ADDY NOTE

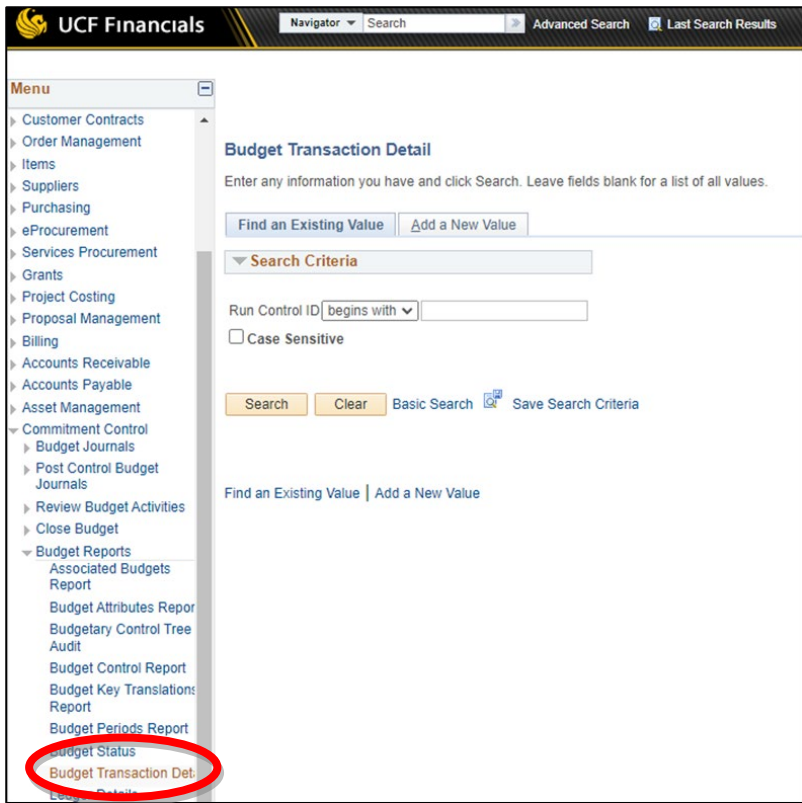**ATTENTION:**
This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

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Running a Budget Transaction Detail Report

This Addy Note explains how to access the **Budget Transaction Detail Report** to specifically view transactions that were approved and budget checked within a department or project.

This report pulls data from the **Budget** ledger (known as **Ledger_KK**). Transactions that appear on this report may **not** appear on other reports in UCF Financials (such as the expenditure within Date Range report or in the Financials DataMart), because other reports pull data from the **Actuals** ledger (known as **Ledger**).

Step	Action
1.	Navigate to: **Main Menu** > **Commitment Control** > **Budget Reports** > **Budget Transaction Detail**.

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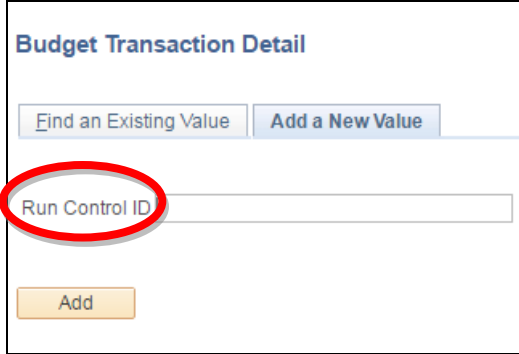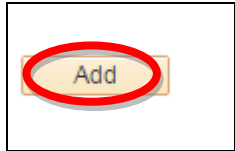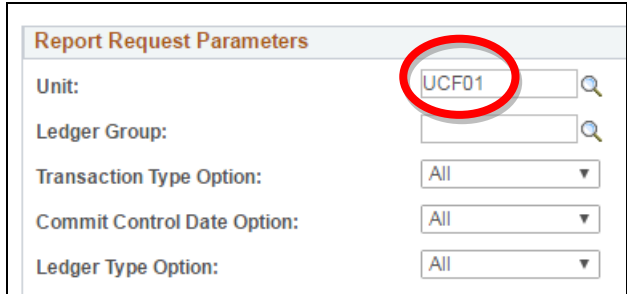| Step	Action
	Note: If **you have never created a run control**, create one following Steps 2 through 4. You will only need to perform this process one time, and you can use the run control you create each subsequent time you want to run this report. **If you already have created a run control**: 1. Enter the name of your Run Control in the **Run Control ID** field. 2. Click the **Search** button. Proceed to [Step 5](#) below.
2.	Click the **Add a New Value** tab. **Budget Transaction Detail** Find an Existing Value Add a New Value Run Control ID Add

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Step	Action
3.	Name your Run Control in the **Run Control ID** field. **Budget Transaction Detail** Find an Existing Value Add a New Value Run Control ID Add **Note**: Run Control IDs are case-sensitive and should be entered without using spaces. Choose a name for your Run Control carefully, because the system will not allow you to change or delete the name after it is saved.
4.	Click **Add**. Add
5.	Verify that **UCF01** displays in the **Unit** field; if not, enter it. **Report Request Parameters** Unit: UCF01 Ledger Group: Transaction Type Option: All Commit Control Date Option: All Ledger Type Option: All

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Step	Action
6.	In the **Ledger Group** field, enter **CC_DEPT** for department transaction information or **CC_PROJ_CH** for project transaction information.
7.	Unselect the **User Budget Overrides**, if checked.
8.	In the **Transaction Type Option** drop-down list you can select either **All** or **Specify**. If you select **Specify**, select an option from the **Type** drop-down menu.
9.	In the **Commit Control Date Option** drop-down list, you can either select **All** or **Range**. If you select **Range**, enter the begin date in the **Date from:** field and the end date in the **Date to:** field.

