



ADDY NOTE



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ATTENTION:

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



Running Budget Position Reports

This Addy Note explains how to run a Budget Position Departments and Projects in UCF Financials. It discusses how to:

- Run a Budget Position Report for a Departments and Projects
- View the report
- Drill down to the report details.

***Note:** Due to UCF Rising and Grants implementation, there is a change in how to access Budget Position Reports for projects for fiscal accounting periods of October 2019 and prior. There are no changes in how to access Budget Position Reports for departments.*

Budget Position reports for projects for fiscal accounting periods of October 2019 and prior, can be accessed only via the MyUCFPortal Finance and Accounting Monthly Reports Page.

Step	Action
1.	<p>Navigate to: Main Menu > Reporting Tools > PS/nVision > Define Report Request.</p> 
2.	<p>In the Business Unit field, enter the appropriate Business Unit.</p> <p>General UCF Business Unit – UCF01 UCF Research Foundation Unit – RFD01</p> 



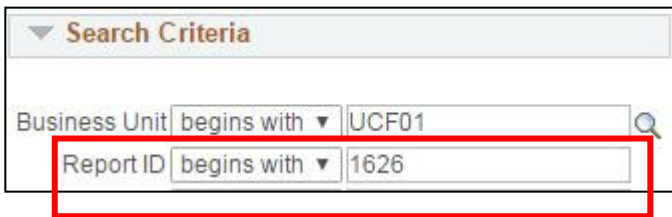
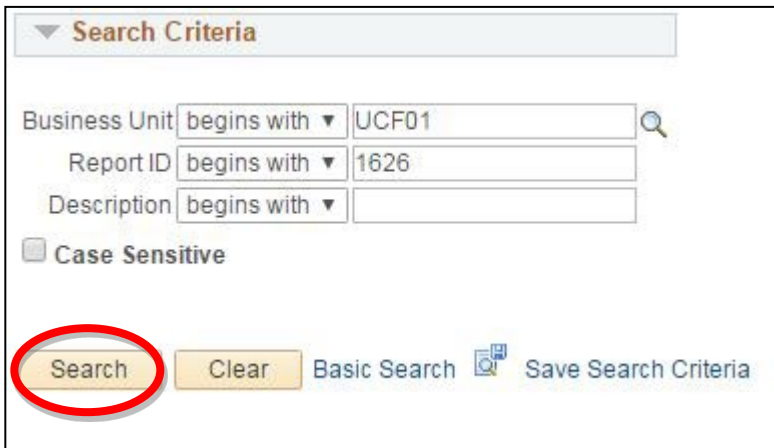
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3.	<p>Enter the information in the Report ID field.</p> <table><thead><tr><th>Report Type</th><th>Data to Enter</th></tr></thead><tbody><tr><td>Department</td><td>Enter the first four (4) numbers of the Department ID.</td></tr><tr><td>Project</td><td>Enter the first four (4) numbers of the Project ID.</td></tr></tbody></table> 	Report Type	Data to Enter	Department	Enter the first four (4) numbers of the Department ID.	Project	Enter the first four (4) numbers of the Project ID.
Report Type	Data to Enter						
Department	Enter the first four (4) numbers of the Department ID.						
Project	Enter the first four (4) numbers of the Project ID.						
4.	<p>Click Search.</p> 						



