ADDY TIP

ATTENTION:

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

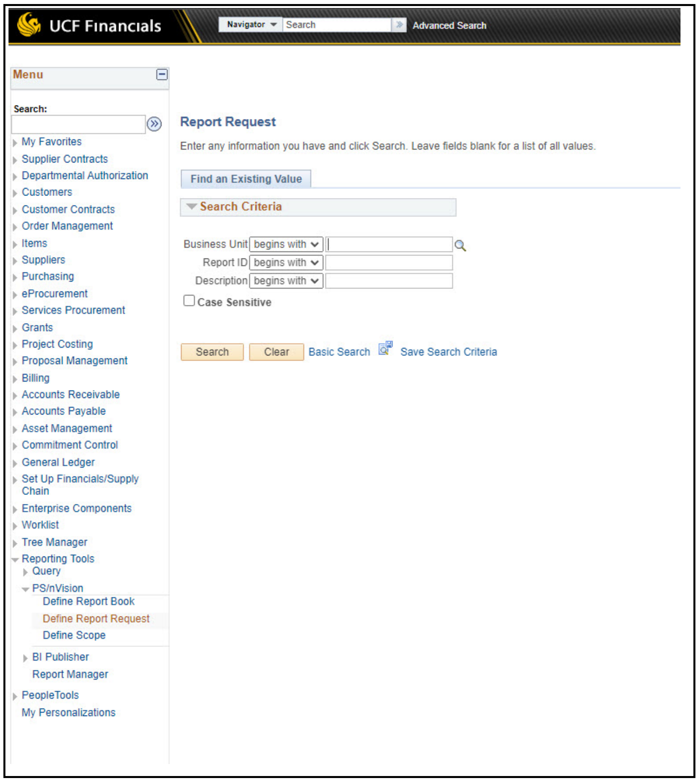
UCF

FINANCIALS REFERENCE DATABASE

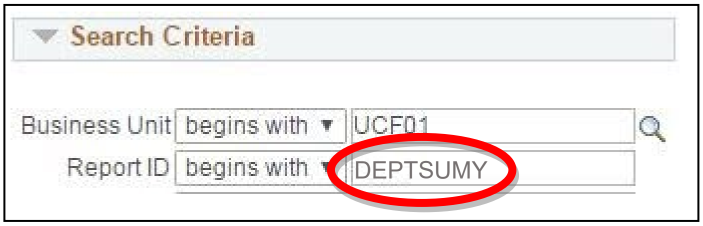
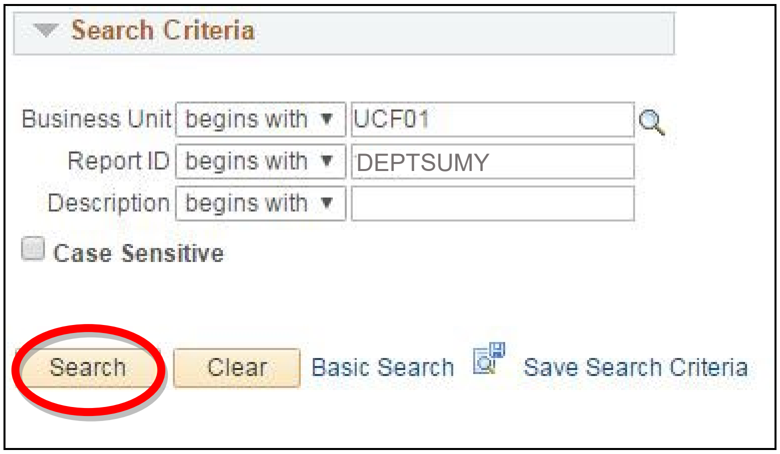
Running a Budget Position by College or Department Series

