ADDY NOTE

ATTENTION:
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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.
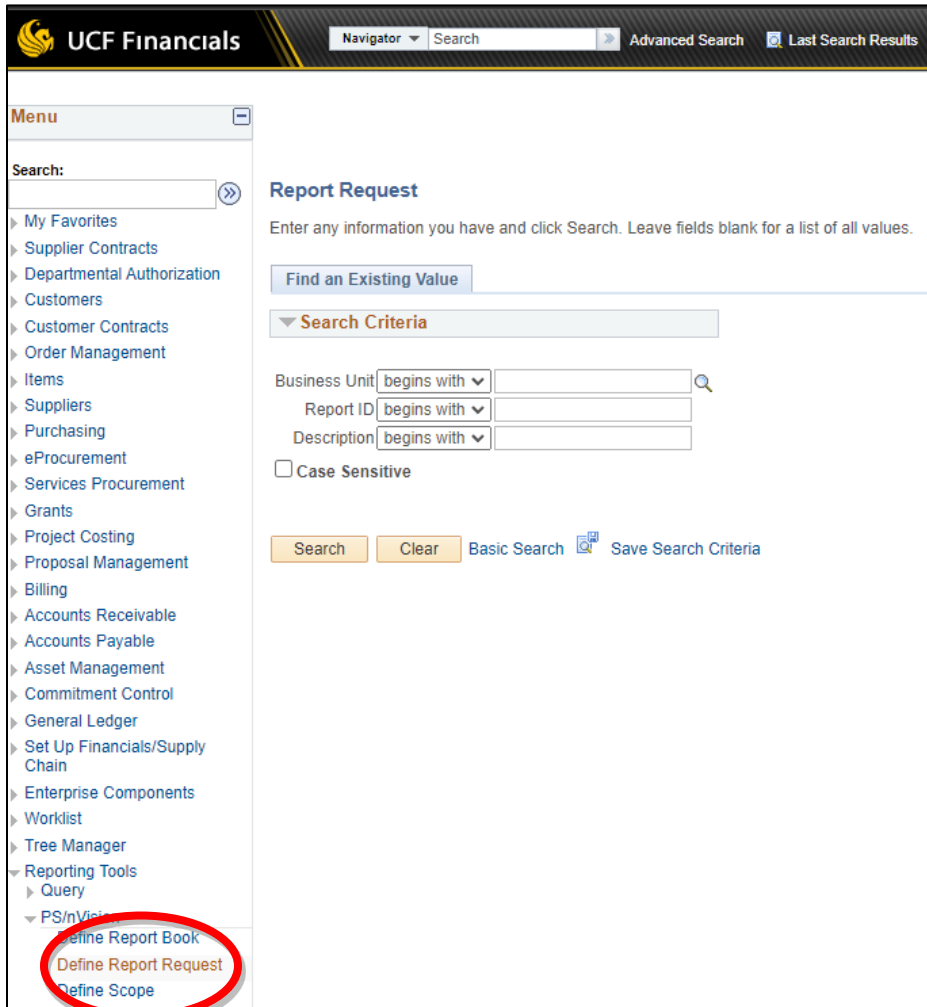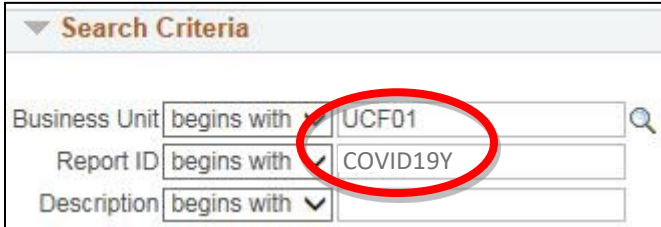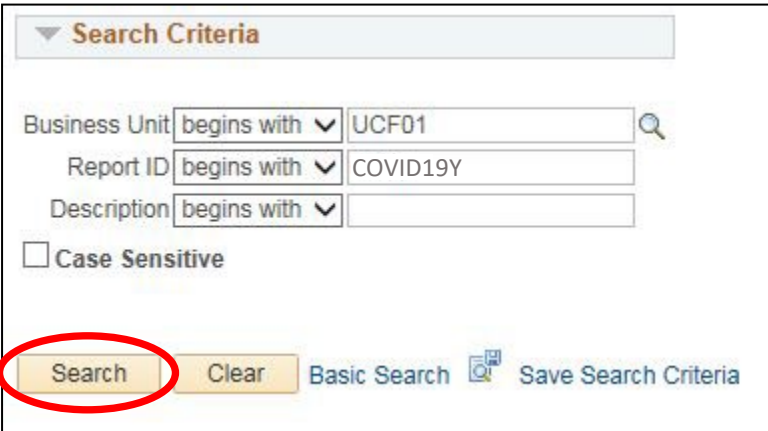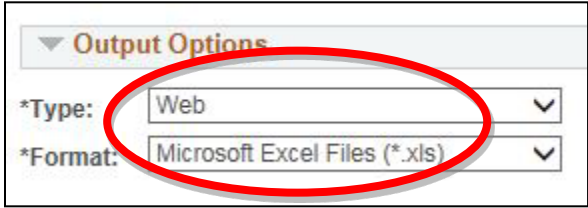
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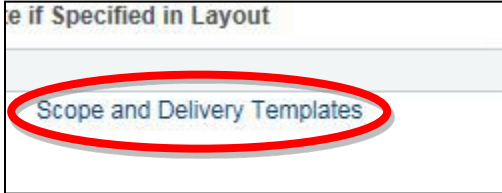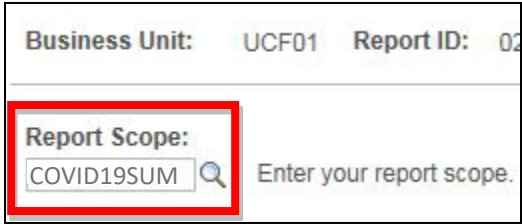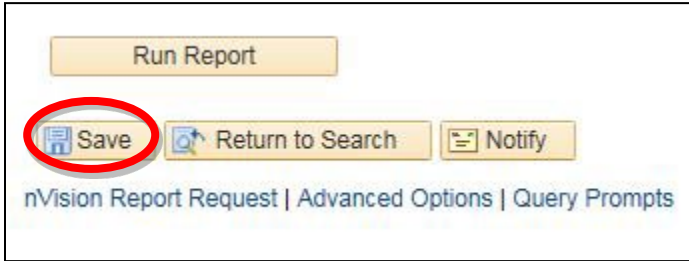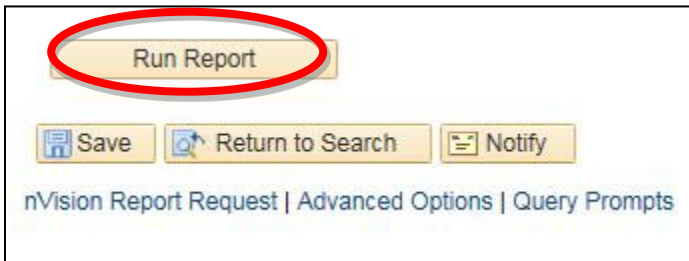| Step	Action
1.	Navigate to: **Main Menu** > **Reporting Tools** > **PS/nVision** > **Define Report Request**

