



ADDY NOTE



FINANCIALS
REFERENCE
DATABASE


ATTENTION:

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

Finding Receipt and Student EmplID Details in Drill-Down Reports

When you need to contact the Cashier's Office about a cash receipt transaction or the Student Accounts Office about a departmental tuition payment transaction, they need certain information to assist you. This Addy Note will show you how to obtain that information.

To determine the type of transaction (cash receipt or departmental tuition payment), generate a **Budget Position Report**, with a subsequent drill-down report using the **Student Financials Detail** layout.

Step	Action																														
1.	<p>From the main Budget Position Report, click the account code total where the STF transaction resides.</p> <table border="1"> <tr> <td>REG FEE INSTATE NO TRAVEL EXP</td> <td>0.00</td> <td>100.00</td> <td>0.00</td> <td>100.00</td> </tr> <tr> <td>SUBSCRIPTIONS</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>960.00</td> </tr> <tr> <td>DUES/MEMBERSHIPS</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>1,770.00</td> </tr> <tr> <td>PARKING FEES/DECALS/PASS</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>4,111.46</td> </tr> <tr> <td>INTEREST PENALTIES</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>136.68</td> </tr> <tr> <td>Other Expenses</td> <td>4,351.20</td> <td>14,513.77</td> <td>0.00</td> <td>146,003.42</td> </tr> </table> <p>Note: If you have never run a Budget Position Report before or need to review any of the steps needed to generate the report, see the Addy Note Running a Budget Position Report</p>	REG FEE INSTATE NO TRAVEL EXP	0.00	100.00	0.00	100.00	SUBSCRIPTIONS	0.00	0.00	0.00	960.00	DUES/MEMBERSHIPS	0.00	0.00	0.00	1,770.00	PARKING FEES/DECALS/PASS	0.00	0.00	0.00	4,111.46	INTEREST PENALTIES	0.00	0.00	0.00	136.68	Other Expenses	4,351.20	14,513.77	0.00	146,003.42
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2.	<p>Click Add-Ins at the top of the page.</p>  <p>If the Add-Ins tab is not available, download and install the DrillToPIA.xla Excel macro from the UCF Financials Helpful Resources page (https://financials.ucf.edu/helpful-resources-about/) under Reporting.</p>																														



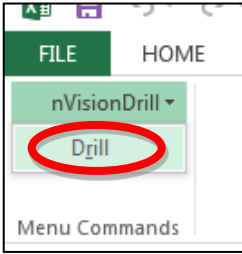

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Step	Action
3.	<p>Select nVisionDrill > Drill.</p>  <p>The screenshot shows a software menu with 'FILE' and 'HOME' tabs. Under 'nVisionDrill', the 'Drill' option is circled in red. Below the menu is the text 'Menu Commands'.</p>
4.	<p>If not already logged in, the UCF Financials screen will display. Login using your NID and password.</p>  <p>The screenshot shows the Oracle PeopleSoft login page. At the top, it says 'ORACLE' and 'PEOPLESOFT'. Below that is a red warning icon and the message 'Your User ID and/or Password are invalid.'. There are input fields for 'User ID' and 'Password', a 'Select a Language' dropdown menu set to 'English', and a 'Sign In' button. At the bottom, there are checkboxes for 'Enable Accessibility Mode' and 'Set Trace Flags'.</p>




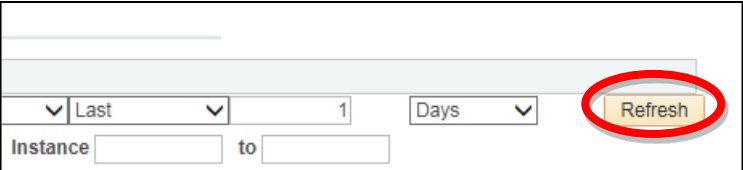
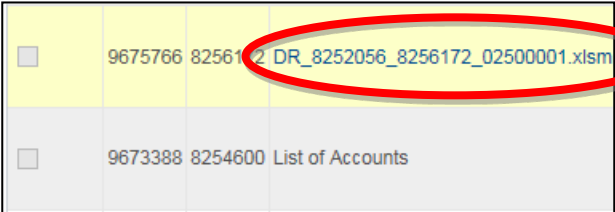
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5.	<p>Click the Run Drilldown button beside the Student Financials Detail description to initiate a drill-down report that shows the accounting detail from Student Financials for that account code total.</p> 
6.	<p>Click Refresh to check for the completed run.</p> 
7.	<p>Click the DR report to open it.</p>  <p>Note: The drill-down report description will begin with DR and end with the department ID.</p>
8.	<p>View the drill-down report that displays. It will contain either the:</p> <ul style="list-style-type: none"> • Receipt number (if the transaction originated from the Cashier’s Office), or • Student’s EmplID (if the transaction originated from the Student Accounts Office).



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Step	Action
9.	Once you have either the receipt number or the EmplID from the report, contact the: <ul style="list-style-type: none">• Cashier's Office at (407) 823-2614 or cashiers@mail.ucf.edu for receipt inquiries; or• Student Accounts Office at (407) 823-2433 or DETPYMT@mail.ucf.edu for departmental tuition payment inquiries.