Standard Budget Ledger Reports: Expenses Prior Year

This Addy Note details the process to run the Expenses Prior Year report within UCF Financials.
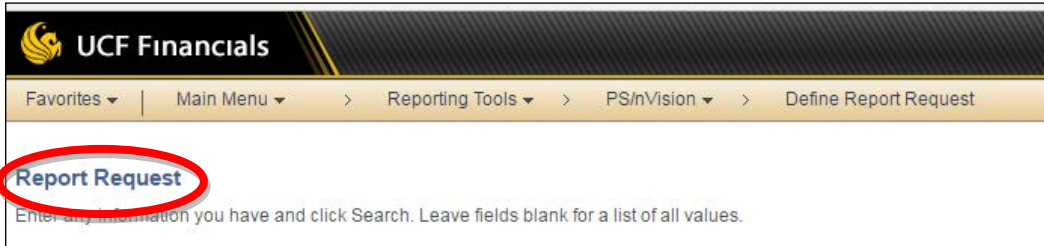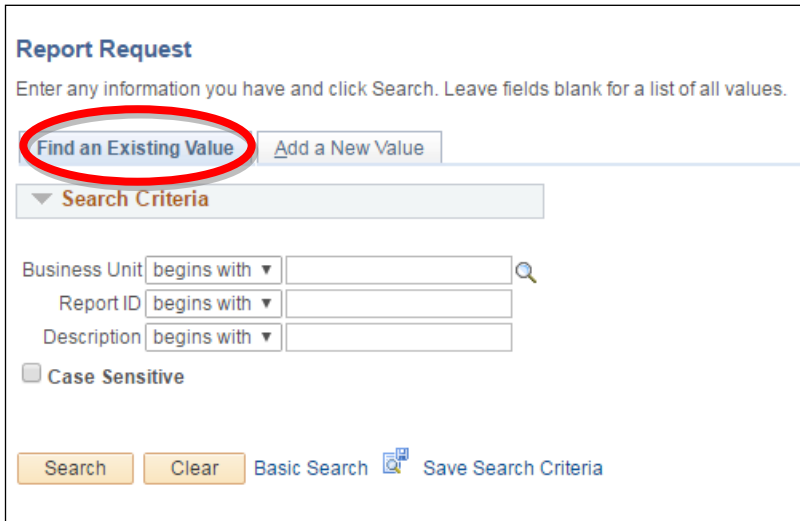
Before you begin, be sure you know the following:

- 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
Expenses Prior Year	Division	Displays prior year expenses for a division – reported cumulatively
	Organizational Unit	Displays prior year expenses for an entire organizational unit – reported cumulatively
	Academic/Business Unit	Displays prior year expenses for an entire academic or business unit – reported cumulatively
	Functional Group	Displays prior year expenses for a collection of departments that have been grouped by function – reported cumulatively
	Department	Displays prior year 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.

