



# ADDY NOTE



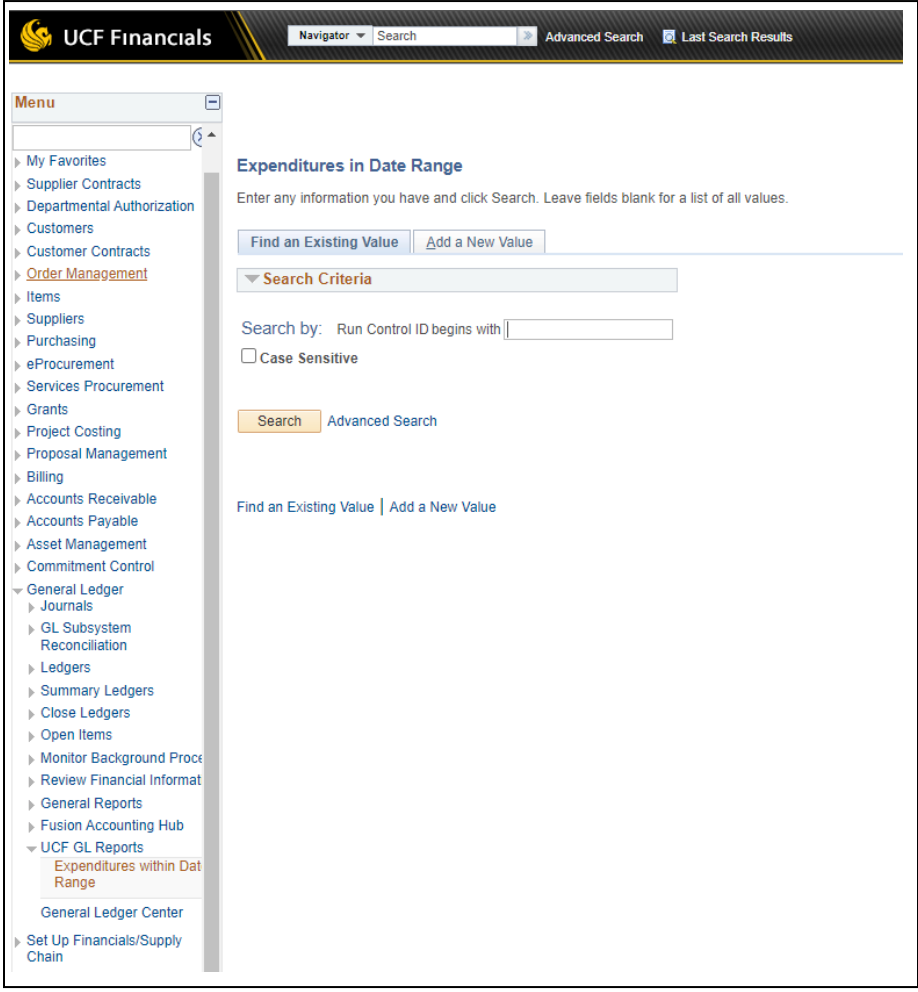
FINANCIALS  
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DATABASE

## ATTENTION:

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

## Running an Expenditure Report

This Addy Note explains how to run an Expenditure Report, which you can then view as either an Adobe Acrobat document or as an Excel spreadsheet.

Step	Action
1.	<p>Navigate to: <b>Main Menu &gt; General Ledger &gt; UCF GL Reports &gt; Expenditures within Date Range.</b></p> 