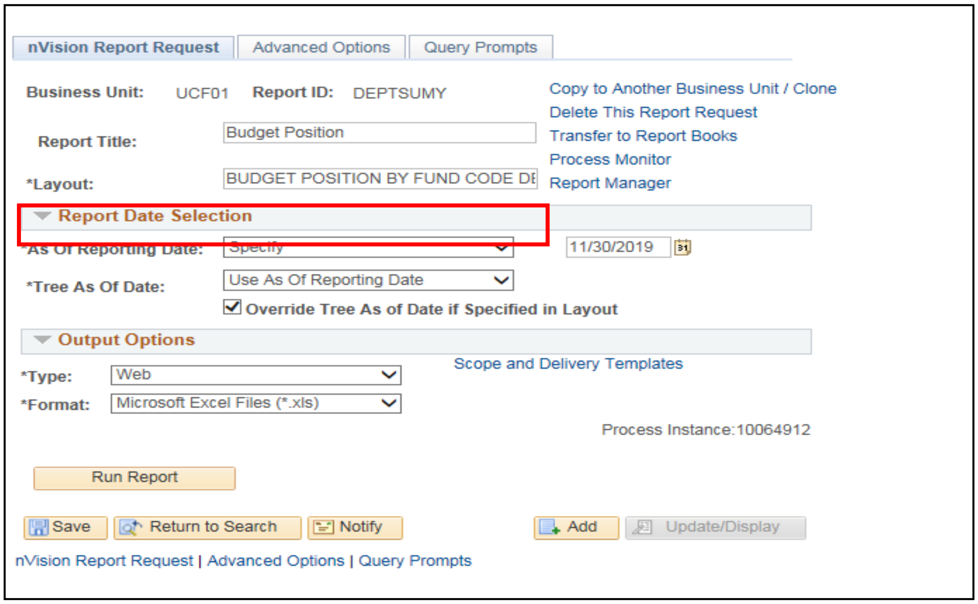
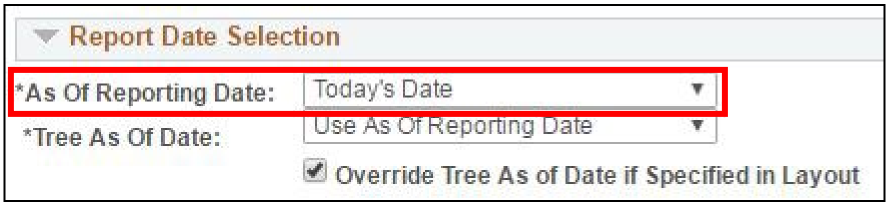
This Addy Note explains how to run a Budget Position Report by College or Department Series from within UCF Financials. It discusses how to:

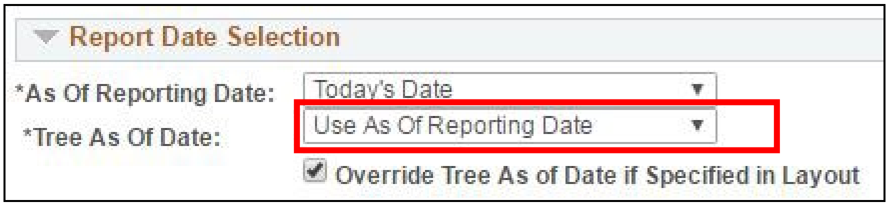
- Run a Budget Position Report by College or Department Series
- View the report
- Drill down to the report details.

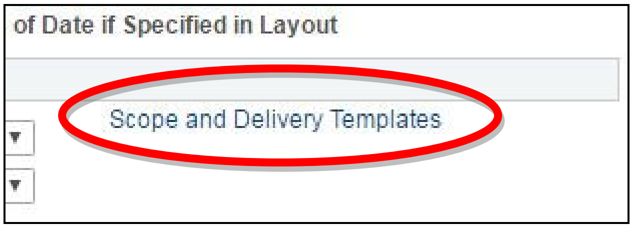
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to: Main Menu > Reporting Tools > PS/nVision > Define Report Request.


