



TABLE OF CONTENTS

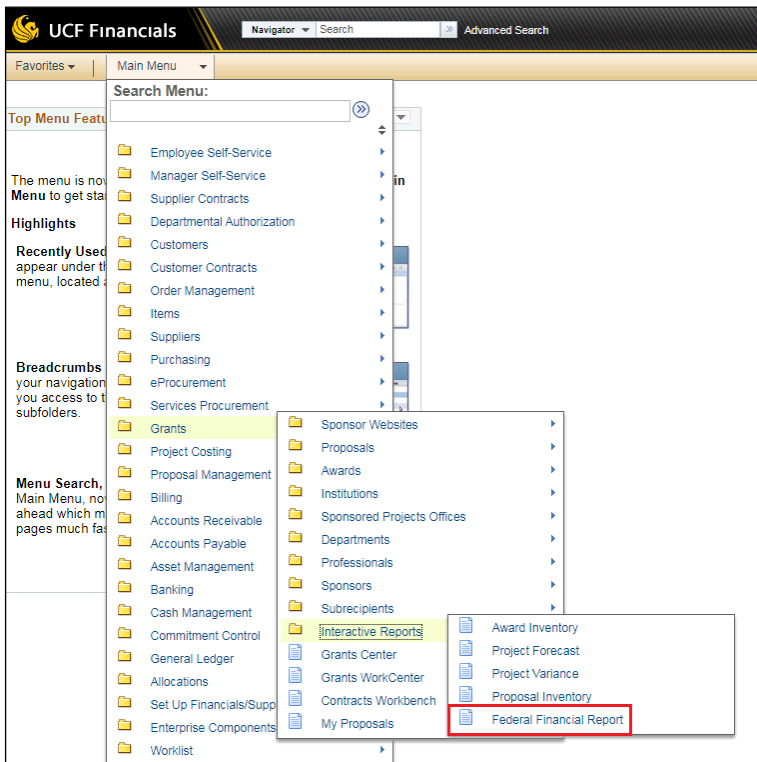
Table of Contents	i
Course 6. GRANTS Reporting	1
I. SF-425 Federal Financial Report, New Contract	1
II. SF-425 Federal Financial Report, Converted Contract	7
III. Award Inventory Report	8
IV. Contract Billing Management Report	9
V. Workcenter User Setup	12
VI. Budget Position Report	14
VII. Award Budget Position Report	18
VIII. Award Budget Position Report – Detailed	22



COURSE 6. GRANTS REPORTING

I. SF-425 FEDERAL FINANCIAL REPORT, NEW CONTRACT

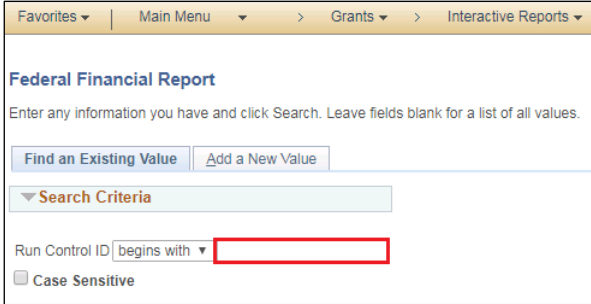
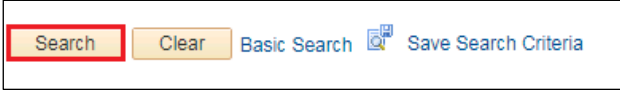
The system provides an SF-425 report that can satisfy the requirements of sponsors that require this report to be generated. However, the report can only be produced for contracts that have one contract line; otherwise, the data will not populate the fields correctly. In addition, all prerequisite grants processes must have run, and the contract should be new and not have been converted. The report can be produced for audit, reporting, or user knowledge purposes. Follow these steps to run an SF-425 Federal Financial Report:

Step	Action
1.	<p>Navigate to Main Menu > Grants > Interactive Reports > Federal Financial Report.</p>  <p>The screenshot shows the UCF Financials Main Menu. The 'Grants' folder is expanded, showing subfolders like 'Sponsor Websites', 'Proposals', 'Awards', 'Institutions', 'Sponsored Projects Offices', 'Departments', 'Professionals', 'Sponsors', and 'Subrecipients'. The 'Interactive Reports' folder is also expanded, showing options like 'Award Inventory', 'Project Forecast', 'Project Variance', 'Proposal Inventory', and 'Federal Financial Report'. The 'Federal Financial Report' option is highlighted with a red box.</p>



UCF Financials

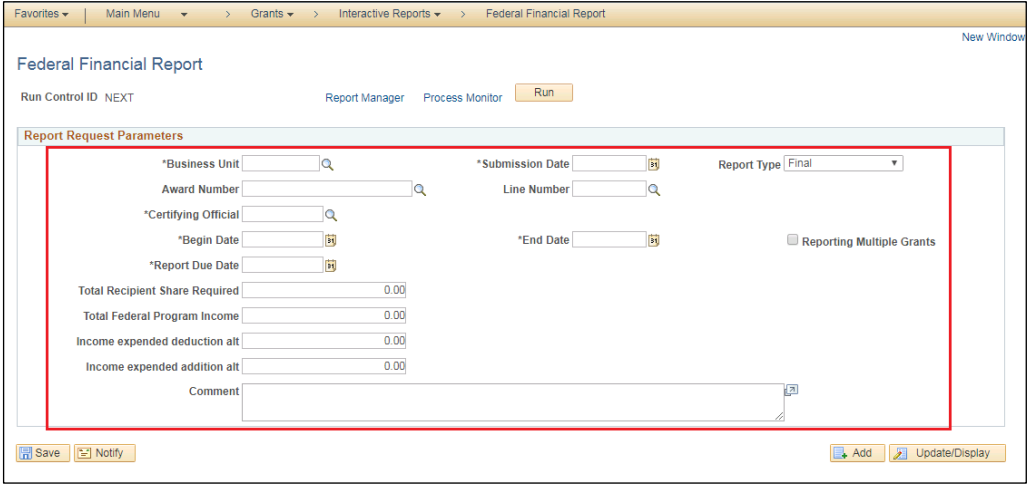
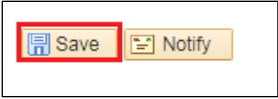
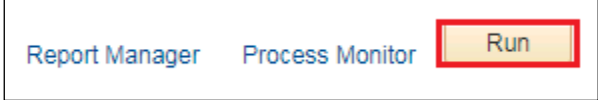
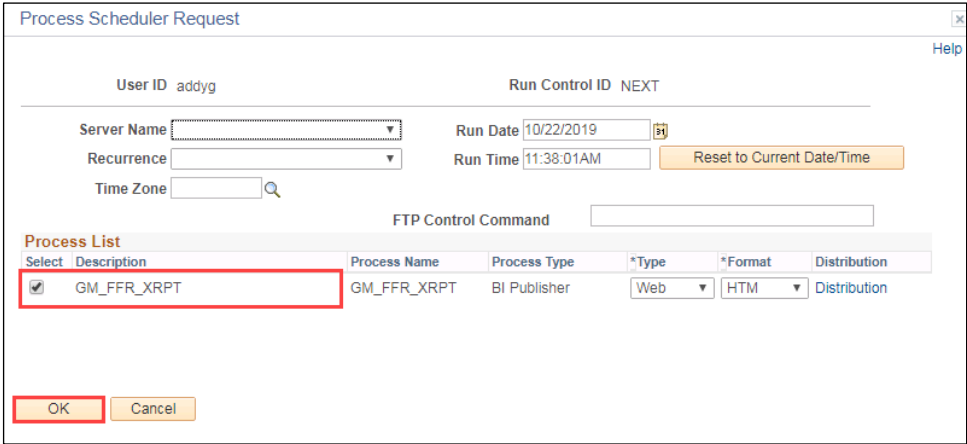
System Navigation for Grants

Step	Action
2.	<p>Enter the Run Control ID (user defined).</p>  <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
3.	<p>Click Search.</p> 
4.	<p>Set up the Run Control as follows:</p> <ul style="list-style-type: none">a) Business Unitb) Submission Datec) Report Typed) Award Numbere) Line Number [1]f) Certifying Officialg) Begin & End Datesh) Report Due Datei) Total Recipient Share Requiredj) Total Federal Program Incomek) Income Expended Deduction Altl) Income Expended Addition Altm) Comments (if necessary)



UCF Financials

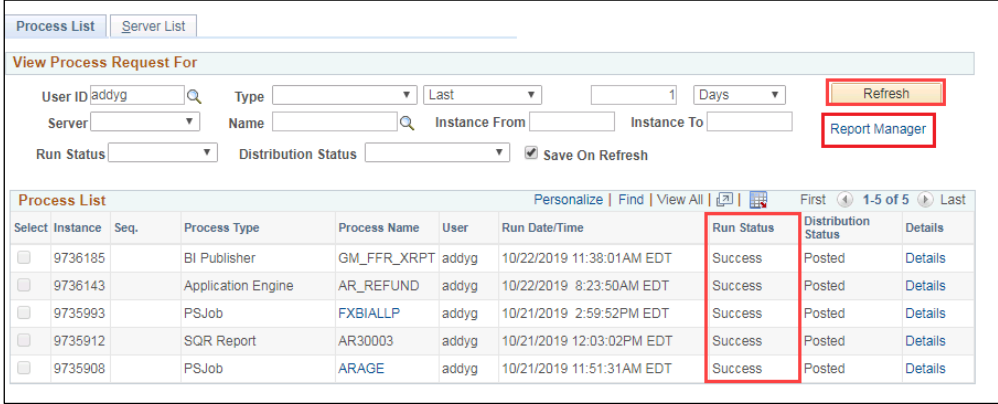
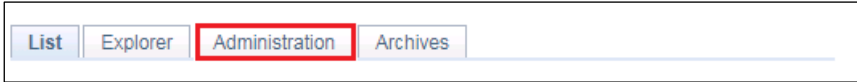
System Navigation for Grants

Step	Action
	
5.	Click Save . 
6.	Click Run . The Process Scheduler Request dialog box displays. 
7.	Ensure GM_FFR_XRPT is selected. 
8.	Click OK . (See image in previous step.)



