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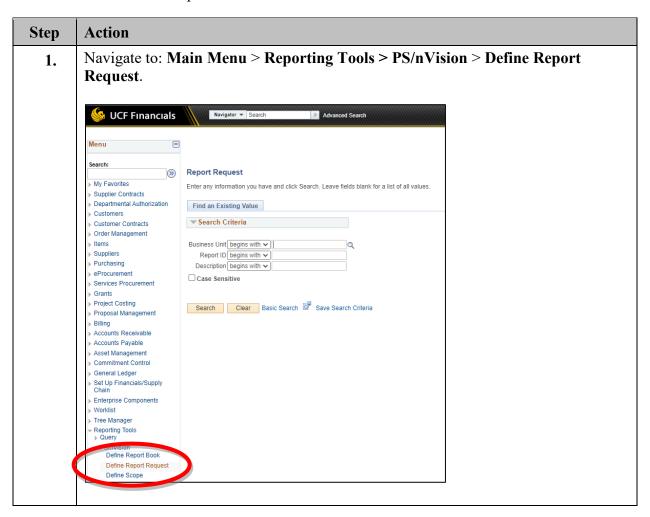
This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.



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
2.	Enter the Business Unit . For the general UCF Business Unit, enter UCF01 . For the Research Foundation, enter RFD01 .
	▼ Search Criteria
	Business Unit begins with ▼ UCF01
3.	Enter the Report ID PROJSUMY in the Report ID field.
	Find an Existing Value Add a New Value
	▼Search Criteria
	Business Unit begins with LICEST Q Report ID begins with (PROUSUMY)
	Description begins with ▼
	Case Sensitive
	Search Clear Basic Search Save Search Criteria
4.	Click Search.
	Find an Existing Value Add a New Value
	Search Criteria
	Business Unit begins with ▼ UCF01 Q
	Report ID begins with PROUSUMY Description begins with
	Case Sensitive
	Search Clear Basic Search & Save Search Criteria





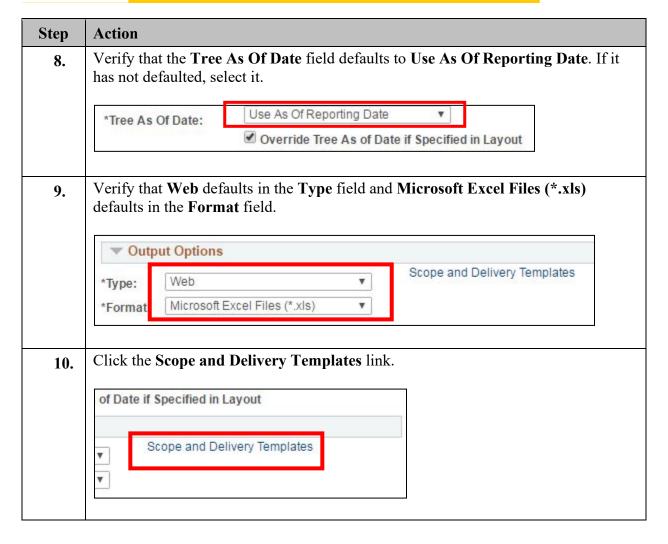


	Action						
The Define Report Request page displays.							
	nVision R	Reques	t Advanced Options	Query Prompts		2	
	Business	Unit: UCF	Report ID: PROJS	SUMY	Copy to Another Business Unit / C	Clone	
	Report 1	Title:	Budget Position		Delete This Report Request Transfer to Report Books		
	*Layout		FX_GL_GM_BPR_BY_F	PROJ	Process Monitor Report Manager		
	▼ Repo	rt Date Selec	tion				
	*As Of Rep	porting Date:	Today's Date				
	*Tree As 0	Of Date:	Use As Of Reporting Do		. Company		
	- Outp	ut Ontions	Override Tree As of I	Jate if Specified in	1 Layout		
	25 x 9, 127 12	ut Options		Scope and	Delivery Templates		
	*Type:	Web	*	2000	The state of the s		
	Format:	Microsoft Exc	eel Files (.xls)				
	R Save	tun Report		Prompts	Add Update/Displa	v	
	Save	Report Return to	o Search Notify Notify Notify Notify		Add D Update/Displate t FX_GL_GM_BPR_		
	Save	Return to	o Search Notify Idvanced Options Query Id, input or select		t FX_GL_GM_BPR_	BY_PRO	
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	In the Lave	Return to cort Request A	d, input or selections Guery of Reporting I	t the layou	t FX_GL_GM_BPR_	BY_PRO	
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Step Action The nVision Web Output page displays. 11. nVision Web Output Business Unit: UCF01 Report ID: PROJSUMY Report Scope: GETENNIS Q Enter your report scope. Scope Definition Folder Name: Retention Days: Directory Name Template: %RTT%\%FY4%-%APA%\%SFV% Enter a Folder name for your instances. Use variables to create unique Folder names. If the folder doesn't exist PS/nVision will create the folder in Report Manager. Examples: Reports\%SFV%- %RID%.htm. %FY4% %RTT%\ Content Description Template: Enter a description of the report instances for identification in Report Manager. Use variables to dynamically create the descriptions. Examples: Stmt. Rev & Exp, Vacation Register - %SFV% Security Template: Enter user IDs or variables to give access to report instances in the Content Repository Examples: "U.VP1:U.SMITHJ", "U.VP1:R.Manager", "%DES.DEPTID.OPRID.OPRID%" OK Cancel 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. Report Scope: CF16NNP Q Enter your report scope. Scope Definition If you are running the report for the Research Foundation, enter the Report Scope of **FC91N.**





