Running a Budget Position Report for an Award

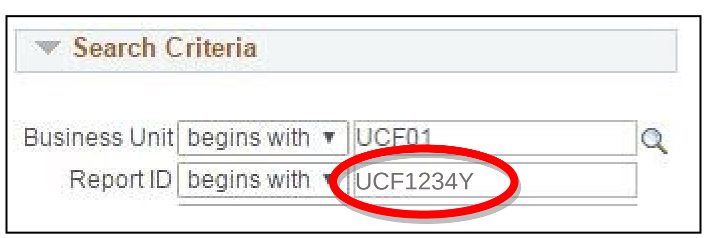
This Addy Note explains how to run a Budget Position Report for an award from within UCF Financials. It discusses how to:

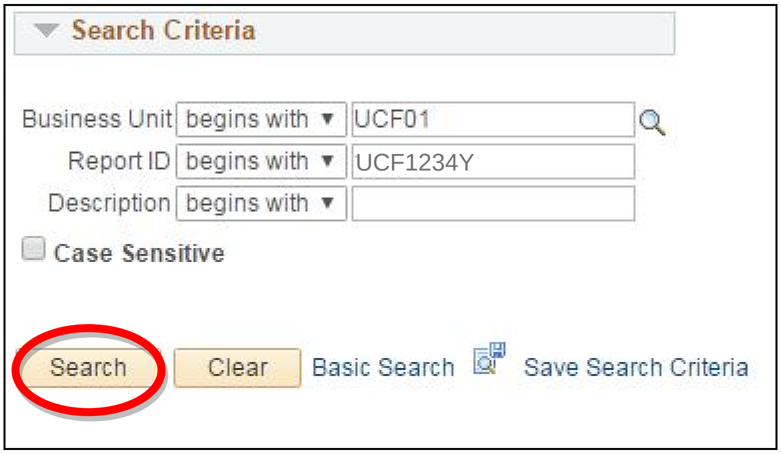
- Run a Budget Position Report for an Award
- View the report
- Drill down to the report details.

<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.

</td></tr>
<tr><td>2.</td><td>Enter UCF01 in the Business Unit field.

Note: for UCF Research Foundation, enter RFD01 in the Business Unit field.

</td></tr>
<tr><td>3.</td><td>For the UCF business unit, enter UCFXXXXY, where “X” is the award ID number.
For the RFD business unit, enter RFDXXXXY, where “X” is the award ID number.

</td></tr>
</table>

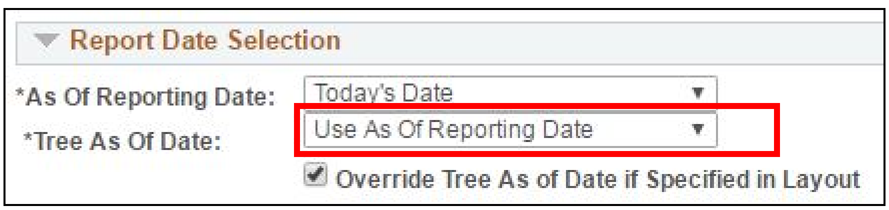
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>Click Search.

</td></tr>
<tr><td>5.</td><td>In the Layout field, select the appropriate layout value, according to the table below. For Business Unit RFD01, use the layout FX_GL_GM_BUDGPOSP for awards.

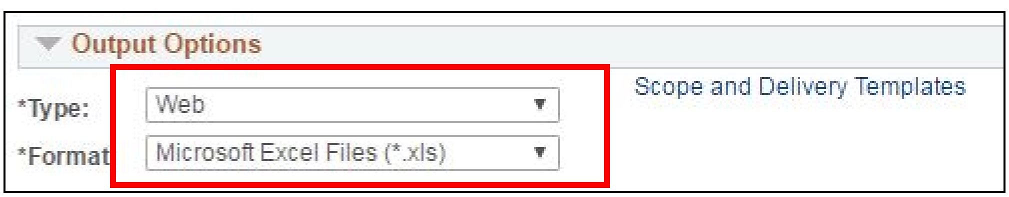
Note: Projects that are not Grant related that were converted as part of the UCF Rising project are Auxiliary and Construction projects.

<table>
<tr><th>Layout</th><th>Report produced</th></tr>
<tr><td>FX_GL_GM_BUDGPOSP</td><td>Budget position reports for Awards and Projects.</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>Verify that the As Of Reporting Date field defaults to Today's Date.