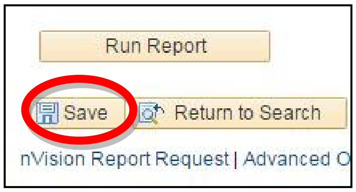
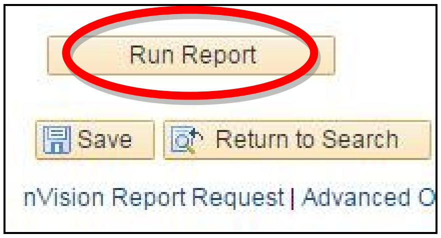
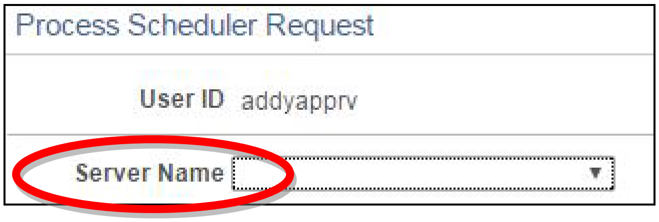
Report Request
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Search Criteria
Business Unit begins with
Report ID begins with
Description begins with
☐ Case Sensitive
 </td></tr>
</table>

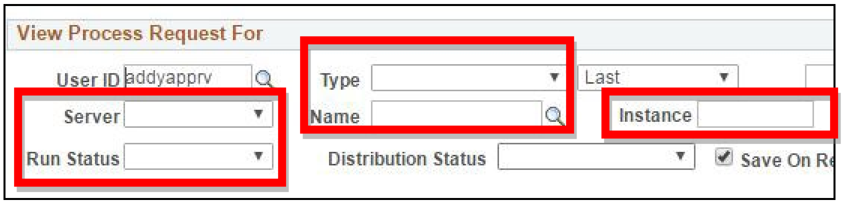
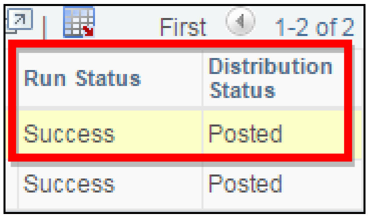
Step	Action
2.	Enter **UCF01** in the **Business Unit** field.  Search Criteria Business Unit begins with UCF01
3.	In the **Report ID** field, enter **DEPTSUMY.**  Search Criteria Business Unit begins with UCF01 Report ID begins with DEPTSUMY
4.	Click **Search**.  Search Criteria Business Unit begins with UCF01 Report ID begins with DEPTSUMY Description begins with ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

Step	Action
5.	In the **Layout** field, ensure the **BUDGET POSITION BY FUND CODE DEPT FY20.** **Note:** The **Report Title** is **Budget Position**.  Business Unit: UCF01 Report ID: DEPTSUMY Report Title: Budget Position *Layout: BUDGET POSITION BY FUND CODE DE Report Date Selection *As Of Reporting Date: Specify 11/30/2019 *Tree As Of Date: Use As Of Reporting Date ☑ Override Tree As of Date if Specified in Layout Output Options *Type: Web *Format: Microsoft Excel Files (*.xls) Process Instance:10064912
6.	Verify that the **As Of Reporting Date** field defaults to **Today's Date.**  Report Date Selection *As Of Reporting Date: Today's Date *Tree As Of Date: Use As Of Reporting Date ☑ Override Tree As of Date if Specified in Layout

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>Verify that the Tree As Of Date field defaults to Use As Of Reporting Date. If it has not defaulted, select it.

Report Date Selection
*As Of Reporting Date: Today's Date
*Tree As Of Date: Use As Of Reporting Date
☑ Override Tree As of Date if Specified in Layout</td></tr>
<tr><td>8.</td><td>Verify that Web defaults in the Type field and Microsoft Excel Files (*.xls) defaults in the Format field.

Output Options
*Type: Web
Format Microsoft Excel Files (.xls)
Scope and Delivery Templates</td></tr>
<tr><td>9.</td><td>Click the Scope and Delivery Templates link.

of Date if Specified in Layout
Scope and Delivery Templates</td></tr>
<tr><td>10.</td><td>For the College or Department Series report, the values for the Report Scope follow the following:
<table><tr><th>For this Report ID value</th><th>Scope</th></tr><tr><td>DEPTSUMY</td><td>CFDDNN</td></tr></table>
Note: The DD represents the first two digits of the College or Department Series.</td></tr>
</table>

