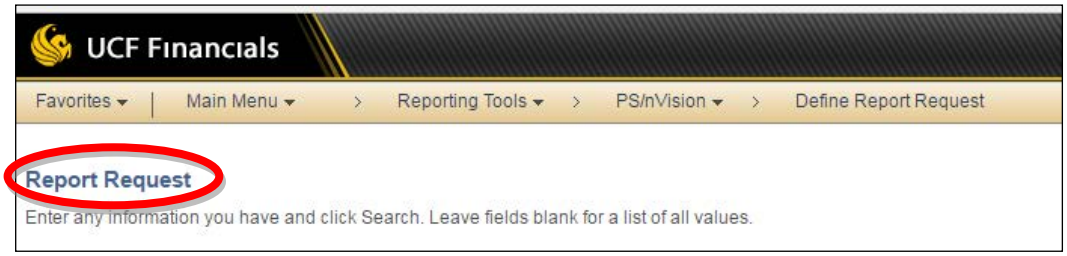
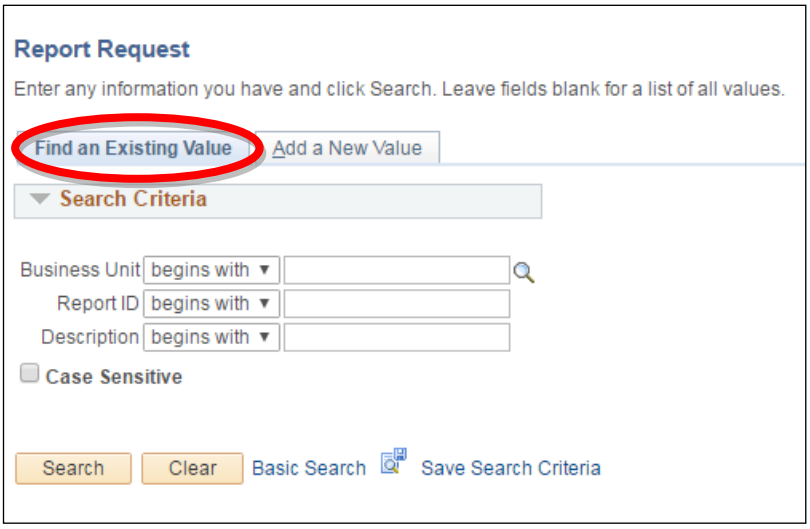
Standard Budget Ledger Reports: Budget to Actuals

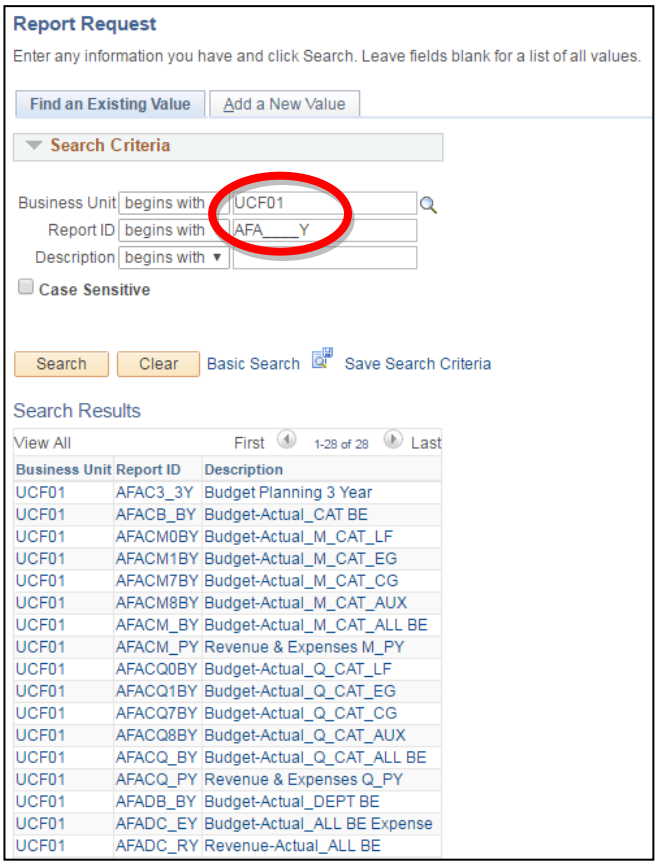
This Addy Note details the process to run the Budget to Actuals report within UCF Financials.

