



ADDY NOTE

ATTENTION:

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

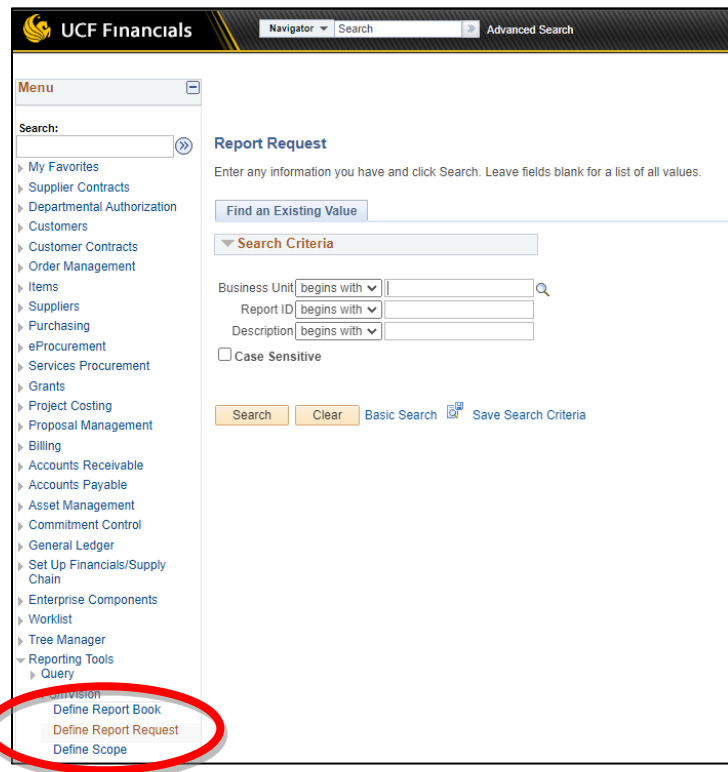


FINANCIALS
REFERENCE
DATABASE

Running a Budget Position by Project Series

This Addy Note explains how to run a Budget Position Report by a project series from within UCF Financials. It discusses how to:

- Run a Budget Position Report by Project Series
- View the report
- Filtering to a specific project
- Drill down to the report details.

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



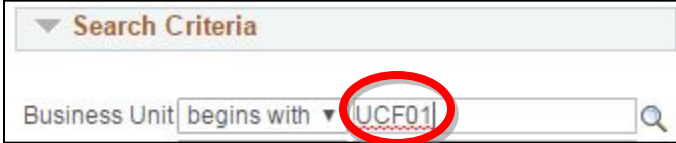

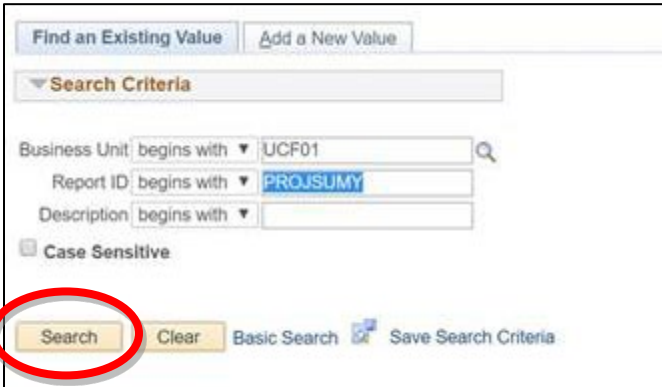
ADDY NOTE

ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

Step	Action
2.	<p>Enter the Business Unit. For the general UCF Business Unit, enter UCF01. For the Research Foundation, enter RFD01.</p> 
3.	<p>Enter the Report ID PROJSUMY in the Report ID field.</p> 
4.	<p>Click Search.</p> 



