



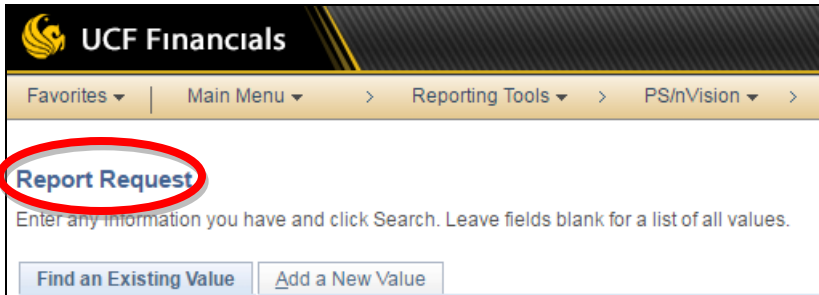
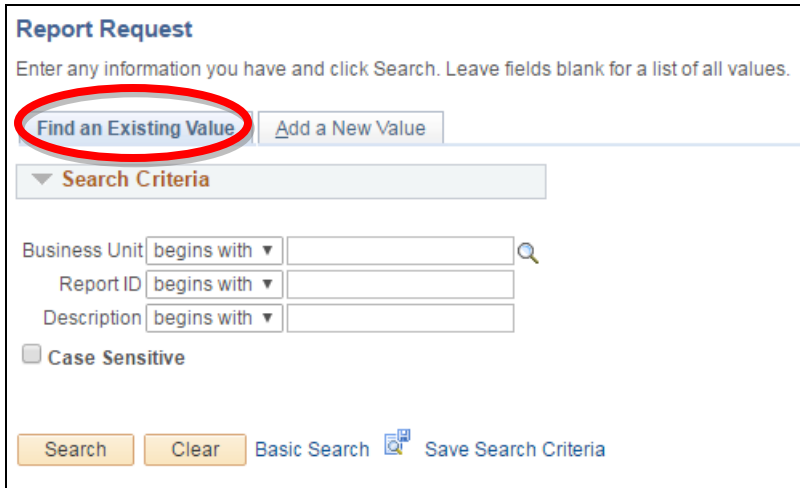
ADDY NOTES



How to Run a Standard Budget Ledger Report

This Addy Note details the process to run a Standard Budget Ledger report within UCF Financials.

- To understand how to read your report, please see the Addy Notes, “Standard Budget Ledger: Quarterly Reports,” and Standard Budget Ledger: Monthly Reports”.

Step	Action
1.	<p>Navigate to: Reporting Tools > PS/nVision > Define Report Request.</p>  <p>The screenshot shows the UCF Financials header with a navigation breadcrumb: Favorites > Main Menu > Reporting Tools > PS/nVision >. Below this, the 'Report Request' link is highlighted with a red circle. Below the link is the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' and two buttons: 'Find an Existing Value' and 'Add a New Value'.</p>
2.	<p>Select the Find an Existing Value tab if it is not already selected.</p>  <p>The screenshot shows the 'Report Request' form. The 'Find an Existing Value' button is circled in red. Below the buttons is a 'Search Criteria' section with a dropdown arrow. Underneath are three search criteria: 'Business Unit' (dropdown: begins with, text input, search icon), 'Report ID' (dropdown: begins with, text input), and 'Description' (dropdown: begins with, text input). There is also a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.</p>