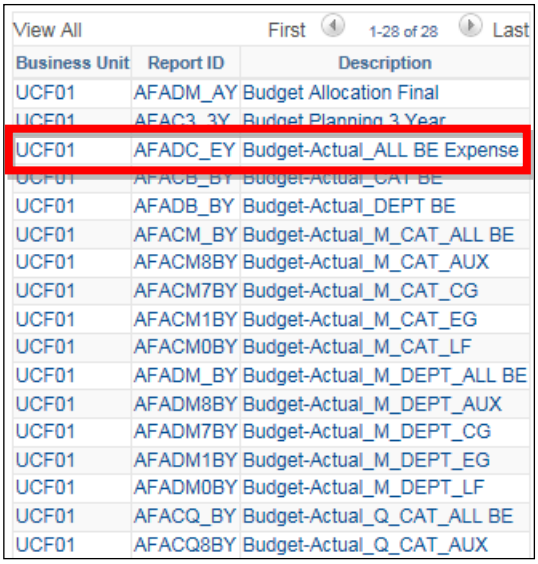
Before you begin, be sure you know the following:

- Which level you will be running your report at (Division, Org Unit, Department, etc.)
- Whether your area has been budgeted monthly or quarterly
- Whether you want a report from the Draft or Final ledger

Report Name	Hierarchy Level	Report Details
Budget to Actuals	Division	Compares budget to actual expenses for a division – reported cumulatively
	Organizational Unit	Compares budget to actual expenses for an entire organizational unit – reported cumulatively
	Academic/Business Unit	Compares budget to actual expenses for an entire academic or business unit – reported cumulatively
	Functional Group	Compares budget to actual expenses for a collection of departments that have been grouped by function – reported cumulatively
	Department	Compares budget to actual expenses for a given department number

Step	Action
1.	Navigate to **Reporting Tools** > **PS/nVision** > **Define Report Request.** 
2.	Select the **Find an Existing Value** tab if it is not already selected. 

Step	Action
3.	Enter the **Business Unit**. In this example, we use **UCF01**. To find the **Report ID**, enter the three-digit journal Source code for the Organizational Unit that you want your report based on. Add four underscores (_) behind that, and then the letter Y. Click **Search**. **For example**: AFA____Y 

Step	Action
4.	Choose the **Report ID** that corresponds with your desired report description. In this example, we select **AFADC_EY** for the **Budget-Actual_ALL BE Expense** budget report.  **Note**: There is a **Draft** version of this report available, under the **Report ID AFACM_BY**. There is also a **Quarterly Budget to Actuals Final** report, under the **Report ID AFACQ_BY**, which breaks this report down by quarters.