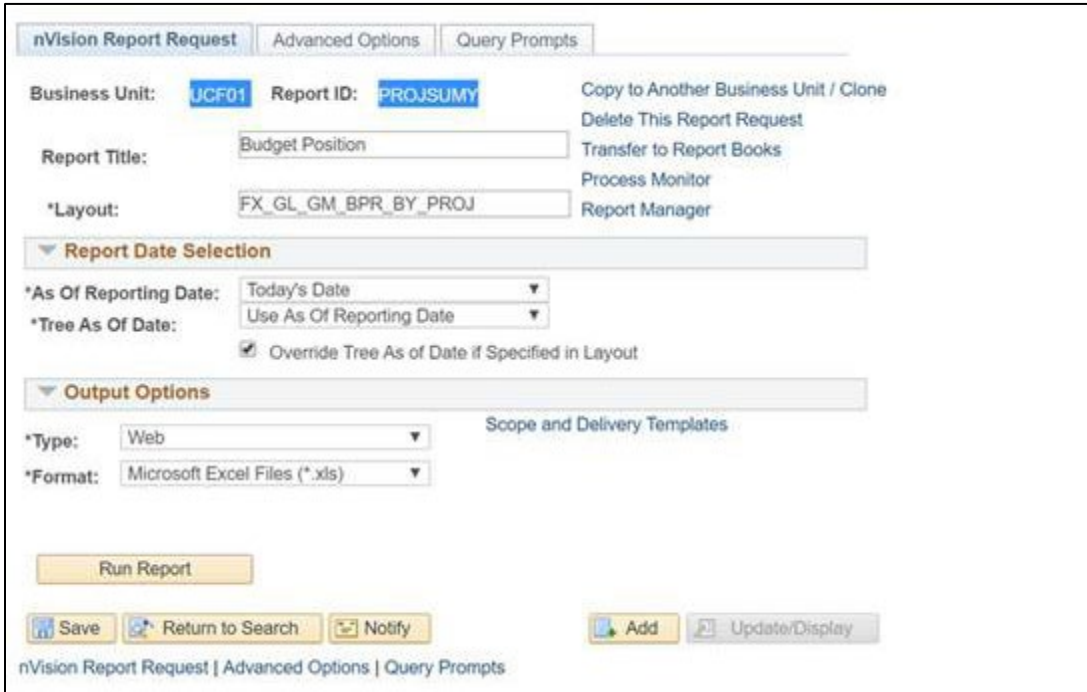
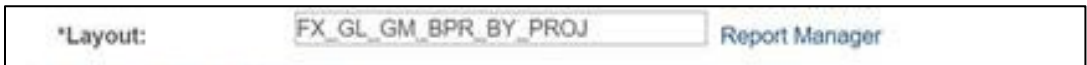
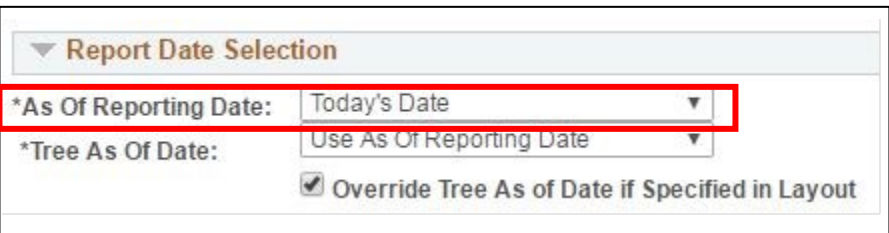
ADDY NOTE

ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

Step	Action
5.	<p>The Define Report Request page displays.</p> 
6.	<p>In the Layout field, input or select the layout FX_GL_GM_BPR_BY_PROJ</p> 
7.	<p>Verify that the As of Reporting Date field defaults to Today's Date.</p> 




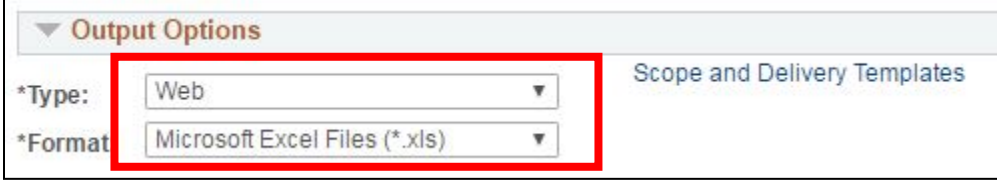
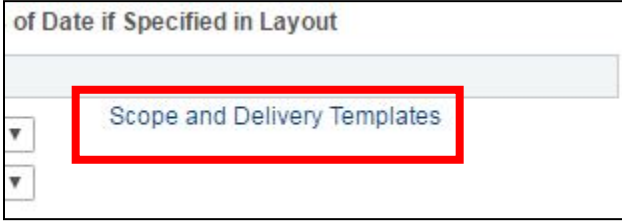
ADDY NOTE

ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

Step	Action
8.	<p>Verify that the Tree As Of Date field defaults to Use As Of Reporting Date. If it has not defaulted, select it.</p> 
9.	<p>Verify that Web defaults in the Type field and Microsoft Excel Files (*.xls) defaults in the Format field.</p> 
10.	<p>Click the Scope and Delivery Templates link.</p> 



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.