UCF Financials

System Navigation for Grants

Step	Action																																																												
9.	<p>Click Refresh to ensure the Run Status of the process runs to Success.</p>  <table border="1"><thead><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>9736185</td><td></td><td>BI Publisher</td><td>GM_FFR_XRPT</td><td>addyg</td><td>10/22/2019 11:38:01AM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr><tr><td><input type="checkbox"/></td><td>9736143</td><td></td><td>Application Engine</td><td>AR_REFUND</td><td>addyg</td><td>10/22/2019 8:23:50AM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr><tr><td><input type="checkbox"/></td><td>9735993</td><td></td><td>PSJob</td><td>FXBIALLP</td><td>addyg</td><td>10/21/2019 2:59:52PM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr><tr><td><input type="checkbox"/></td><td>9735912</td><td></td><td>SQR Report</td><td>AR30003</td><td>addyg</td><td>10/21/2019 12:03:02PM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr><tr><td><input type="checkbox"/></td><td>9735908</td><td></td><td>PSJob</td><td>ARAGE</td><td>addyg</td><td>10/21/2019 11:51:31AM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr></tbody></table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	9736185		BI Publisher	GM_FFR_XRPT	addyg	10/22/2019 11:38:01AM EDT	Success	Posted	Details	<input type="checkbox"/>	9736143		Application Engine	AR_REFUND	addyg	10/22/2019 8:23:50AM EDT	Success	Posted	Details	<input type="checkbox"/>	9735993		PSJob	FXBIALLP	addyg	10/21/2019 2:59:52PM EDT	Success	Posted	Details	<input type="checkbox"/>	9735912		SQR Report	AR30003	addyg	10/21/2019 12:03:02PM EDT	Success	Posted	Details	<input type="checkbox"/>	9735908		PSJob	ARAGE	addyg	10/21/2019 11:51:31AM EDT	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details																																																				
<input type="checkbox"/>	9736185		BI Publisher	GM_FFR_XRPT	addyg	10/22/2019 11:38:01AM EDT	Success	Posted	Details																																																				
<input type="checkbox"/>	9736143		Application Engine	AR_REFUND	addyg	10/22/2019 8:23:50AM EDT	Success	Posted	Details																																																				
<input type="checkbox"/>	9735993		PSJob	FXBIALLP	addyg	10/21/2019 2:59:52PM EDT	Success	Posted	Details																																																				
<input type="checkbox"/>	9735912		SQR Report	AR30003	addyg	10/21/2019 12:03:02PM EDT	Success	Posted	Details																																																				
<input type="checkbox"/>	9735908		PSJob	ARAGE	addyg	10/21/2019 11:51:31AM EDT	Success	Posted	Details																																																				
10.	Click the Report Manager link. (See image in previous step.)																																																												
11.	Select the Administration tab. 																																																												



Step	Action
12.	Click the first link in the Reports section to open the SF-425 Federal Financial Report PDF.

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

Folder: Instance: to [Refresh](#)

Name: Created On: Last: 1 Days:

Reports						
	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	GM_FFR_XRPT - GM_FFR_XRPT.htm	GM_FFR_XRPT - GM_FFR_XRPT.HTM	General	10/22/19 11:40AM	11471480	9736185
2	AR_REFUND	AR_REFUND	General	10/22/19 8:31AM	11471438	9736143
3	BI_XMLPBURST	INVOICE BURSTING PROGRAM	General	10/21/19 3:16PM	11471270	9736004
4	FXBIWB [TMP-00039720] - FXBIWB.pdf	FXBIWB [TMP-00039720] - FXBIWB.PDF	General	10/21/19 3:15PM	11471274	9735997
5	FXBIWB [TMP-00039722] - FXBIWB.pdf	FXBIWB [TMP-00039722] - FXBIWB.PDF	General	10/21/19 3:15PM	11471276	9735997
6	FXBIWB [TMP-00039721] - FXBIWB.pdf	FXBIWB [TMP-00039721] - FXBIWB.PDF	General	10/21/19 3:15PM	11471275	9735997
7	BI_IVCEXT	INVOICE EXTRACT PROCESS	General	10/21/19 3:15PM	11471262	9735996
8	FX_BI_UPDTMP	UPDATE TEMPORARY INVOICE DATA	General	10/21/19 3:15PM	11471261	9735995
9	BIIVC000	PRE-PROCESS & FINALIZATION	General	10/21/19 3:02PM	11471260	9735994
10	AR30003	AGING DETAIL BY BUSINESS UNIT	General	10/21/19 12:04PM	11471196	9735912
11	AR_AGE1	AR_AGE1	General	10/21/19 11:52AM	11471195	9735911
12	AR_AGEPP	AGING PARALLEL PREPROCESSOR	General	10/21/19 11:52AM	11471194	9735909

[Go back to Process Requests](#)

[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)



UCF Financials

System Navigation for Grants

Step	Action																								
13.	Review the report.																								
FEDERAL FINANCIAL REPORT (Follow form instructions)																									
<table border="1" style="width: 100%;"> <tr> <td colspan="2">1. Federal Agency and Organizational Element to Which Report is Submitted National Institutes of Health (NIH)</td> <td colspan="2">2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) Award 1234</td> <td>Pag e 1</td> <td>of 1 pages</td> </tr> <tr> <td colspan="6">3. Recipient Organization (Name and complete address including Zip code) University of Central Florida Board of Trustees 12201 Research Parkway Building; University Tower, Room# 619 , Orlando, FL, 32826</td> </tr> <tr> <td>4a. DUNS Number 150805653</td> <td>4b. EIN 592924021</td> <td>5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) AWDYB000126</td> <td>6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input checked="" type="radio"/> Final</td> <td colspan="2">7. Basis of Accounting <input type="radio"/> Cash <input checked="" type="radio"/> Accrual</td> </tr> <tr> <td colspan="2">8. Project/Grant Period From: (Month, Day, Year) 07/01/2019</td> <td>To: (Month, Day, Year) 06/30/2024</td> <td colspan="3">9. Reporting Period End Date (Month, Day, Year) 04/11/2019</td> </tr> </table>		1. Federal Agency and Organizational Element to Which Report is Submitted National Institutes of Health (NIH)		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) Award 1234		Pag e 1	of 1 pages	3. Recipient Organization (Name and complete address including Zip code) University of Central Florida Board of Trustees 12201 Research Parkway Building; University Tower, Room# 619 , Orlando, FL, 32826						4a. DUNS Number 150805653	4b. EIN 592924021	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) AWDYB000126	6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input checked="" type="radio"/> Final	7. Basis of Accounting <input type="radio"/> Cash <input checked="" type="radio"/> Accrual		8. Project/Grant Period From: (Month, Day, Year) 07/01/2019		To: (Month, Day, Year) 06/30/2024	9. Reporting Period End Date (Month, Day, Year) 04/11/2019		
1. Federal Agency and Organizational Element to Which Report is Submitted National Institutes of Health (NIH)		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) Award 1234		Pag e 1	of 1 pages																				
3. Recipient Organization (Name and complete address including Zip code) University of Central Florida Board of Trustees 12201 Research Parkway Building; University Tower, Room# 619 , Orlando, FL, 32826																									
4a. DUNS Number 150805653	4b. EIN 592924021	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) AWDYB000126	6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input checked="" type="radio"/> Final	7. Basis of Accounting <input type="radio"/> Cash <input checked="" type="radio"/> Accrual																					
8. Project/Grant Period From: (Month, Day, Year) 07/01/2019		To: (Month, Day, Year) 06/30/2024	9. Reporting Period End Date (Month, Day, Year) 04/11/2019																						
10. Transactions			Cumulative																						
<i>(Use lines a-c for single or multiple grant reporting)</i>																									
Federal Cash (To report multiple grants, also use FFR attachment):																									
a. Cash Receipts			\$10.00																						
b. Cash Disbursements			\$15,030.00																						
c. Cash on Hand (line a minus b)			\$(15,020.00)																						
<i>(Use lines d--o for single grant reporting)</i>																									
Federal Expenditures and Unobligated Balance:																									
d. Total Federal funds authorized			\$0.00																						
e. Federal share of expenditures			\$15,030.00																						
f. Federal share of unliquidated obligations			\$0.00																						
g. Total Federal share (sum of lines e and f)			\$15,030.00																						
h. Unobligated balance of Federal funds (line d minus g)			\$(15,030.00)																						
Recipient Share:																									
i. Total recipient share required			\$0.00																						
j. Recipient share of expenditures			\$0.00																						
k. Remaining recipient share to be provided (line i minus j)			\$0.00																						
Program Income:																									
l. Total Federal program income earned			\$0.00																						
m. Program income expended in accordance with the deduction alternative			\$0.00																						
n. Program income expended in accordance with the addition alternative			\$0.00																						
o. Unexpended program income (line l minus line m or line n)			\$0.00																						
11. Indirect Expense	a. Type Pre-determined	b. Rate 0.00%	c. Period From	Period To	d. Base \$0.00	e. Amount Charged \$0.00	f. Federal Share \$0.00																		
					g. Totals:	\$0.00	\$0.00	\$0.00																	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:																									
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)																									
a. Typed or Printed Name and Title of Authorized Certifying Official Greco,Michelle Louise				e. Telephone (Area code, number and extension)																					
				d. Email address Dorann@ucf.edu																					
b. Signature of Authorized Certifying Official				f. Date Report Submitted (Month, Day, Year) 04/11/2019																					
14. Agency use only:																									
<small>Standard Form 425 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011</small>																									
<small>Paperwork Burden Statement According to the Paperwork Reduction Act, as amended, no person is required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.</small>																									



II. SF-425 FEDERAL FINANCIAL REPORT, CONVERTED CONTRACT

For all converted projects, the manual process that was in place pre-go live will continue. This is because the system delivered SF-425 Federal Financial Report only works for contracts that have one contract line. All prerequisite grants processes must have been run. The report can be produced for audit, reporting, or user knowledge purposes.

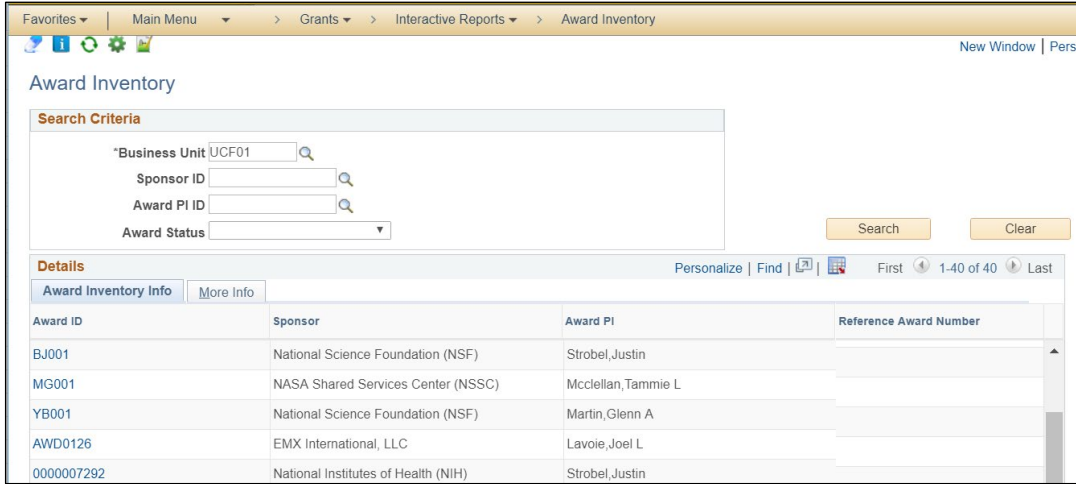
Step	Action
1.	Due to the underlying assumptions of the delivered SF-425, any converted project or project with more than one contract line will need to have the SF-425 created outside the system in line with current processing.
2.	Any new contract with one contract line will use the delivered SF-425.