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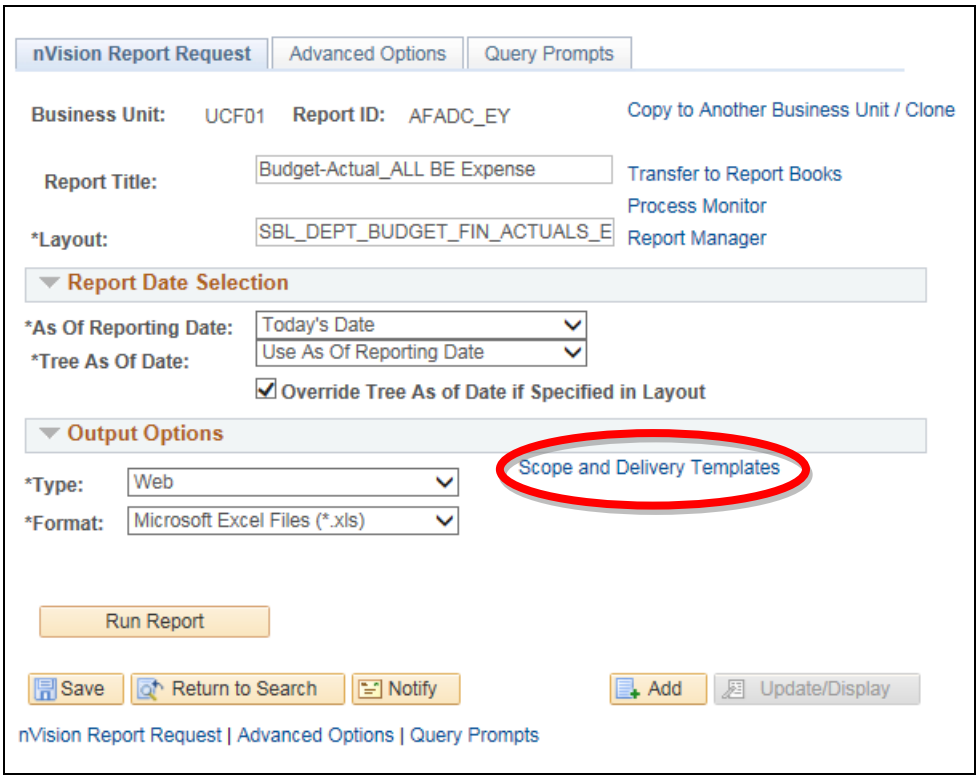
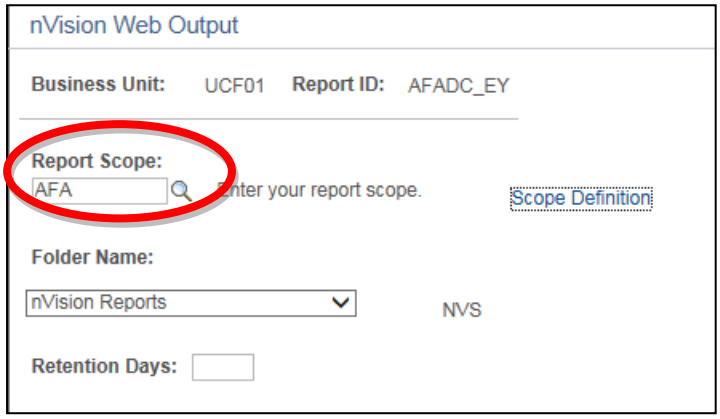
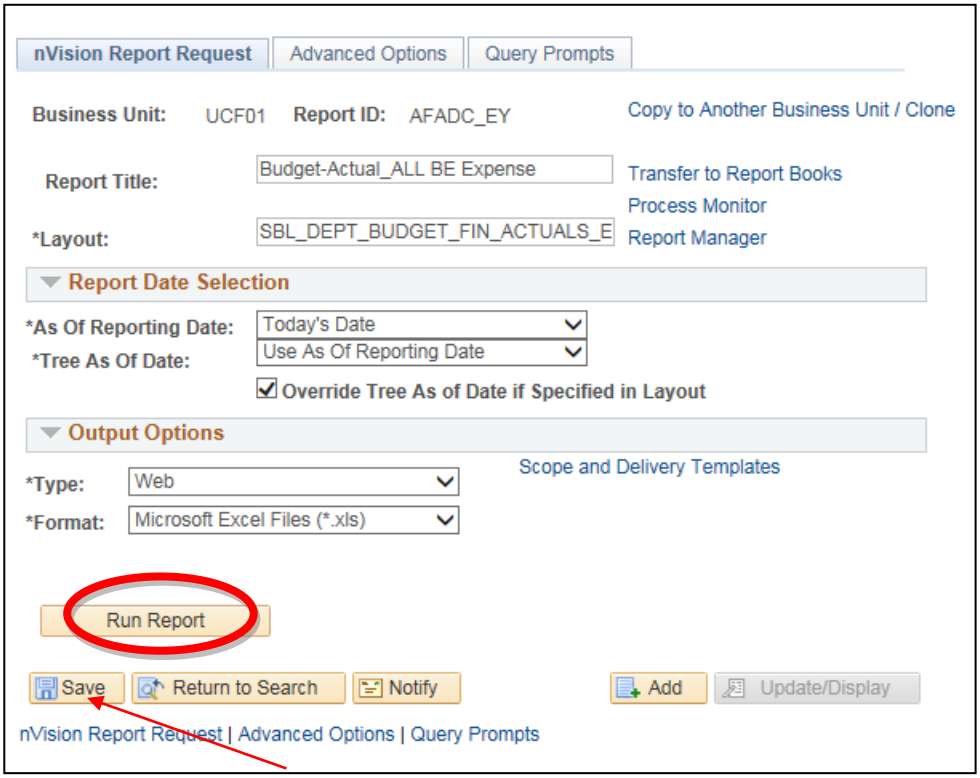
Business Unit	Report ID	Description
UCF01	AFADM_AY	Budget Allocation Final
UCF01	AFAC3_3Y	Budget Planning 3 Year
UCF01	AFADC_EY	Budget-Actual_ALL BE Expense
UCF01	AFADB_BY	Budget-Actual_DEPT BE
UCF01	AFACM_BY	Budget-Actual_M_CAT_ALL BE
UCF01	AFACM8BY	Budget-Actual_M_CAT_AUX
UCF01	AFACM7BY	Budget-Actual_M_CAT_CG
UCF01	AFACM1BY	Budget-Actual_M_CAT_EG
UCF01	AFACM0BY	Budget-Actual_M_CAT_LF
UCF01	AFADM_BY	Budget-Actual_M_DEPT_ALL BE
UCF01	AFADM8BY	Budget-Actual_M_DEPT_AUX
UCF01	AFADM7BY	Budget-Actual_M_DEPT_CG
UCF01	AFADM1BY	Budget-Actual_M_DEPT_EG
UCF01	AFADM0BY	Budget-Actual_M_DEPT_LF
UCF01	AFACQ_BY	Budget-Actual_Q_CAT_ALL BE
UCF01	AFACQ8BY	Budget-Actual_Q_CAT_AUX