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5.	<p>Review the chart below and select the corresponding report you wish to access.</p> <table><tr><th>Report Type</th><th>Data to Enter</th></tr><tr><td>Department</td><td>Select a Report ID ending in DSY – Example: 02501DSY</td></tr><tr><td>Project</td><td>Select a Report ID ending in PSY – Example: 16261PSY</td></tr></table> <p>Note: Report IDs always start with the first four digits of a department or project, followed by a 1, and ending with three letters (PSY and so forth). The table below explains the significance of the last four place values in the Report ID.</p> <table><tr><th>Value</th><th>Position</th><th>Description</th></tr><tr><td>1</td><td>5th</td><td>Used for a Budget Position Report</td></tr><tr><td>D</td><td>6th</td><td>Department</td></tr><tr><td>P</td><td>6th</td><td>Project</td></tr><tr><td>C</td><td>7th</td><td>Children (all the departments in the group – individual reports for each department/project)</td></tr><tr><td>N</td><td>7th</td><td>Node (group of departments in one single report)</td></tr><tr><td>S</td><td>7th</td><td>Single value used for a single department or project</td></tr><tr><td>Y</td><td>8th</td><td>Excel (also used to populate portal reports)</td></tr></table>	Report Type	Data to Enter	Department	Select a Report ID ending in DSY – Example: 02501DSY	Project	Select a Report ID ending in PSY – Example: 16261PSY	Value	Position	Description	1	5 th	Used for a Budget Position Report	D	6 th	Department	P	6 th	Project	C	7 th	Children (all the departments in the group – individual reports for each department/project)	N	7 th	Node (group of departments in one single report)	S	7 th	Single value used for a single department or project	Y	8 th	Excel (also used to populate portal reports)
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6.	<p>In the Layout field, select the appropriate layout value, according to the table below.</p> <table border="1"> <thead> <tr> <th>Report Type</th><th>Layout</th><th>Report Produced</th></tr> </thead> <tbody> <tr> <td>Department</td><td>Enter BP_FYXXD (Note: "XX" is replaced by two digits for the fiscal year for which you are inquiring)</td><td>Standard Budget Position Report for UCF01</td></tr> <tr> <td>Department</td><td>Enter BP_FYXXD_RFD for Business Unit RFD01</td><td>Standard Budget Position Report for RFD01</td></tr> <tr> <td>Department</td><td>Enter BP_FYXXD_NPL (where XX would be replaced by two digits for the fiscal year for which you are inquiring)</td><td>A Budget Position Report that produces a variation that displays all the months in the fiscal year</td></tr> <tr> <td>Project</td><td>BUDGPOSP</td><td>Standard budget position report for projects that were active as of October 31, 2013. Use for historical reporting on projects. This layout will not produce a report for any projects that were inactive as of October 31, 2013. After November 1, 2019, this layout is for Auxiliary and Construction Projects only.</td></tr> <tr> <td>Project</td><td>FX_GL_GM_BUDGPOSP</td><td>Budget position reports for Awards and Projects.</td></tr> <tr> <td>Project</td><td>FX_GL_GM_BUDGPOSP_RFD</td><td>Budget position reports for Awards and Projects for the RFD Business Unit.</td></tr> </tbody> </table> <div> <div> nVision Report Request Advanced Options Query Prompts </div> <div> Business Unit: UCF01 Report ID: 02501DSY Copy to Another Business Unit / Clone </div> <div> Report Title: Budget Position Transfer to Report Books </div> <div> *Layout: BP_FY16D Process Monitor Report Manager </div> </div>	Report Type	Layout	Report Produced	Department	Enter BP_FYXXD (Note: "XX" is replaced by two digits for the fiscal year for which you are inquiring)	Standard Budget Position Report for UCF01	Department	Enter BP_FYXXD_RFD for Business Unit RFD01	Standard Budget Position Report for RFD01	Department	Enter BP_FYXXD_NPL (where XX would be replaced by two digits for the fiscal year for which you are inquiring)	A Budget Position Report that produces a variation that displays all the months in the fiscal year	Project	BUDGPOSP	Standard budget position report for projects that were active as of October 31, 2013. Use for historical reporting on projects. This layout will not produce a report for any projects that were inactive as of October 31, 2013. After November 1, 2019, this layout is for Auxiliary and Construction Projects only.	Project	FX_GL_GM_BUDGPOSP	Budget position reports for Awards and Projects.	Project	FX_GL_GM_BUDGPOSP_RFD	Budget position reports for Awards and Projects for the RFD Business Unit.
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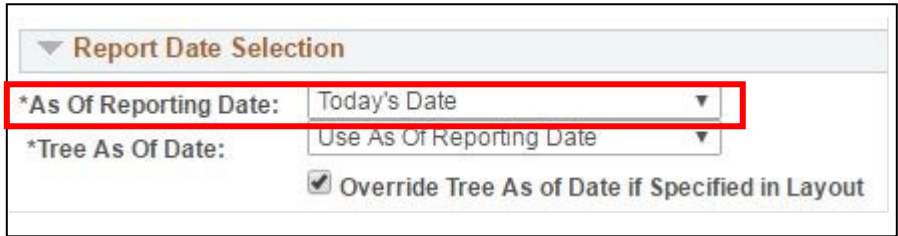