Step	Action
11.	<p>The nVision Web Output page displays.</p> <div data-bbox="328 518 1149 1207" data-label="Form"> </div> <p>In the Report Scope field, enter the scope for the report. The Project Summary Report can only be run by the first two digits of the project. In the example below, the text you enter in the Report Scope field if your project is 16248091 is CF16NNP. The “16” listed in the Report Scope field are the first two digits of the project.</p> <div data-bbox="328 1419 950 1524" data-label="Form"> </div> <p>If you are running the report for the Research Foundation, enter the Report Scope of FC91N.</p>



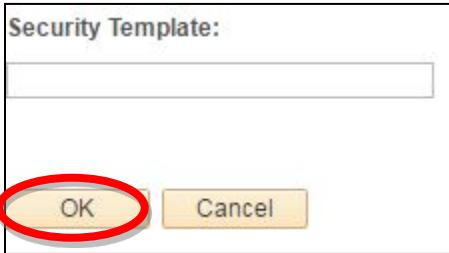
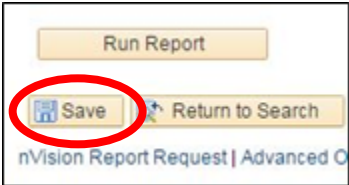
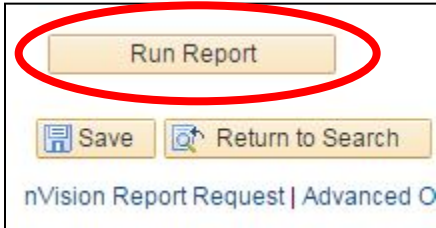
ADDY NOTE

ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

Step	Action
12.	<p>Click OK.</p> 
13.	<p>Click Save.</p> 
14.	<p>Click Run Report.</p> 



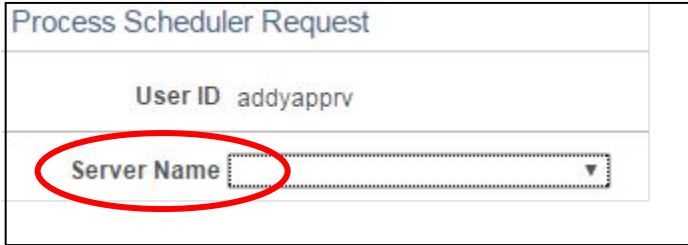


ADDY NOTE

ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

Step	Action
15.	<p>Verify that the Server Name field is blank and click OK.</p> 
16.	<p>Click the Process Monitor link.</p> 
17.	<p>Verify that the Server, Run Status, Type, Name and Instance fields are blank.</p> 



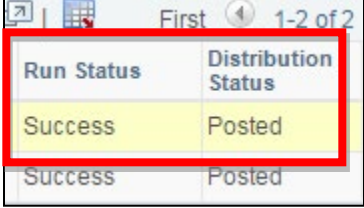
ADDY NOTE

ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

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

Viewing the Report



ADDY NOTE

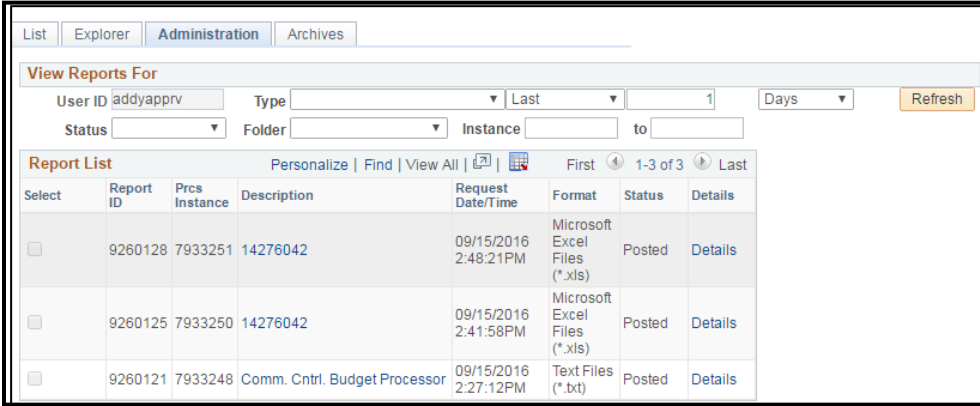
ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

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.	When prompted, save the Budget Position by Project Series to the desktop or another file location outside of UCF Financials.
3.	Navigate to the location and open the saved Budget Position by Project Series file.