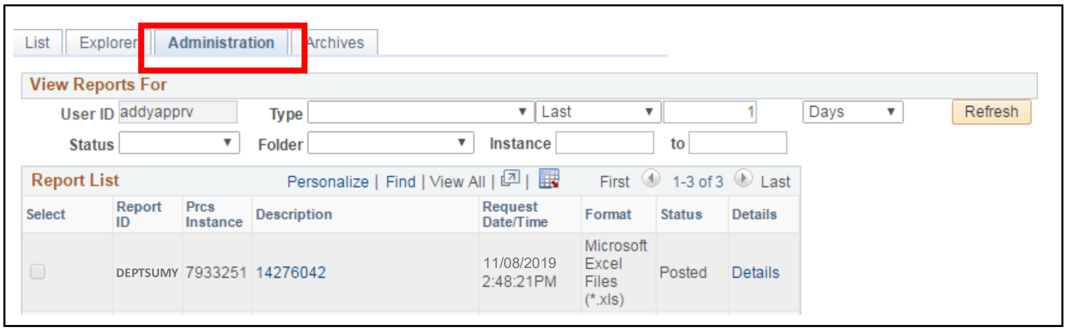
Step	Action
11.	Click **OK**. 
12.	Click **Save**. 
13.	Click **Run Report**. 
14.	Verify that the **Server Name** field is blank and click **OK**.  User ID addyapprv Server Name

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>15.</td><td>Click the Process Monitor link.
 </td></tr>
<tr><td>16.</td><td>Verify that the Server, Run Status, Type, Name and Instance fields are blank.
View Process Request For
User ID addyapprv
Type
Last
Server
Name
Instance
Run Status
Distribution Status
☑ Save On Re</td></tr>
<tr><td>17.</td><td>Click Refresh until the Run Status changes to Success and the Distribution Status changes to Posted.
 <table><tr><th>Run Status</th><th>Distribution Status</th></tr><tr><td>Success</td><td>Posted</td></tr><tr><td>Success</td><td>Posted</td></tr></table>
Note: If the Run Status column displays Error, click the Details link and then the Message Log link to view the problem.</td></tr>
</table>

Viewing the Report

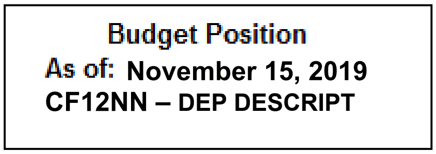
Once you run your report and the Run Status changes to Success, you can view your report using the Report Manager.

Step	Action
1.	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).
2.	When prompted, save the Budget Position Report to the desktop or another file location outside of UCF Financials.
3.	Open the saved Budget Position Report in Excel. **Note:** DEP DESCRIPT in the image below stands for the "department description".



User ID addyapprv
Type
Last
1
Days
Status
Folder
Instance
to

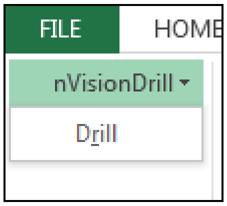
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	DEPTSUMY	7933251	14276042	11/08/2019 2:48:21PM	Microsoft Excel Files (*.xls)	Posted	Details

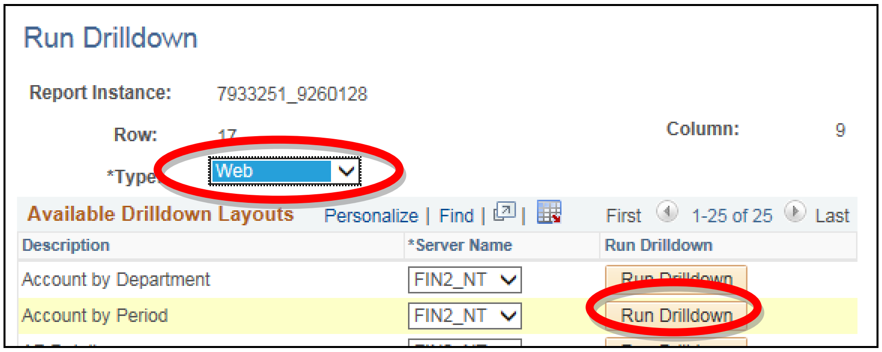


Budget Position
As of: November 15, 2019
CF12NN – DEP DESCRIPT

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 [illegible] 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.** 