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3.	<p>Enter the Business Unit. In this example, we use UCF01. To find the Report ID, enter the three-digit journal Source code for the Organizational Unit that you want your report based on. Add four underscores (<code>_</code>) behind that, and then the letter Y. Click Search.</p> <p>For example: AFA___Y</p> <div data-bbox="305 766 914 1398" style="border: 1px solid black; padding: 5px;"> <p>Search Criteria</p> <p>Business Unit begins with <input type="text" value="UCF01"/> <input type="button" value="🔍"/></p> <p>Report ID begins with <input type="text" value="AFA___Y"/></p> <p>Description begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="📄"/> Save Search Criteria</p> <p>Search Results</p> <p>View All <input type="button" value="First"/> 1-28 of 28 <input type="button" value="Last"/></p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Report ID</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>UCF01</td><td>AFAC3_3Y</td><td>Budget Planning 3 Year</td></tr> <tr><td>UCF01</td><td>AFACB_BY</td><td>Budget-Actual_CAT BE</td></tr> <tr><td>UCF01</td><td>AFACM0BY</td><td>Budget-Actual_M_CAT_LF</td></tr> <tr><td>UCF01</td><td>AFACM1BY</td><td>Budget-Actual_M_CAT_EG</td></tr> <tr><td>UCF01</td><td>AFACM7BY</td><td>Budget-Actual_M_CAT_CG</td></tr> <tr><td>UCF01</td><td>AFACM8BY</td><td>Budget-Actual_M_CAT_AUX</td></tr> <tr><td>UCF01</td><td>AFACM_BY</td><td>Budget-Actual_M_CAT_ALL BE</td></tr> </tbody> </table> </div>	Business Unit	Report ID	Description	UCF01	AFAC3_3Y	Budget Planning 3 Year	UCF01	AFACB_BY	Budget-Actual_CAT BE	UCF01	AFACM0BY	Budget-Actual_M_CAT_LF	UCF01	AFACM1BY	Budget-Actual_M_CAT_EG	UCF01	AFACM7BY	Budget-Actual_M_CAT_CG	UCF01	AFACM8BY	Budget-Actual_M_CAT_AUX	UCF01	AFACM_BY	Budget-Actual_M_CAT_ALL BE
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4.	<p>Choose the Report ID that corresponds with your desired report description. In this example, we select the Budget Planning 3 Year report.</p> <ul style="list-style-type: none"> Note: For help with your Report selection, please see the Addy Note, <i>Selecting your Standard Budget Ledger Report</i>. Note: For more help, please see the Addy Notes, <i>Reading the Monthly Standard Budget Ledger Reports</i>, or <i>Reading the Quarterly Standard Budget Ledger Reports</i>. <div data-bbox="306 869 914 1503" style="border: 1px solid black; padding: 5px;"> <p>Search Criteria</p> <p>Business Unit <input type="text" value="begins with"/> UCF01 <input type="button" value="Search"/></p> <p>Report ID <input type="text" value="begins with"/> AFA____Y</p> <p>Description <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> <p>Search Results</p> <p>View All First 1-28 of 28 Last</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Report ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>UCF01</td> <td>AFAC3_3Y</td> <td>Budget Planning 3 Year</td> </tr> <tr> <td>UCF01</td> <td>AFACB_BY</td> <td>Budget-Actual_CAT BE</td> </tr> <tr> <td>UCF01</td> <td>AFACM0BY</td> <td>Budget-Actual_M_CAT_LF</td> </tr> <tr> <td>UCF01</td> <td>AFACM1BY</td> <td>Budget-Actual_M_CAT_EG</td> </tr> <tr> <td>UCF01</td> <td>AFACM7BY</td> <td>Budget-Actual_M_CAT_CG</td> </tr> <tr> <td>UCF01</td> <td>AFACM8BY</td> <td>Budget-Actual_M_CAT_AUX</td> </tr> <tr> <td>UCF01</td> <td>AFACM_BY</td> <td>Budget-Actual_M_CAT_ALL BE</td> </tr> </tbody> </table> </div>	Business Unit	Report ID	Description	UCF01	AFAC3_3Y	Budget Planning 3 Year	UCF01	AFACB_BY	Budget-Actual_CAT BE	UCF01	AFACM0BY	Budget-Actual_M_CAT_LF	UCF01	AFACM1BY	Budget-Actual_M_CAT_EG	UCF01	AFACM7BY	Budget-Actual_M_CAT_CG	UCF01	AFACM8BY	Budget-Actual_M_CAT_AUX	UCF01	AFACM_BY	Budget-Actual_M_CAT_ALL BE
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5.	<p>On the nVision Report Request tab, click the Scope and Delivery Templates link.</p> <div data-bbox="306 1591 1117 1724" style="border: 1px solid black; padding: 5px;"> <p>Output Options</p> <p>*Type: <input type="text" value="Web"/></p> <p>*Format: <input type="text" value="Microsoft Excel Files (*.xls)"/></p> <p>Scope and Delivery Templates</p> </div>																								