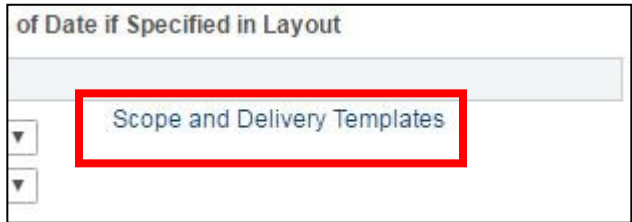
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7.	<p>Verify that the As of Reporting Date field defaults to Today's Date.</p> 
8.	<p>Verify that the Tree As Of Date field defaults to Use As Of Reporting Date. If it has not defaulted, select it.</p> 
9.	<p>Verify that Web defaults in the Type field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



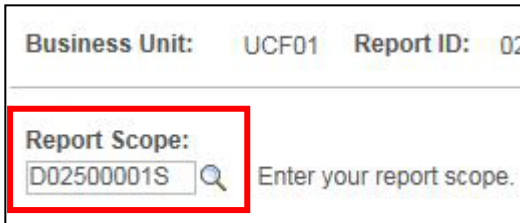
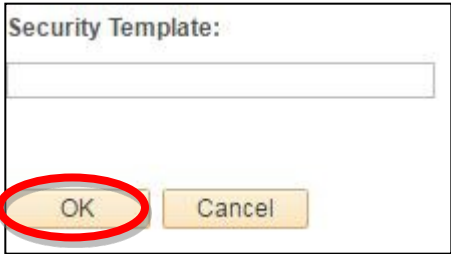
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11.	<p>In the Report Scope Field, enter according to the report type you are running:</p> <table border="1"> <tr> <td>Department Reports</td><td> <ul style="list-style-type: none"> The first-place value will be D. The place values 2-9 define the exact department number on which you are inquiring. Enter the entire 8-digit department number. Options for the last place value include C, S, or N – depending on the Report ID's 7th letter in Step 5. Enter the letter that corresponds to the report you wish to produce. <p><i>Example: Report Scope should be a variation of this sample D02500001S</i></p> </td></tr> <tr> <td>Project Reports</td><td> <p>To search for a project, use the following information for project variations. In the list below, "N" is the project number. The S, C and N, listed below indicate the variations available.</p> <p>For Single Projects – PNNNNNNNNS For Children of the Project Node – PNNNNNNNNC For Node (Tree) - PNNNNNNNNN</p> </td></tr> </table> 	Department Reports	<ul style="list-style-type: none"> The first-place value will be D. The place values 2-9 define the exact department number on which you are inquiring. Enter the entire 8-digit department number. Options for the last place value include C, S, or N – depending on the Report ID's 7th letter in Step 5. Enter the letter that corresponds to the report you wish to produce. <p><i>Example: Report Scope should be a variation of this sample D02500001S</i></p>	Project Reports	<p>To search for a project, use the following information for project variations. In the list below, "N" is the project number. The S, C and N, listed below indicate the variations available.</p> <p>For Single Projects – PNNNNNNNNS For Children of the Project Node – PNNNNNNNNC For Node (Tree) - PNNNNNNNNN</p>
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12.	<p>Click OK.</p> 				



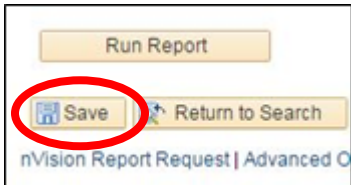
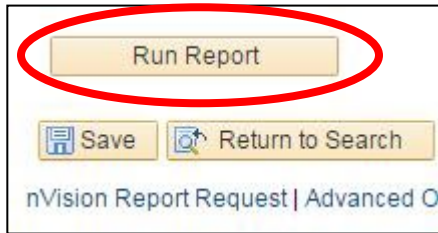
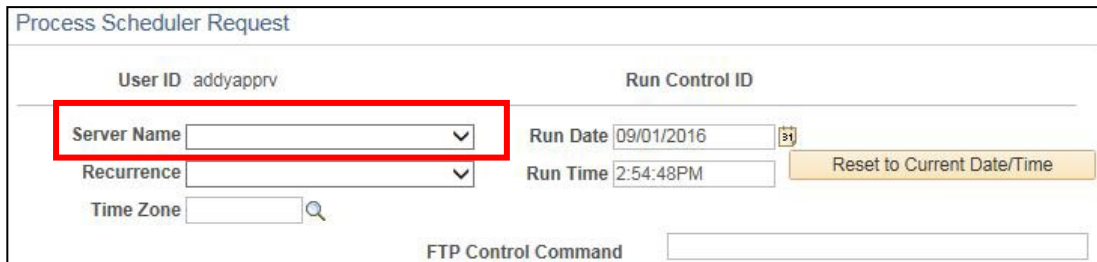

