



# ADDY NOTE



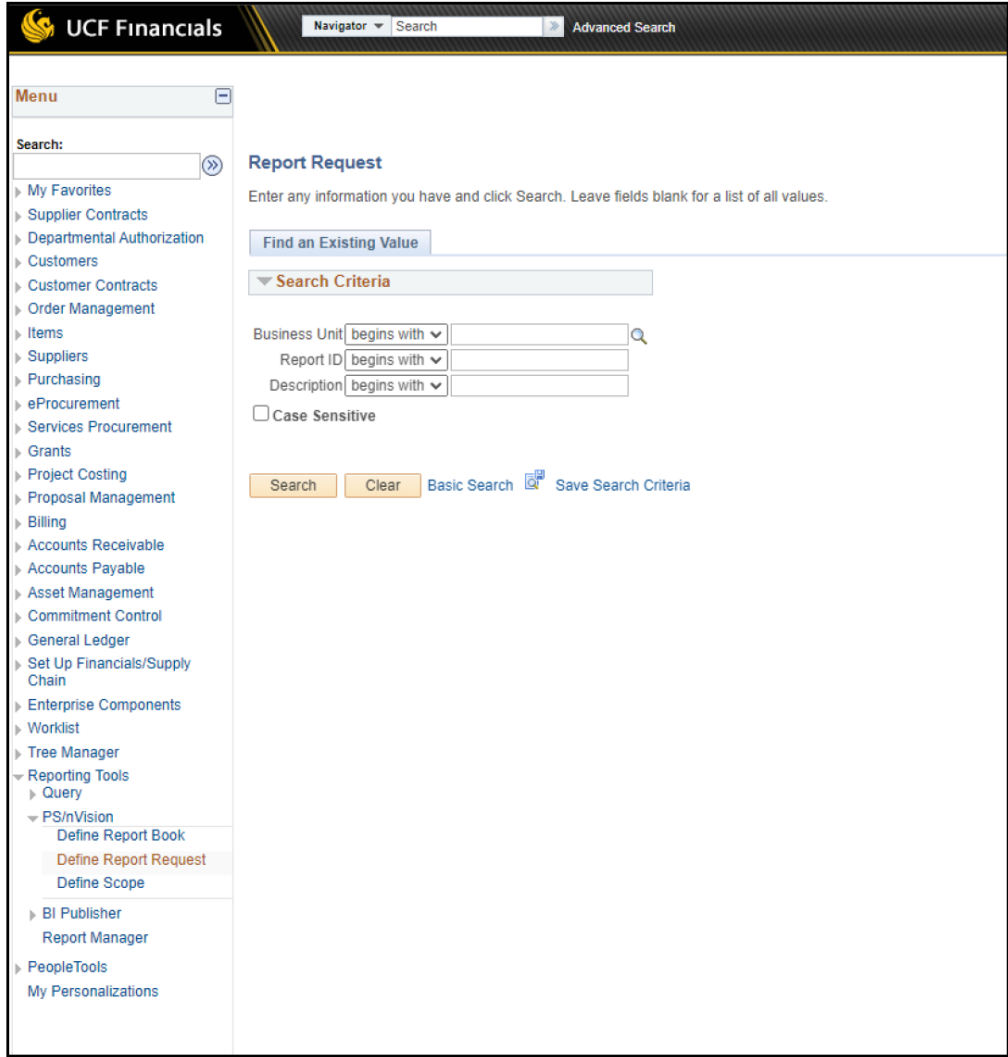
FINANCIALS  
REFERENCE  
DATABASE

## ATTENTION:

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

## How to Run a Fund Balance Report in UCF Financials

A fund balance report provides detailed information on project contracts such as start and end dates, current month's expenditures, and biller details. Follow these steps to run the report:

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



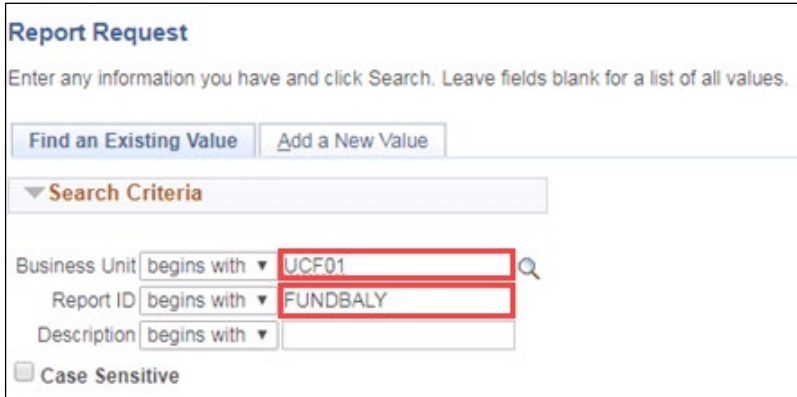
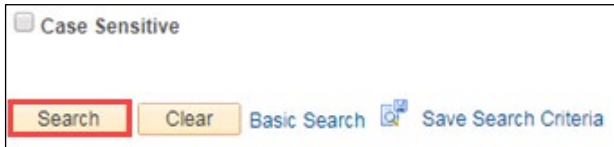