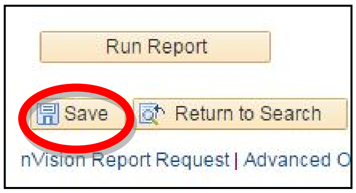
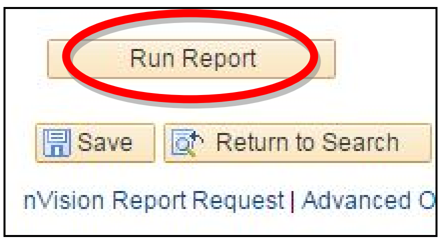
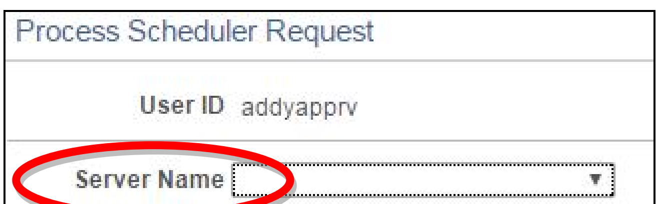

</td></tr>
<tr><td>7.</td><td>Verify that the Tree As Of Date field defaults to Use As Of Reporting Date. If it has not defaulted, select it.

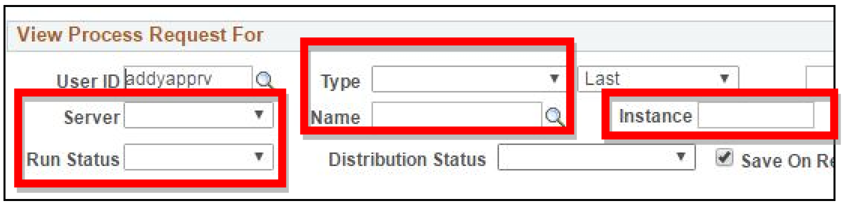
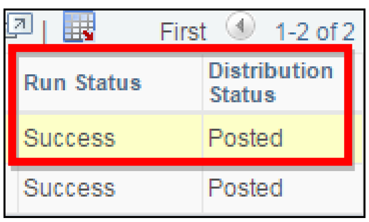

</td></tr>
<tr><td>8.</td><td>Verify that Web defaults in the Type field and Microsoft Excel Files (*.xls) defaults in the Format field.


</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Click the Scope and Delivery Templates link.
</td></tr>
<tr><td>10.</td><td>For awards, values for the Report Scope follow this naming convention:
<table>
<tr><th>For this layout value</th><th>Scope</th></tr>
<tr><td>FX_GL_GM_BUDGPOSP</td><td>The scope is the award number.</td></tr>
</table>
Note: To search for the specific type of a project for an award, enter the following information where “NNNN” is the last 4 digits of the Award Number.

SR – Sponsored Research Project – SR%NNNN
CS – Cost Share Project – CS%NNNN
PI – Program Income Project – PI%NNNN</td></tr>
<tr><td>11.</td><td>Click OK.
</td></tr>
</table>

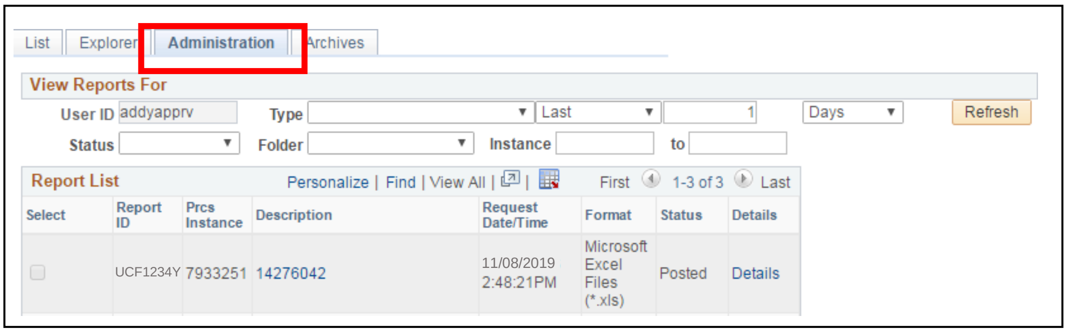
Step	Action
12.	Click **Save**. 
13.	Click **Run Report**. 
14.	Verify that the **Server Name** field is blank, and click **OK**. 
15.	Click the **Process Monitor** link. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>16.</td><td>Verify that the Server, Run Status, Type, Name and Instance fields are blank.