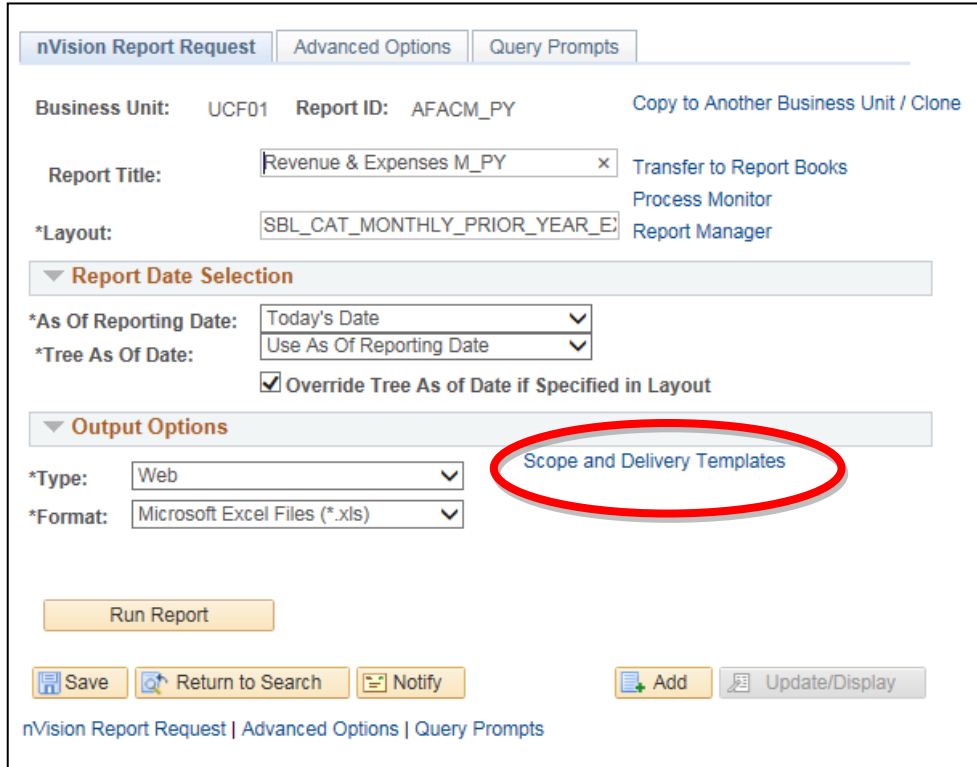| Step	Action
3.	Enter the **Business Unit**. In this example, we use **UCF01**. To find the **Report ID**, enter the three-digit journal Source code for the Organizational Unit that you want your report based on. Add four underscores (_) behind that, and then the letter Y. Click **Search**. **For example**: AFA____Y **Report Request** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value ▼ Search Criteria Business Unit begins with ▼ UCF01 🔍 Report ID begins with ▼ AFA____Y Description begins with ▼ ☐ Case Sensitive Search Clear Basic Search Save Search Criteria Search Results View All First ◁ 1-28 of 28 ▷ Last **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

Step	Action
4.	Choose the **Report ID** that corresponds with your desired report description. In this example, we select **AFACM_PY** for the **Revenue & Expenses M_PY** budget report.

Note: This Addy Note shows the prior year expenses by **month**. To run the report by quarter, please see the Addy Note for *SBL Reports Qtrly Expenses Prior Year*.

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

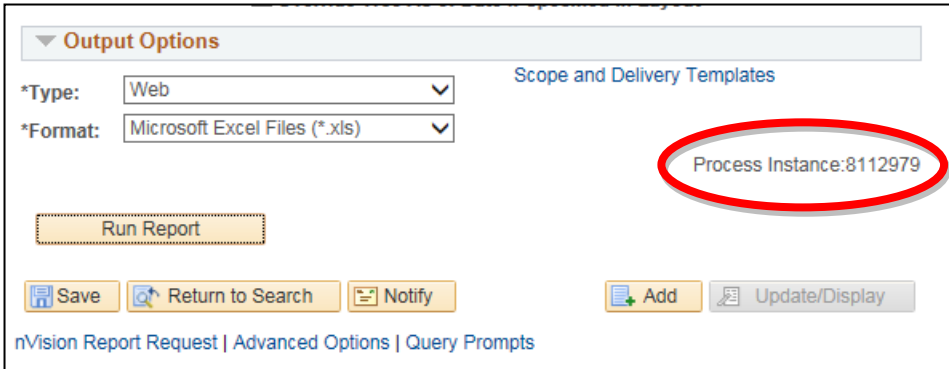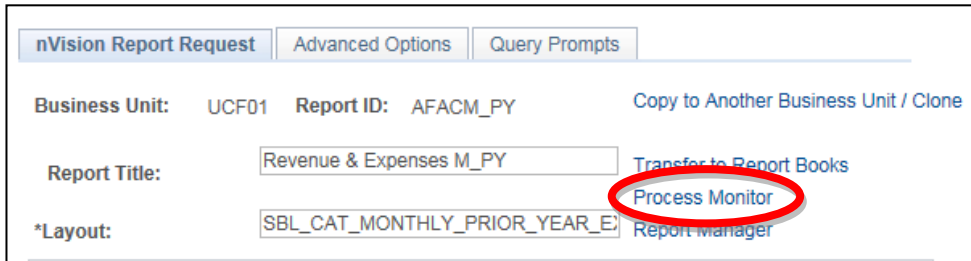| Step	Action
6.	In the **Report Scope** field, review the default value. This field determines which level of the SBL hierarchy your report will display. If the default value does not correspond to the level you wish, click the Look-up button (magnifying glass icon), next to the **Report Scope** field, 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**.

