

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.

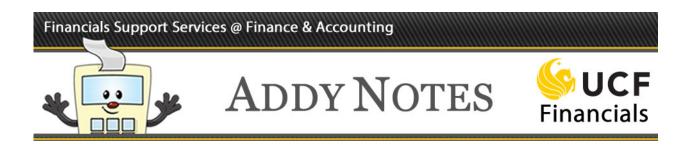
Step	Action
1.	Navigate to: Main Menu > Reporting Tools > PS/nVision > Define Report Request.
	Favorites ▼ Main Menu ▼ > Reporting Tools ▼ > PS/nVision ▼ > Define Report Request Report Request Enc. Sev informet a you have and click Search. Leave fields blank for a list of all values.
2.	Enter UCF01 in the Business Unit field. Note: for UCF Research Foundation, enter RFD01 in the Business Unit field.
3.	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.



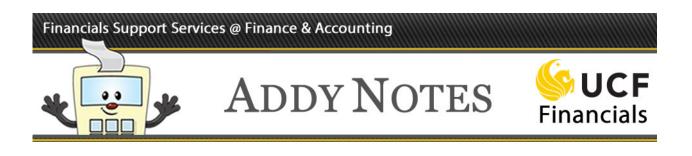
Step	Action	
4.	Click Search.	
	Search Criteria	
	Business Unit begins with ▼ UCF01 Report ID begins with ▼ UCF1234Y	Q
	Description begins with V	
	Case Sensitive	
5.	In the Layout field, select the appropriate la For Business Unit RFD01, use the layout F2 Note: Projects that are not Grant related that project are Auxiliary and Construction project	yout value, according to the table below. X_GL_GM_BUDGPOSP for awards.
	Layout	Report produced
	FX_GL_GM_BUDGPOSP	Budget position reports for Awards and Projects.



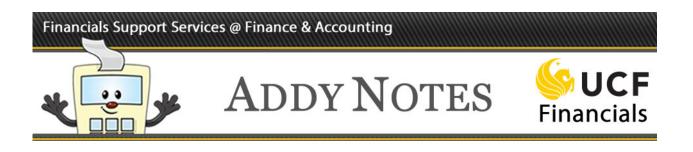
Step	Action	
6.	Verify that the As Of	Reporting Date field defaults to Today's Date.
	Report Date Select	tion
	*As Of Reporting Date:	Today's Date 🔻
	*Tree As Of Date:	Use As Of Reporting Date 🔹
		Override Tree As of Date if Specified in Layout
7.	Verify that the Tree A not defaulted, select it	
		Today's Date
	*As Of Reporting Date:	Use As Of Reporting Date
	*Tree As Of Date:	Override Tree As of Date if Specified in Layout
8.	Verify that Web defau in the Format field.	alts in the Type field and Microsoft Excel Files (*.xls) defaults Scope and Delivery Templates



Step	Action				
9.	Click the Scope and Delivery Templates link. of Date if Specified in Layout				
	Scope and Delivery Templates				
10.	For awards, values for the Report Scope follow this naming convention:				
	For this layout value Scope				
	FX_GL_GM_BUDGPOSP The scope is the award number.				
	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				
11.	Click OK.				
	Security Template:				
	OK Cancel				



Step	Action
12.	Click Save.
	Run Report Save Return to Search nVision Report Request Advanced O
13.	Click Run Report .
	Run Report
14.	Verify that the Server Name field is blank, and click OK.
	Process Scheduler Request
	User ID addyapprv
	Server Name
15.	Click the Process Monitor link.
	Transfer to Report Books Process Monitor Report Manager



Step	Action
16.	Verify that the Server, Run Status, Type, Name and Instance fields are blank.
17.	Click Refresh until the Run Status changes to Success and the Distribution Status changes to Posted .