Step	Action
4.	If you are not already logged in, the UCF Financials screen will display. Login using your NID and password.  User ID Password Select a Language: English ☐ Enable Accessibility Mode
5.	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. This drill down allows you to select the exact accounting period on which you want to drill for additional details.  Run Drilldown Report Instance: 7933251_9260128 Row: 17 Column: 9 *Type: Web Available Drilldown Layouts Description | *Server Name | Run Drilldown Account by Department | FIN2_NT | Run Drilldown Account by Period | FIN2_NT | Run Drilldown

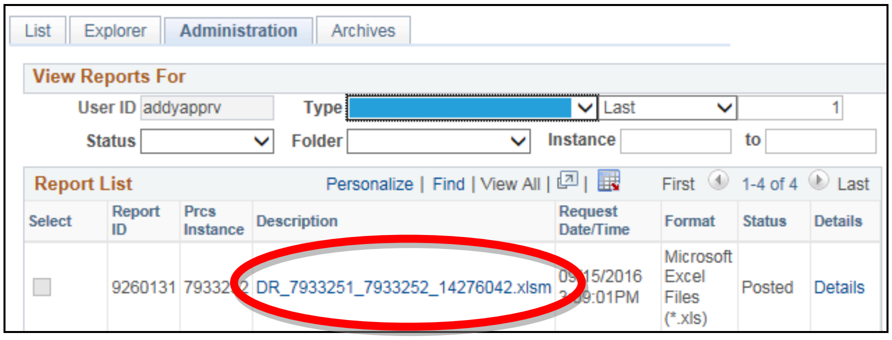
ADDY TIP

ATTENTION:

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

FINANCIALS REFERENCE DATABASE

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>
The **Administration** tab will display. Click the **Refresh** button until you see the drill down report you just requested. It can be identified 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.



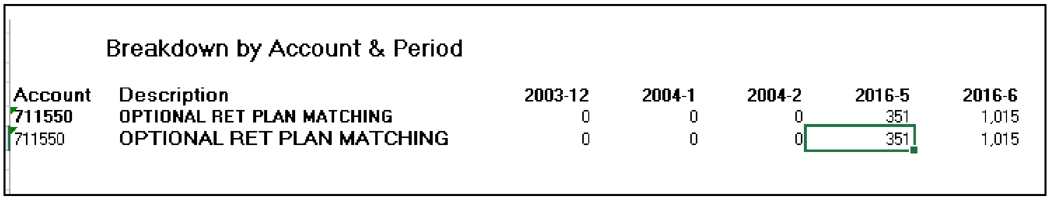
View Reports For

User ID addyapprv Type Last 1

Status Folder Instance to

Report List Personalize | Find | View All | First 1-4 of 4 Last

<table>
<tr><th>Select</th><th>Report ID</th><th>Prcs Instance</th><th>Description</th><th>Request Date/Time</th><th>Format</th><th>Status</th><th>Details</th></tr>
<tr><td>☐</td><td>9260131</td><td>79332 2</td><td>DR_7933251_7933252_14276042.xlsm</td><td>09 15/2016 3 9:01PM</td><td>Microsoft Excel Files (*.xls)</td><td>Posted</td><td>Details</td></tr>
</table>
</td></tr>
<tr><td>7.</td><td>
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 2016. We are instructing the report to drill down into this project for expenses for Account 711550.



Breakdown by Account & Period

<table>
<tr><th>Account</th><th>Description</th><th>2003-12</th><th>2004-1</th><th>2004-2</th><th>2016-5</th><th>2016-6</th></tr>
<tr><td>711550</td><td>OPTIONAL RET PLAN MATCHING</td><td>0</td><td>0</td><td>0</td><td>351</td><td>1,015</td></tr>
<tr><td>711550</td><td>OPTIONAL RET PLAN MATCHING</td><td>0</td><td>0</td><td>0</td><td>351</td><td>1,015</td></tr>
</table>

Click the **Add-Ins** link in the Excel tool ribbon once again, and then click **nVisionDrill** > **Drill**.
</td></tr>
</table>

Step	Action
8.	The **Run Drilldown** page displays with the list of available drill down options. 

