



## 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.



FINANCIALS  
REFERENCE  
DATABASE

## 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.



# ADDY NOTE

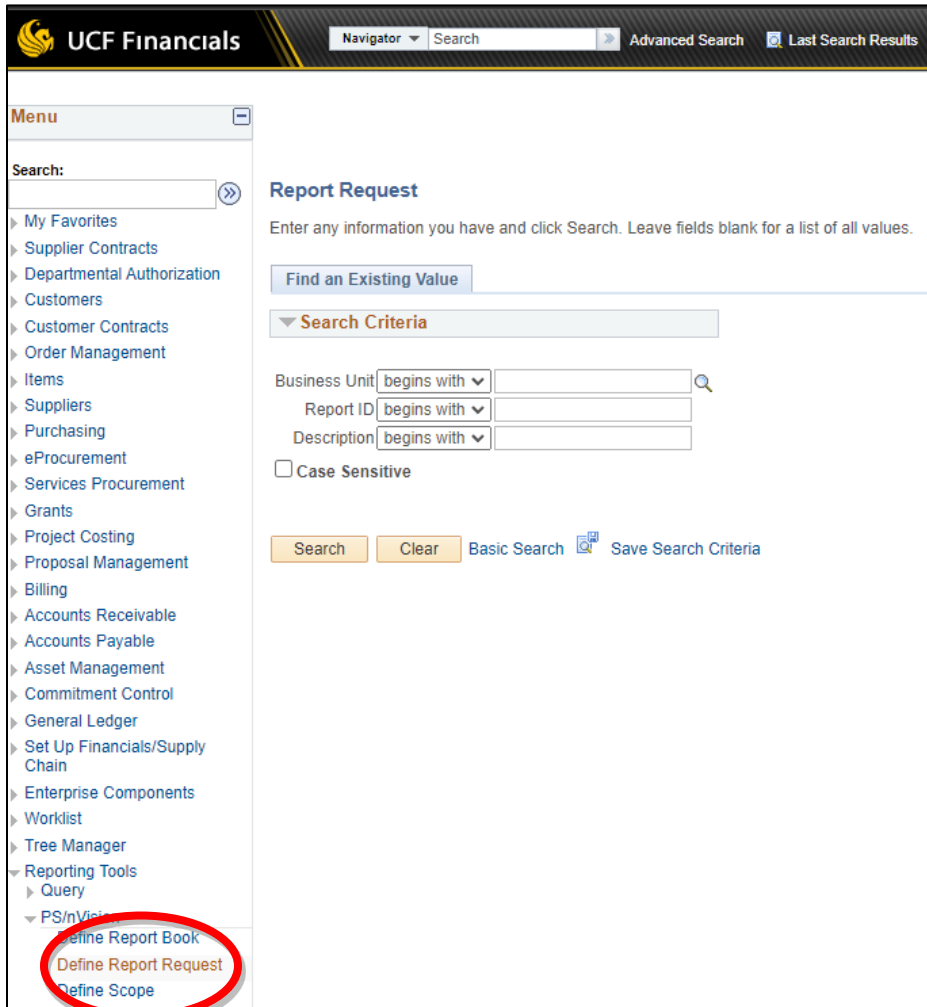
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## Running the Report

Step	Action
1.	<p>Navigate to: <b>Main Menu &gt; Reporting Tools &gt; PS/nVision &gt; Define Report Request</b></p> 