Viewing the Report

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

tep	Action								
1.	Navigate to: Main Administration o the Description co	r List tab, and cli	ck the p	roject	link i	n the I	Repor		
	List Explorer Administration Archives								
	View Reports For User ID addyapprv	Type	▼ Last	•	,	1	Days	▼ R	efresh
	Status T	Folder			to				
	Report List	Personalize Find View	AII 💷 🔜	First) 1-3 of 3	3 🕑 Last			
	Select Report Prcs ID Instance	Description	Request Date/Time	Format	Status	Details			
	UCF1234Y 7933251	14276042	11/08/2019 2:48:21PM	Microsoft Excel Files (*.xls)	Posted	Details			
2.	When prompted, s location outside of	-		Report	to th	e desk	top or	another	file
3.	Open the saved Bu	udget Position Re	port in H	Excel.					
	Budget As of: Novem								



Drilling Down to Details

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

Step	Action		
1.	1. Select any value in the report on which you want to drill down for additional de		
	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 0.00 333.20 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 T Drill		



Step	Action
4.	If you are not already logged in, the UCF Financials screen will display. Login using your NID and password.
	Password Select a Language English Sign In Enable Accessibility Mode Set Trace Flags
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 *Type Web Available Drilldown Layouts Personalize Find 🖉 📑 First 🕚 1-25 of 25 🕑 Last
	Description *Server Name Run Drilldown Account by Department FIN2_NT Bup Deildown Account by Period FIN2_NT Run Drilldown

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Step	Action
6.	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.
	List Explorer Administration Archives
	View Reports For
	User ID addyapprv Type Last 1 Status Folder Instance to
	Report List Personalize Find View All 🔄 🔢 First ④ 1-4 of 4 ④ Last
	Select Report ID Prcs Instance Description Request Date/Time Format Status Details
	9260131 79332 2 DR_7933251_7933252_14276042.xlsm 229:01PM Posted Details (*.xls) Posted Details
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 2016. We are instructing the report to drill down into this project for expenses for Account 711550.
	Breakdown by Account & Period
	Account Description 2003-12 2004-1 2004-2 2016-5 2016-6 711550 OPTIONAL RET PLAN MATCHING 0 0 351 1,015 711550 OPTIONAL RET PLAN MATCHING 0 0 351 1,015 711550 OPTIONAL RET PLAN MATCHING 0 0 351 1,015
	Click the Add-Ins link in the Excel tool ribbon once again, and then click nVisionDrill > Drill .



ep	Action			
8.	The Run Drilldown	page displays with the	list of available dr	ill down options
	Favorites - Main	Menu 👻 > Dnildow	'n	
	Run Drilldown			
	Report Instance:	10074090_11877790		
	Row:	9	с	olumn: 9
	*Type:	Web 🔻		
	Available Drilldown	Layouts Personalize Find	First 🛞	1-25 of 25 🛞 Last Run Drilldown
	Account by Department		FIN2_NT Y	Run Dnildown
	Account by Period		FIN2_NT V	Run Drilldown
	AP Detail		FIN2_NT V	Run Drilldown
	Datamart		FIN2_NT V	Run Drilldown
	Department by Account		FIN2_NT V	Run Drilldown
	Department by Period		FIN2_NT V	Run Dnildown
	Fund Code by Account		FIN2_NT ¥	Run Drilldown
	Fund Code by Period		FIN2_NT ¥	Run Drilldown
	Payroll Details < 11/01/2	019	FIN2_NT T	Run Drilldown

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ADDY NOTES



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 Detai	Student Financials transaction details				

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ADDY NOTES



Step	Action								
10.	Remember to change the default value in the Type field from Window to Web , a								
	then click the drill down button most likely to contain the details you are looking								
	For transactions that are routed through the Accounts Payable (AP) system, the AI								
	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 dr								
	ana du:11:		second esta	intender		tol the af			in an d
		0		-					
	down is t	the first p	lace to lo	ok. Whei	n your		er (IDT), the n report is po		
	down is t Manage	the first p r, open a	lace to lo nd view tl	ok. When he details	n your	drill dow	n report is po	osted to the	
	down is t Manage	the first p r , open a	lace to lo nd view tl	ok. When he details	n your Program	drill dow Monetary Amount	n report is po	Osted to the	
	down is t Manager	the first p r, open a	Department	ok. When he details	n your Program 22	drill dow Monetary Amount 58.32	n report is po <u>Date</u> 2015-11-09	Reference	
	down is t Manager	the first p r , open a	Department	ok. When he details	Program	drill dow Monetary Amount	n report is po	Osted to the	