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Step	Action
2.	<p>Enter the <b>Business Unit</b> and <b>Report ID</b> of FUNDBALY.</p> 
3.	<p>Click <b>Search</b>.</p> 
4.	<p>In the <b>Search Results</b> select the correct <b>Report ID</b>.</p> 
5.	<p>Fill out the <b>Report Data Selection</b> section:</p> <ol style="list-style-type: none"> <li>A. Choose the <b>As Of Reporting Date*</b>: <ol style="list-style-type: none"> <li>1. Today's Date</li> <li>2. Specify Date (Enter the date you want to use.)</li> </ol> </li> <li>B. <b>Tree As Of Date = Use As Of Reporting Date</b></li> </ol>



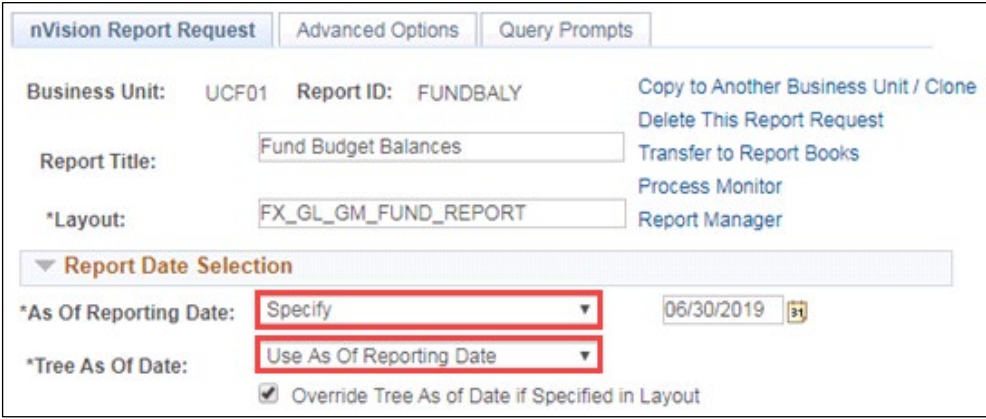
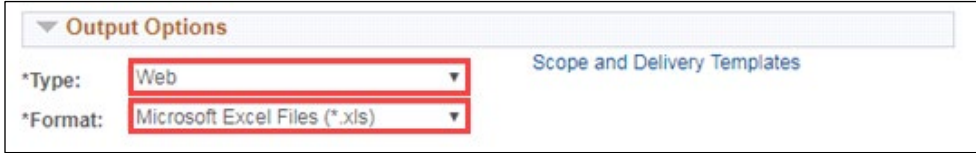
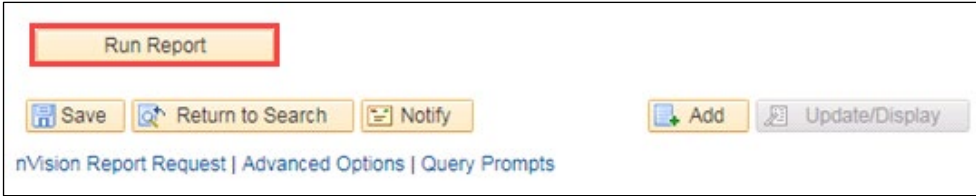
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Step	Action
	<p>*The date you choose here will be the date used to select the data that appears on the report.</p> 
6.	<p>Make sure the <b>Output Options</b> are set correctly:</p> <ul style="list-style-type: none"> <li>A. <b>Type = Web</b> (for the Web) or <b>File</b> (for Two Tier)</li> <li>B. <b>Format = Microsoft Excel Files (*.xls)</b></li> </ul> 
7.	<p>Select <b>Run Report</b>.</p> 



