



ADDY NOTES



Running the report for COVID-19 Departments

This Addy Note explains how to run the report for the new COVID-19 Departments within UCF Financials. It discusses:

- The information provided in the report
- How to run a report for the new COVID-19 Departments
- How to view the report
- How to drill down to the report details

Report Summary

The report contains individual worksheets that provide specific information.

- DEPT worksheet – Cash and Budget Reports
- JRNL worksheet – GL journal posted details
- PO_Voucher Worksheet –P O Category-Voucher Payment details
- FUND_TBL and Requirement – For lookup only and report information/requirement


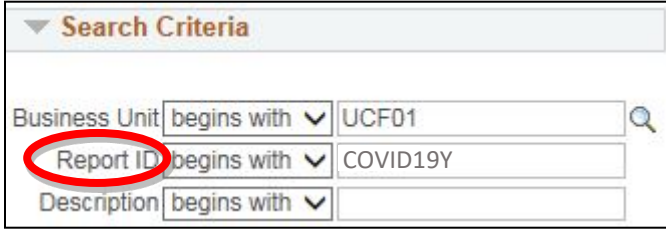
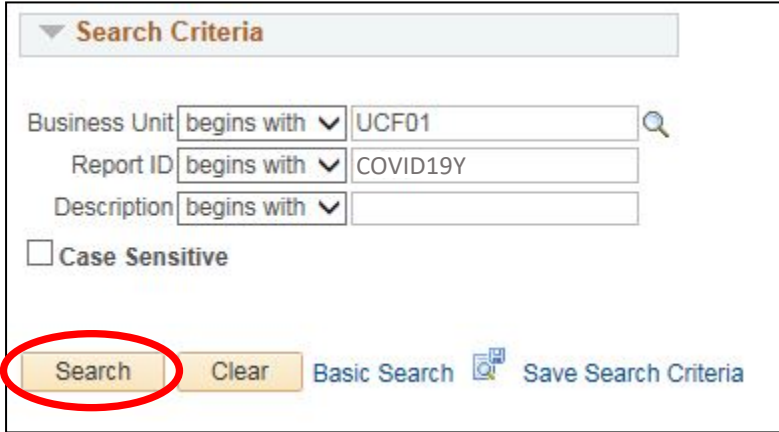
The DEPT worksheet shows all COVID-19 departments budgets (SBL and KK), pre-encumbrances, encumbrances (salary and non-salary), expenditures, budget balance and cash balance including those departments that have \$0 amounts. If you do not want to see those COVID-19 departments that have \$0 budget balance amounts, you may click on the UCF logo on DEPT worksheet to delete them and the FUND_TBL lookup sheet will be hidden. If you need to generate the report on an ADHOC basis, review the “Requirement” worksheet and follow the instructions in the one-page navigation screenshot to the define report request page.

Running the Report



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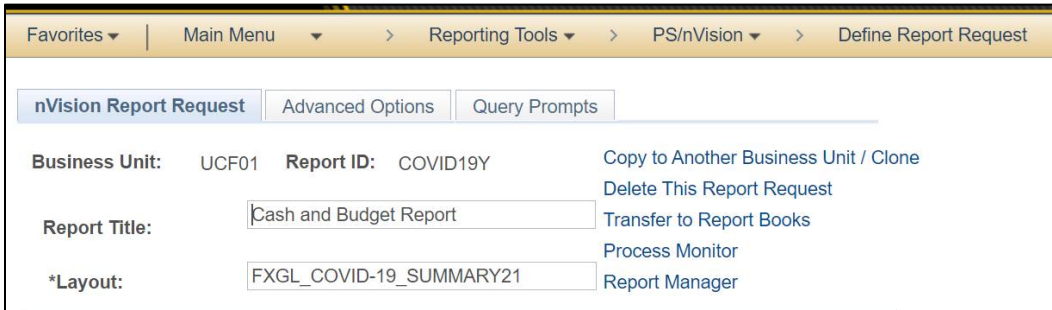

