Meghan Sutter
7130	SDES ACT & SVC FEE BUS OFFICE	Megan Carrigan
7140	SDES STUDENT GOVERNMENT ASSOC	Meghan Sutter
7150	SDES STUDENT LEGAL SVCS	Meghan Sutter
7160	SDES STUDENT UNION	Marguerite Lachaud
7170	SDES ASF COMMUNITY SUPPORT	Meghan Sutter
7201	CONCESSION OPERATIONS	Meghan Sutter
7301	INTERCOL ATH GEN OPERATIONS	Ann Boutros
7401	CONVOCATION CENTER CORP DSO	Megan Carrigan
7402	GOLDEN KNIGHTS CORP DSO	Megan Carrigan
7405	UCF FINANCE CORPORATION DSO	Megan Carrigan
7501	BUILDING AND CAP IMPR FEES	Marguerite Lachaud
8001	ADMINISTRATIVE DEPT	Meghan Sutter

First Four Digits of JID#	Header Dept Description	Contact
8201	FEDERAL PERKINS LOAN PROG	Meghan Sutter
8202	INST SHORT TERM LOAN PROGRAMS	Meghan Sutter
8203	INST LONG TERM LOAN PROGRAMS	Meghan Sutter
8401	FEDERAL SEOG OPERATIONS	Meghan Sutter
8402	FEDERAL PELL OPERATIONS	Meghan Sutter
8403	ACADEMIC COMPETENCE GRANTS	Meghan Sutter
8404	SMART GRANTS	Meghan Sutter
8405	FED-TEACH GRANT	Meghan Sutter
8450	STATE PROGRAMS RESTRICTED	Meghan Sutter
8501	WORK EXPERIENCE PROGRAM	Megan Carrigan
8503	FLORIDA STU ASSISTANT GRANTS	Meghan Sutter
8504	STAFFORD LOANS	Meghan Sutter
8505	PLUS LOAN REFUNDS	Meghan Sutter
8506	PRIVATE SCHOLARSHIPS	Meghan Sutter
8507	BRIGHT FUTURES	Meghan Sutter
8508	STATE TRUST SCHOLARSHIPS	Meghan Sutter
8509	CUSTODIAL PRIVATE SCHOLARSHIP	Meghan Sutter
8510	PRIVATE LOANS	Meghan Sutter
8601	UCF INSTITUTIONAL GRANTS	Meghan Sutter
9068	UCF536-PARTNERSHIP III BLDG	Megan Carrigan
BI28	FACILITIES & SAFETY	Ann Boutros
KCTS	UCF CARD KNIGHT CASH	Meghan Sutter

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:

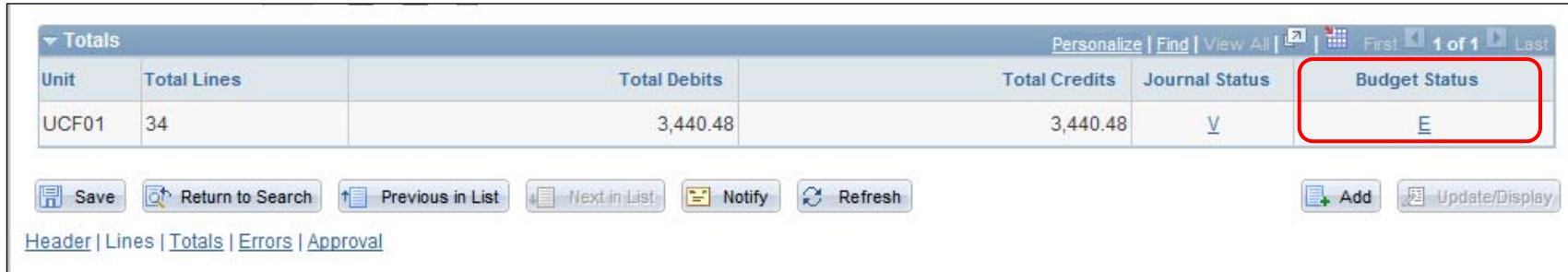
The screenshot shows the 'Approval' tab of a software interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the 'Unit' is UCF01, 'Journal ID' is 1810121091, and 'Date' is 12/10/2014. A 'Submit' button is visible. The 'Approval Status' section shows '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 JrnI Approval Process C&G' section is expanded to show 'Unit UCF01, ID 1810121091, Date 2014-12-10, Line Unit UCF01:Pending'. Underneath, the 'IDI Journal Approval' process is shown as a flow: 'Pending' (with a clock icon) for the 'ORC Approver' (Multiple Approvers) is followed by an arrow pointing to 'Not Routed' (with a trash icon) for the 'F&A C&G Approver' (Multiple Approvers). This flow is highlighted with a red box.