Run Drilldown

Report Instance: 10074090_11877790

Row: 9

Column: 9

*Type: Web

Available Drilldown Layouts

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

Step	Action
9.	The highlighted cells in the table below are those which are most likely to answer your reporting question.

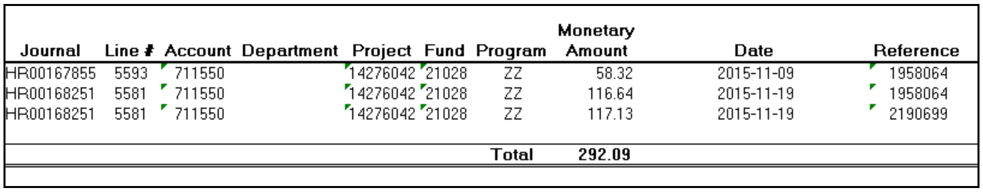
Layout Description	Displays
AP Detail	List of paid vouchers
Account by Department	Departments in column headings and accounts in rows
Account by Period	Accounting periods in column headings and accounts in rows
Account by Project	Periods in column headings and accounts in rows
Department by Account	Projects 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 TIP

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

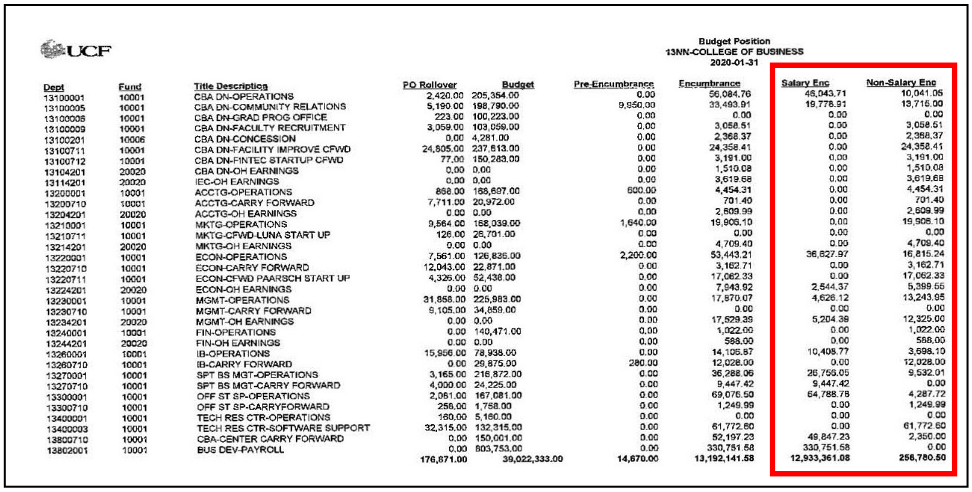
UCF
FINANCIALS
REFERENCE
DATABASE

Step	Action
10.	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 (AP) 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.



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		

Note: The report has been reformatted to include columns that provide separate columns for the Salary Encumbrances and Non-Salary Encumbrances.



