



This Addy Note explains how to run a report to check the status of your department's or project's budget.

eports > Budget
ralues.



ATTENTION:

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



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 Search. Proceed to Step 5 below. 								
2.	Click the Add a New Value tab.								
	Budget Status Find an Existing Value Add a New Value								
	Add								



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Step	Action
3.	Name your Run Control in the Run Control ID field.
	Budget Status
	Budget Status
	Eind 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. Click Add .
4.	
	Run Control ID AddyReport
	Add
5.	In the Unit field, enter UCf01; in the Ledger field, enter CC_DEPT or
	CC_PROJ_CH depending if you're looking for a department or project budget.
	Report Request Parameters
	*Unit UCF01
	Ledger Group





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ep	Action						
6.	Click Refre	sh.					
	Find 🔄 🔜	Sh First ④ 1 of 1					
7.	Enter the be	ginning Project	or Departm	ent num	ber in the as	ssocia	ted Value field.
							Refresh
	ChartField	Selection		F	Personalize Find		First 1-12 of 12
	Sequence	ChartField Name	Include CF	Subtotal	Value		To Value
		1 Account				Q	Q
		1 / WOOdine					
		2 Department					Q
							<u></u> द
		2 Department					
8.	number in th Enter the en	2 Department	port for only	v one dep			et, simply enter t
8.	number in th Enter the en	 2 Department 3 PC Business Unit 4 Project 4 vire running a rephe Value field. 4 ding project or definition of the vision of t	port for only	v one dep		projec	et, simply enter t
8.	number in the en associated T	 2 Department 3 PC Business Unit 4 Project 4 Project 4 u're running a rephe Value field. 4 ding project or defined field. 5 Value field. 6 Value field. 	port for only	v one dep		projec	et, simply enter t
8.	number in the enassociated T	 2 Department 3 PC Business Unit 4 Project u're running a rephe Value field. ding project or defined field. ding project or defined. 	port for only	v one dep		projec	et, simply enter t



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Action						
this che	he Include CF ck box for <u>any c</u> class Field row	other values	•			
Sequence	ChartField Nam	e	Include CF	Subtotal	Value	
	1 Account					
	2 Department				02500001	
Note: C In the b want to	udget period Va	alue field, e	nter the bo	eginning fiso	cal year fo	or the report
In the b	udget period Va	alue field, e		eginning fisc	cal year fo	or the report
In the b want to	udget period Va run.			alue		or the report
In the b want to	udget period Va run.	Include CF	Subtotal V	alue	To Value	
In the b want to	udget period Va run. ChartField Name	Include CF	Subtotal V	alue	To Value	Q.
In the b want to	Udget period Va run. ChartField Name Account Department	Include CF	Subtotal V	alue	To Value	Q
In the b want to	udget period Va run. ChartField Name Account Department PC Business Unit Project Activity	Include CF CONTRACTOR CONTRA	Subtotal V C C C C C C C C C C C C C	alue	To Value 2 2 2 2 2 2 2 2 2 2 2	Q Q Q Q Q
In the b want to	Udget period Varun. ChartField Name 1 Account 2 Department 3 PC Business Unit 4 Project 5 Activity 6 Source Type	Include CF C	Subtotal V	alue	To Value Q<	् ् ् ् ् ् ् ् ् ् ् ् ् ् ् ् ्
In the b want to	udget period Va colspan="2">ChartField Name 1 Account 2 Department 3 PC Business Unit 4 Project 5 Activity 6 Source Type 7 Fund Code	Include CF C C C C C C C C C C C C	Subtotal V 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	alue	To Value 1 2 3 4 5 5 6 7<	
In the b want to	udget period Va chartField Name 1 Account 2 Department 3 PC Business Unit 4 Project 5 Activity 6 Source Type 7 Fund Code 8 Program Code	Include CF In	Subtotal V 	alue	To Value 2<	
In the b want to	udget period Varue udget period Varue chartField Name Account Department PC Business Unit Project Activity Source Type Fund Code Program Code Budget Reference	Include CF In	Subtotal V 0 0	alue	To Value 2	
Sequence	udget period Va chartField Name 1 Account 2 Department 3 PC Business Unit 4 Project 5 Activity 6 Source Type 7 Fund Code 8 Program Code	Include CF In	Subtotal V 	alue	To Value 2<	