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6.	<p>In the Report Scope field, review the default value. This field determines which level of the SBL hierarchy your report will display. If the default value does not correspond to the level you wish, click the Lookup button (magnifying glass icon), next to the Report Scope field, to search for and select the appropriate value.</p> <p>In this example, we use D02500001S to run the report on a specific department.</p> <div data-bbox="305 751 813 1356" style="border: 1px solid black; padding: 5px;"> <p>Look Up Report Scope</p> <p>SetID <input type="text" value="UCF01"/></p> <p>Report Scope begins with <input type="text" value="AFA"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>Only the first 300 results can be displayed.</p> <p>View 100 First <input type="button" value="◀"/> 1-300 of 300 <input type="button" value="▶"/> Last</p> <table border="1"> <thead> <tr> <th>Report Scope</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>01227000</td><td>Contracts and Grants</td></tr> <tr><td>02306000</td><td>Contracts and Grants</td></tr> <tr><td>02307000</td><td>Contracts and Grants</td></tr> <tr><td>02506000</td><td>Contracts and Grants</td></tr> <tr><td>02507000</td><td>Contracts and Grants</td></tr> <tr><td>03107000</td><td>Contracts and Grants</td></tr> <tr><td>03108000</td><td>Contracts and Grants</td></tr> <tr><td>03428000</td><td>Contracts and Grants</td></tr> <tr><td>03608000</td><td>Contracts and Grants</td></tr> <tr><td>03707000</td><td>Contracts and Grants</td></tr> </tbody> </table> </div> <p>Click OK.</p> <p>Note: If you would like to run the report based on the Organizational Unit level, enter AFA in the Report Scope field.</p>	Report Scope	Description	01227000	Contracts and Grants	02306000	Contracts and Grants	02307000	Contracts and Grants	02506000	Contracts and Grants	02507000	Contracts and Grants	03107000	Contracts and Grants	03108000	Contracts and Grants	03428000	Contracts and Grants	03608000	Contracts and Grants	03707000	Contracts and Grants
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7.	<p>Click Save, and then Run Report.</p> <div data-bbox="305 569 1284 1339"><p>nVision Report Request Advanced Options Query Prompts</p><p>Business Unit: UCF01 Report ID: AFAC3_3Y Copy to Another Business Unit / Clone</p><p>Report Title: Budget Planning 3 Year Transfer to Report Books Process Monitor</p><p>*Layout: SBL_DEPT_CAT_BUDGET_3YR_PLAN Report Manager</p><p>▼ Report Date Selection</p><p>*As Of Reporting Date: Today's Date ▼ *Tree As Of Date: Use As Of Reporting Date ▼ <input checked="" type="checkbox"/> Override Tree As of Date if Specified in Layout</p><p>▼ Output Options</p><p>*Type: Web Scope and Delivery Templates *Format: Microsoft Excel Files (*.xls)</p><p>Run Report</p><p>Save Return to Search Notify Add Update/Display</p><p>nVision Report Request Advanced Options Query Prompts</p></div>