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 JrnI Approval Process C&G' section is expanded to show 'Unit UCF01, ID 6101120851, Date 2014-12-08, Line Unit UCF01:Pending'. Underneath, the 'IDI Journal Approval' process is shown as a flow: 'Approved' (with a checkmark icon) for the 'ORC Approver' (Sierra Daniel) is followed by an arrow pointing to 'Pending' (with a clock icon) for the 'F&A C&G Approver' (Multiple Approvers). The 'Approved' step includes the timestamp '12/09/14 - 11:04 AM'. This flow is highlighted with a red box.

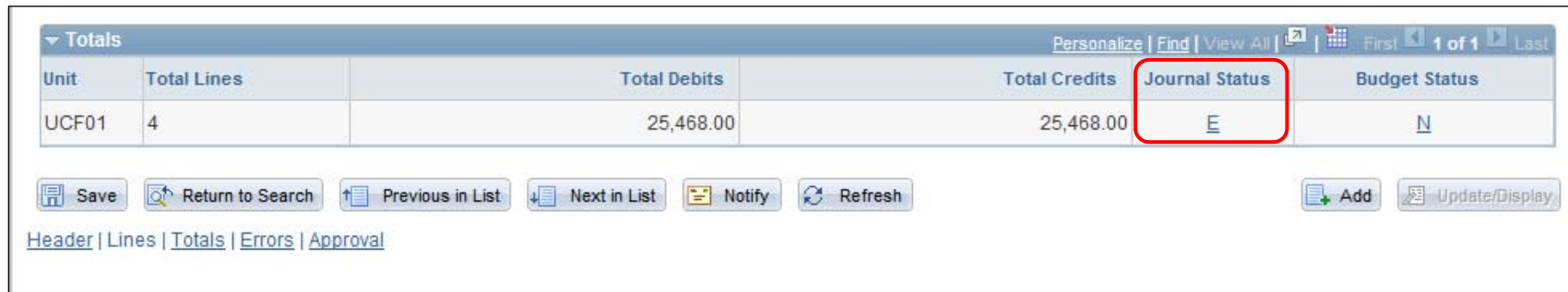
II. Journal Status is an “E” or Budget Status is an “E”

After the journal creator has processed the journal, the journal displays as follows if there is an error (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 GA contact may need to assist in finding the cause of the error.



The screenshot shows a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The row for UCF01 shows 34 total lines, 3,440.48 in debits, and 3,440.48 in credits. The Journal Status is 'V' and the Budget Status is 'E'. The 'Budget Status' cell is highlighted with a red box. 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.

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

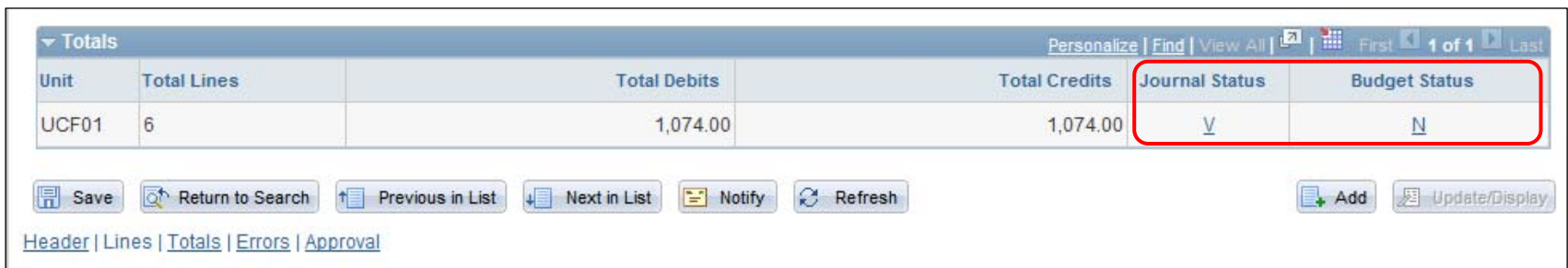


The screenshot shows a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The row for UCF01 shows 4 total lines, 25,468.00 in debits, and 25,468.00 in credits. The Journal Status is 'E' and the Budget Status is 'N'. The 'Journal Status' cell is highlighted with a red box. 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.

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

III. Journal Status is a “V” and Budget Status is an “N”

The “VN” status occurs when the journal is locked in processing mode after the journal creator has processed their journal. The Journal Status is a “V” (Validated), but the Budget Status is an “N” (Not Checked). It displays as follows:



The screenshot shows a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The row for UCF01 shows 6 total lines, 1,074.00 in debits, and 1,074.00 in credits. The Journal Status is 'V' and the Budget Status is 'N'. Both the 'Journal Status' and 'Budget Status' cells are highlighted with a red box. 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.

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