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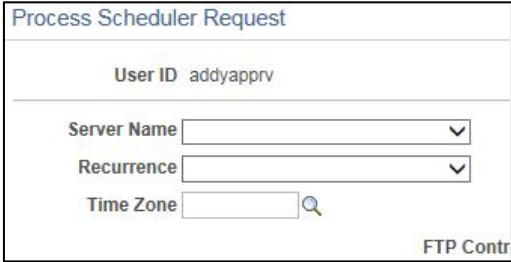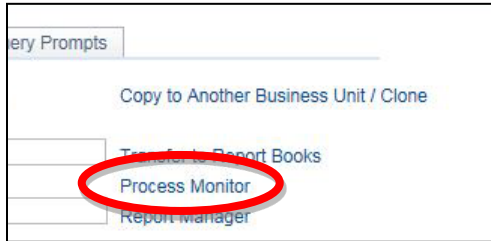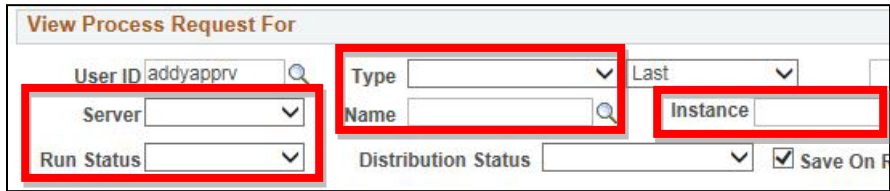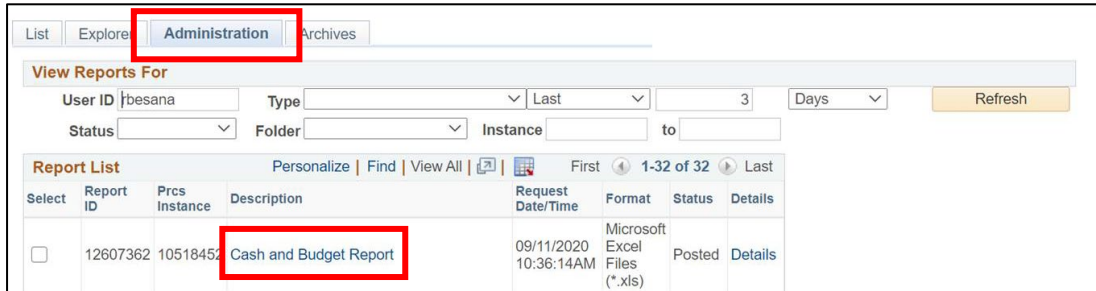| Step	Action
2.	In the **Business Unit** field, enter **UCF01**; in the **Report ID** field, enter **COVID19Y**. ▼ Search Criteria Business Unit [begins with ✓] UCF01 🔍 Report ID [begins with ✓] COVID19Y Description [begins with ✓]
3.	Click **Search** ▼ Search Criteria Business Unit [begins with ✓] UCF01 🔍 Report ID [begins with ✓] COVID19Y Description [begins with ✓] ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
4.	In the **Layout** field, input the layout of FXGL-COVID-19_SUMMARYXX • XX – In the layout field above, "XX" represent the fiscal year of the report. nVision Report Request | Advanced Options | Query Prompts **Business Unit:** UCF01 **Report ID:** COVID19Y Copy to Another Business Unit / Clone Delete This Report Request **Report Title:** Cash and Budget Report Transfer to Report Books Process Monitor *Layout: FXGL_COVID-19_SUMMARY21 Report Manager