</td></tr>
<tr><td>17.</td><td>Click Refresh until the Run Status changes to Success and the Distribution Status changes to Posted.


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.

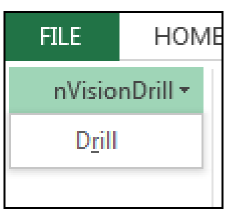
Step	Action
1.	Navigate to: **Main Menu** > **Reporting Tools** > **Report Manager**, click either the **Administration** or **List** tab, and click the project link in the **Report** column (This is the **Description** column if you are on the Administration tab). 
2.	When prompted, save the Budget Position Report to the desktop or another file location outside of UCF Financials.
3.	Open the saved Budget Position Report in Excel. **Budget Position** **As of: November 15, 2019** **0000001234 – TEST AWARD**

Drilling Down to Details

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

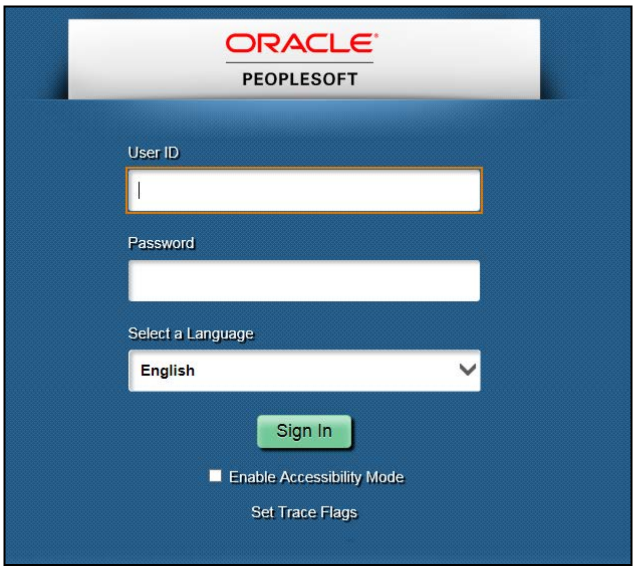
Step	Action
1.	Select any value in the report on which you want to drill down for additional detail.
2.	Click **Add-Ins** at the top of the page. If the **Add-Ins** link is not available, download and install the DrillToPIA.xla Excel macro from the **UCF Financials Helpful Resources** page under **Reporting**. (https://financials.ucf.edu/helpful-resources-about/)
3.	Select **nVisionDrill** > **Drill.**

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



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>

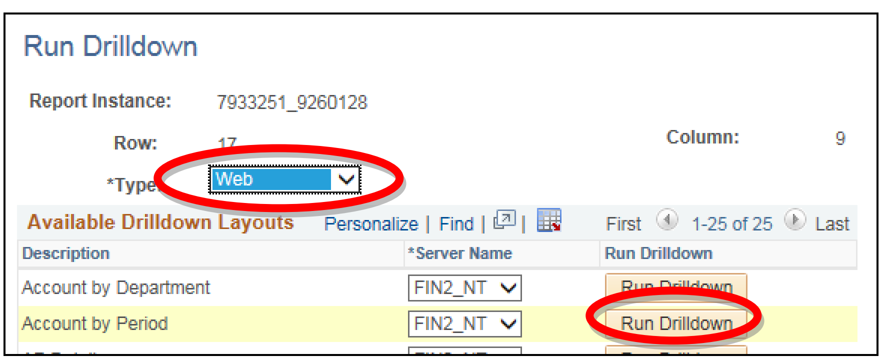
If you are not already logged in, the UCF Financials screen will display. Login using your NID and password.



</td></tr>
<tr><td>5.</td><td>

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**.