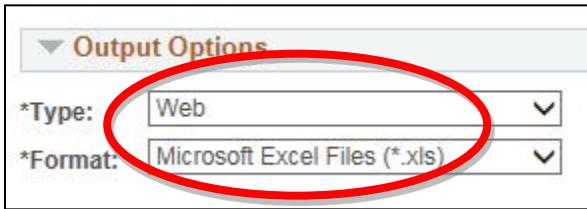


Step	Action
1.	Navigate to: Main Menu > Reporting Tools > PS/nVision > Define Report Request 
2.	In the Report ID field, enter COVID19Y. 
3.	Click Search 



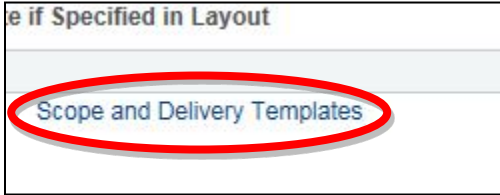
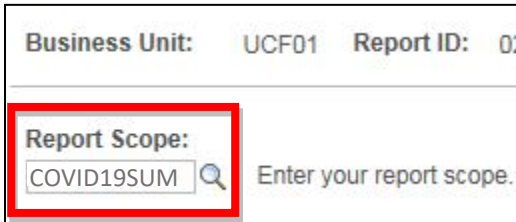
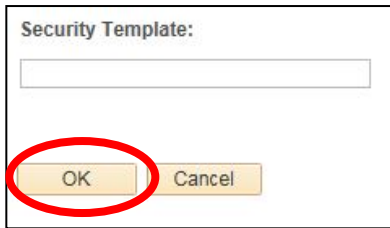
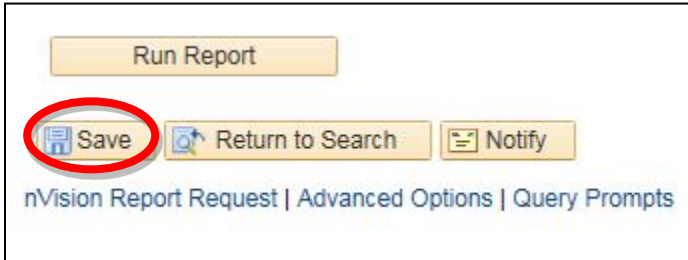
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Step	Action
4.	<p>In the Layout field, input the layout of FXGL-COVID-19_SUMMARYXX</p> <ul style="list-style-type: none"> XX – In the layout field above, “XX” represent the fiscal year of the report. 
5.	<p>Verify that the Tree As Of Date field defaults to Use As Of Reporting Date. If it has not defaulted, select it.</p> 
6.	<p>Verify that Web defaults in the Type field and Microsoft Excel Files (*.xls) defaults in the Format field.</p> 



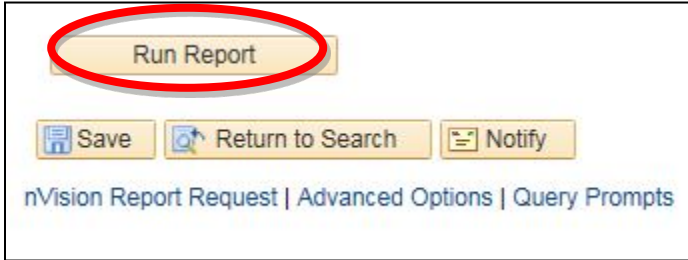
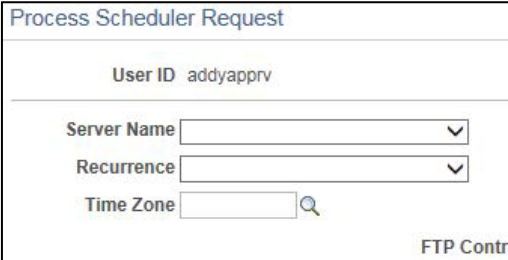
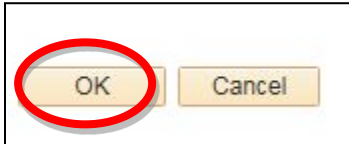
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Step	Action
7.	<p>Click the Scope and Delivery Templates link.</p> 
8.	<p>In the Report Scope field, enter COVID19SUM.</p> 
9.	<p>Click OK.</p> 
10.	<p>Click Save.</p> 