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REFERENCE
DATABASE

Step	Action
5.	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
6.	Verify that **Web** defaults in the **Type** field and **Microsoft Excel Files (*.xls)** defaults in the **Format** field. ▼ Output Options *Type: Web *Format: Microsoft Excel Files (*.xls)
7.	Click the **Scope and Delivery Templates** link. e if Specified in Layout Scope and Delivery Templates
8.	In the Report Scope field, enter **COVID19SUM**. Business Unit: UCF01 Report ID: 02 Report Scope: COVID19SUM 🔍 Enter your report scope.

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DATABASE

Step	Action
9.	Click **OK**. Security Template: OK Cancel
10.	Click **Save.** Run Report Save Return to Search Notify nVision Report Request | Advanced Options | Query Prompts
11.	Click **Run Report**. Run Report Save Return to Search Notify nVision Report Request | Advanced Options | Query Prompts

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Step	Action
12.	Verify that the **Server Name** field is blank. Process Scheduler Request User ID addyapprv Server Name [▼] Recurrence [▼] Time Zone [🔍] FTP Contr
13.	Click **OK**. OK Cancel
14.	Click the **Process Monitor** link. ery Prompts Copy to Another Business Unit / Clone Transfer to Report Books Process Monitor Report Manager
15.	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 F

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REFERENCE
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Step	Action
16.	Click **Refresh** until the **Run Status** changes to **Success** and the **Distribution Status** changes to **Posted**. **Note:** If the **Run Status** displays **Error**, click the **Details** link and then the **Message Log** link to view the problem.

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REFERENCE
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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.	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.
2.	Save the report to the desktop or another location outside of UCF Financials. The report will save in the Microsoft Excel file format.

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Reviewing the Report

The information provides details regarding the report.

Step	Action
1.	Open the saved Excel report.
2.	The Excel file reports have several worksheets i.e. DEPT, JRNL and PO_Voucher worksheets. • 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

Addy Note-Running a Report for COVID-19 Departments
7/1/2022
Page 9 of 11

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FINANCIALS REFERENCE DATABASE

Step	Action
3.	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.

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Step	Action
4.	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.