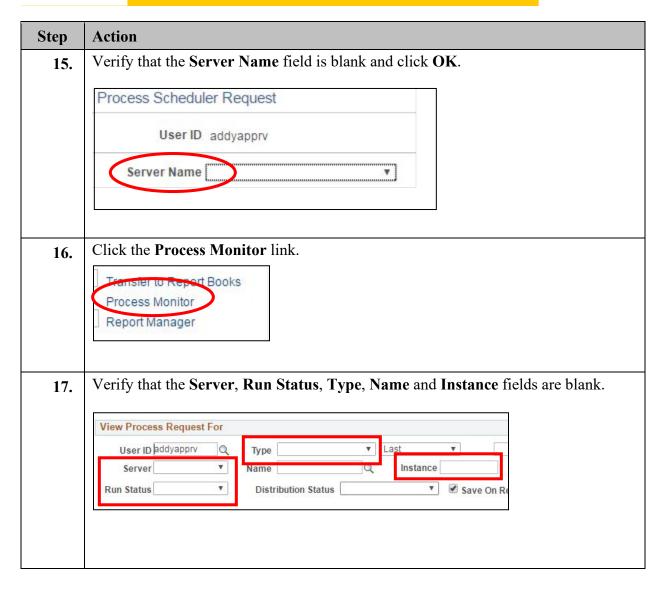


Step	Action
12.	Click OK.
	Security Template:
	OK Cancel
13.	Click Save.
	Run Report Return to Search nVision Report Request Advanced O
14.	Click Run Report.
	Run Report Return to Search nVision Report Request Advanced O



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Step	Action	
18.	Click Refres l changes to Po	h until the Run Status changes to Success and the Distribution Status osted.
	Ø∣ 🔣 F	First 1-2 of 2
	Run Status	Distribution Status
	Success	Posted
	Success	Posted
		Run Status column displays Error, click the Details link and then the g link to view the problem.

Viewing the Report



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

	List Exp	List Explorer Administration Archives									
Ш	View Rep										
	User II Statu	D addyapp	VIV ▼	Type Folder	▼ Last Instance	•	to	1	Days ▼	▼	Refresh
	Report Lis			Personalize Find View A		First 4		♠ Last			
Ш	Select	Report	Prcs Instance	Description	Request Date/Time	Format	Status	Details			
				14276042	09/15/2016 2:48:21PM	Microsoft Excel Files (*.xls)	Posted	Details			
		9260125	7933250	14276042	09/15/2016 2:41:58PM	Microsoft Excel Files (*.xls)	Posted	Details			
		9260121	7933248	Comm. Cntrl. Budget Processor	09/15/2016 2:27:12PM	Text Files (*.txt)	Posted	Details			
				save the Budget I		n by Pi	rojec	t Serie	es to th	e de	esktop or a

Filtering the Report

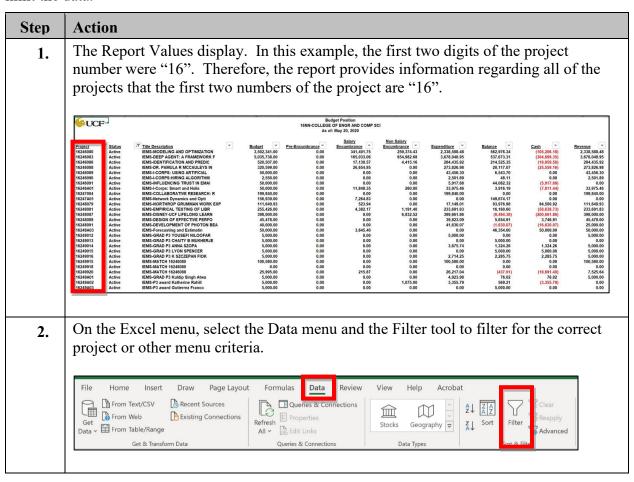


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The report will generate data for all projects that contain the first two digits that were selected in the search feature. To view specific report series data, you must use the Excel filter feature to limit the data.