Step	Action
5.	On the **nVision Report Request** tab, click the **Scope and Delivery Templates** link.

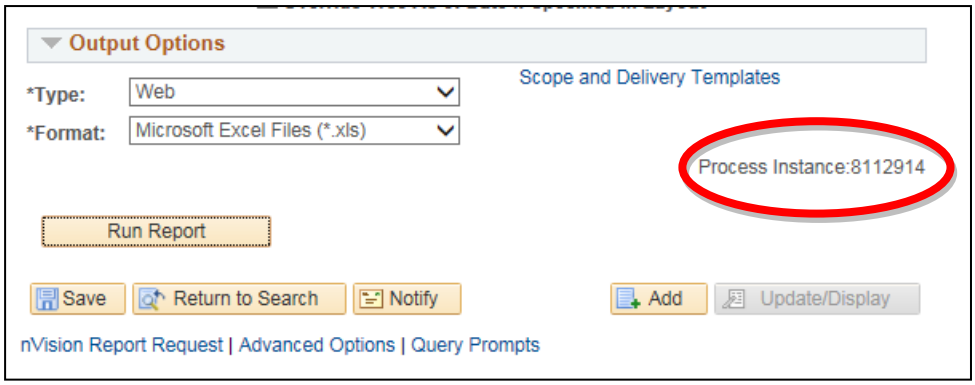
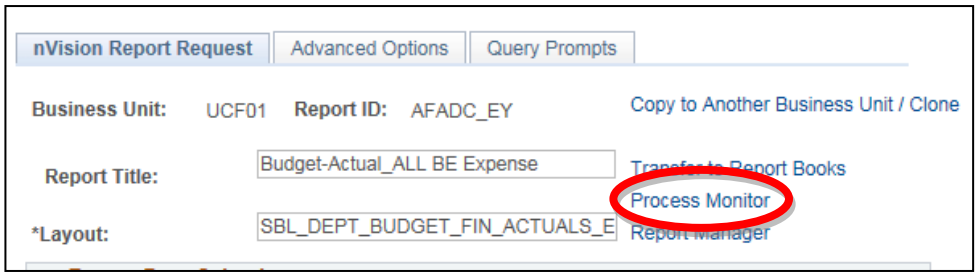