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13.	<p>Click Save.</p> 
14.	<p>Click Run Report.</p> 
15.	<p>Verify that the Server Name field is blank.</p> 
16.	<p>Click OK.</p> 



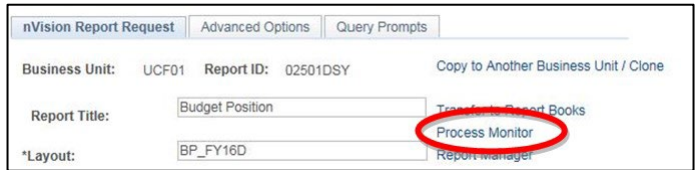
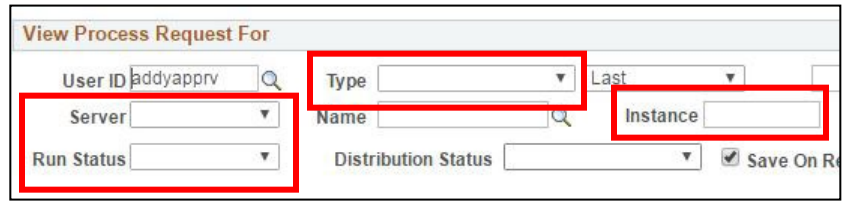
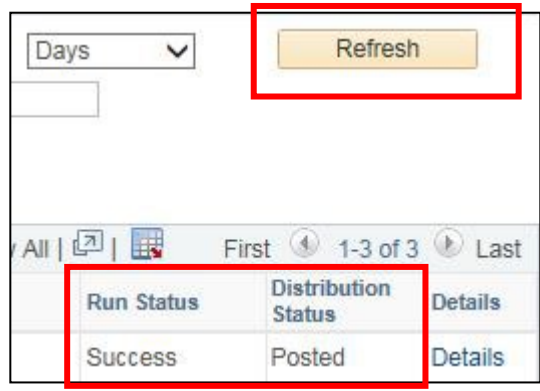
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Step	Action
17.	<p>Click the Process Monitor link.</p> 
18.	<p>Verify that the Server, Run Status, Type, Name and Instance fields are blank.</p> 
19.	<p>Click Refresh until the Run Status changes to Success and the Distribution Status changes to Posted.</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>



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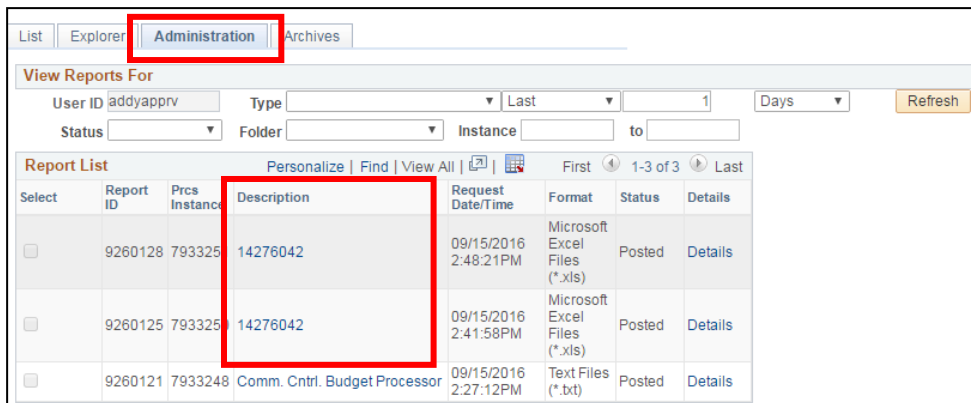
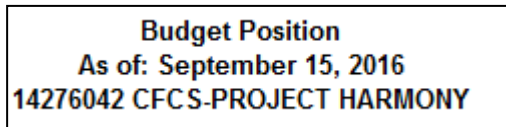
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Viewing the Report