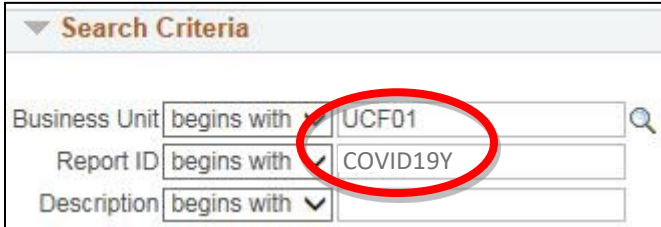
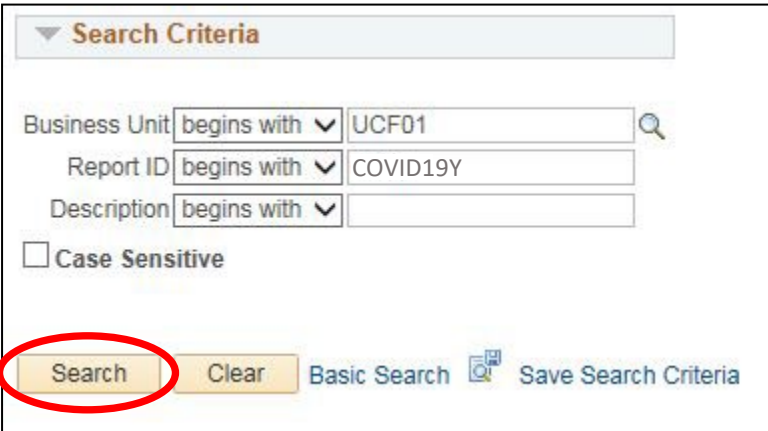

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2.	<p>In the <b>Business Unit</b> field, enter <b>UCF01</b>; in the <b>Report ID</b> field, enter <b>COVID19Y</b>.</p> 
3.	<p>Click <b>Search</b></p> 
4.	<p>In the <b>Layout</b> field, input the layout of <b>FXGL-COVID-19_SUMMARYXX</b></p> <ul style="list-style-type: none"> <li>XX – In the layout field above, “XX” represent the fiscal year of the report.</li> </ul> 




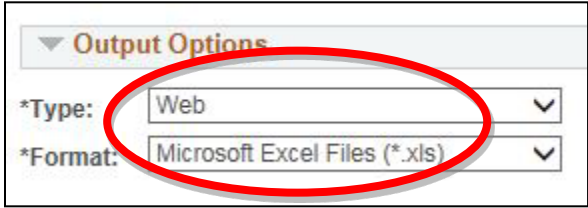
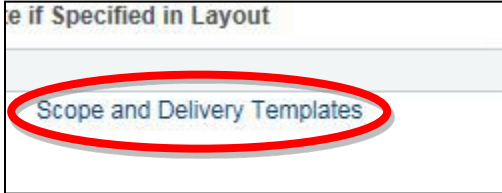
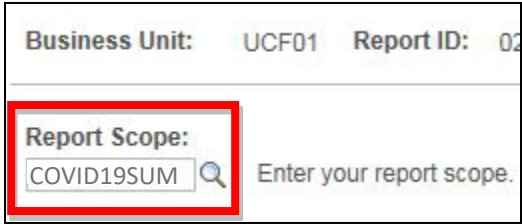
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Step	Action
5.	<p>Verify that the <b>Tree As Of Date</b> field defaults to <b>Use As Of Reporting Date</b>. If it has not defaulted, select it.</p> 
6.	<p>Verify that <b>Web</b> defaults in the <b>Type</b> field and <b>Microsoft Excel Files (*.xls)</b> defaults in the <b>Format</b> field.</p> 
7.	<p>Click the <b>Scope and Delivery Templates</b> link.</p> 
8.	<p>In the Report Scope field, enter <b>COVID19SUM</b>.</p> 




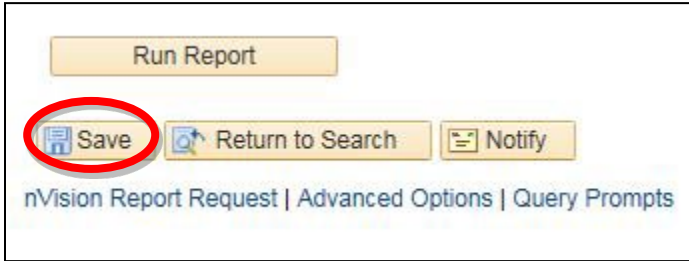
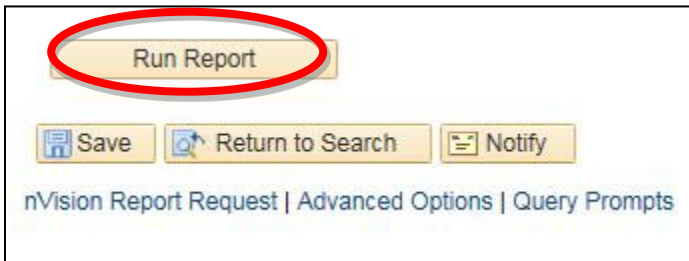
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Step	Action
9.	<p>Click <b>OK</b>.</p> 
10.	<p>Click <b>Save</b>.</p> 
11.	<p>Click <b>Run Report</b>.</p> 



