

Dear Researcher,

As part of our service to UCF faculty and researchers, the Office of Research & Commercialization is pleased to provide you with the new and improved research budget and expenditure reports for the new fiscal year. We hope these tools will help you more effectively manage your research projects.

We encourage feedback and suggestions to improve these reports.

You will be receiving emails monthly with links to provide an in-depth view of each research account, allowing better tracking of expenditures and funding for financial planning and compliance with federal and state regulations. A summary of these reports is provided below. We feel the information contained within these reports will help our PIs to spend more time on what really matters: the research.

Dr. Tom O'Neal
Associate Vice President for Research & Commercialization

1. **Monthly Accounts Summary Report**
 - Quick overview of all research accounts active during the previous month, specifically looking at C&G and Peoplesoft budget, current expenditures and account balances.
 - Projected final balance for all external accounts, calculated using the average of previous monthly expenditures and forecasted to the end of the research project. This projection in essence states the final balance of the project if the current expenditure rate is maintained to the end of the project.
2. **Monthly Financial Activity Report**
 - Activity report only provided for accounts with expenditures within the reporting period.
 - Provides a financial summary of each research account providing current funded budget, expenditures for the current month, life to date expenditures, and the current account balance. The information is categorized by expenditure types, such as salary, ops, expense, equipment, indirect, etc.
 - Gives visual representation of expenditures versus budget.
 - Lists expenditure transaction details for each research account, for the month providing date, amount, type and description.
3. **Monthly Payroll Statement**
 - Tracks monthly payroll activity for all active grants.
4. **Monthly Deliverables Statement**
 - Display all deliverables that are past due or upcoming deliverables within the next 60 days.

You may have to wait a moment as our report generates. This email is best viewed within HTML view of your email client.

These same reports are available for past months by logging onto the AURORA web site at <https://reports.research.ucf.edu> and logging in using your "My Research" login. Once in, click on the "Individual Reports" section, select the correct report, update the month and year field and then run.

Questions, comments or concerns may be directed to cmacuszo@mail.ucf.edu