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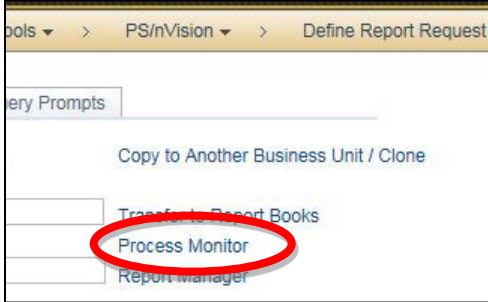

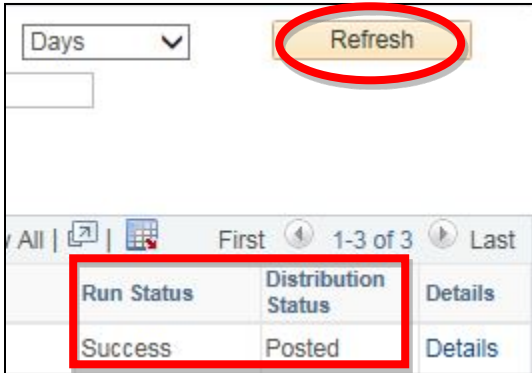


Step	Action
11.	<p>Click Run Report.</p> 
12.	<p>Verify that the Server Name field is blank.</p> 
13.	<p>Click OK.</p> 



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Step	Action
14.	<p>Click the Process Monitor link.</p> 
15.	<p>Verify that the Server, Run Status, Type, Name and Instance fields are blank.</p> 
16.	<p>Click Refresh until the Run Status changes to Success and the Distribution Status changes to Posted.</p>  <p>Note: If the Run Status displays Error, click the Details link and then the Message Log link to view the problem.</p>

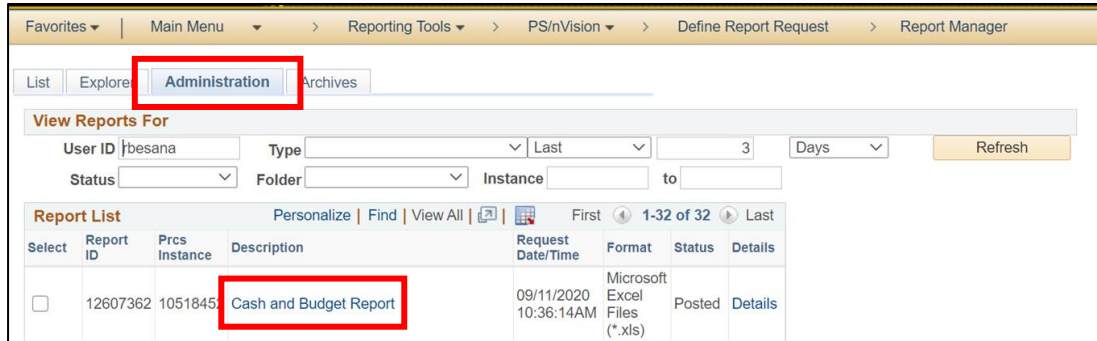


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Viewing the Report

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

Step	Action																
1.	<p>Navigate to: Main Menu > Reporting Tools > PS/nVision > Define Report Request > Report Manager, click the Administration tab and select the Cash and Budget Report link in the Description column for your report.</p>  <table border="1"> <thead> <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> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>12607362</td> <td>1051845</td> <td>Cash and Budget Report</td> <td>09/11/2020 10:36:14AM</td> <td>Microsoft Excel Files (*.xls)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	12607362	1051845	Cash and Budget Report	09/11/2020 10:36:14AM	Microsoft Excel Files (*.xls)	Posted	Details
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details										
<input type="checkbox"/>	12607362	1051845	Cash and Budget Report	09/11/2020 10:36:14AM	Microsoft Excel Files (*.xls)	Posted	Details										
2.	<p>Save the report to the desktop or another location outside of UCF Financials. The report will save in the Microsoft Excel file format.</p>																



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Reviewing the Report

The information provides details regarding the report.