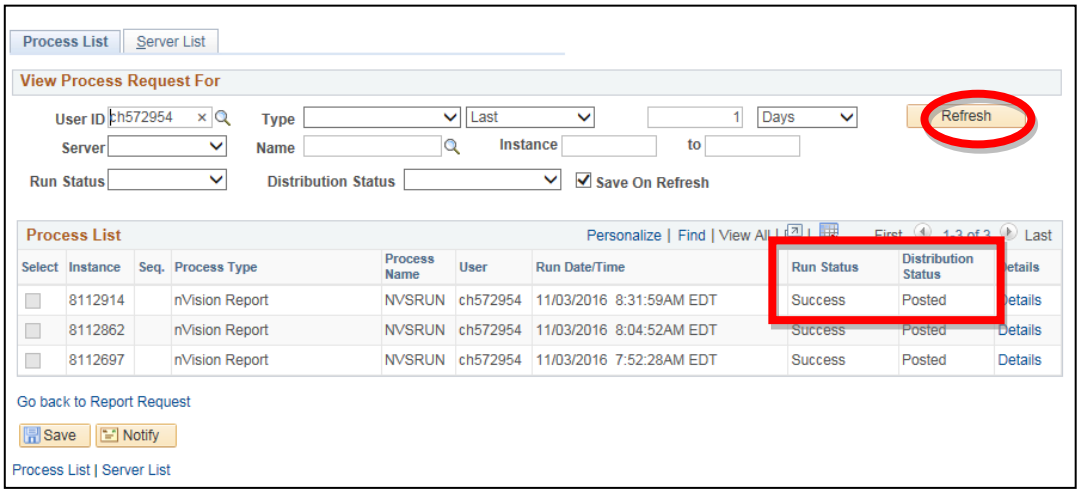
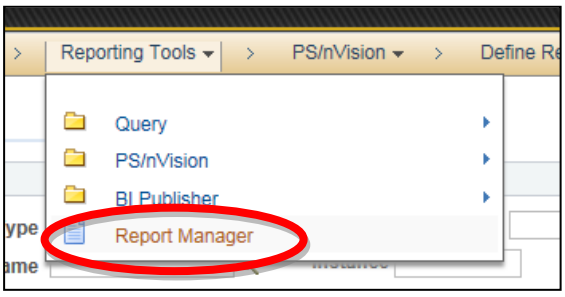
Step	Action
6.	In the **Report Scope** field, review the default value. This field determines which level of the SBL hierarchy your report will display. If the default value does not correspond to the level you wish, click the Look-up button (magnifying glass icon), next to the **Report Scope** field, to search for and select the appropriate value. In this example, we use **AFA** to run the report at the Organizational Unit level.  Click **OK**. **Note**: If you would like to run the report based on a specific department, enter **D**, followed by the eight-digit department number, followed by **S** into the **Report Scope** field. Example: **D24140001S**