Filtering the Report



ADDY NOTE

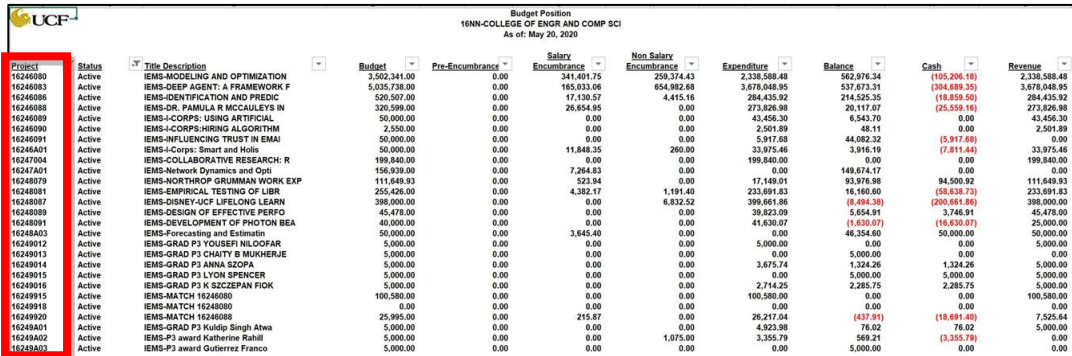
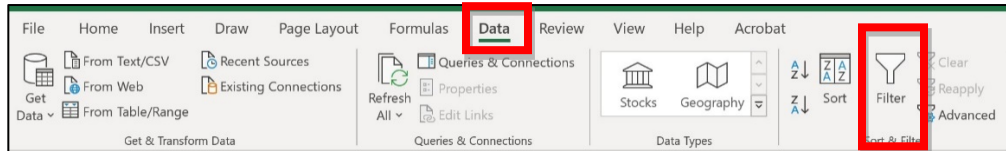
ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

The report will generate data for all projects that contain the first two digits that were selected in the search feature. To view specific report series data, you must use the Excel filter feature to limit the data.

Step	Action
1.	<p>The Report Values display. In this example, the first two digits of the project number were “16”. Therefore, the report provides information regarding all of the projects that the first two numbers of the project are “16”.</p> 
2.	<p>On the Excel menu, select the Data menu and the Filter tool to filter for the correct project or other menu criteria.</p> 

Drilling Down to Details

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




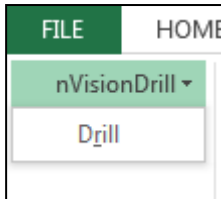
ADDY NOTE

ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

Step	Action																																								
1.	<p>Select any value in the report on which you want to drill down for additional detail.</p> <table><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></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> 																																								




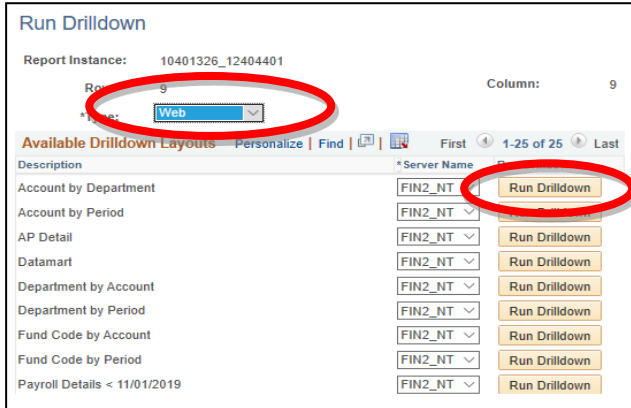
ADDY NOTE



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.