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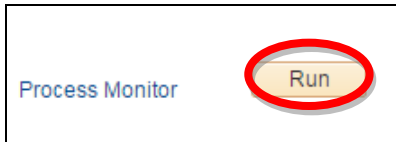| Step	Action
10.	In the **Ledger Type Option** drop-down list you can choose either **All** or **Select**. If you choose **Select**, choose one of the **Commitment Control Ledger Types** from the drop down menu.
11.	Click **Refresh**.
12.	Enter a beginning department or project number in its respective **Value** field. **Note**: If you're searching for only one account, enter that number in the **Value** field.
13.	If you are looking for a wide-range of departments or projects, enter a **To Value**. **Note**: If you're searching for only one, leave this field blank.

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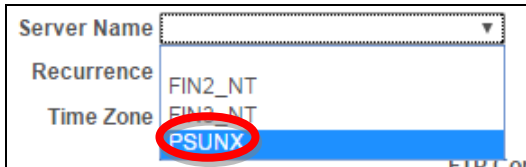| Step	Action
14.	Select the **Department** or **Project**'s **Include CF** check box.
15.	To narrow your search further, you can enter any additional **ChartField** information. **Note**: Be sure to select the **Include CF** check box for the additional ChartFields you entered.
16.	Click **Run** at the top of the page.
17.	In the **Server Name** drop-down list, select **PSUNX** if it does not default.

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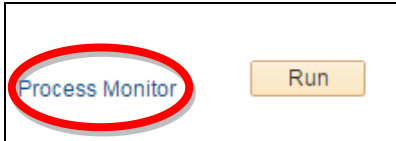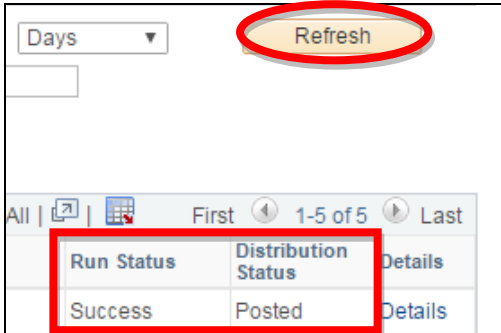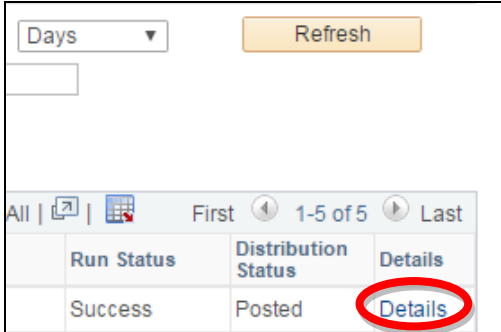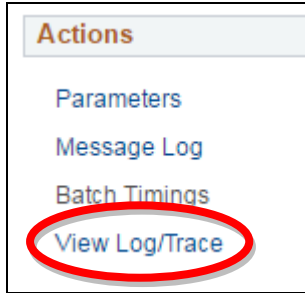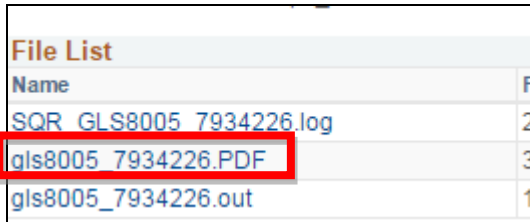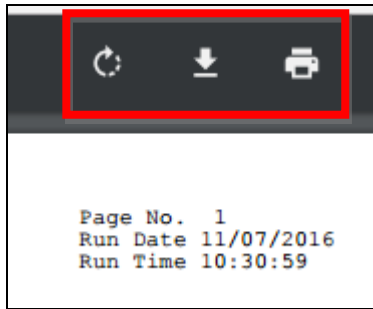| Step	Action
18.	Click **OK**. OK Cancel
19.	Click the **Process Monitor** link. Process Monitor Run
20.	Repeatedly click **Refresh** until the **Run Status** changes to **Success** and the **Distribution Status** changes to **Posted**. Days ▼ Refresh All | ⤢ | 🗒 First ◀ 1-5 of 5 ▶ Last Run Status | Distribution Status | Details Success | Posted | Details
21.	Click **Details**. Days ▼ Refresh All | ⤢ | 🗒 First ◀ 1-5 of 5 ▶ Last Run Status | Distribution Status | Details Success | Posted | Details

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Step	Action
22.	Click **View Log/Trace.** **Actions** Parameters Message Log Batch Timings View Log/Trace
23.	Select the report ending in .**PDF**. **File List** Name SQR_GLS8005_7934226.log 2 gls8005_7934226.PDF 3 gls8005_7934226.out 1
24.	View, save, or print the report. ↻ ↓ 🖶 Page No. 1 Run Date 11/07/2016 Run Time 10:30:59 **Note**: You may see a negative amount in the **Expended Amount** column. This amount can be the result of a journal entry to transfer the expense from one department or project to another, but it may also represent an error that needs to be corrected.