III. AWARD INVENTORY REPORT

After an award has been set up and all prerequisite grants processes have been run, the award can be viewed in the Award Inventory Report. This report provides an interactive view of all awards within certain criteria. It can be produced for audit, reporting, or user knowledge purposes. Follow these steps to run an Award Inventory Report:

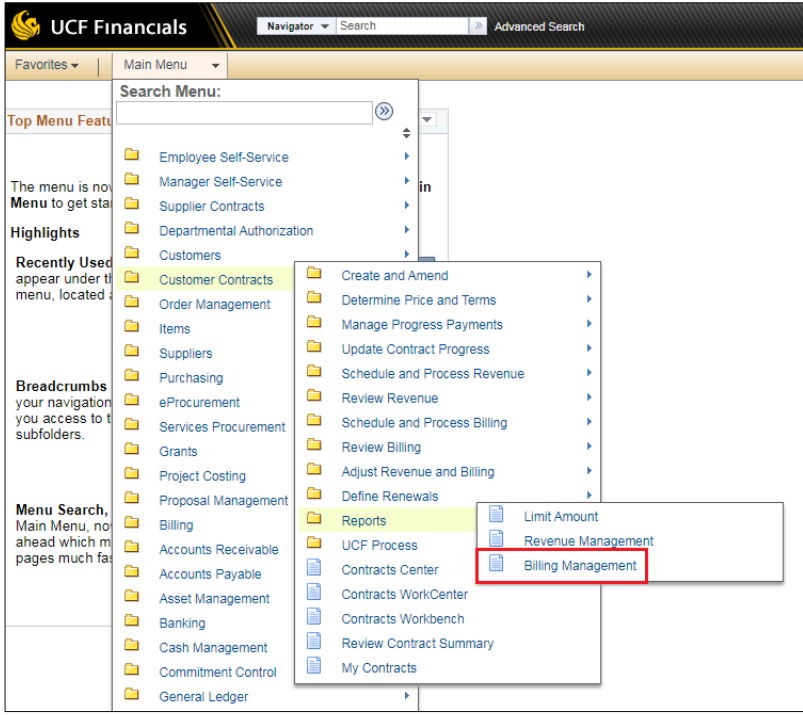
Step	Action
1.	Navigate to Main Menu > Grants > Interactive Reports > Award Inventory.
2.	Enter values in the following fields: <ol style="list-style-type: none"> Business Unit Sponsor ID (optional) Award PI ID (optional) Award Status (optional)
3.	Click Search.
4.	Select the More Info tab for more details about the awards listed.
5.	Click the Award link to go to the Award Profile.





IV. CONTRACT BILLING MANAGEMENT REPORT

After a contract has been set up, it can be viewed in the Contract Inventory Report. This report provides details of billing plans, events, event statuses, and event amounts. Before it is produced, all prerequisite grants processes must have run. The report can be produced for audit, reporting, or user knowledge purposes. Follow these steps to run a Contracts Billing Management Report:

Step	Action
1.	<p>Navigate to Main Menu > Customer Contracts > Reports > Billing Management.</p>  <p>The screenshot shows the UCF Financials interface. The 'Main Menu' is expanded to show 'Customer Contracts', which is further expanded to 'Reports', and finally 'Billing Management' is selected and highlighted with a red box. Other options in the 'Reports' sub-menu include 'Limit Amount', 'Revenue Management', 'UCF Process', 'Contracts Center', 'Contracts WorkCenter', 'Contracts Workbench', 'Review Contract Summary', and 'My Contracts'.</p>
2.	<p>Enter the Run Control ID (user defined).</p> <p><i>Note: When creating run controls, they cannot contain any spaces. Use underscores instead.</i></p>
3.	<p>Click Search.</p>

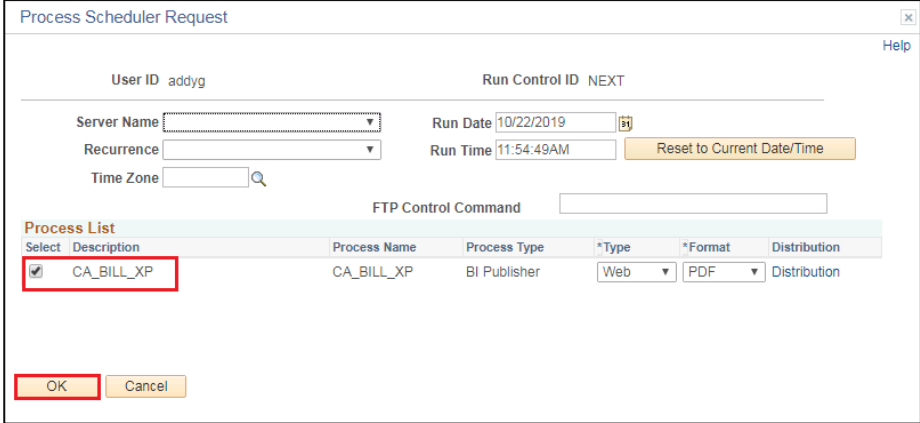
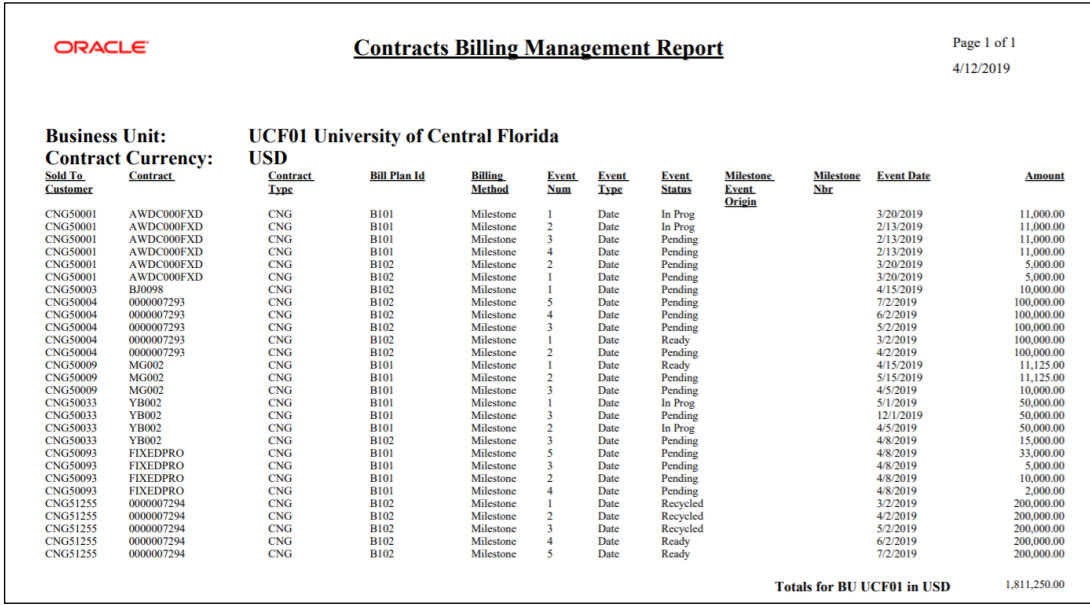


UCF Financials

System Navigation for Grants

Step	Action
4.	<p>Set up the Run Control as follows:</p> <ul style="list-style-type: none">a) Business Unitb) Contract Type [%]c) Contract Classification [Standard]d) Sold to Customer [%]e) Processing Status [Active]f) Contract [%]g) Billing Plan Status [%]h) # Days Prior to Accounting Date (optional) <div data-bbox="326 680 1195 1247" style="border: 1px solid black; padding: 10px;"><p>Billing Management Report</p><p>Run Control ID NEXT Report Manager Process Monitor Run</p><div style="border: 1px solid #ccc; padding: 5px;"><p>Contract Options</p><div style="border: 2px solid red; padding: 5px;"><p>Business Unit <input type="text" value="UCF01"/> University of Central Florida</p><p>Contract Type <input style="width: 50px;" type="text" value="%"/></p><p>Contract Classification <input type="text" value="Standard"/></p><p>Sold To Customer <input style="width: 50px;" type="text" value="%"/></p><p>*Processing Status <input type="text" value="Active"/></p><p>Contract <input style="width: 50px;" type="text" value="%"/></p><p>Contract Admin <input type="text" value=""/> Enter a name or leave blank</p></div><p>Billing Options</p><p>Billing Plan Status <input type="text" value="Pending"/></p><p>#Days to Event Date <input type="text" value=""/> Enter number or leave blank</p></div><p>Save Return to Search Notify Add Update/Display</p></div>
5.	Click Save .
6.	Click Run .