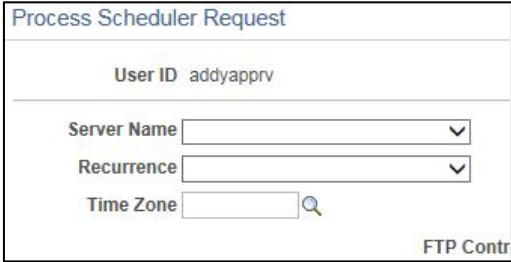

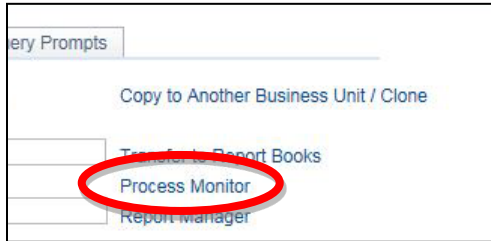
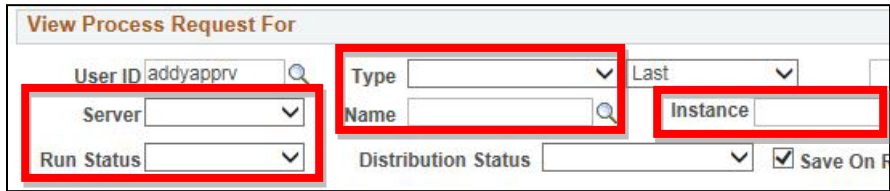
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Step	Action
12.	<p>Verify that the <b>Server Name</b> field is blank.</p> 
13.	<p>Click <b>OK</b>.</p> 
14.	<p>Click the <b>Process Monitor</b> link.</p> 
15.	<p>Verify that the <b>Server</b>, <b>Run Status</b>, <b>Type</b>, <b>Name</b> and <b>Instance</b> fields are blank.</p> 



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



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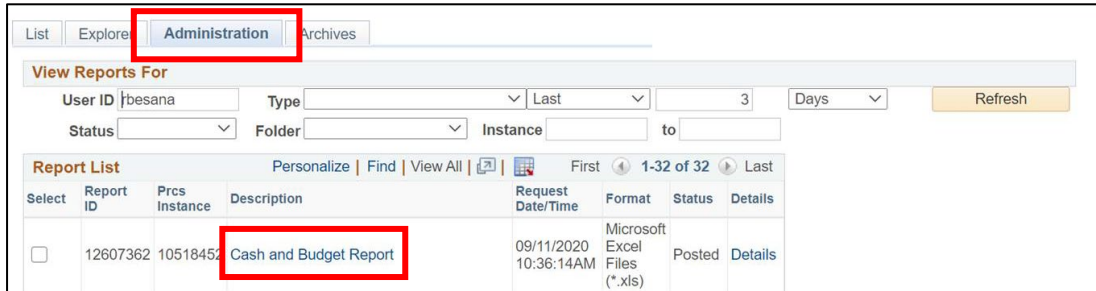
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## Viewing the Report

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: <b>Main Menu &gt; Reporting Tools &gt; PS/nVision &gt; Define Report Request &gt; Report Manager</b>, click the <b>Administration</b> tab and select the <b>Cash and Budget Report</b> link in the <b>Description</b> column for your report.</p>  <p>The screenshot shows the 'Administration' tab selected in the 'View Reports For' section. Below this, the 'Report List' table is displayed. The table has columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The 'Description' column contains the text 'Cash and Budget Report', which is highlighted with a red box. The 'Format' column shows 'Microsoft Excel Files (*.xls)' and the 'Status' column shows 'Posted'.</p>
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.