Step	Action
4.	<p>If you are not already logged in, the UCF Financials screen will display. Login using your NID and password.</p> 
5.	<p>The Run Drilldown page displays with a list of available drill down option. 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 drill down allows you to select the exact accounting period on which you want to drill for additional details.</p> 



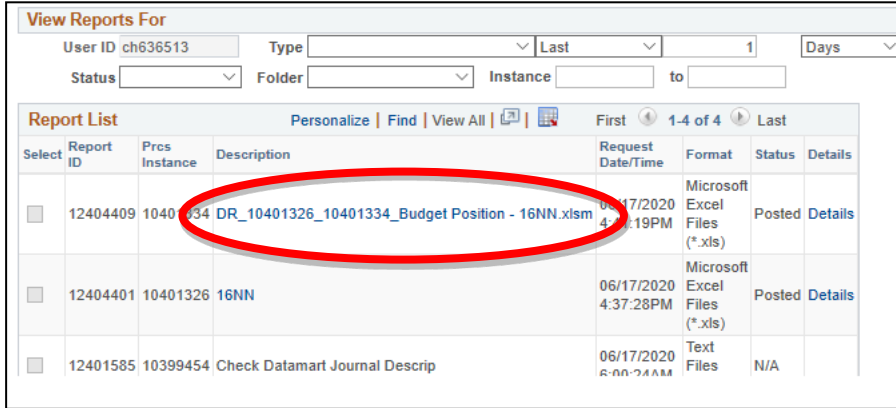
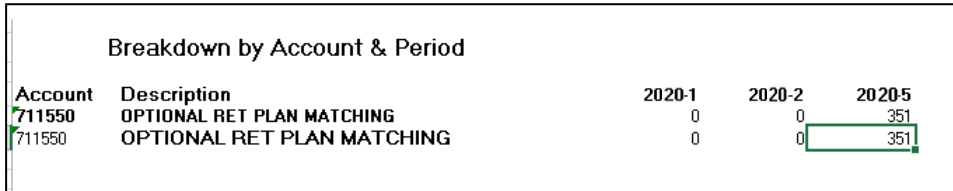
ADDY NOTE

ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

Step	Action
6.	<p>The Administration tab will display. Click the Refresh button until you see the drill down report you just requested. You can identify it from other reports by its DR prefix in the Description column. Click the report link and save the drill down report on the desktop or other 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 \$351.00 amount that is recorded in May of 2020. 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>





ADDY NOTE

ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

Step	Action																														
8.	<p>The Run Drilldown page displays with the list of available drill down options.</p> <div><div><div>Favorites ▾ Main Menu ▾ > Drilldown</div><div><div>Run Drilldown</div><div>Report Instance: 10074090_11877790</div><div>Row: 9 Column: 9</div><div>*Type: Web ▾</div><div><div>Available Drilldown Layouts</div><div>Personalize Find  </div><div>First ◀ 1.25 of 25 ▶ Last</div><table><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></div></div></div></div>	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																													



ADDY NOTE

ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

Step	Action																								
9.	<p>The highlighted cells in the table below are those which are most likely to answer your reporting question.</p> <table> <tr> <th>Layout Description</th><th>Displays</th></tr> <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> </table> <p>*Note: Due to the implementation the Human Capital Management (HCM) on November 4, 2019, the Payroll Detail report is no longer utilized.</p>	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																								



ADDY NOTE

ATTENTION:

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



FINANCIALS
REFERENCE
DATABASE

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 system, the AP Details drill down probably contains the details you need. If the transaction(s) you are drilling on occurred via interdepartmental transfer (IDT), the Journal Lines drill down is the first place to look. When your drill down report is posted to the Report Manager, open and view the details.</p> <table><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><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>2019-11-09</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>2019-11-19</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>2019-11-19</td><td>2190699</td></tr><tr><td colspan="7">Total</td><td>292.09</td><td colspan="2"></td></tr></table>	Journal	Line #	Account	Department	Project	Fund	Program	Monetary Amount	Date	Reference	HR00167855	5593	711550		14276042	21028	ZZ	58.32	2019-11-09	1958064	HR00168251	5581	711550		14276042	21028	ZZ	116.64	2019-11-19	1958064	HR00168251	5581	711550		14276042	21028	ZZ	117.13	2019-11-19	2190699	Total							292.09		
Journal	Line #	Account	Department	Project	Fund	Program	Monetary Amount	Date	Reference																																										
HR00167855	5593	711550		14276042	21028	ZZ	58.32	2019-11-09	1958064																																										
HR00168251	5581	711550		14276042	21028	ZZ	116.64	2019-11-19	1958064																																										
HR00168251	5581	711550		14276042	21028	ZZ	117.13	2019-11-19	2190699																																										
Total							292.09																																												