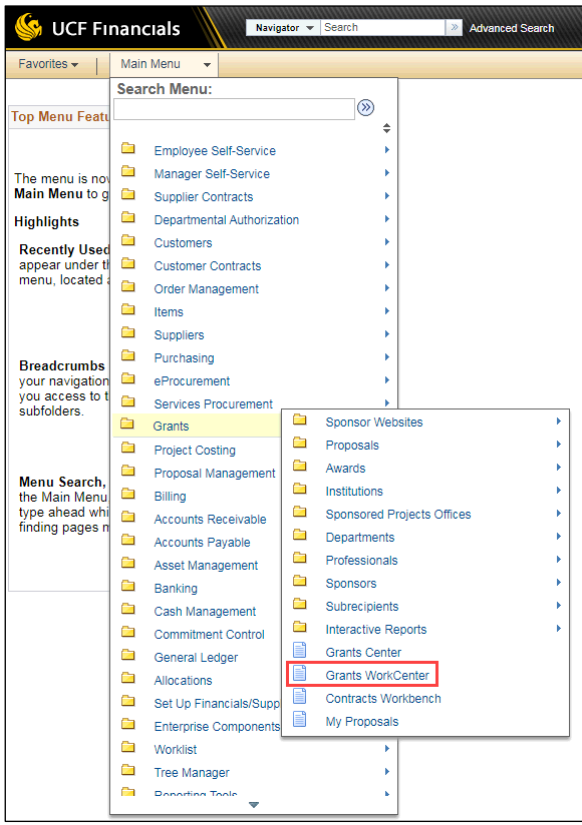


Step	Action
7.	<p>Select the CA_BILL_XP box.</p>  <p>The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID: addyg' and 'Run Control ID: NEXT'. Below this are fields for 'Server Name', 'Run Date' (10/22/2019), 'Recurrence', and 'Run Time' (11:54:49AM). There is a 'Reset to Current Date/Time' button. A 'Process List' table is shown with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The row for 'CA_BILL_XP' is selected, and its checkbox is highlighted with a red box. At the bottom are 'OK' and 'Cancel' buttons.</p>
8.	Click OK .
9.	Select Process Monitor . Ensure the Process runs to Success .
10.	Click the Report Manager link.
11.	Select the Administration tab.
12.	<p>Click the first link under Description to open the Contracts Billing Management Report PDF.</p>  <p>The screenshot shows a PDF report titled 'Contracts Billing Management Report' from Oracle. It is page 1 of 1, dated 4/12/2019. The report is for Business Unit: UCF01 University of Central Florida and Contract Currency: USD. It contains a table with columns: Sold To Customer, Contract, Contract Type, Bill Plan Id, Billing Method, Event Num, Event Type, Event Status, Milestone Event Origin, Milestone Nbr, Event Date, and Amount. The table lists various contracts and milestones, including their dates and amounts. At the bottom right, it shows 'Totals for BU UCF01 in USD' with a total amount of 1,811,250.00.</p>



V. WORKCENTER USER SETUP

Workcenters consolidate links and queries to provide a central dashboard to assist with Grants and Billing processes. The Workcenter needs to be set up only once but can be altered throughout the lifecycle of its use. Follow these steps to set up the Workcenter to be able to use it fully:

Step	Action
1.	<p>Navigate to Main Menu > Grants > Grants Workcenter.</p>  <p>(Alternately, navigate to or Main Menu > Billing > Billing Workcenter.)</p>
2.	Under the My Work tab, click Edit Filters.
3.	Update the filters on all the lines that are red. The links require minimal filters; some require just the Business Unit while others require more filters. <i>Note: These filters will be the default when a user returns to the Workcenter, so be mindful of the confines selected.</i>

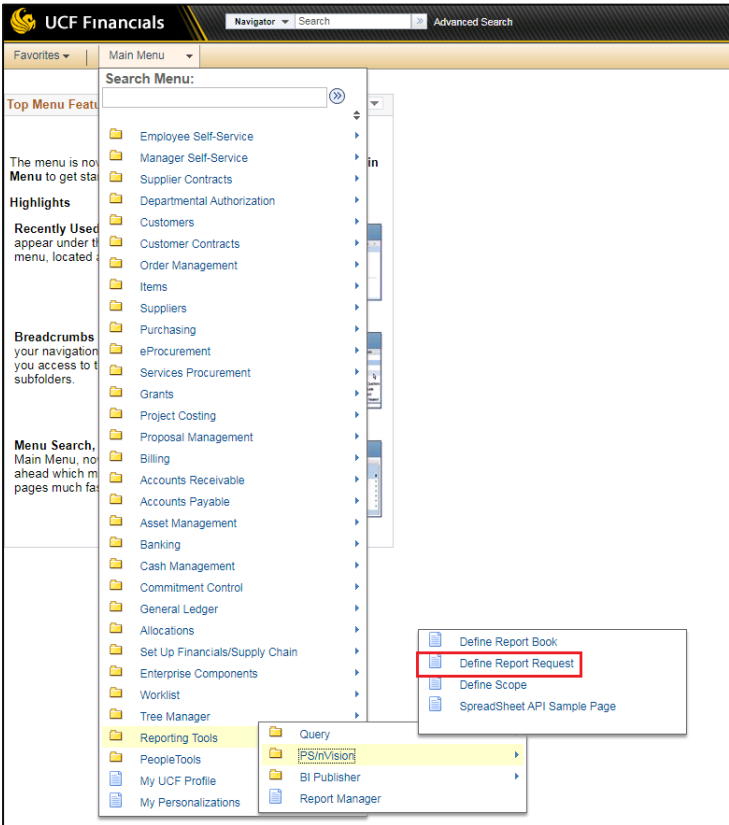


Step	Action
4.	When running nVision Reports , update the Query Prompts by clicking the Update Parameters link.
5.	If a link to a page comes up as an Error , the user does not have security access to view the page.



VI. BUDGET POSITION REPORT

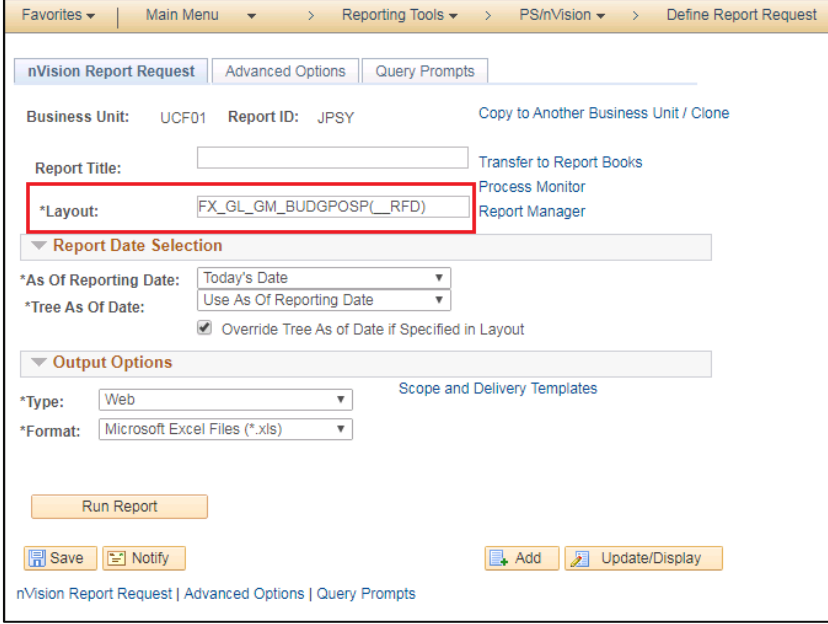
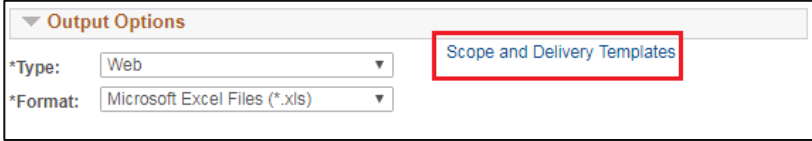
The Budget Position Report (BPR) is used extensively to know the financials of a project. All items must have been cost collected to the General Ledger (GL) and posted. Follow these steps to run a BPR:

Step	Action
1.	<p>Navigate to Main Menu > Reporting Tools > PS/nVision > Define Report Request.</p>  <p>The screenshot shows the UCF Financials Main Menu. The 'Reporting Tools' folder is expanded, showing 'PS/nVision' and 'Report Manager'. The 'PS/nVision' folder is further expanded, showing 'Define Report Book', 'Define Report Request', 'Define Scope', and 'SpreadSheet API Sample Page'. The 'Define Report Request' option is highlighted with a red box.</p>
2.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">a) Business Unitb) Report ID [(last four digits of project)PSY]



UCF Financials

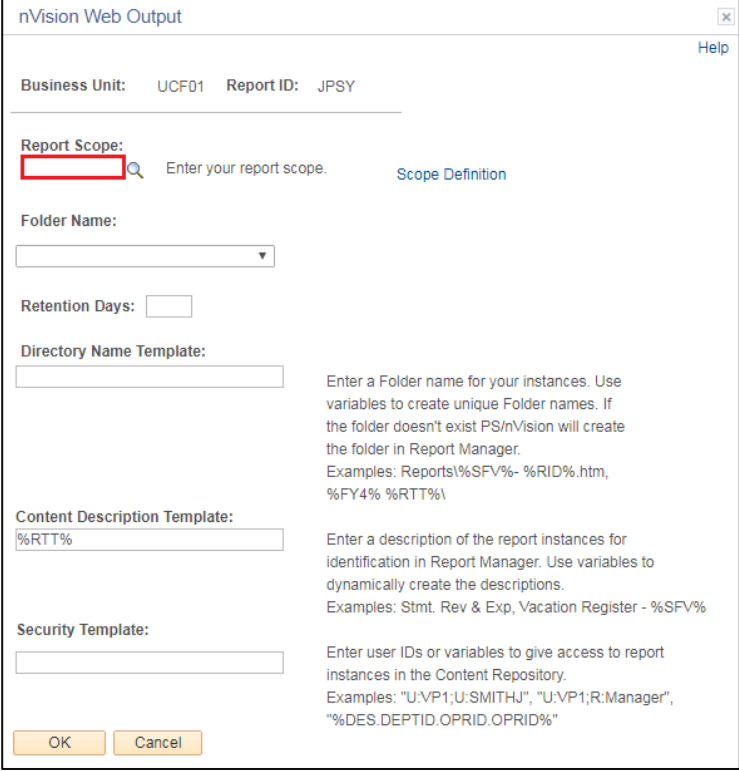
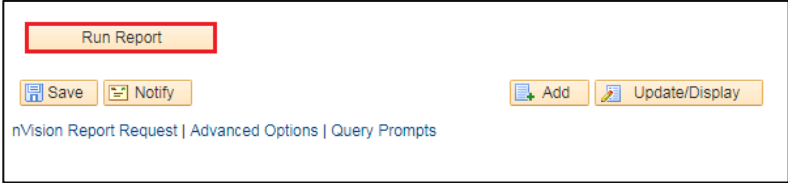
System Navigation for Grants

Step	Action
3.	<p>Verify the Layout [FX_GL_GM_BUDGPOSP(_RFD)]</p>  <p>The screenshot shows the 'nVision Report Request' interface. The 'Layout' field is highlighted with a red box and contains the value 'FX_GL_GM_BUDGPOSP(_RFD)'. Other visible fields include Business Unit (UCF01), Report ID (JPSY), Report Title, Report Date Selection, and Output Options.</p>
4.	<p>Click the Scope and Delivery Templates link.</p>  <p>The screenshot shows a close-up of the 'Output Options' section. The 'Scope and Delivery Templates' link is highlighted with a red box.</p>