Open the saved Excel report.

UCF

Business Unit	ID	Category	Category Code	Cat Description	Vchr Ln	Amount	Remit Supp	Supplier Name	PO No	PO Amount	More Info	Voucher	Paymnt Date	Account	
UCF01	00215	43211600	Computer Accessories		53.98		0000071581	Petty Cash Reimbursement	0000415861	15.89	Sole USB to DVI Cable Adapter (COVID)	01530657	2020-08-04	753005	28010
UCF01	00215	43211600	Computer Accessories		53.98		0000071581	Petty Cash Reimbursement	0000415861	26.99	razor, M. Sole headset for remote work	01530657	2020-08-04	753005	28010
UCF01	00358	66122000	Laboratory Furniture		34.62		EMF1728157	Schmidt,Kate Rose	0000416849	17.31	ro fastener for portable plexiglass barrier	01535815	2020-09-01	755001	28010
UCF01	00358	66122000	Laboratory Furniture		42.78		EMF1728157	Schmidt,Kate Rose	0000416849	21.39	ment rack for portable plexiglass barrier	01535815	2020-09-01	755001	28010
UCF01	00358	66122000	Laboratory Furniture		53.48		EMF1728157	Schmidt,Kate Rose	0000416849	26.74	ment Rack for portable plexiglass barrier	01535815	2020-09-01	755001	28010
UCF01	00358	66122000	Laboratory Furniture		62.56		EMF1728157	Schmidt,Kate Rose	0000416849	31.28	nylo Sheet for portable plexiglass barrier	01535815	2020-09-01	755001	28010
UCF01	00358	66122000	Laboratory Furniture		71.22		EMF1728157	Schmidt,Kate Rose	0000416849	35.61	vate Sheet for portable plexiglass barrier	01535815	2020-09-01	755001	28010
UCF01	00370	72121500	Srv Building Support		3,752.00		000003248	Interior Contract Services	0000416868	1,876.00	y... PER ATTACHED PROPOSAL 43433	01536682	2020-09-08	713111	25010
UCF01	00418	81112100	Srv Internet		69.98		EMF4240208	Santiago Marisol	0000415471	34.99	DURING THE REMOTE WORK PERIOD	01528143	2020-07-14	713711	24010
UCF01	00463	80131500	Srv Lease Rental Property Bldg		17,500.00		0000022096	BANK OF AMERICA	0000415997	8,750.00	TOWNHOME RENTAL 8.30.20 - 8.31.20	01530303	2020-07-28	743401	24010
UCF01	00463	80131500	Srv Lease Rental Property Bldg		19,999.00		0000022096	BANK OF AMERICA	0000415927	9,999.00	4E TURTLE LAB FROM 8.30.20 - 8.31.20	01530647	2020-08-04	743401	24010
UCF01	00385	60131500	Musical Instrument Part/Access		16,500.00		0000097127	EFilm me LLC	0000416383	8,250.00	HONES TO AID IN LEARNING COVID	01533206	2020-08-18	755002	23010
UCF01	00460	80111700	Srv Personnel Recruitment		400.00		0000097181	McKee Iv	0000416500	200.00	SCRIPTION EVALUATION SERVICES	01534188	2020-08-27	713108	23010
UCF01	00418	81112100	Srv Internet		109.98		EMF0110314	Raymond Gal A	0000416143	380.00	ERNET SERVICE THROUGH COVID-19	01535786	2020-09-01	713711	51000
UCF01	00418	81112100	Srv Internet		219.98		EMF0110314	Raymond Gal A	0000416143	360.00	ERNET SERVICE THROUGH COVID-19	01536083	2020-09-03	713711	51000
UCF01	00183	41120000	Laboratory Supplies		14,364.00		0000018174	Dig-Key Corporation	0000414163	17,955.00	CO TO PO 414163	01536936	2020-07-21	734401	51000
UCF01	00183	41120000	Laboratory Supplies		24,739.00		0000048056	Mouser Electronics Inc	0000414109	13,865.00	CO TO PO 0000414109	01527386	2020-07-09	734401	51000
UCF01	00183	41120000	Laboratory Supplies		3,192.00		0000048056	Mouser Electronics Inc	0000414109	13,865.00	CO TO PO 0000414109	01527381	2020-07-09	734401	51000
UCF01	00183	41120000	Laboratory Supplies		11,175.00		0000048056	Dig-Key Corporation	0000414163	5,587.50	CO TO PO 413969	01527383	2020-07-21	734101	51000
UCF01	00484	69002001	Postage Stamps		30.10		0000038942	Manley, Madison	0000416588	15.05	SHIPMENT	01533395	2020-08-20	713903	51000
UCF01	00484	69002001	Postage Stamps		30.10		0000038942	Manley, Madison	0000416588	15.05	SHIPMENT	01533395	2020-08-25	713903	51000
UCF01	00484	69002001	Postage Stamps		30.10		0000038942	Manley, Madison	0000416588	15.05	SHIPMENT	01533395	2020-08-18	722501	51000
UCF01	00484	69002001	Postage Stamps		30.10		0000038942	Manley, Madison	0000416588	15.05	SHIPMENT	01533395	2020-08-08	722501	51000