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Sequence	ChartF	ield Name	Include CF	Subtotal	Value	To Valu	e
	1 Accou	nt				Q	Q
	2 Depar	tment			02500001	Q	٩
	3 PC Bu	siness Unit				۹.	٩
	4 Projec	t				۹ 🗌	Q
	5 Activity	1				٩.	Q
	6 Source	е Туре				٩.	٩
	7 Fund (Code				Q	Q
	8 Progra					Q	Q
		t Reference				Q	٩
	10 Opera					Q	0
	11 Budge				2015		9
Select tl	he In	clude CF ch	eck box :	for the I	Budget Pe	riod line.	
Select t		clude CF ch	eck box :	for the l	_	riod line.	
			eck box :		_	riod line.	
	•	ChartField Name	eck box :	Include	_	riod line.	
	•	ChartField Name Account		Include	_	riod line.	
	1	ChartField Name Account Department		Include	_	riod line.	
	1 2 3	ChartField Name Account Department PC Business Unit		Include	_	riod line.	
	1 2 3 4	ChartField Name Account Department PC Business Unit Project		Include	_	riod line.	
	1 2 3 4 5	ChartField Name Account Department PC Business Unit Project Activity		Include Constant Constan	_	riod line.	
	* 1 2 3 4 5 6 7 8	ChartField Name Account Department PC Business Unit Project Activity Source Type Fund Code Program Code	t	Include Constant Constan	_	riod line.	
	* 1 2 3 4 5 6 7 8 8 9	ChartField Name Account Department PC Business Unit Project Activity Source Type Fund Code Program Code Budget Reference	t	Include Constant Constan	_	riod line.	
	* 1 2 3 4 5 6 7 8	ChartField Name Account Department PC Business Unit Project Activity Source Type Fund Code Program Code	t	Include Inc	CF	riod line.	
	* 1 2 3 4 5 6 7 8 8 9	ChartField Name Account Department PC Business Unit Project Activity Source Type Fund Code Program Code Budget Reference	t	Include Constant Constan	_	riod line.	
	* 1 2 3 4 5 6 7 8 8 9	ChartField Name Account Department PC Business Unit Project Activity Source Type Fund Code Program Code Budget Reference	t	Include Constant Constan	CF	riod line.	



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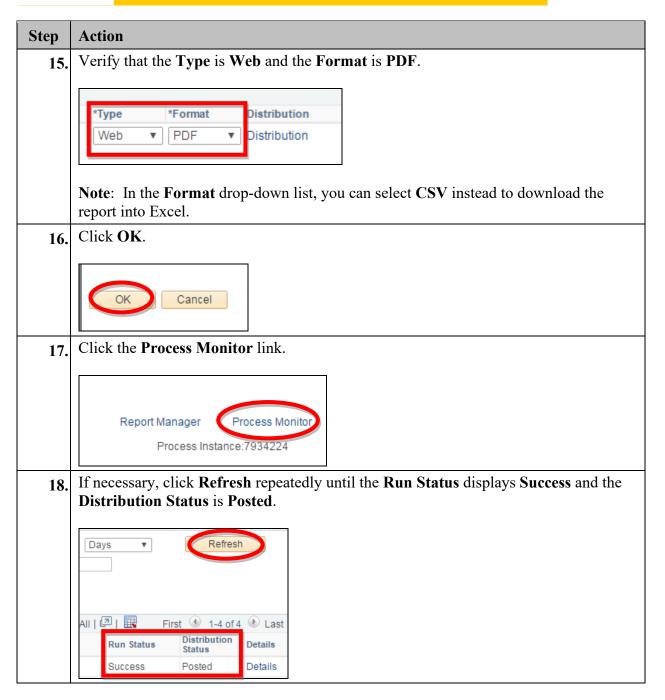
Sequence	ChartField Name	Include CF	Subtotal	
1	Account			
2	Department			
3	PC Business Unit			
4	Project			
5	Activity			
6	Source Type			
7	Fund Code			
8	Program Code			
9	Budget Reference			
10	Operating Unit			
11	Budget Period		\odot	
13	Statistics Code			
Click Run . Report≬	/lanager Process Mor	nitor		
	-			



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Step	Action			
19.	Click the Details link.			
		7		
	Days Refresh			
	All 2 First 1-4 of 4 Last	t		
	Run Status Status Details			
	Success Posted Details			
20.	Click the View Log/Trace link.			
	Actions			
	Parameters			
	Message Log			
	Batch Timings			
	View Log/Trace			
21.	Click the link for the file ending	g in .PDF to c	open your report.	
				1
	File List Name	File Size (bytes)	Datetime Created	
	000_0L00000_7004005.lsg	2,053	11/07/2016 10:03:47.385807AM EST	
	gls8020_7934225.PDF	3,087	11/07/2016 10:03:47.385807AM EST	
	gis8020_7934225.out	17,805	11/07/2016 10:03:47.385807AM EST	