

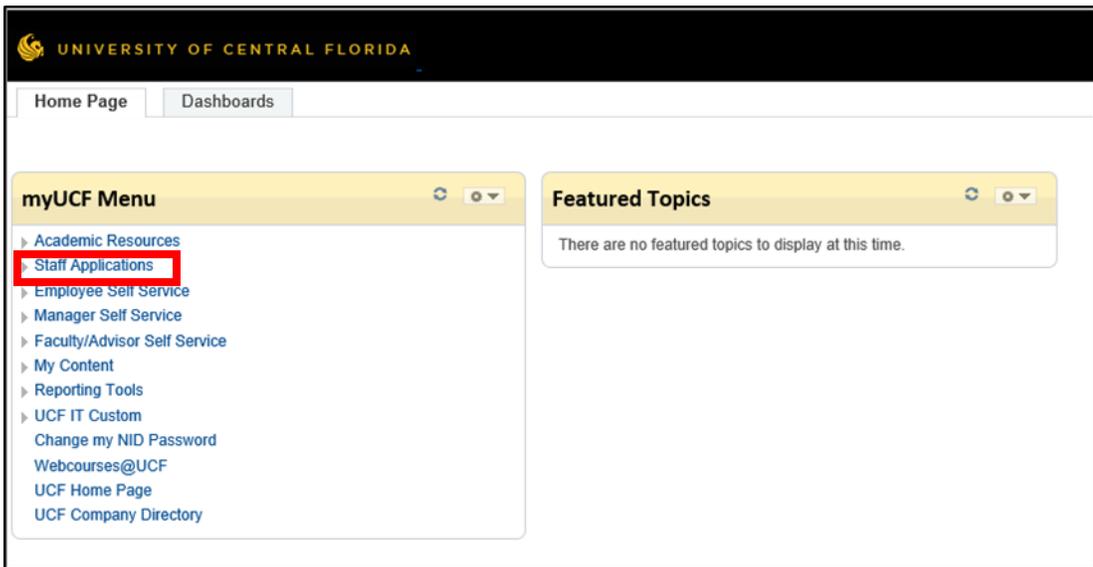
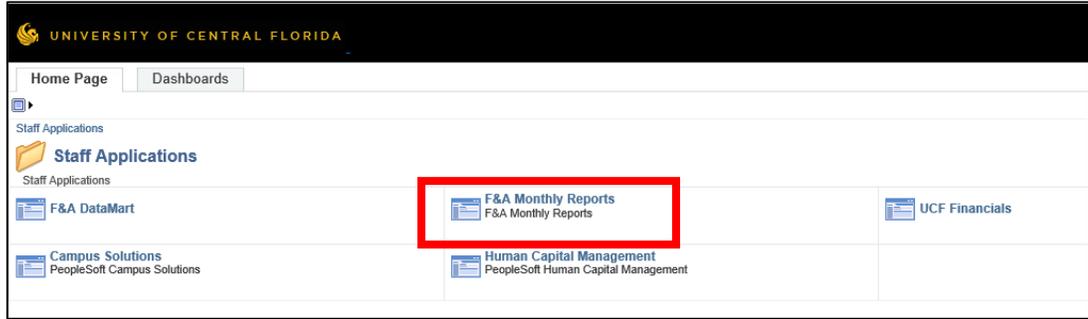


ADDY NOTES



Accessing Budget Position Reports through the MyUCF Portal

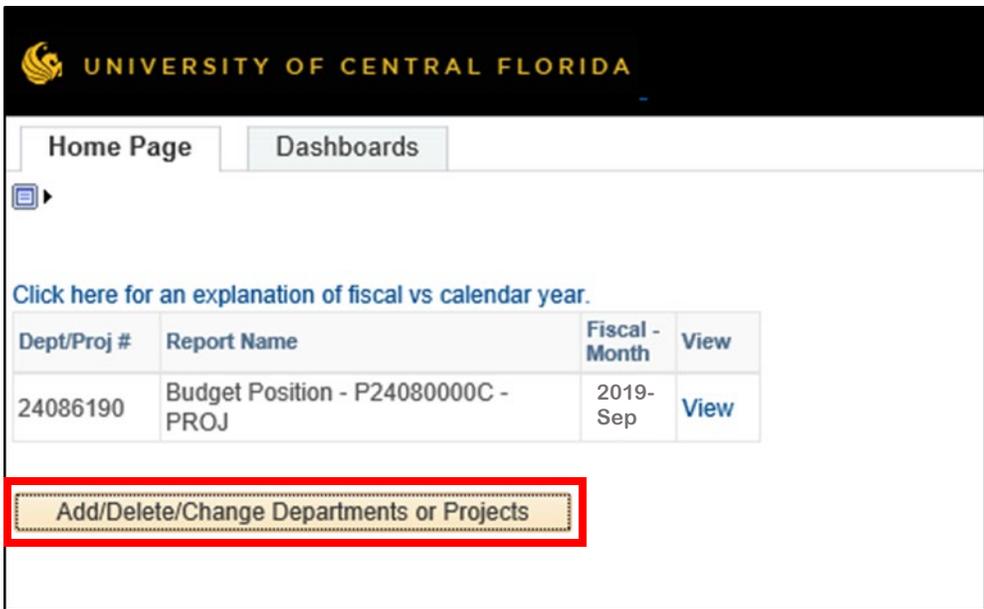
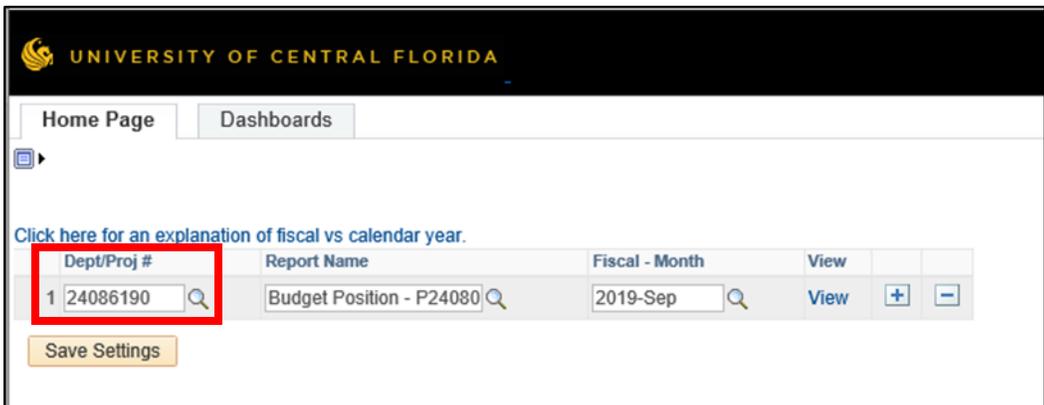
This Addy Note explains how to access Budget Position reports from the MyUCF portal.

