ADDY NOTE

ATTENTION:

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

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FINANCIALS REFERENCE DATABASE

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**.

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REFERENCE
DATABASE

Step	Action
2.	Enter **UCF01** in the **Business Unit** field. **Note**: for UCF Research Foundation, enter **RFD01** in the **Business Unit** field. *Search Criteria* Business Unit begins with ▾ UCF01 🔍
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. *Search Criteria* Business Unit begins with ▾ UCF01 🔍 Report ID begins with ▾ UCF1234Y
4.	Click **Search**. *Search Criteria* Business Unit begins with ▾ UCF01 🔍 Report ID begins with ▾ UCF1234Y Description begins with ▾ ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

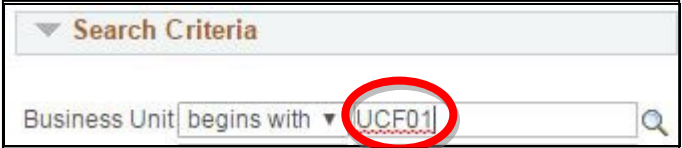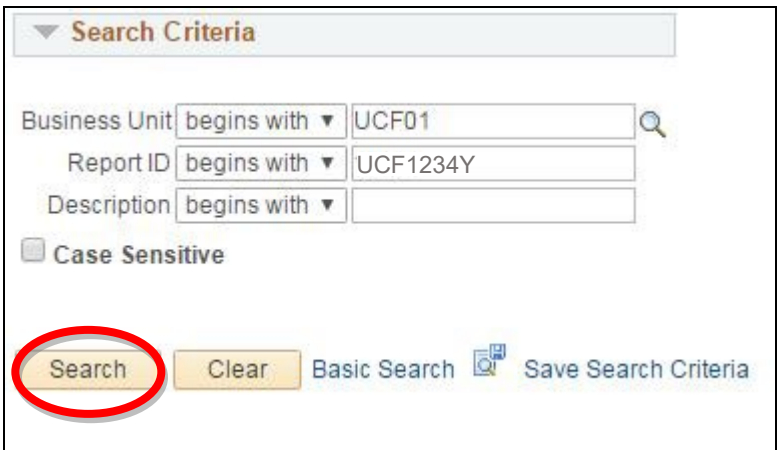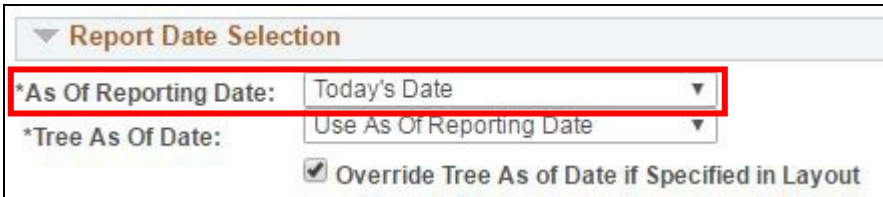# ADDY NOTE

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Step	Action
5.	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><td>**Layout**</td><td>**Report produced**</td></tr><tr><td>FX_GL_GM_BUDGPOSP</td><td>Budget position reports for Awards and Projects.</td></tr></table>
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
7.	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

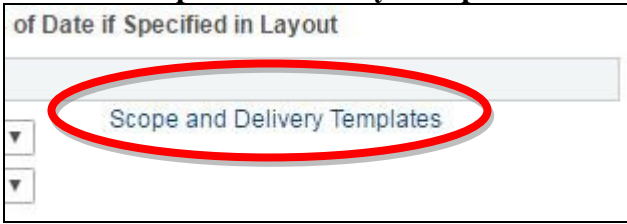# ADDY NOTE

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REFERENCE
DATABASE

Step	Action
8.	Verify that **Web** defaults in the **Type** field and **Microsoft Excel Files (*.xls)** defaults in the **Format** field. *Type: Web ▼ Scope and Delivery Templates *Format: Microsoft Excel Files (*.xls) ▼
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: <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
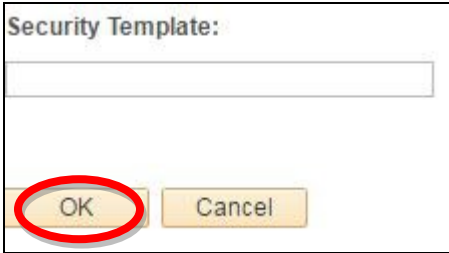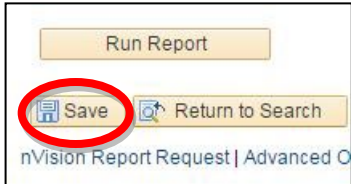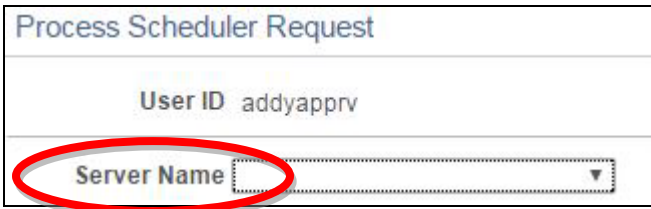
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REFERENCE
DATABASE