UCF01	00277	46181700	Face & Head Protection		17,405.00		0000069491	Global Promo LLC	0000414831	9,800.00	NECK GATEERS	01529313	2020-07-28	738101	51000
UCF01	00253	45110000	Audio/Visual/Video Equip Asset		14,590.00		000002098	BANK OF AMERICA	0000413620	7,295.00	CM TV OPERATIONS TO TV COVID-19	01535710	2020-07-21	752006	28010
UCF01	00429	82121500	Srv Printing		9,025.64		0000055950	ARC Document Solutions LLC	0000415996	125,000.00	1D-18 GSA CONTRACT GS-03F-142DA	01535011	2020-09-01	722109	52000
UCF01	00429	82121500	Srv Printing		3,060.00		0000055950	ARC Document Solutions LLC	0000415996	125,000.00	1D-18 GSA CONTRACT GS-03F-142DA	01535018	2020-09-01	722109	52000
UCF01	00429	82121500	Srv Printing		1,446.00		0000055950	ARC Document Solutions LLC	0000415996	125,000.00	1D-18 GSA CONTRACT GS-03F-142DA	01535022	2020-09-01	722109	52000
UCF01	00296	47131700	Classroom Supplies		143,369.32		000002751	Dade Paper & Bag LLC	0000415098	63,344.55	ARI AUTOMATIC TOWEL DISPENSERS	01533987	2020-08-20	738101	52000
UCF01	00296	47131700	Classroom Supplies		43,099.68		000002751	Dade Paper & Bag LLC	0000415098	63,344.55	ARI AUTOMATIC TOWEL DISPENSERS	01533987	2020-08-20	738101	52000
UCF01	00389	80111600	Srv Temporary Personnel		31,287.16		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532444	2020-06-11	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		297.95		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532445	2020-06-11	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		26,626.85		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532454	2020-06-11	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		37,784.78		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532458	2020-06-11	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		1,164.00		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532605	2020-06-18	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		46,019.98		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532610	2020-06-18	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		50,458.12		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532614	2020-06-18	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		1,214.87		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532640	2020-06-18	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		1,118.38		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532644	2020-06-18	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		2,501.10		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532670	2020-06-18	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		2,218.24		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532672	2020-06-18	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		2,313.94		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532674	2020-06-18	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		2,997.74		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01532689	2020-06-18	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		2,52		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01533353	2020-06-18	713108	52000
UCF01	00389	80111600	Srv Temporary Personnel		2,728.12		0000084480	Hospitality Staffing Solutions LLC	0000416440	500,000.00	ET AS PER CONTRACT ITN-1817.CSA	01534208	2020-06-25	713108	52000

FUND\_TBL

JRNL

PO\_Voucher

Requirement

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

FUND\_TBL

JRNL

PO\_Voucher

Requirement

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7/1/2022

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3.	<p>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.</p> <p><b><i>If you do not want to see those COVID-19 departments that have \$0 budget balance amounts,</i></b> 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.</p>



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