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 the Administration tab, and click the department or project link in the Description column.</p> 
2.	<p>When prompted, save the Budget Position Report to the desktop or another file location outside of UCF Financials.</p>
3.	<p>Open the saved Budget Position Report in Excel.</p> 



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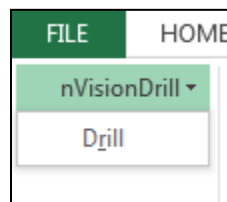
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Drilling Down to Details

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

Step	Action																																								
1.	<p>Within the report, select the 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>999.26</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	999.26	711601	STATE HEALTH EMPL CONTR	0.00	0.00	58,426.17	711602	STATE LIFE EMPLOYERS CONTR	0.00	0.00	187.71
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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. A link to this location is provided here: https://financials.ucf.edu/helpful-resources-about/</p> 																																								
3.	<p>Select nVisionDrill > Drill.</p> 																																								




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4.	<p>If you are not already logged in, the UCF Financials screen will display. Login using your NID and password.</p> 



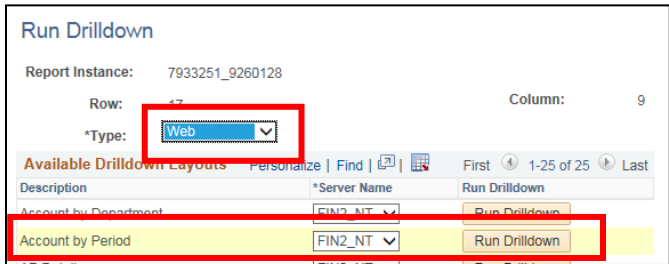
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5.	<p>The Run Drilldown page displays with a list of available drill down option. Click the drop-down menu in the Type field and replace the default value of Window with Web. Click the Account by Period Run Drilldown button for this layout option. This drill down allows you to select the exact accounting period on which you want to drill for additional details.</p>  <p>For other drill down options, the following is a list of definitions of the layout options. The most frequently used options are highlighted in yellow.</p> <table> <tr> <th>Layout Descriptions</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>	Layout Descriptions	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
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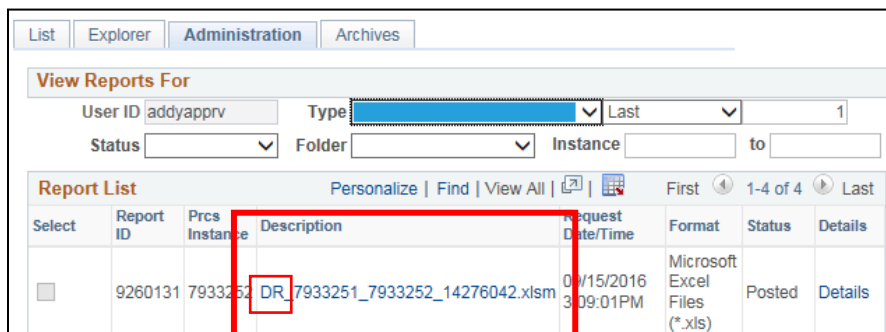
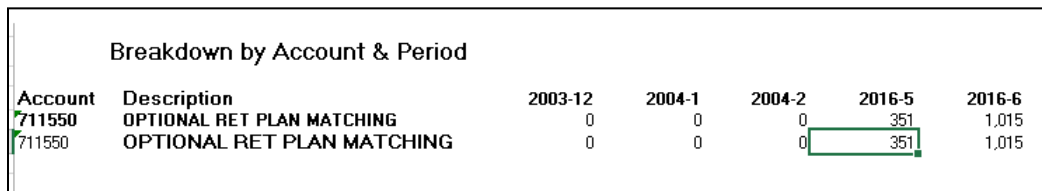
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6.	<p>The Administration tab will display. Click the Refresh button until you see the drill down report you just requested. You can identify it from other reports by its DR prefix in the Description column. Click the report link and save the drill 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 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>



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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>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">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	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		
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