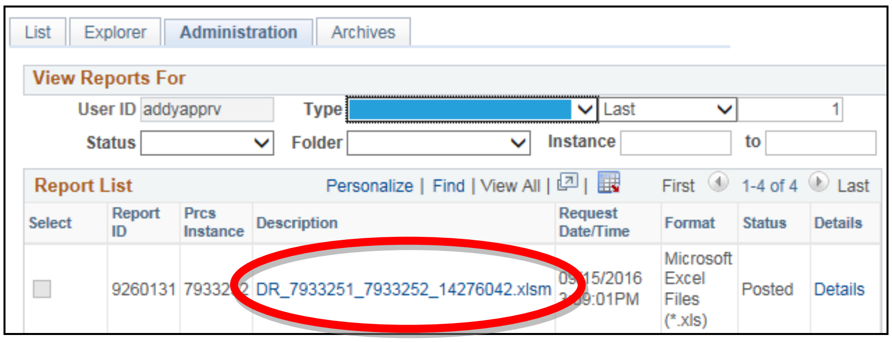
Click the **Account by Period Run Drilldown** button. This drill down allows you to select the exact accounting period on which you want to drill for additional details.



</td></tr>
</table>

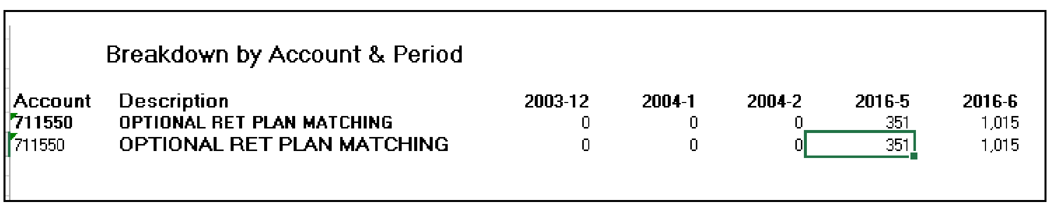
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>

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.



</td></tr>
<tr><td>7.</td><td>

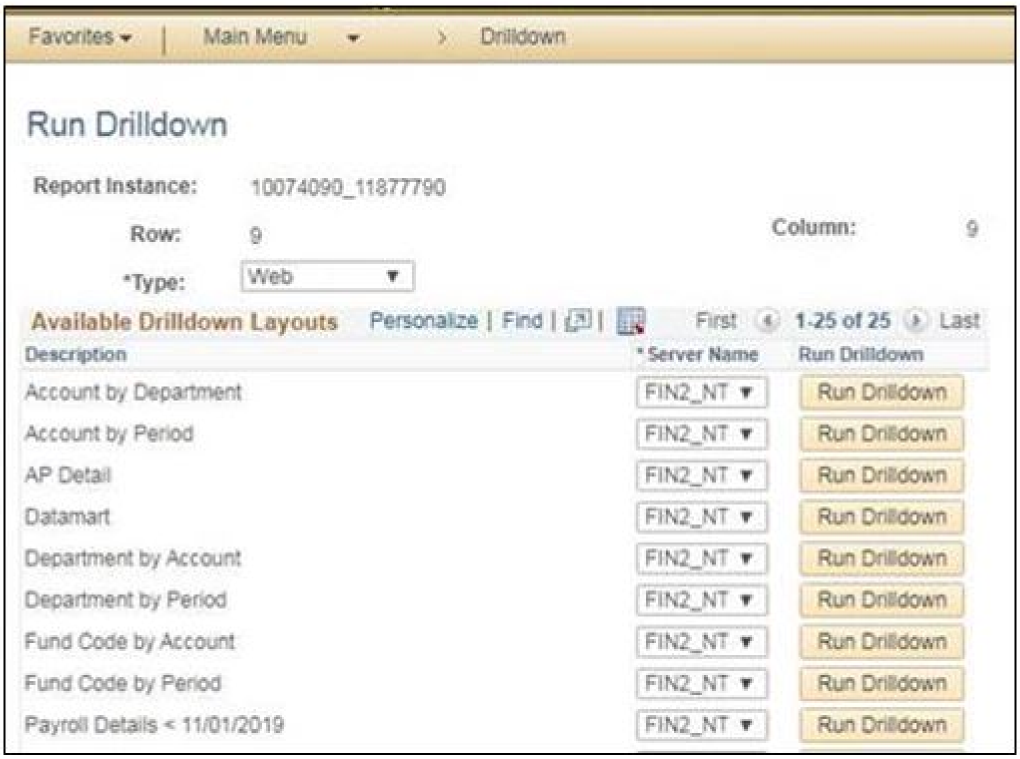
Open the drill down report and select the amount in the period in which you want to drill. In this example, we have selected the $351.00 amount that is recorded in May 2016. We are instructing the report to drill down into this project for expenses for Account 711550.



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.



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

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		