The 9.2 myUFL upgrade will take place March 16th, 2015. On March 16th, the training courses listed below will reflect the visual and procedural changes to the myUFL system. Expected changes are outlined under each course. The remaining myUFL courses will be updated throughout Spring 2015. If you have already completed the following courses and have the appropriate security roles presently, retaking these trainings is not required to retain security. However, you are encouraged to take the courses or review the associated toolkits to familiarize yourself with the system changes.

PST960 – PreAward: Grant Proposals 9.1
Course PST960 PreAward: Grant Proposals 9.1 will be retired on March 13th, 2015 as the myUFL Proposal Express page will no longer be available to submit proposals. A new proposal routing system, UFIRST, is being launched. This will be the University’s official proposal submission system beginning March 23, 2015.

A new course in support of UFIRST is available for registration, RSH280 – UFIRST: Proposals & Agreements. The course covers the essential functions of the University’s proposal routing system, including how to enter proposal information, create budgets, attach supporting documentation, and route agreements and proposals to the Division of Sponsored Programs (DSP). In addition to the class, hands-on labs will be available to users after the March 23, 2015 go-live date.

Be sure to visit the Grants Toolkit to view the UFIRST training manual and upcoming instruction guides.

PST930 – Travel and Expense
- The Create Travel Authorization form has one format change, the location of the Authorization ID.
- The Create Cash Advance form has a few more changes.
  - The Comments field has been removed from the form and a few of the other icons have moved slightly.
  - You must also certify the form by checking a box before you can submit.
- The Create Expense Report (ER) form has numerous changes.
  - The location of several entry fields is different in the 9.2 version.
  - The Comments field has been removed from the form.
  - New fields on the ER form, such as the Reference field and the Benefit to the State/Grant field.
  - The Expenses Line items section of the form is drastically different, with new options for viewing details of each line item and the Accounting Defaults.
  - The signature/print page has a completely new format with more details about the Expense Lines and an Approve By signature line.
Expected Changes in the 9.2 myUFL System Upgrade

PST916 – Time & Labor Approvers
- The button set for Employee Selection and Search is now located to the right of the search fields.

PST915 – Time & Labor
- Non-exempt employees will notice the location of the Elapsed Timesheet link has moved from the bottom left to the upper right of the Punch Timesheet.

PST950 – Budget and Commitment Cntrl
- There is a new Budget Details Search screen.
- The ability to save specific search criteria outside of ledger group is no longer available.
  - All searches that were previously saved in 9.1 are no longer available to the end user.
- There is an addition of Alternate Description field in Budget Header Tab.
- There is an addition of Approval Line Status field in the Journal Entry Copy Down Option screen.

PST956 – Online Journal Entry
- Users will notice the addition of a SpeedType feature for user-specific frequent journal entries.
- The User ID search field has changed to Entered By.

PST957 – Spreadsheet Journal Import
- The spreadsheet template has been update to reflect requirements for specific journal entries.

PST021 – Making Deposits in myUFL
- There is a new Apply Payment link on Payments tab that will move user to the Create Accounting Entries page.
- The Customize link has changed to Personalize.

PST952 – Budget Transfer Processing
- There is an addition of Alternate Description field in Budget Header Tab.
- There is an addition of Approval Line Status field in the Journal Entry Copy Down Option screen.