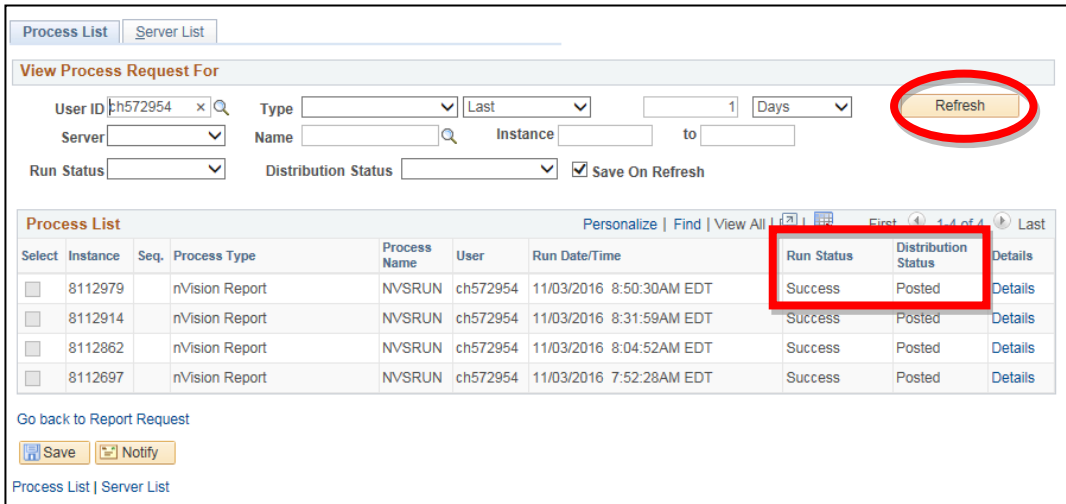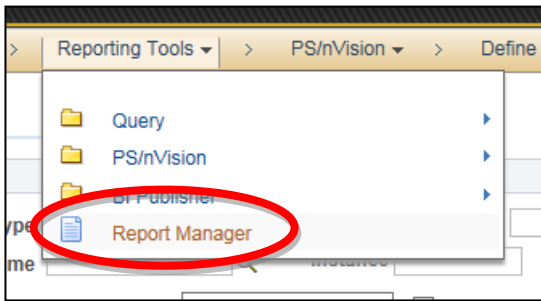You will return to the previous screen.

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**.
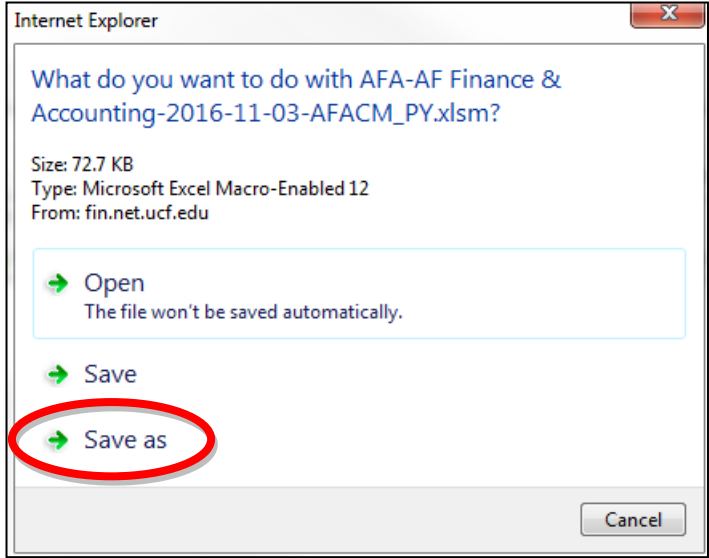
Step	Action
12.	Click the completed report title.
13.	Under the **File List**, click the name of your report.

Step	Action
14.	In the window, choose **Save as**, and save the report to your desktop or another safe location. **Internet Explorer** What do you want to do with AFA-AF Finance & Accounting-2016-11-03-AFACM_PY.xlsm? Size: 72.7 KB Type: Microsoft Excel Macro-Enabled 12 From: fin.net.ucf.edu → Open The file won't be saved automatically. → Save → Save as Cancel
15.	From your saved location, open the report.

16.	The **Expenses Prior Year** report displays, showing **Category Account** and **Descriptions** in the rows, with **dollar and percentage values**, by month, in the columns.
	For example:
	The report header displays the **Report Title**, **Report ID**, **Run Date**, and **Fiscal Year**.