Drilling Down to Details

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







Step	Action
1.	Select any value in the report on which you want to drill down for additional detail.
	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.	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/)
3.	Select nVisionDrill > Drill. FILE HOME nVisionDrill + Drill





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Step Action If you are not already logged in, the UCF Financials screen will display. Login using 4. your NID and password. ORACLE' PEOPLESOFT Select a Language English Sign In ■ Enable Accessibility Mode The **Run Drilldown** page displays with a list of available drill down option. Click 5. the drop-down menu in the Type field and replace the default value of Window with **Web**. 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. Run Drilldown 10401326_12404401 Report Instance: Find | 🗗 | 🎹 First 🕚 1-25 of 25 🕦 Last Available Drilldov FIN2_NT Run Drilldow Account by Department Account by Period FIN2_NT AP Detail FIN2 NT V Run Drilldown FIN2_NT ∨ Run Drilldown FIN2_NT ∨ Department by Account Run Drilldown FIN2_NT ∨ Run Drilldown FIN2_NT ∨ Fund Code by Account Run Drilldown FIN2_NT ∨ Run Drilldown FIN2_NT ∨ Run Drilldown Payroll Details < 11/01/2019







Step	Action
6.	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 DI 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.
	View Reports For
	User ID ch636513 Type V Last V 1 Days V
	Status V Folder V Instance to
	Report List Personalize Find View All 🖾 🔜 First 🕚 1-4 of 4 🕦 Last
	Select Report Pros Description Request Date/Time Format Status Details
	12404409 1040 34 DR_10401326_10401334_Budget Position - 16NN.xlsm
	12404401 10401326 16NN
	12401585 10399454 Check Datamart Journal Descrip 06/17/2020 Files N/A
7.	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. Breakdown by Account & Period
	Account Description 711550 OPTIONAL RET PLAN MATCHING 0 0 351 711550 OPTIONAL RET PLAN MATCHING 0 0 351 Click the Add-Ins link in the Excel tool ribbon once again, and then click
	Click the Add-Ins link in the Excel tool ribbon once again, and then click nVisionDrill > Drill .



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The highlighted cells in the tag your reporting question.	able below are those which are most likely to answer
7 F	
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 row
Payroll Detail*	Salary-related expenses*
Student Financials Detail	Student Financials transaction details



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then clic for. For Details are drill down is	trans drill drill of the f	e drill saction down n occu	down by sthat an probably urred via lace to lo	utton mere routed y contains interdestook. Wh	ost d the ns to part	likely rough the de rtmen	to contain the accortails you tall transfe	ield from Win the details ounts payable need. If the er (IDT), the need is portionally to the need is portionally the need is portionally the need is portionally the need is portionally the need in the need in the need is portionally the need in	you are lool system, the transaction(s Journal Li
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Journal HR00167855 HR00168251	5593 5581	711550 711550	·	14276042 21 14276042 21	028 028	ZZ ZZ	Monetary Amount 58.32 116.64	Date 2019-11-09 2019-11-19	Reference 1958064 1958064
HR00168251	5581 *	711550		* 14276042 * 21	028	ZZ Total	117.13 292.09	2019-11-19	2 190699
	Journal HR00167855 HR00168251	Journal Line #	Journal Line # Account HR00167855 5593 711550 HR00168251 5581 711550	Journal Line # Account Department HR00167855 5593 7711550 HR00168251 5581 7711550	Journal Line # Account Department Project Fu HR00167855 5593 711550 14276042 21 HR00168251 5581 711550 14276042 21	HR00167855 5593 711550 14276042 21028 HR00168251 5581 711550 14276042 21028	Journal Line # Account Department Project Fund Program HR00167855 5593 7 11550 14276042 21028 ZZ HR00168251 5581 7 711550 14276042 21028 ZZ HR00168251 5581 7 711550 14276042 21028 ZZ	Journal Line ★ Account Department Project Fund Program Amount HR00167855 5593 711550 14276042 21028 ZZ 58.32 HR00168251 5581 711550 14276042 21028 ZZ 116.64 HR00168251 5581 711550 14276042 21028 ZZ 117.13	Journal Line ★ Account Department Project Fund Program Amount Date HR00167855 5593 7 11550 14276042 21028 ZZ 58.32 2019-11-09 HR00168251 5581 7 711550 14276042 21028 ZZ 116.64 2019-11-19 HR00168251 5581 7 711550 14276042 21028 ZZ 117.13 2019-11-19