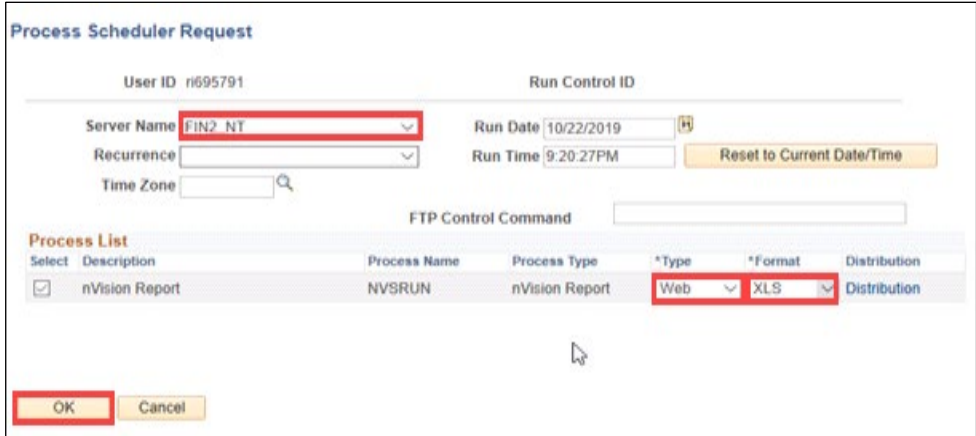
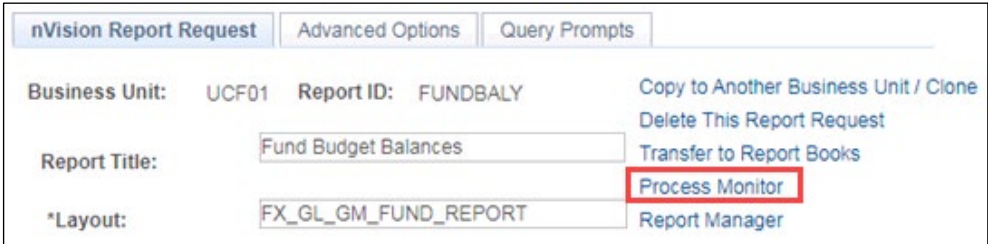
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8.	<p>Ensure the fields on the <b>Process Scheduler Request</b> page are filled in correctly:</p> <p>A. <b>Server Name = FIN2_NT</b></p> <p>B. In the <b>Process List</b> section</p> <p>a. <b>Type = Web</b></p> <p>b. <b>Format = XLS</b></p> 
9.	Click <b>OK</b> . (See image in the previous step.)
10	<p>On the <b>nVision Report Request</b> page, select the <b>Process Monitor</b> link.</p> 



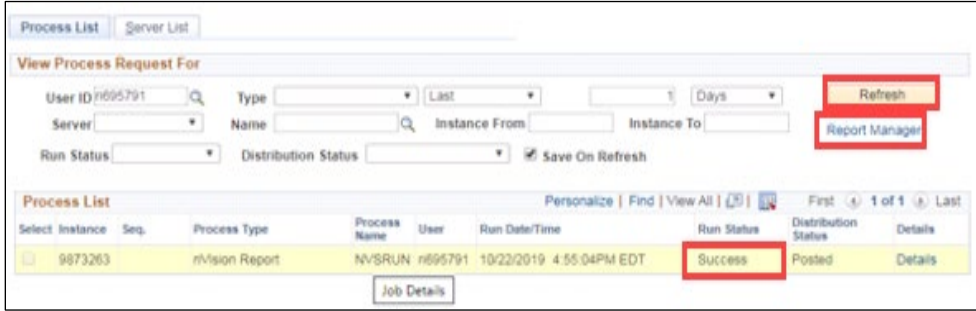
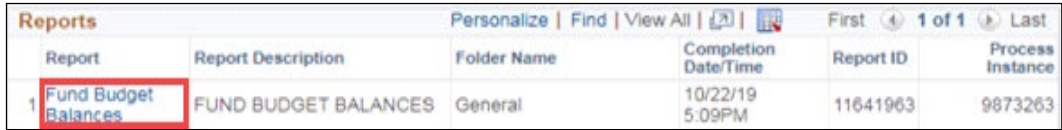
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11	<p>Click <b>Refresh</b> to ensure the <b>Run Status</b> displays <b>Success</b>. (As noted previously, this may take more than 15 minutes.)</p> 
12	Choose the <b>Report Manager</b> link. (See image in the previous step.)
13	<p>Select the <b>Report</b>. It will open in Excel.</p> 
14	<p>Select the <b>UCF icon</b> at the top left corner of the report. When you select this icon, the process will remove the query tabs and any project rows that are not needed for this report.</p> 