



ADDY NOTES



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:

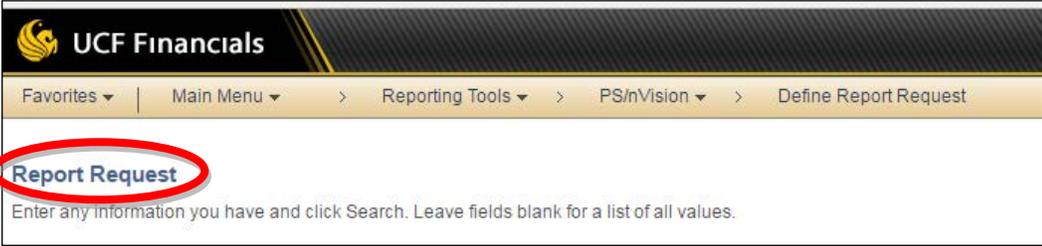
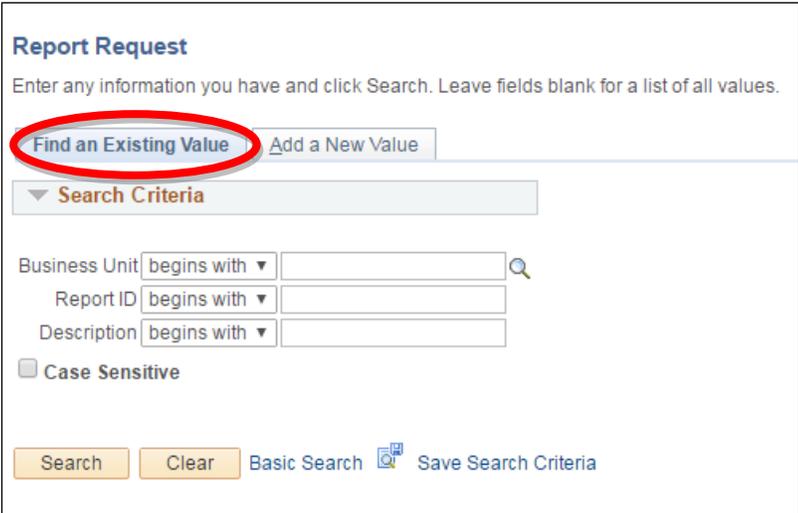
- Which level you will be running your report at (Division, Org Unit, Department, etc.)
- Whether your area has been budgeted monthly or quarterly
- Whether you want a report from the Draft or Final ledger