UCF Financials

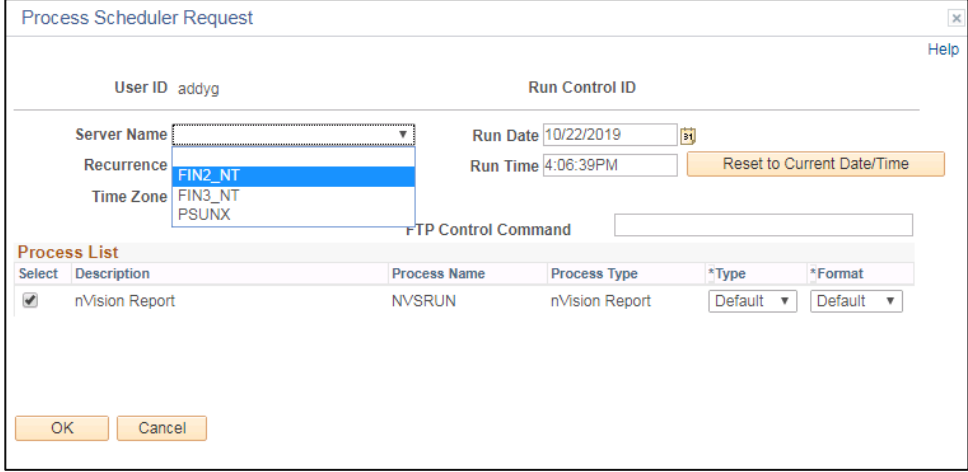
System Navigation for Grants

Step	Action
5.	<p>Ensure the Report Scope is P[PROJECT]S.</p> 
6.	<p>Click OK.</p>
7.	<p>Click Run Report.</p> 



UCF Financials

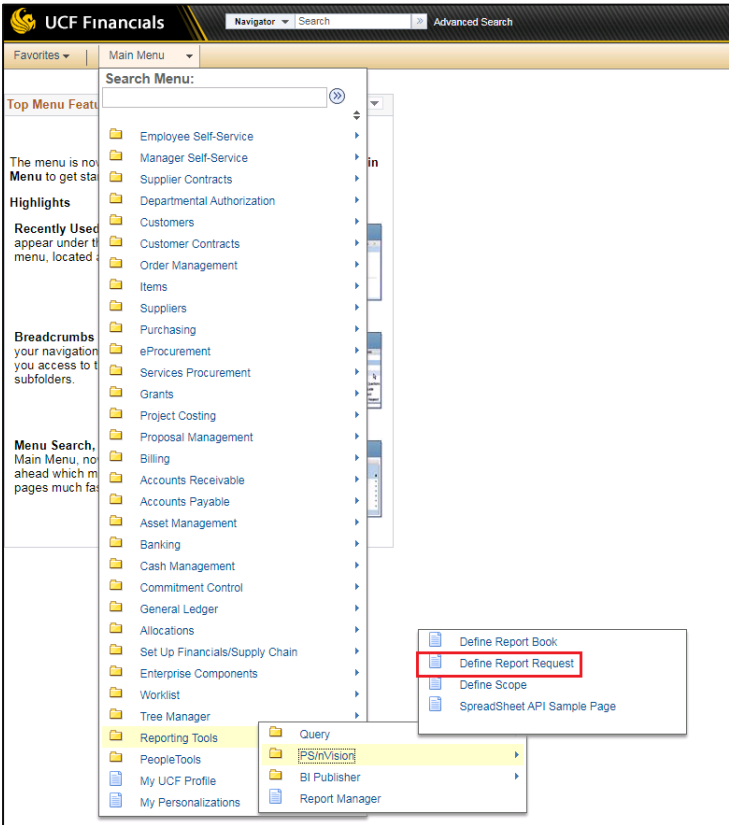
System Navigation for Grants

Step	Action
8.	Update the Server Name [FIN2_NT]. 
9.	Click OK .



VII. AWARD BUDGET POSITION REPORT

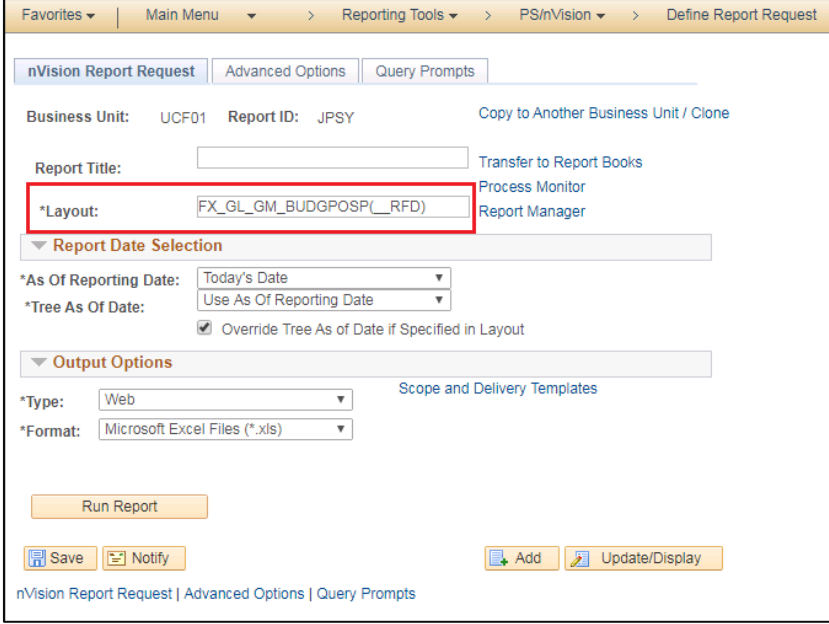
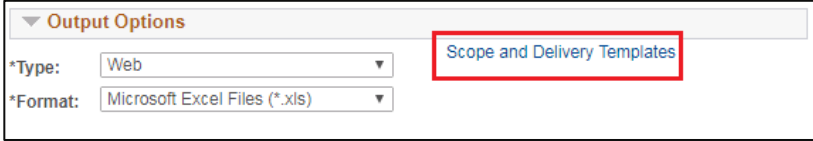
The Budget Position Report (BPR) is used extensively to know the financials of a project. All items must have been cost collected to the General Ledger (GL) and posted. Follow these steps to run a BPR:

Step	Action
10.	<p>Navigate to Main Menu > Reporting Tools > PS/nVision > Define Report Request.</p>  <p>The screenshot shows the UCF Financials Main Menu. The 'Reporting Tools' folder is expanded, showing 'PS/nVision' and 'Report Manager'. The 'PS/nVision' folder is further expanded, showing 'Define Report Book', 'Define Report Request', 'Define Scope', and 'SpreadSheet API Sample Page'. The 'Define Report Request' option is highlighted with a red box.</p>
11.	<p>Enter values in the following fields:</p> <ul style="list-style-type: none">c) Business Unitd) Report ID [UCF(last four digits of contract)Y or RFD(last four digits of contract)Y]



UCF Financials

System Navigation for Grants

Step	Action
12.	<p>Verify the Layout [FX_GL_GM_BUDGPOSP]</p> 
13.	<p>Click the Scope and Delivery Templates link.</p> 

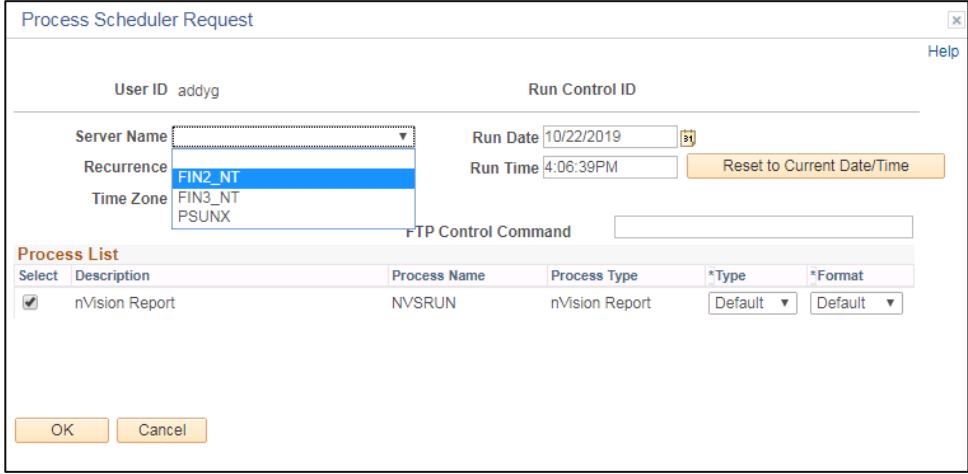


Step	Action
14.	<p>Ensure the Report Scope is as follows:</p> <ul style="list-style-type: none">a) SR_[ContractNum] – All projects less Cost Share and Program Income projects.b) CS_[Contract_Num] – Cost Share projects only <p>OR</p> <ul style="list-style-type: none">c) PI_[ContractNum] – Program Income projects only <div data-bbox="321 625 1055 1396"><p>nVision Web Output</p><p>Business Unit: UCF01 Report ID: JPSY</p><p>Report Scope: <input type="text"/> Enter your report scope. Scope Definition</p><p>Folder Name: <input type="text"/></p><p>Retention Days: <input type="text"/></p><p>Directory Name Template: <input type="text"/></p><p>Content Description Template: <input type="text"/></p><p>Security Template: <input type="text"/></p><p>OK Cancel</p></div>
15.	<p>Click Run Report.</p> <div data-bbox="308 1480 1091 1665"><p>Run Report</p><p>Save Notify Add Update/Display</p><p>nVision Report Request Advanced Options Query Prompts</p></div>