Step	Action
1.	<p>Open the saved Excel report.</p>
2.	<p>The Excel file reports have several worksheets i.e. DEPT, JRNL and PO_Voucher worksheets.</p> <ul style="list-style-type: none"> • DEPT worksheet – Cash and Budget Reports • JRNL worksheet – GL journal posted details • PO_Voucher Worksheet – P O Category-Voucher Payment details • FUND_TBL and Requirement – For lookup only and report information/requirement



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Step Action

- The DEPT worksheet shows all COVID-19 departments budgets(SBL and KK), pre-encumbrances, encumbrances(salary and non-salary), expenditures, budget balance and cash balance including those departments that have \$0 amounts.

If you do not want to see those COVID-19 departments that have \$0 budget balance amounts, click on the UCF logo on DEPT worksheet to delete the COVID-19 departments that have a \$0 budget balance and the FUND_TBL lookup sheet will be hidden.

Dept	Fund	Title Description	SBL Budget	KK Budget	Pre-Encumbrance	Encumbrance	Salary Enc	Non-Salary Enc	Expenditure	Balance	Cash
7	1010019	10001 PRES-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	1010719	10001 PRES-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	1020019	10001 Board Relations-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	1020719	10001 Board Relations-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	1030019	10001 UN COMPL ETHICS-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	1030719	10001 UN COMPL ETHICS-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	1080019	10001 UN AID-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	1080719	10001 UN AID-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	1300019	10001 UN DEV-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	1300719	10001 UN DEV-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	1500019	10001 INST EQUITY-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	1500719	10001 INST EQUITY-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	1810019	10001 VP GEN CN-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	1810719	10001 VP GEN CN-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	2010091	10001 FO-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	2010791	10001 FO-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	2030019	10001 EM-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	2030719	10001 EM-COVID 19 CFWD	1,199.00	1,199.00	0.00	0.00	0.00	0.00	(52,743.01)	53,942.01	52,776.98
25	2210019	10001 FN VP-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26	2210719	10001 FN VP-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	2220019	10001 EHS COVID 19	48.00	48.00	0.00	0.00	0.00	0.00	47.94	0.06	(47.94)
28	2220719	10001 EHS COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	2300019	10001 UN POL-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30	2300719	10001 UN POL-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	167.12	(167.12)	(167.12)
31	2600019	10001 HM RES-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	68.07	(68.07)	(68.07)
32	2600719	10001 HM RES-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	380.64	(380.64)	(555.21)
33	72710319	10049 BS SV-COVID 19	10,000.00	10,000.00	0.00	0.00	0.00	0.00	7,555.64	2,444.36	(8,548.50)
34	2800040	10001 FO-COVID 19	703,495.00	703,495.00	0.00	1,815,890.25	0.00	1,815,890.25	287,604.25	(1,309,599.50)	(256,048.23)
35	2800719	10001 FO-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	2800019	10001 UES-COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(10,557.35)
37	2800719	10001 UES-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
38	2800019	10001 PKCS SVCS-COVID 19	20,000.00	20,000.00	0.00	0.00	0.00	0.00	2,681.18	17,318.82	(4,637.55)
39	2800719	10001 PKCS SVCS-COVID 19 CFWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



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Step	Action
4.	<p>If you need to generate the report on an ADHOC basis, select the “Requirement” worksheet and follow the one-page navigation screenshot to the define report request page.</p>