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



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



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Step	Action																																																						
3.	<p>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 (<code>_</code>) behind that, and then the letter Y. Click Search.</p> <p>For example: AFA____Y</p> <div data-bbox="321 814 971 1669" style="border: 1px solid black; padding: 5px;"> <p>Report Request</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p> <input type="button" value="Search Criteria"/> </p> <p> Business Unit begins with <input type="text" value="UCF01"/> <input type="button" value="Q"/> Report ID begins with <input type="text" value="AFA____Y"/> Description begins with <input type="text"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p>Search Results</p> <p>View All First 1-28 of 28 Last</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Report ID</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>UCF01</td><td>AFAC3_3Y</td><td>Budget Planning 3 Year</td></tr> <tr><td>UCF01</td><td>AFACB_BY</td><td>Budget-Actual_CAT BE</td></tr> <tr><td>UCF01</td><td>AFACM0BY</td><td>Budget-Actual_M_CAT_LF</td></tr> <tr><td>UCF01</td><td>AFACM1BY</td><td>Budget-Actual_M_CAT_EG</td></tr> <tr><td>UCF01</td><td>AFACM7BY</td><td>Budget-Actual_M_CAT_CG</td></tr> <tr><td>UCF01</td><td>AFACM8BY</td><td>Budget-Actual_M_CAT_AUX</td></tr> <tr><td>UCF01</td><td>AFACM_BY</td><td>Budget-Actual_M_CAT_ALL BE</td></tr> <tr><td>UCF01</td><td>AFACM_PY</td><td>Revenue & Expenses M_PY</td></tr> <tr><td>UCF01</td><td>AFACQ0BY</td><td>Budget-Actual_Q_CAT_LF</td></tr> <tr><td>UCF01</td><td>AFACQ1BY</td><td>Budget-Actual_Q_CAT_EG</td></tr> <tr><td>UCF01</td><td>AFACQ7BY</td><td>Budget-Actual_Q_CAT_CG</td></tr> <tr><td>UCF01</td><td>AFACQ8BY</td><td>Budget-Actual_Q_CAT_AUX</td></tr> <tr><td>UCF01</td><td>AFACQ_BY</td><td>Budget-Actual_Q_CAT_ALL BE</td></tr> <tr><td>UCF01</td><td>AFACQ_PY</td><td>Revenue & Expenses Q_PY</td></tr> <tr><td>UCF01</td><td>AFADB_BY</td><td>Budget-Actual_DEPT BE</td></tr> <tr><td>UCF01</td><td>AFADC_EY</td><td>Budget-Actual_ALL BE Expense</td></tr> <tr><td>UCF01</td><td>AFADC_RY</td><td>Revenue-Actual_ALL BE</td></tr> </tbody> </table> </div>	Business Unit	Report ID	Description	UCF01	AFAC3_3Y	Budget Planning 3 Year	UCF01	AFACB_BY	Budget-Actual_CAT BE	UCF01	AFACM0BY	Budget-Actual_M_CAT_LF	UCF01	AFACM1BY	Budget-Actual_M_CAT_EG	UCF01	AFACM7BY	Budget-Actual_M_CAT_CG	UCF01	AFACM8BY	Budget-Actual_M_CAT_AUX	UCF01	AFACM_BY	Budget-Actual_M_CAT_ALL BE	UCF01	AFACM_PY	Revenue & Expenses M_PY	UCF01	AFACQ0BY	Budget-Actual_Q_CAT_LF	UCF01	AFACQ1BY	Budget-Actual_Q_CAT_EG	UCF01	AFACQ7BY	Budget-Actual_Q_CAT_CG	UCF01	AFACQ8BY	Budget-Actual_Q_CAT_AUX	UCF01	AFACQ_BY	Budget-Actual_Q_CAT_ALL BE	UCF01	AFACQ_PY	Revenue & Expenses Q_PY	UCF01	AFADB_BY	Budget-Actual_DEPT BE	UCF01	AFADC_EY	Budget-Actual_ALL BE Expense	UCF01	AFADC_RY	Revenue-Actual_ALL BE
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Step	Action																																																																																																																		
4.	<p>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.</p> <table border="1"> <tr> <td colspan="3">View All</td> <td>First</td> <td>1-28 of 28</td> <td>Last</td> </tr> <tr> <th>Business Unit</th> <th>Report ID</th> <th>Description</th> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFADM_AY</td> <td>Budget Allocation Final</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFAC3_3Y</td> <td>Budget Planning 3 Year</td> <td colspan="3"></td> </tr> <tr style="border: 2px solid red;"> <td>UCF01</td> <td>AFADC_EY</td> <td>Budget-Actual_ALL BE Expense</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFACB_BY</td> <td>Budget-Actual_CAT BE</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFADB_BY</td> <td>Budget-Actual_DEPT BE</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFACM_BY</td> <td>Budget-Actual_M_CAT_ALL BE</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFACM8BY</td> <td>Budget-Actual_M_CAT_AUX</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFACM7BY</td> <td>Budget-Actual_M_CAT_CG</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFACM1BY</td> <td>Budget-Actual_M_CAT_EG</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFACM0BY</td> <td>Budget-Actual_M_CAT_LF</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFADM_BY</td> <td>Budget-Actual_M_DEPT_ALL BE</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFADM8BY</td> <td>Budget-Actual_M_DEPT_AUX</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFADM7BY</td> <td>Budget-Actual_M_DEPT_CG</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFADM1BY</td> <td>Budget-Actual_M_DEPT_EG</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFADM0BY</td> <td>Budget-Actual_M_DEPT_LF</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFACQ_BY</td> <td>Budget-Actual_Q_CAT_ALL BE</td> <td colspan="3"></td> </tr> <tr> <td>UCF01</td> <td>AFACQ8BY</td> <td>Budget-Actual_Q_CAT_AUX</td> <td colspan="3"></td> </tr> </table> <p>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.</p>	View All			First	1-28 of 28	Last	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	AFACB_BY	Budget-Actual_CAT BE				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			
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Step	Action
5.	<p>On the nVision Report Request tab, click the Scope and Delivery Templates link.</p> <div data-bbox="305 571 1274 1339" style="border: 1px solid black; padding: 10px;"> <p>nVision Report Request Advanced Options Query Prompts</p> <p>Business Unit: UCF01 Report ID: AFADC_EY Copy to Another Business Unit / Clone</p> <p>Report Title: Budget-Actual_ALL BE Expense Transfer to Report Books</p> <p>*Layout: SBL_DEPT_BUDGET_FIN_ACTUALS_E Process Monitor Report Manager</p> <p>▼ Report Date Selection</p> <p>*As Of Reporting Date: Today's Date ▼ *Tree As Of Date: Use As Of Reporting Date ▼ <input checked="" type="checkbox"/> Override Tree As of Date if Specified in Layout</p> <p>▼ Output Options</p> <p>*Type: Web ▼ Scope and Delivery Templates</p> <p>*Format: Microsoft Excel Files (*.xls) ▼</p> <p>Run Report</p> <p>Save Return to Search Notify Add Update/Display</p> <p>nVision Report Request Advanced Options Query Prompts</p> </div>