UCF Financials

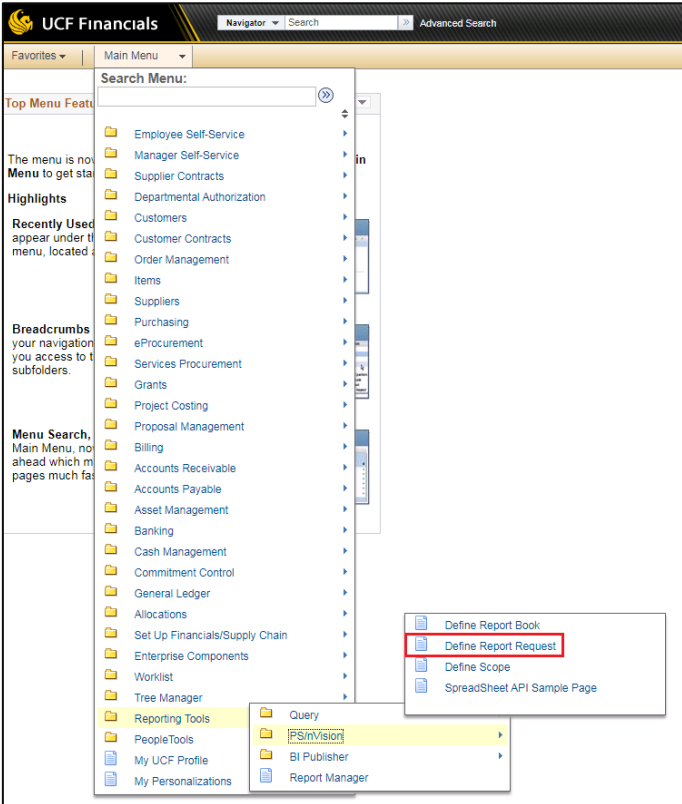
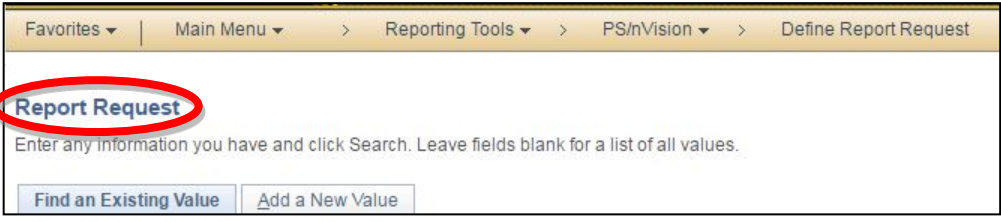
System Navigation for Grants

Step	Action												
16.	Update the Server Name [blank].  <p>The screenshot shows a 'Process Scheduler Request' dialog box. It contains the following fields and controls:</p> <ul style="list-style-type: none">User ID: addygRun Control ID: [empty]Server Name: [dropdown menu]Recurrence: [dropdown menu]Time Zone: [dropdown menu]Run Date: 10/22/2019Run Time: 4:06:39PMFTP Control Command: [text box]Buttons: OK, Cancel, Reset to Current Date/TimeProcess List table: <table border="1"><thead><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>*Type</th><th>*Format</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>nVision Report</td><td>NVSRUN</td><td>nVision Report</td><td>Default</td><td>Default</td></tr></tbody></table>	Select	Description	Process Name	Process Type	*Type	*Format	<input checked="" type="checkbox"/>	nVision Report	NVSRUN	nVision Report	Default	Default
Select	Description	Process Name	Process Type	*Type	*Format								
<input checked="" type="checkbox"/>	nVision Report	NVSRUN	nVision Report	Default	Default								
17.	Click OK .												

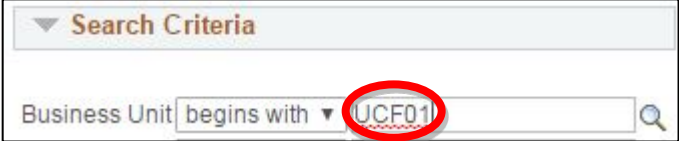
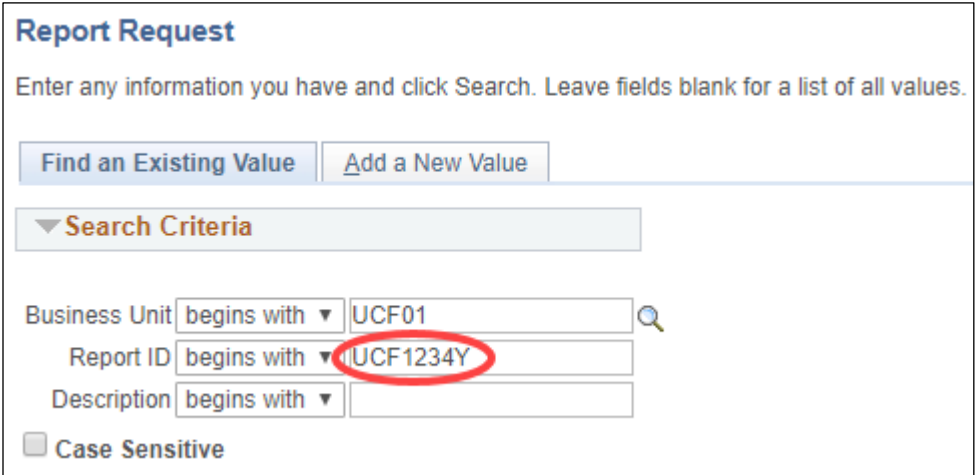
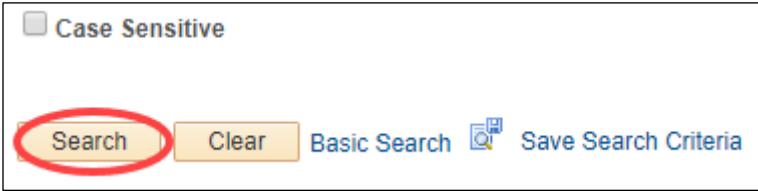


VIII. AWARD BUDGET POSITION REPORT – DETAILED

The Award Budget Position Report (BPR) is used extensively to know the financials of an award. The following explains how to run a BPR for an award from within UCF Financials, how to view the report, and how to drill down to the report details. Follow these steps to run an Award BPR:

Step	Action
1.	<p>Navigate to Main Menu > Reporting Tools > PS/nVision > Define Report Request.</p>  



Step	Action
2.	<p>Enter UCF01 in the Business Unit field.</p>  <p>Note: For UCF Research Foundation, enter RFD01 in the Business Unit field.</p>
3.	<p>For the UCF business unit, enter UCFXXXXY, where “X” is the award ID number. For the RFD business unit, enter RFDXXXXY, where “X” is the award ID number.</p> 
4.	<p>Click Search.</p> 

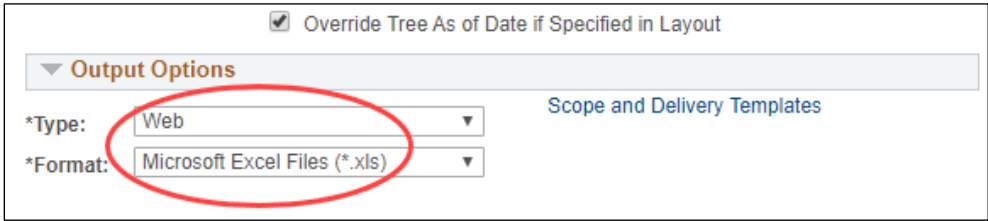
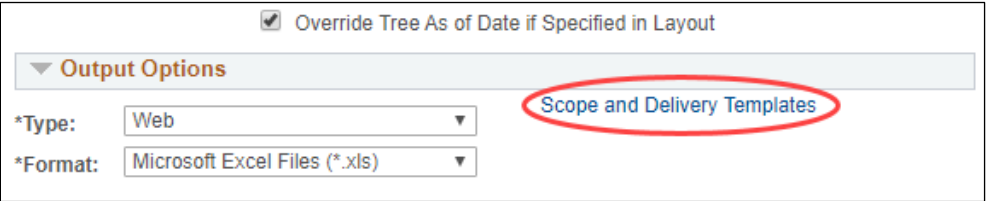
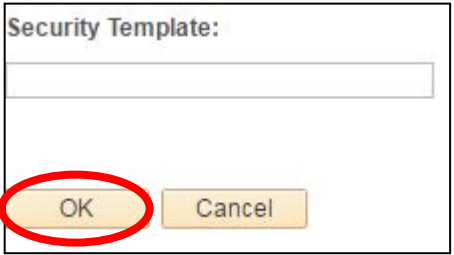


UCF Financials

System Navigation for Grants

Step	Action				
5.	<p>In the Layout field, select the appropriate layout value, according to the table below. For Business Unit RFD01, use the layout FX_GL_GM_BUDGPOSP for awards.</p> <div data-bbox="305 422 1256 653" style="border: 1px solid black; padding: 5px;"> <p>nVision Report Request Advanced Options Query Prompts</p> <p>Business Unit: UCF01 Report ID: UCF1234Y Copy to Another Business Unit / Clone</p> <p>Report Title: Budget Position by Award Transfer to Report Books</p> <p>*Layout: FX_GL_GM_BUDGPOSP Process Monitor Report Manager</p> </div> <table border="1" data-bbox="305 684 1049 848" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Layout</th> <th>Report produced</th> </tr> </thead> <tbody> <tr> <td>FX_GL_GM_BUDGPOSP</td> <td>Budget position reports for Awards and Projects.</td> </tr> </tbody> </table> <p>Note: Projects that are not grant related that were converted as part of the UCF Rising project are auxiliary and construction projects.</p>	Layout	Report produced	FX_GL_GM_BUDGPOSP	Budget position reports for Awards and Projects.
Layout	Report produced				
FX_GL_GM_BUDGPOSP	Budget position reports for Awards and Projects.				
6.	<p>Verify that the As Of Reporting Date field defaults to Today's Date.</p> <div data-bbox="305 1062 1276 1220" style="border: 1px solid black; padding: 5px;"> <p>▼ Report Date Selection</p> <p>*As Of Reporting Date: Today's Date ▼</p> <p>*Tree As Of Date: Use As Of Reporting Date ▼</p> <p><input checked="" type="checkbox"/> Override Tree As of Date if Specified in Layout</p> </div>				
7.	<p>Verify that the Tree As Of Date field defaults to Use As Of Reporting Date. If it has not defaulted, select it.</p> <div data-bbox="305 1360 1281 1518" style="border: 1px solid black; padding: 5px;"> <p>▼ Report Date Selection</p> <p>*As Of Reporting Date: Today's Date ▼</p> <p>*Tree As Of Date: Use As Of Reporting Date ▼</p> <p><input checked="" type="checkbox"/> Override Tree As of Date if Specified in Layout</p> </div>				

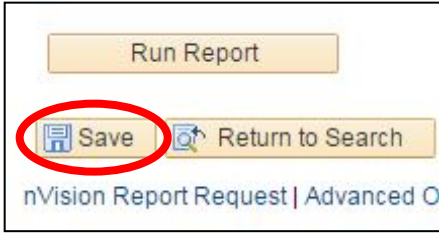
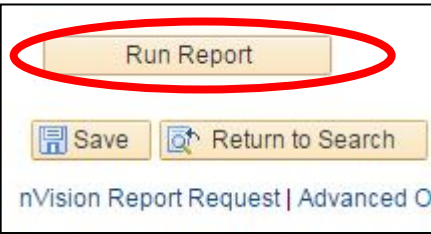