Step	Action
1.	Log into the MyUCF portal (https://my.ucf.edu/).
2.	<p>Select the Staff Applications link on the MyUCF Menu.</p>  <p>The screenshot shows the MyUCF Menu with the following items: Academic Resources, Staff Applications (highlighted), Employee Self Service, Manager Self Service, Faculty/Advisor Self Service, My Content, Reporting Tools, UCF IT Custom, Change my NID Password, Webcourses@UCF, UCF Home Page, and UCF Company Directory. There is also a 'Featured Topics' section which is currently empty.</p>
3.	<p>Select F&A Monthly Reports link.</p>  <p>The screenshot shows the Staff Applications page with the following items: F&A DataMart, F&A Monthly Reports (highlighted), UCF Financials, Campus Solutions (PeopleSoft Campus Solutions), and Human Capital Management (PeopleSoft Human Capital Management).</p>



ADDY NOTES



Step	Action
4.	<p>Select the Add/Delete/Change button.</p> 
5.	<p>The search fields display. Select the Dept/Proj # number.</p> 



ADDY NOTES

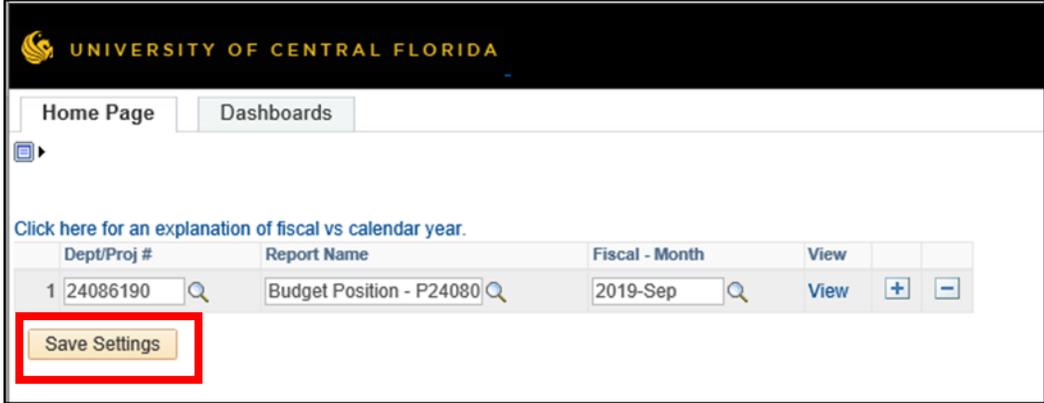


Step	Action
<p>6.</p>	<p>Select the Report Name – Budget Position – P24080.</p> <div data-bbox="305 541 1349 949"> </div> <p>Note: The image below highlights the Report Name, GENERAL–Budget Position–PROJ, that is used as of November 2019.</p> <div data-bbox="313 1077 1141 1251"> </div>
	<p>Select the Fiscal - Month – select the fiscal month for the month you need to generate the report.</p> <div data-bbox="305 1371 1349 1778"> </div>



ADDY NOTES



Step	Action
7.	<p>Select the Save Settings button.</p>  <p>The screenshot shows the University of Central Florida MyUCF portal. At the top, there are tabs for 'Home Page' and 'Dashboards'. Below the tabs, there is a link: 'Click here for an explanation of fiscal vs calendar year.' Underneath is a table with columns: 'Dept/Proj #', 'Report Name', 'Fiscal - Month', and 'View'. The first row contains the values: '1', '24086190', 'Budget Position - P24080', and '2019-Sep'. Below the table, there is a 'Save Settings' button, which is highlighted with a red rectangular box.</p>
8.	<p>Select the View link.</p>  <p>This screenshot is identical to the one above, showing the same MyUCF portal interface. However, in this step, the 'View' link in the table's 'View' column is highlighted with a red rectangular box, while the 'Save Settings' button is no longer highlighted.</p>



ADDY NOTES



Step	Action
9.	<p>Select the Open link to open the file.</p> 