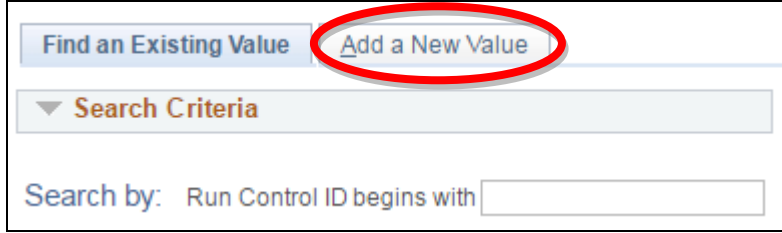
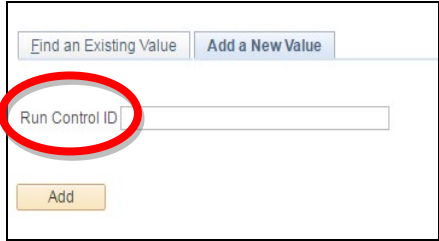
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	<p><b>Note:</b> If you have never created a run control, create one following Steps 2 through 4. You will only need to perform this process one time, and you can use the run control you create each subsequent time you want to run this report.</p> <p><b>If you already have created a run control:</b></p> <ol style="list-style-type: none"> <li>Click the <b>Seach</b> button.</li> <li>Pick a run control from the list that populates</li> <li>Proceed to Step 5 below.</li> </ol>
2.	<p>Click the <b>Add a New Value</b> tab.</p> 
3.	<p>Name your Run Control in the <b>Run Control ID</b> field.</p>  <p><b>Note:</b> Run Control IDs are case-sensitive and must be entered without using spaces. Choose a name for your Run Control carefully, because the system will not allow you to change or delete the name after it is saved.</p>



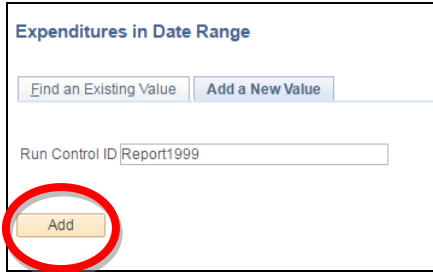

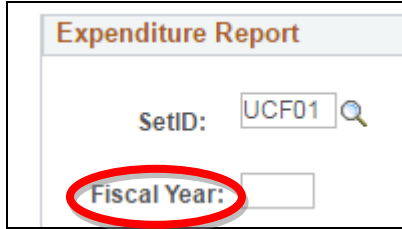
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4.	<p>Click <b>Add</b>.</p> 
5.	<p>In the <b>SetID</b> field, enter <b>UCF01</b>.</p> 
6.	<p>In the <b>Fiscal Year</b> field, enter four digits for the fiscal year on which you are inquiring.</p> 




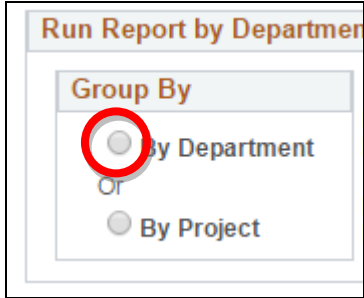
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Step	Action
7.	<p>In the <b>From Date</b> and <b>Through Date</b>, enter the dates on which you are inquiring.</p>  <p><b>Note:</b> To avoid receiving an error message, make sure the date range falls within the fiscal year that you entered in the <b>Fiscal Year</b> field in Step 6. (Remember, UCF's fiscal year runs from July 1 through June 30).</p>
8.	<p>Select the <b>Department</b> or <b>Project</b> radio button.</p> 



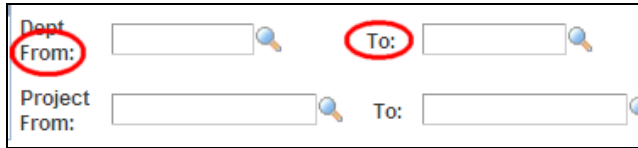
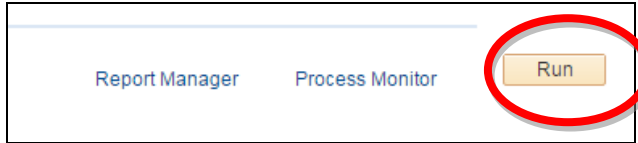
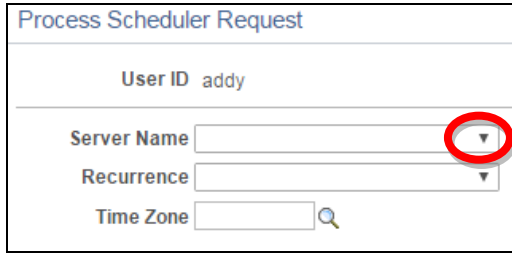
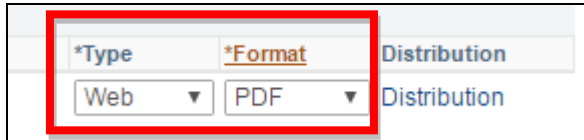
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Step	Action
9.	<p>Enter the department or project number in the From and To fields as follows:</p> <ul style="list-style-type: none"> <li>To run a report for a single department or project, enter the number for the department or project in both the <b>Dept From</b> and <b>To</b> fields (Project fields for projects).</li> <li>To run a report for a range of departments or projects, enter the corresponding numbers in the <b>Dept From</b> and <b>To</b> fields (Project fields for projects).</li> </ul> 
10.	<p>Click <b>Run</b>.</p> 
11.	<p>Click the <b>Server Name</b> drop-down arrow and select <b>PSUNX</b>.</p> 
12.	<p>Verify that the <b>Type</b> is <b>Web</b> and the <b>Format</b> is <b>PDF</b>.</p>  <p><b>Note:</b> In the <b>Format</b> dropdown list, you can select <b>CSV</b> instead to download the report into Excel.</p>