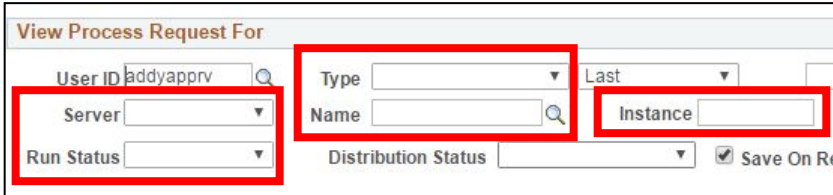


Step	Action				
8.	<p>Verify that Web defaults in the Type field and Microsoft Excel Files (*.xls) defaults in the Format field.</p> 				
9.	<p>Click the Scope and Delivery Templates link.</p> 				
10.	<p>For awards, values for the Report Scope follow this naming convention:</p> <table border="1" data-bbox="300 1024 1218 1138"><thead><tr><th>For this layout value</th><th>Scope</th></tr></thead><tbody><tr><td>FX_GL_GM_BUDGPOSP</td><td>The scope is the award number.</td></tr></tbody></table> <p>Note: To search for the specific type of a project for an award, enter the following information where “NNNN” is the last 4 digits of the Award Number.</p> <p>SR – Sponsored Research Project – SR%NNNN CS – Cost Share Project – CS%NNNN PI – Program Income Project – PI%NNNN</p>	For this layout value	Scope	FX_GL_GM_BUDGPOSP	The scope is the award number.
For this layout value	Scope				
FX_GL_GM_BUDGPOSP	The scope is the award number.				
11.	<p>Click OK.</p> 				

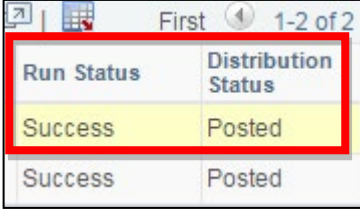


UCF Financials

System Navigation for Grants

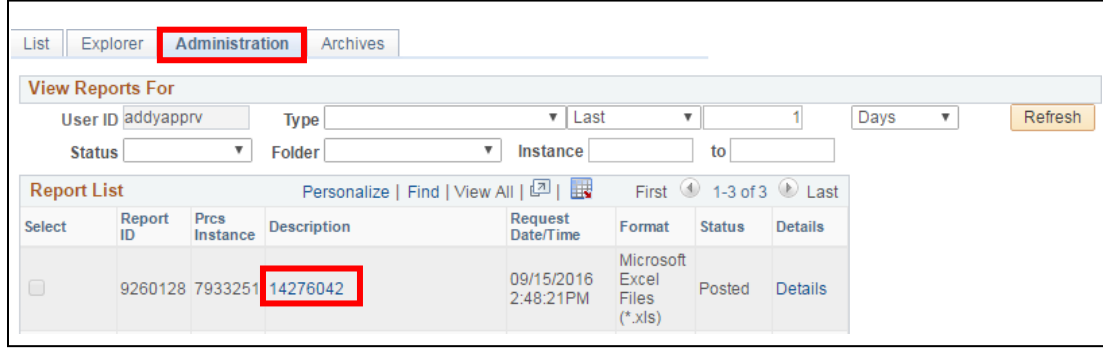
Step	Action
12.	Click Save . 
13.	Click Run Report . 
14.	Verify that the Server Name field is blank and click OK . 
15.	Click the Process Monitor link. 
16.	Verify that the Server , Run Status , Type , Name , and Instance fields are blank. 



Step	Action
17.	<p>Click Refresh until the Run Status changes to Success and the Distribution Status changes to Posted.</p>  <p>Note: If the Run Status column displays Error, click the Details link and then the Message Log link to view the problem.</p>

Viewing the Report

Once you run your report and the Run Status changes to Success, you can view your report using the Report Manager.


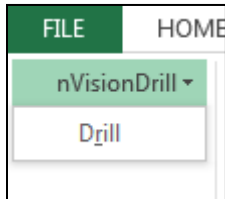
Step	Action
1.	<p>Navigate to Main Menu > Reporting Tools > Report Manager, click either the Administration or List tab, and click the project link in the Report column (This is the Description column if you are on the Administration tab).</p> 
2.	<p>When prompted, save the Budget Position Report to the desktop or another file location outside of UCF Financials.</p>



Step	Action
3.	<p>Open the saved Budget Position Report in Excel.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Budget Position As of: November 15, 2019 0000001234 – TEST AWARD</p> </div>

Drilling Down to Details


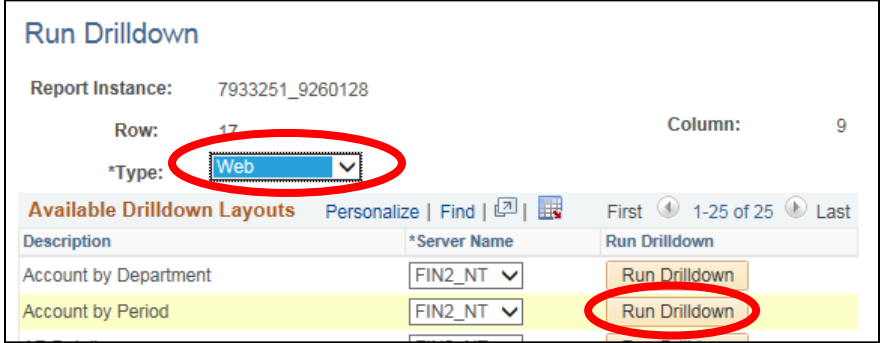
Drilling down on a specific amount will help you determine how the funds were spent.

Step	Action																																								
1.	<p>Select any value in the report on which you want to drill down for additional detail.</p> <table border="1"> <tbody> <tr> <td>711201</td> <td>ADMIN AND PROF</td> <td>0.00</td> <td>0.00</td> <td>217,945.88</td> </tr> <tr> <td>711401</td> <td>SOCIAL SECURITY MATCH-SALARY</td> <td>0.00</td> <td>0.00</td> <td>18,131.26</td> </tr> <tr> <td>711503</td> <td>STATE RETIREMENT</td> <td>0.00</td> <td>0.00</td> <td>187.70</td> </tr> <tr> <td>711504</td> <td>PUB EMPL OPTIONAL RET PLAN</td> <td>0.00</td> <td>0.00</td> <td>2,478.31</td> </tr> <tr> <td>711550</td> <td>OPTIONAL RET PLAN MATCHING</td> <td>0.00</td> <td>0.00</td> <td>16,551.71</td> </tr> <tr> <td>711551</td> <td>PRETAX ADMIN ASSESSMENTS</td> <td>0.00</td> <td>0.00</td> <td>993.26</td> </tr> <tr> <td>711601</td> <td>STATE HEALTH EMPL CONTR</td> <td>0.00</td> <td>0.00</td> <td>58,426.17</td> </tr> <tr> <td>711602</td> <td>STATE LIFE EMPLOYERS CONTR</td> <td>0.00</td> <td>0.00</td> <td>187.71</td> </tr> </tbody> </table>	711201	ADMIN AND PROF	0.00	0.00	217,945.88	711401	SOCIAL SECURITY MATCH-SALARY	0.00	0.00	18,131.26	711503	STATE RETIREMENT	0.00	0.00	187.70	711504	PUB EMPL OPTIONAL RET PLAN	0.00	0.00	2,478.31	711550	OPTIONAL RET PLAN MATCHING	0.00	0.00	16,551.71	711551	PRETAX ADMIN ASSESSMENTS	0.00	0.00	993.26	711601	STATE HEALTH EMPL CONTR	0.00	0.00	58,426.17	711602	STATE LIFE EMPLOYERS CONTR	0.00	0.00	187.71
711201	ADMIN AND PROF	0.00	0.00	217,945.88																																					
711401	SOCIAL SECURITY MATCH-SALARY	0.00	0.00	18,131.26																																					
711503	STATE RETIREMENT	0.00	0.00	187.70																																					
711504	PUB EMPL OPTIONAL RET PLAN	0.00	0.00	2,478.31																																					
711550	OPTIONAL RET PLAN MATCHING	0.00	0.00	16,551.71																																					
711551	PRETAX ADMIN ASSESSMENTS	0.00	0.00	993.26																																					
711601	STATE HEALTH EMPL CONTR	0.00	0.00	58,426.17																																					
711602	STATE LIFE EMPLOYERS CONTR	0.00	0.00	187.71																																					
2.	<p>Click Add-Ins at the top of the page. If the Add-Ins link is not available, download and install the DrillToPIA.xla Excel macro from the UCF Financials Helpful Resources page under Reporting. (https://financials.ucf.edu/helpful-resources-about/)</p> 																																								
3.	<p>Select nVisionDrill > Drill.</p> 																																								



UCF Financials

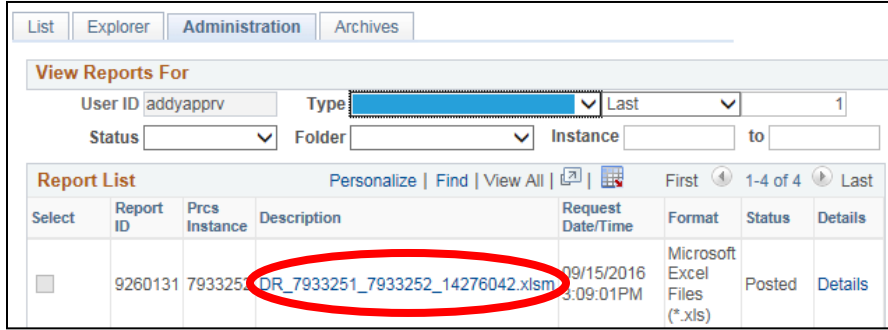
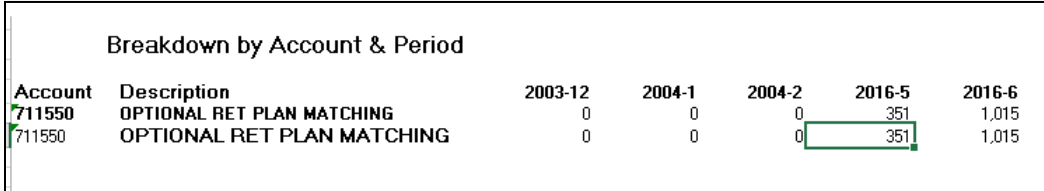
System Navigation for Grants