UCF

Budget Position
13NN-COLLEGE OF BUSINESS
2020-01-31

Dept	Fund	Title Description	PO Rollover	Budget	Pre-Encumbrance	Encumbrance	Salary Enc	Non-Salary Enc
13100001	10001	CBA DN-OPERATIONS	2,420.00	205,354.00	0.00	56,084.76	46,043.71	10,041.05
13100005	10001	CBA DN-COMMUNITY RELATIONS	5,190.00	198,790.00	9,950.00	33,493.91	19,778.91	13,715.00
13100006	10001	CBA DN-GRAD PROG OFFICE	223.00	100,223.00	0.00	0.00	0.00	0.00
13100009	10001	CBA DN-FACULTY RECRUITMENT	3,059.00	103,059.00	0.00	3,058.51	0.00	3,058.51
13100201	10006	CBA DN-CONCESSION	0.00	4,281.00	0.00	2,368.37	0.00	2,368.37
13100711	10001	CBA DN-FACILITY IMPROVE CFWD	24,805.00	237,613.00	0.00	24,358.41	0.00	24,358.41
13100712	10001	CBA DN-FINTEC STARTUP CFWD	77.00	150,283.00	0.00	3,191.00	0.00	3,191.00
13104201	20020	CBA DN-OH EARNINGS	0.00	0.00	0.00	1,510.08	0.00	1,510.08
13114201	20020	IEC-OH EARNINGS	0.00	0.00	0.00	3,619.68	0.00	3,619.68
13200001	10001	ACCTG-OPERATIONS	868.00	168,697.00	600.00	4,454.31	0.00	4,454.31
13200710	10001	ACCTG-CARRY FORWARD	7,711.00	20,972.00	0.00	701.40	0.00	701.40
13204201	20020	ACCTG-OH EARNINGS	0.00	0.00	0.00	2,609.99	0.00	2,609.99
13210001	10001	MKTG-OPERATIONS	9,564.00	168,039.00	1,640.00	19,906.10	0.00	19,906.10
13210711	10001	MKTG-CFWD-LUNA START UP	126.00	26,701.00	0.00	0.00	0.00	0.00
13214201	20020	MKTG-OH EARNINGS	0.00	0.00	0.00	4,709.40	0.00	4,709.40
13220001	10001	ECON-OPERATIONS	7,561.00	126,836.00	2,200.00	53,443.21	36,627.97	16,815.24
13220710	10001	ECON-CARRY FORWARD	12,043.00	22,871.00	0.00	3,162.71	0.00	3,162.71
13220711	10001	ECON-CFWD PAARSCH START UP	4,326.00	52,438.00	0.00	17,062.33	0.00	17,062.33
13224201	20020	ECON-OH EARNINGS	0.00	0.00	0.00	7,943.92	2,544.37	5,399.55
13230001	10001	MGMT-OPERATIONS	31,858.00	225,983.00	0.00	17,870.07	4,626.12	13,243.95
13230710	10001	MGMT-CARRY FORWARD	9,105.00	34,859.00	0.00	0.00	0.00	0.00
13234201	20020	MGMT-OH EARNINGS	0.00	0.00	0.00	17,529.39	5,204.39	12,325.00
13240001	10001	FIN-OPERATIONS	0.00	140,471.00	0.00	1,022.00	0.00	1,022.00
13244201	20020	FIN-OH EARNINGS	0.00	0.00	0.00	588.00	0.00	588.00
13260001	10001	IB-OPERATIONS	15,956.00	78,938.00	0.00	14,105.87	10,408.77	3,698.10
13260710	10001	IB-CARRY FORWARD	0.00	29,875.00	280.00	12,028.00	0.00	12,028.00
13270001	10001	SPT BS MGT-OPERATIONS	3,165.00	216,872.00	0.00	36,288.06	26,756.05	9,532.01
13270710	10001	SPT BS MGT-CARRY FORWARD	4,000.00	24,225.00	0.00	9,447.42	9,447.42	0.00
13300001	10001	OFF ST SP-OPERATIONS	2,081.00	167,081.00	0.00	69,076.50	64,788.78	4,287.72
13300710	10001	OFF ST SP-CARRYFORWARD	258.00	1,758.00	0.00	1,249.99	0.00	1,249.99
13400001	10001	TECH RES CTR-OPERATIONS	160.00	5,160.00	0.00	0.00	0.00	0.00
13400003	10001	TECH RES CTR-SOFTWARE SUPPORT	32,315.00	132,315.00	0.00	61,772.60	0.00	61,772.60
13800710	10001	CBA-CENTER CARRY FORWARD	0.00	150,001.00	0.00	52,197.23	49,847.23	2,350.00
13802001	10001	BUS DEV-PAYROLL	0.00	803,753.00	0.00	330,751.58	330,751.58	0.00
			176,871.00	39,022,333.00	14,670.00	13,192,141.58	12,933,361.08	256,780.50