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Step	Action
6.	<p>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.</p> <p>In this example, we use AFA to run the report at the Organizational Unit level.</p> <div data-bbox="342 793 1050 1201" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>nVision Web Output</p> <p>Business Unit: UCF01 Report ID: AFADC_EY</p> <hr/> <p>Report Scope: <input type="text" value="AFA"/> Enter your report scope. Scope Definition</p> <p>Folder Name: <input type="text" value="nVision Reports"/> NVS</p> <p>Retention Days: <input type="text"/></p> </div> <p>Click OK.</p> <p>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</p>



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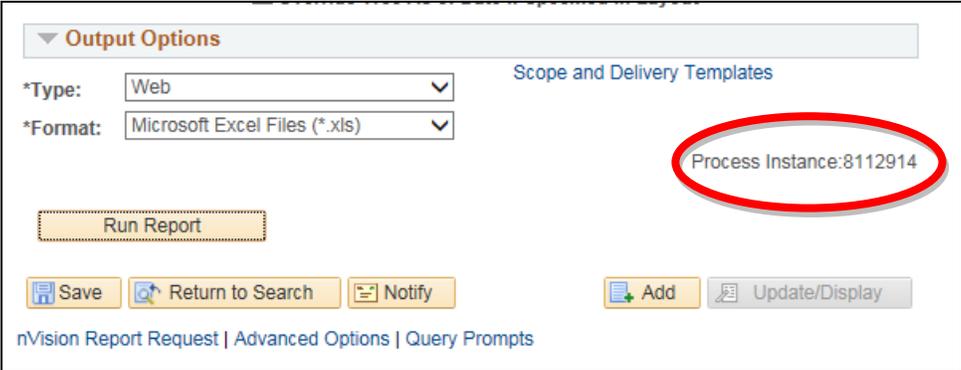
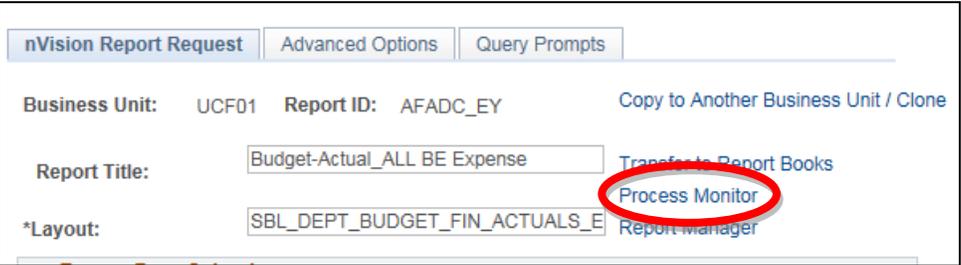