Step	Action
4.	<p>If you are not already logged in, the UCF Financials screen will display. Log in using your NID and password.</p> 
5.	<p>The Run Drilldown page displays with a list of available drilldown options. Click the drop-down menu in the Type field and replace the default value of Window with Web.</p> <p>Click the Account by Period Run Drilldown button. This drilldown allows you to select the exact accounting period on which you want to drill for additional details.</p> 



UCF Financials

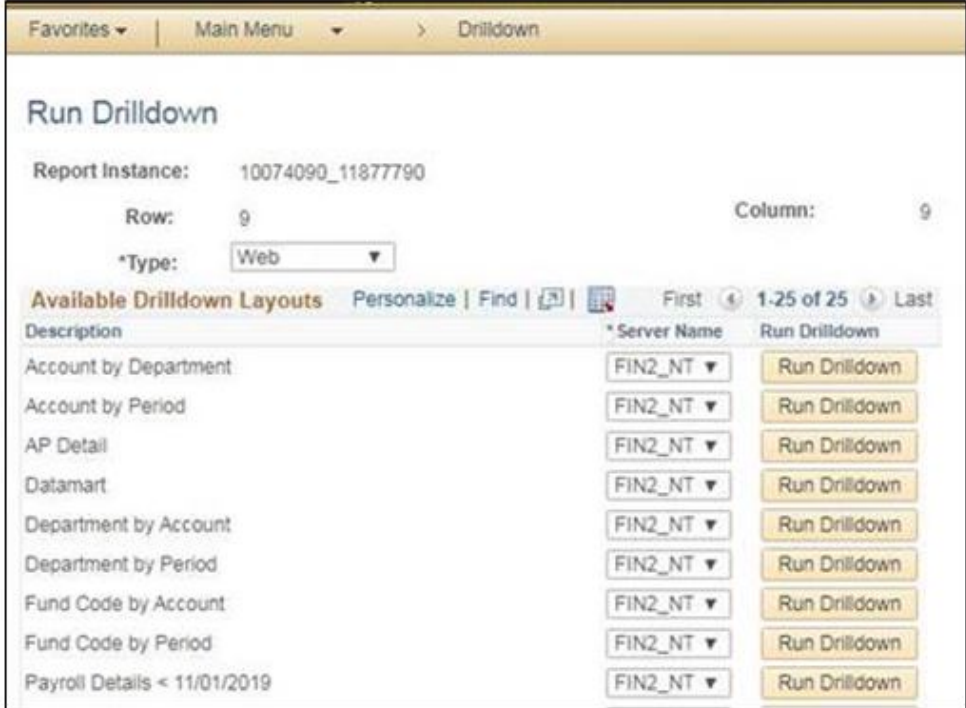
System Navigation for Grants

Step	Action
6.	<p>The Administration tab will display. Click the Refresh button until you see the drilldown report you just requested. It can be identified from other reports by its DR prefix in the Description column. Click the report link and save the drilldown report on the desktop or in another file location outside of UCF Financials.</p> 
7.	<p>Open the drill down report and select the amount in the period in which you want to drill. In this example, we have selected the \$351 amount that is recorded in May 2016. We are instructing the report to drill down into this project for expenses for Account 711550.</p>  <p>Click the Add-Ins link in the Excel tool ribbon once again, and then click nVisionDrill > Drill.</p>



UCF Financials

System Navigation for Grants

Step	Action																														
8.	<p>The Run Drilldown page displays with the list of available drilldown options.</p>  <p>The screenshot shows the 'Run Drilldown' interface. At the top, there are navigation tabs for 'Favorites', 'Main Menu', and 'Drilldown'. Below this, the page title 'Run Drilldown' is displayed. The 'Report Instance' is 10074090_11877790. The 'Row' is 9 and the 'Column' is 9. The '*Type' is set to 'Web'. Below these fields, there are options for 'Available Drilldown Layouts', 'Personalize', 'Find', and a search icon. A pagination bar shows 'First', '1-25 of 25', and 'Last'. The main content is a table with columns for 'Description', '* Server Name', and 'Run Drilldown'. The table lists various drilldown options, each with a 'FIN2_NT' server name and a 'Run Drilldown' button.</p> <table border="1"><thead><tr><th>Description</th><th>* Server Name</th><th>Run Drilldown</th></tr></thead><tbody><tr><td>Account by Department</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr><tr><td>Account by Period</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr><tr><td>AP Detail</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr><tr><td>Datamart</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr><tr><td>Department by Account</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr><tr><td>Department by Period</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr><tr><td>Fund Code by Account</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr><tr><td>Fund Code by Period</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr><tr><td>Payroll Details < 11/01/2019</td><td>FIN2_NT ▼</td><td>Run Drilldown</td></tr></tbody></table>	Description	* Server Name	Run Drilldown	Account by Department	FIN2_NT ▼	Run Drilldown	Account by Period	FIN2_NT ▼	Run Drilldown	AP Detail	FIN2_NT ▼	Run Drilldown	Datamart	FIN2_NT ▼	Run Drilldown	Department by Account	FIN2_NT ▼	Run Drilldown	Department by Period	FIN2_NT ▼	Run Drilldown	Fund Code by Account	FIN2_NT ▼	Run Drilldown	Fund Code by Period	FIN2_NT ▼	Run Drilldown	Payroll Details < 11/01/2019	FIN2_NT ▼	Run Drilldown
Description	* Server Name	Run Drilldown																													
Account by Department	FIN2_NT ▼	Run Drilldown																													
Account by Period	FIN2_NT ▼	Run Drilldown																													
AP Detail	FIN2_NT ▼	Run Drilldown																													
Datamart	FIN2_NT ▼	Run Drilldown																													
Department by Account	FIN2_NT ▼	Run Drilldown																													
Department by Period	FIN2_NT ▼	Run Drilldown																													
Fund Code by Account	FIN2_NT ▼	Run Drilldown																													
Fund Code by Period	FIN2_NT ▼	Run Drilldown																													
Payroll Details < 11/01/2019	FIN2_NT ▼	Run Drilldown																													



UCF Financials

System Navigation for Grants

Step	Action																								
9.	<p>The highlighted cells in the table below are those which are most likely to answer your reporting question.</p> <table border="1"><thead><tr><th>Layout Description</th><th>Displays</th></tr></thead><tbody><tr><td>AP Detail</td><td>List of paid vouchers</td></tr><tr><td>Account by Department</td><td>Departments in column headings and accounts in rows</td></tr><tr><td>Account by Period</td><td>Accounting periods in column headings and accounts in rows</td></tr><tr><td>Account by Project</td><td>Periods in column headings and accounts in rows</td></tr><tr><td>Department by Account</td><td>Projects in column headings and accounts in rows</td></tr><tr><td>Department by Period</td><td>Accounts in column headings and departments in row</td></tr><tr><td>Journal Lines</td><td>List of journal lines</td></tr><tr><td>Project by Account</td><td>Accounts in columns and projects in rows</td></tr><tr><td>Project by Period</td><td>Accounting periods in columns and projects in rows</td></tr><tr><td>Payroll Detail</td><td>Salary-related expenses</td></tr><tr><td>Student Financials Detail</td><td>Student Financials transaction details</td></tr></tbody></table>	Layout Description	Displays	AP Detail	List of paid vouchers	Account by Department	Departments in column headings and accounts in rows	Account by Period	Accounting periods in column headings and accounts in rows	Account by Project	Periods in column headings and accounts in rows	Department by Account	Projects in column headings and accounts in rows	Department by Period	Accounts in column headings and departments in row	Journal Lines	List of journal lines	Project by Account	Accounts in columns and projects in rows	Project by Period	Accounting periods in columns and projects in rows	Payroll Detail	Salary-related expenses	Student Financials Detail	Student Financials transaction details
Layout Description	Displays																								
AP Detail	List of paid vouchers																								
Account by Department	Departments in column headings and accounts in rows																								
Account by Period	Accounting periods in column headings and accounts in rows																								
Account by Project	Periods in column headings and accounts in rows																								
Department by Account	Projects in column headings and accounts in rows																								
Department by Period	Accounts in column headings and departments in row																								
Journal Lines	List of journal lines																								
Project by Account	Accounts in columns and projects in rows																								
Project by Period	Accounting periods in columns and projects in rows																								
Payroll Detail	Salary-related expenses																								
Student Financials Detail	Student Financials transaction details																								



Step	Action																																																		
10.	<p>Remember to change the default value in the Type field from Window to Web, and then click the drill down button most likely to contain the details you are looking for. For transactions that are routed through the Accounts Payable (AP) system, the AP Details drilldown probably contains the details you need. If the transaction(s) you are drilling on occurred via interdepartmental transfer (IDT), the Journal Lines drilldown is the first place to look. When your drilldown report is posted to the Report Manager, open and view the details.</p> <table border="1"><thead><tr><th>Journal</th><th>Line #</th><th>Account</th><th>Department</th><th>Project</th><th>Fund</th><th>Program</th><th>Monetary Amount</th><th>Date</th><th>Reference</th></tr></thead><tbody><tr><td>HR00167855</td><td>5593</td><td>711550</td><td></td><td>14276042</td><td>21028</td><td>ZZ</td><td>58.32</td><td>2015-11-09</td><td>1958064</td></tr><tr><td>HR00168251</td><td>5581</td><td>711550</td><td></td><td>14276042</td><td>21028</td><td>ZZ</td><td>116.64</td><td>2015-11-19</td><td>1958064</td></tr><tr><td>HR00168251</td><td>5581</td><td>711550</td><td></td><td>14276042</td><td>21028</td><td>ZZ</td><td>117.13</td><td>2015-11-19</td><td>2190699</td></tr><tr><td colspan="7" style="text-align: right;">Total</td><td>292.09</td><td></td><td></td></tr></tbody></table>	Journal	Line #	Account	Department	Project	Fund	Program	Monetary Amount	Date	Reference	HR00167855	5593	711550		14276042	21028	ZZ	58.32	2015-11-09	1958064	HR00168251	5581	711550		14276042	21028	ZZ	116.64	2015-11-19	1958064	HR00168251	5581	711550		14276042	21028	ZZ	117.13	2015-11-19	2190699	Total							292.09		
Journal	Line #	Account	Department	Project	Fund	Program	Monetary Amount	Date	Reference																																										
HR00167855	5593	711550		14276042	21028	ZZ	58.32	2015-11-09	1958064																																										
HR00168251	5581	711550		14276042	21028	ZZ	116.64	2015-11-19	1958064																																										
HR00168251	5581	711550		14276042	21028	ZZ	117.13	2015-11-19	2190699																																										
Total							292.09																																												