



ADDY NOTES



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:

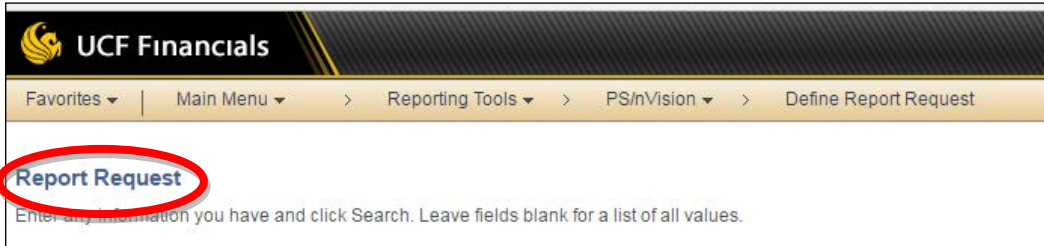
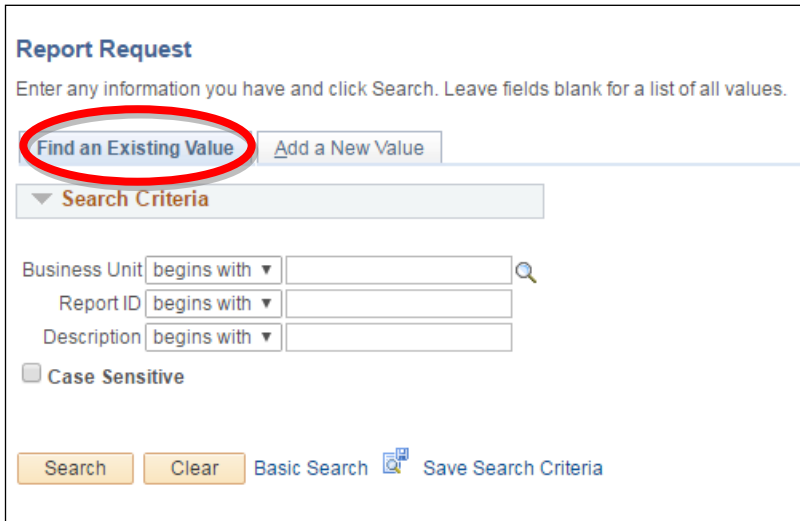
- Which level you will be running your report at (Division, Org Unit, Department, etc.)
- Whether your area has been budgeted monthly or quarterly
- Whether you want a report from the Draft or Final ledger