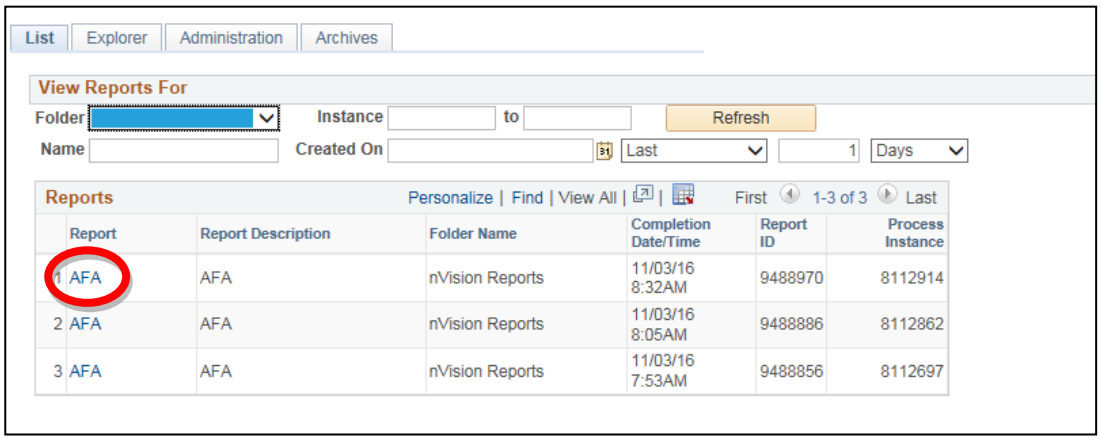
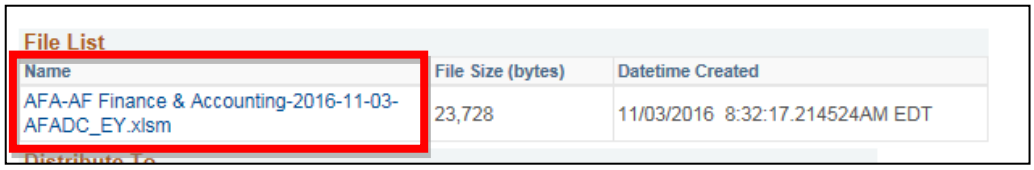
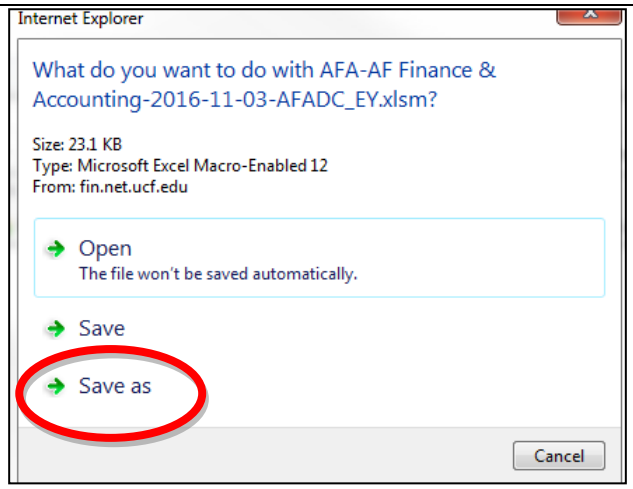
Step	Action
7.	Click **Save**, and then **Run Report**.

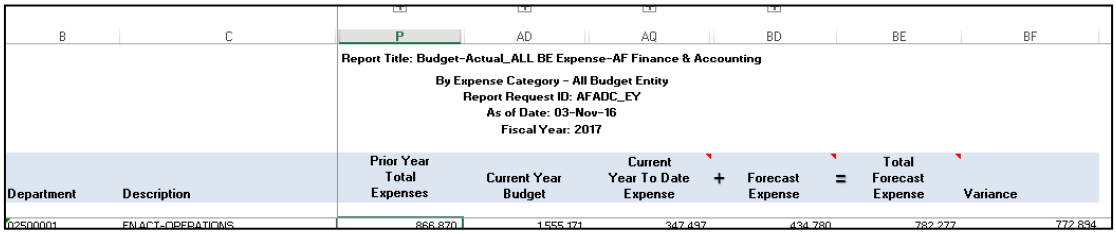


When the **Process Scheduler Request** page displays, click **OK**.
You will return to the previous screen.

Step	Action
8.	Observe that the system has generated a **Process Instance** number. 
9.	Click the **Process Monitor** link. 

Step	Action
10.	Click **Refresh** until the **Run Status** and **Distribution Status** fields display **Success** and **Posted**, respectively. When your **Run Status** is **Success** and the **Distribution Status** is **Posted**, this means that your report is ready.  **Note**: If the **Run Status** is **Error**, determine the reason. Contact the Financials Service Desk at (407) 823-5117, option 6, if necessary.
11.	Click **Reporting Tools** > **Report Manager**. 

Step	Action
12.	Click the completed report title. 
13.	Under the **File List**, click the name of your report. 
14.	 In the window, choose **Save as**, and save the report to your desktop or another safe location.

Step	Action
15.	From your saved location, open the report.
16.	The **Budget to Actuals** Final report displays, showing **Category Account** and **Descriptions** in the rows. The columns list **Prior Year Fiscal Year Expenses**, **Current Year Budget**, **Current Fiscal Year Expenses**, **Forecast Expenses**, **Total Forecast Expenses**, and **Variance**. **For example**:  The report header displays the **Report Title**, **Report ID**, **Run Date**, and **Fiscal Year**.