Step	Action
7.	<p>Click Save, and then Run Report.</p> <div data-bbox="326 562 1295 1327" style="border: 1px solid black; padding: 10px;"> <p>The screenshot shows the 'nVision Report Request' interface with the following details:</p> <ul style="list-style-type: none"> Business Unit: UCF01 Report ID: AFADC_EY Copy to Another Business Unit / Clone Report Title: Budget-Actual_ALL BE Expense Transfer to Report Books Process Monitor Report Manager *Layout: SBL_DEPT_BUDGET_FIN_ACTUALS_E Report Date Selection <ul style="list-style-type: none"> *As Of Reporting Date: Today's Date *Tree As Of Date: Use As Of Reporting Date <input checked="" type="checkbox"/> Override Tree As of Date if Specified in Layout Output Options <ul style="list-style-type: none"> *Type: Web Scope and Delivery Templates *Format: Microsoft Excel Files (*.xls) Buttons: Run Report (circled in red), Save, Return to Search, Notify, Add, Update/Display </div> <p>When the Process Scheduler Request page displays, click OK. You will return to the previous screen.</p>



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Step	Action
8.	<p>Observe that the system has generated a Process Instance number.</p> 
9.	<p>Click the Process Monitor link.</p> 



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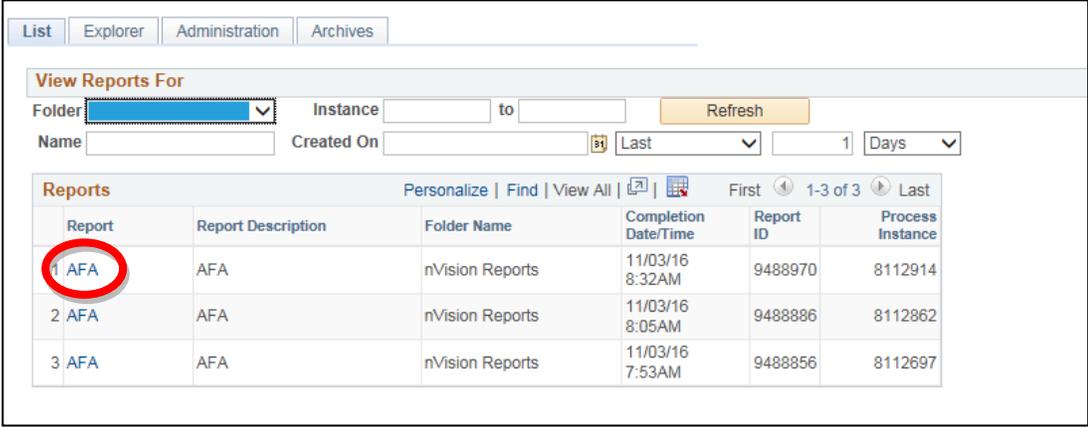
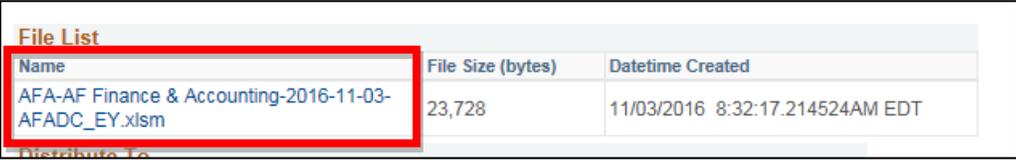
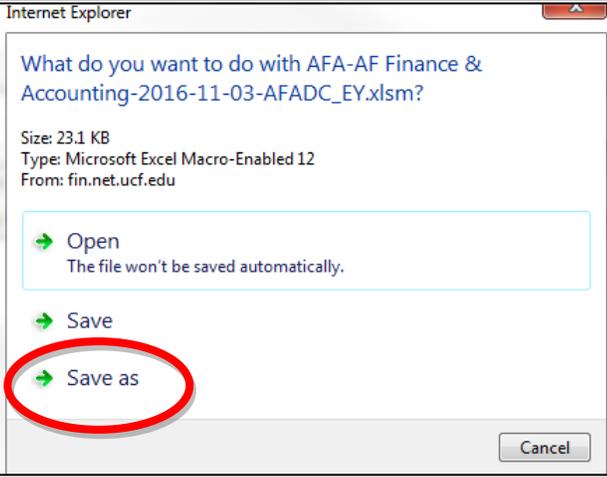