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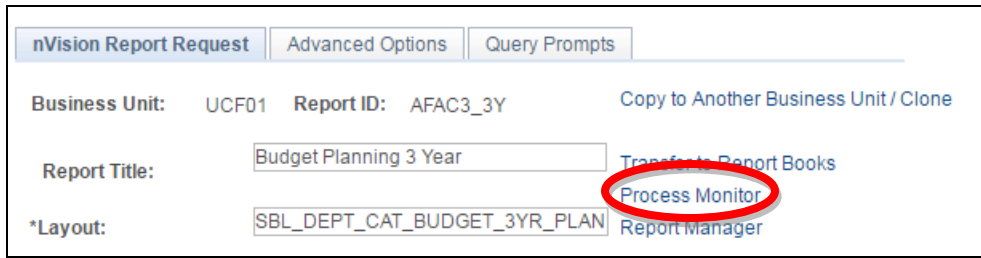
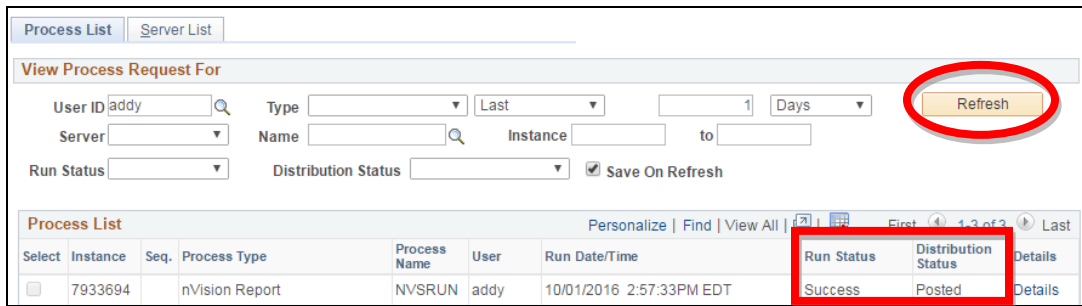
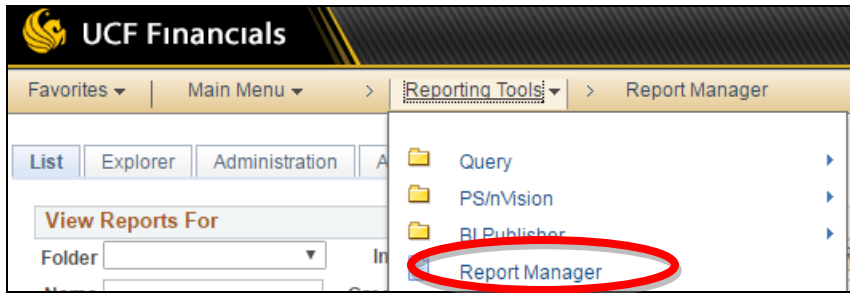


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8.	<p>When the Process Scheduler Request page displays, click OK. You will return to the previous screen.</p> <div data-bbox="321 653 1373 1152" style="border: 1px solid black; padding: 5px;"> <p>Process Scheduler Request</p> <p>User ID addyapprv Run Control ID</p> <p>Server Name <input type="text"/> Run Date 09/28/2016 <input type="text"/></p> <p>Recurrence <input type="text"/> Run Time 3:17:36PM <input type="text"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone <input type="text"/></p> <p>FTP Control Command <input type="text"/></p> <p>Process List</p> <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> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>	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								
9.	<p>Observe that the system has generated a Process Instance number.</p> <div data-bbox="306 1281 894 1514" style="border: 1px solid black; padding: 5px;"> <p>Scope and Delivery Templates</p> <p style="text-align: center;">Process Instance:7933630</p> </div>												



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Step	Action
10.	<p>Click the Process Monitor link.</p> 
11.	<p>Click Refresh until the Run Status and Distribution Status fields display Success and Posted, respectively. When your Run Status is Success and the Distribution Status is Posted, this means that your report is ready.</p>  <p>Note: If the Run Status is Error, determine the reason. Contact the Financials Service Desk at (407) 823-5117, option 6, if necessary.</p>
12.	<p>Click Reporting Tools > Report Manager.</p> 



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Step	Action
13.	Click the completed report tile.

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

View Reports For

Folder Instance to

Name Created On Last 1 Days

Reports Personalize | Find | View All | |

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
02500001	02500001	nVision Reports	10/01/16 2:57PM	9260565	7933694

First 1 of 1 Last

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



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14.	<p>Under the File List, click the name of your report.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Report</p> <p>Report ID 9260565 Process Instance 7933694 Message Log</p> <p>Name NVSRUN Process Type nVision-Report</p> <p>Run Status Success</p> <p>02500001</p> <p>Distribution Details</p> <p>Distribution Node https_shared Expiration Date 10/08/2016</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>02500001.xlsm</td> <td>23,788</td> <td>10/01/2016 2:57:55.512118PM EDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>addy</td> </tr> </tbody> </table> </div> <p><i>(Note: In the original image, a red box highlights 'File List' and a red arrow points to the file name '02500001.xlsm' in the table.)</i></p>	Name	File Size (bytes)	Datetime Created	02500001.xlsm	23,788	10/01/2016 2:57:55.512118PM EDT	Distribution ID Type	*Distribution ID	User	addy
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15.	Click the link that pops up in the bottom left corner. This will open an Excel page.										
16.	Go to File and click Save As to save your report.										