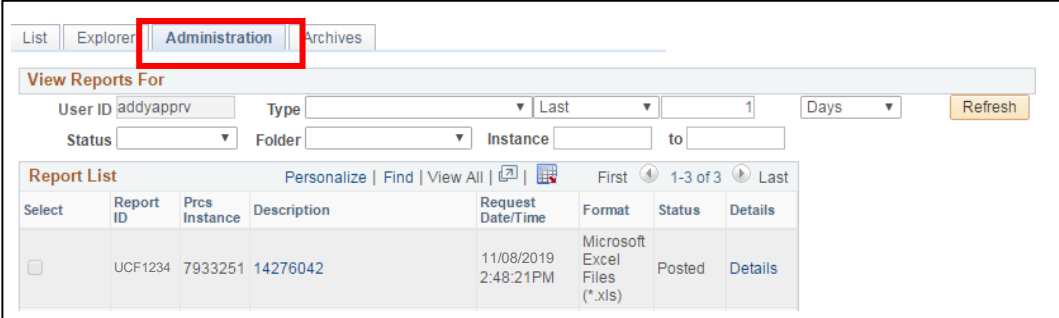| Step	Action
11.	Click **OK**. Security Template: OK Cancel
12.	Click **Save**. Run Report Save Return to Search nVision Report Request | Advanced O
13.	Click **Run Report**. Run Report Save Return to Search nVision Report Request | Advanced O
14.	Verify that the **Server Name** field is blank, and click **OK**. Process Scheduler Request User ID addyapprv Server Name ▼
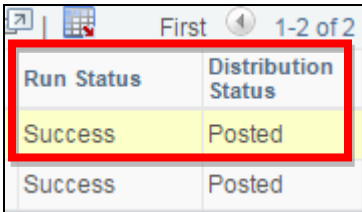
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REFERENCE
DATABASE

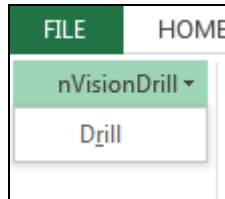| Step	Action
15.	Click the **Process Monitor** link. Transfer to Report Books Process Monitor Report Manager
16.	Verify that the **Server**, **Run Status**, **Type**, **Name** and **Instance** fields are blank. View Process Request For User ID addyapprv Type [ ] Last Server [ ] Name [ ] Instance [ ] Run Status [ ] Distribution Status [ ] ☑ Save On R
17.	Click **Refresh** until the **Run Status** changes to **Success** and the **Distribution Status** changes to **Posted**. First 1-2 of 2 | Run Status	Distribution Status
Success	Posted
Success	Posted | **Note**: If the **Run Status** column displays **Error**, click the **Details** link and then the **Message Log** link to view the problem.

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FINANCIALS
REFERENCE
DATABASE

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.

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REFERENCE
DATABASE

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/) 14276042.xlsm - Excel FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS ACROBAT
3.	Select **nVisionDrill** > **Drill.** FILE HOME nVisionDrill ▾ Drill

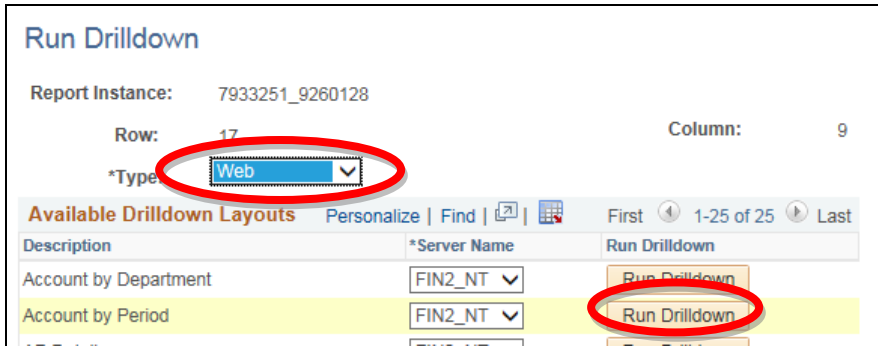# ADDY NOTE

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REFERENCE
DATABASE

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

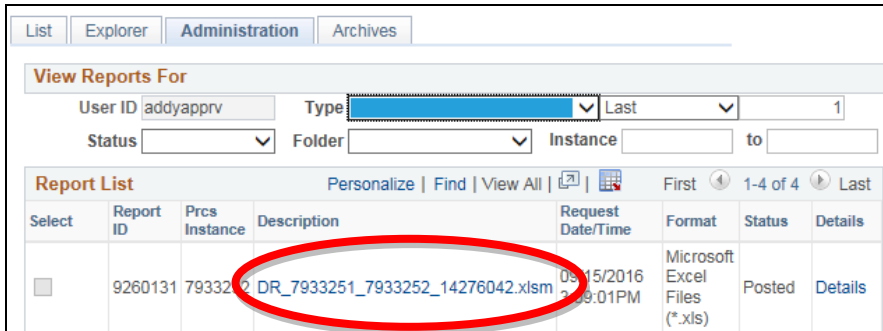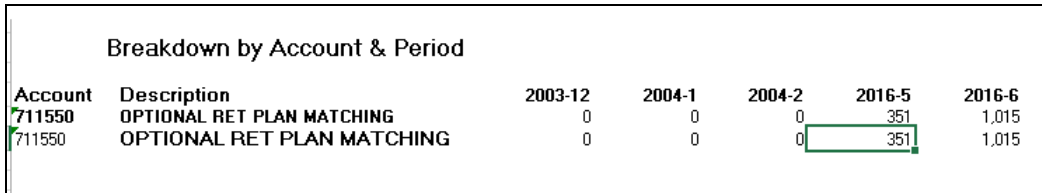| Step	Action
5.	The **Run Drilldown** page displays with a list of available drill down option. Click the drop-down menu in the **Type** field and replace the default value of **Window** with **Web**. Click the **Account by Period Run Drilldown** button. This drill down allows you to select the exact accounting period on which you want to drill for additional details.

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REFERENCE
DATABASE

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

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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 Personalize | Find | 🔄 | 🔳 First ◄ 1-25 of 25 ► Last		
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

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FINANCIALS REFERENCE DATABASE

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

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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**		