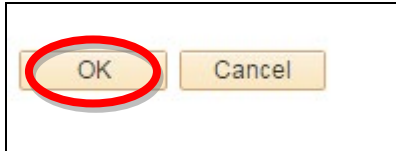
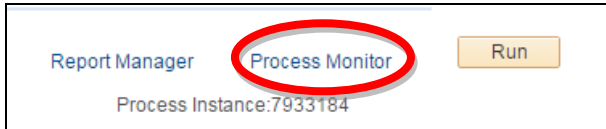
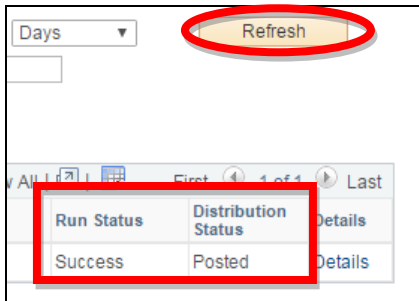
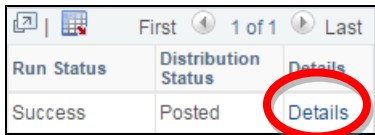
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13.	<p>Click <b>OK</b>.</p> 
14.	<p>Click <b>Process Monitor</b>.</p> 
15.	<p>If necessary, click <b>Refresh</b> repeatedly until the <b>Run Status</b> displays <b>Success</b> and the <b>Distribution Status</b> is <b>Posted</b>. (You may also select from the <b>Run Status</b> dropdown list located underneath <b>Actions</b> (to the left), select <b>Success</b>, and hit <b>Refresh</b>).</p> 
16.	<p>Click <b>Details</b>.</p> 



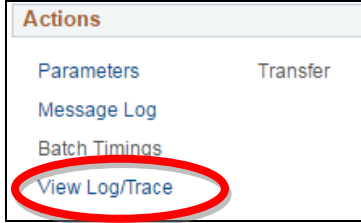
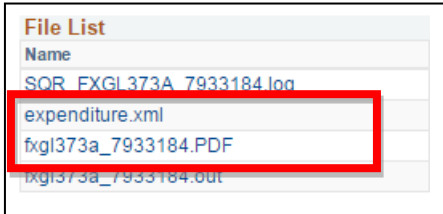
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17.	<p>Click <b>View Log/Trace</b>.</p>  <p>The screenshot shows a menu titled 'Actions' with the following items: Parameters, Message Log, Batch Timings, and View Log/Trace. The 'View Log/Trace' item is circled in red.</p>					
18.	<p>Click the file ending in <b>.PDF</b> to open your report as a PDF, or select the file ending in <b>.XML</b> to open your report in Excel.</p>  <p>The screenshot shows a table titled 'File List' with the following rows:</p> <table border="1"><thead><tr><th>Name</th></tr></thead><tbody><tr><td>SQR_FXGL373A_7933184.log</td></tr><tr><td>expenditure.xml</td></tr><tr><td>fxgl373a_7933184.PDF</td></tr><tr><td>fxgl373a_7933184.out</td></tr></tbody></table> <p>The row containing 'fxgl373a_7933184.PDF' is highlighted with a red box.</p>	Name	SQR_FXGL373A_7933184.log	expenditure.xml	fxgl373a_7933184.PDF	fxgl373a_7933184.out
Name						
SQR_FXGL373A_7933184.log						
expenditure.xml						
fxgl373a_7933184.PDF						
fxgl373a_7933184.out						