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10.	<p>Click Refresh until the Run Status and Distribution Status fields display Success and Posted, respectively. When your Run Status is Success and the Distribution Status is Posted, this means that your report is ready.</p> <div data-bbox="306 653 1365 1136" data-label="Image"> <table border="1"> <caption>Process List</caption> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>8112914</td> <td></td> <td>nVision Report</td> <td>NVSRUN</td> <td>ch572954</td> <td>11/03/2016 8:31:59AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>8112862</td> <td></td> <td>nVision Report</td> <td>NVSRUN</td> <td>ch572954</td> <td>11/03/2016 8:04:52AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>8112697</td> <td></td> <td>nVision Report</td> <td>NVSRUN</td> <td>ch572954</td> <td>11/03/2016 7:52:28AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> </div> <p>Note: If the Run Status is Error, determine the reason. Contact the Financials Service Desk at (407) 823-5117, option 6, if necessary.</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	8112914		nVision Report	NVSRUN	ch572954	11/03/2016 8:31:59AM EDT	Success	Posted	Details	<input type="checkbox"/>	8112862		nVision Report	NVSRUN	ch572954	11/03/2016 8:04:52AM EDT	Success	Posted	Details	<input type="checkbox"/>	8112697		nVision Report	NVSRUN	ch572954	11/03/2016 7:52:28AM EDT	Success	Posted	Details
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11.	<p>Click Reporting Tools > Report Manager.</p> <div data-bbox="310 1348 865 1631" data-label="Image"> </div>																																								



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12.	<p>Click the completed report title.</p>  <table border="1" data-bbox="347 806 1256 989"> <thead> <tr> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>1 AFA</td> <td>AFA</td> <td>nVision Reports</td> <td>11/03/16 8:32AM</td> <td>9488970</td> <td>8112914</td> </tr> <tr> <td>2 AFA</td> <td>AFA</td> <td>nVision Reports</td> <td>11/03/16 8:05AM</td> <td>9488886</td> <td>8112862</td> </tr> <tr> <td>3 AFA</td> <td>AFA</td> <td>nVision Reports</td> <td>11/03/16 7:53AM</td> <td>9488856</td> <td>8112697</td> </tr> </tbody> </table>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1 AFA	AFA	nVision Reports	11/03/16 8:32AM	9488970	8112914	2 AFA	AFA	nVision Reports	11/03/16 8:05AM	9488886	8112862	3 AFA	AFA	nVision Reports	11/03/16 7:53AM	9488856	8112697
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13.	<p>Under the File List, click the name of your report.</p>  <table border="1" data-bbox="315 1226 1282 1310"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AFA-AF Finance & Accounting-2016-11-03-AFADC_EY.xlsm</td> <td>23,728</td> <td>11/03/2016 8:32:17.214524AM EDT</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	AFA-AF Finance & Accounting-2016-11-03-AFADC_EY.xlsm	23,728	11/03/2016 8:32:17.214524AM EDT																		
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14.	 <p>In the window, choose Save as, and save the report to your desktop or another safe location.</p>																								



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15.	From your saved location, open the report.																				
16.	<p>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.</p> <p>For example:</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Description</th> <th>Prior Year Total Expenses</th> <th>Current Year Budget</th> <th>Current Year To Date Expense</th> <th>+</th> <th>Forecast Expense</th> <th>=</th> <th>Total Forecast Expense</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>02500001</td> <td>ENACT-OPERATIONS</td> <td>886,870</td> <td>1,555,171</td> <td>347,497</td> <td></td> <td>434,780</td> <td></td> <td>782,277</td> <td>772,834</td> </tr> </tbody> </table>	Department	Description	Prior Year Total Expenses	Current Year Budget	Current Year To Date Expense	+	Forecast Expense	=	Total Forecast Expense	Variance	02500001	ENACT-OPERATIONS	886,870	1,555,171	347,497		434,780		782,277	772,834
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