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



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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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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 () behind that, and then the letter Y. Click Search.</p> <p>For example: AFA____Y</p> <div><div><div><div>Report Request</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div>Find an Existing Value</div><div>Add a New Value</div></div><div><div>▼ Search Criteria</div><div><div>Business Unit</div><div>begins with</div><div>UCF01</div><div>Report ID</div><div>begins with</div><div>AFA____Y</div><div>Description</div><div>begins with</div><div></div></div><div><div><input type="checkbox"/> Case Sensitive</div></div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div> Save Search Criteria</div></div></div></div><div><div>Search Results</div><div><div>View All</div><div>First</div><div>1-28 of 28</div><div>Last</div></div><table><tr><th>Business Unit</th><th>Report ID</th><th>Description</th></tr><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></table></div></div></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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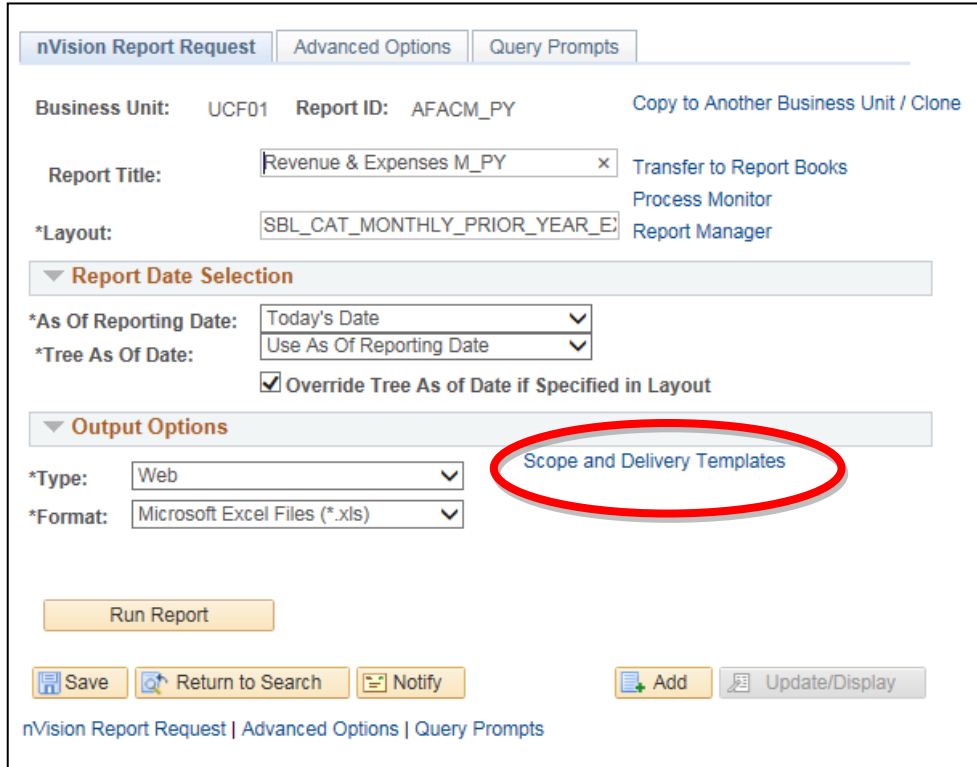
Step	Action																																				
4.	<p>Choose the Report ID that corresponds with your desired report description. In this example, we select AFACM_PY for the Revenue & Expenses M_PY budget report.</p> <div><p>Search Results</p><p>View All First 1-28 of 28 Last</p><table><tr><th>Business Unit</th><th>Report ID</th><th>Description</th></tr><tr><td>UCF01</td><td>AFADC_RY</td><td>Revenue-Actual_ALL BE</td></tr><tr><td>UCF01</td><td>AFACQ_BY</td><td>Revenue & Expenses Q_BY</td></tr><tr><td>UCF01</td><td>AFACM_PY</td><td>Revenue & Expenses M_PY</td></tr><tr><td>UCF01</td><td>AFADQ0BY</td><td>Budget-Actual_Q_DEPT_LF</td></tr><tr><td>UCF01</td><td>AFADQ1BY</td><td>Budget-Actual_Q_DEPT_EG</td></tr><tr><td>UCF01</td><td>AFADQ7BY</td><td>Budget-Actual_Q_DEPT_CG</td></tr><tr><td>UCF01</td><td>AFADQ8BY</td><td>Budget-Actual_Q_DEPT_AUX</td></tr><tr><td>UCF01</td><td>AFADQ_BY</td><td>Budget-Actual_Q_DEPT_ALL BE</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></table></div>	Business Unit	Report ID	Description	UCF01	AFADC_RY	Revenue-Actual_ALL BE	UCF01	AFACQ_BY	Revenue & Expenses Q_BY	UCF01	AFACM_PY	Revenue & Expenses M_PY	UCF01	AFADQ0BY	Budget-Actual_Q_DEPT_LF	UCF01	AFADQ1BY	Budget-Actual_Q_DEPT_EG	UCF01	AFADQ7BY	Budget-Actual_Q_DEPT_CG	UCF01	AFADQ8BY	Budget-Actual_Q_DEPT_AUX	UCF01	AFADQ_BY	Budget-Actual_Q_DEPT_ALL BE	UCF01	AFACQ0BY	Budget-Actual_Q_CAT_LF	UCF01	AFACQ1BY	Budget-Actual_Q_CAT_EG	UCF01	AFACQ7BY	Budget-Actual_Q_CAT_CG
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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](#).



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Step	Action
5.	<p>On the nVision Report Request tab, click the Scope and Delivery Templates link.</p>  <p>The screenshot shows the 'nVision Report Request' tab selected. It includes fields for Business Unit (UCF01), Report ID (AFACM_PY), and Report Title (Revenue & Expenses M_PY). There are also sections for Report Date Selection and Output Options. The 'Scope and Delivery Templates' link is highlighted with a red circle.</p>



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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="378 766 1057 1157" data-label="Form"> </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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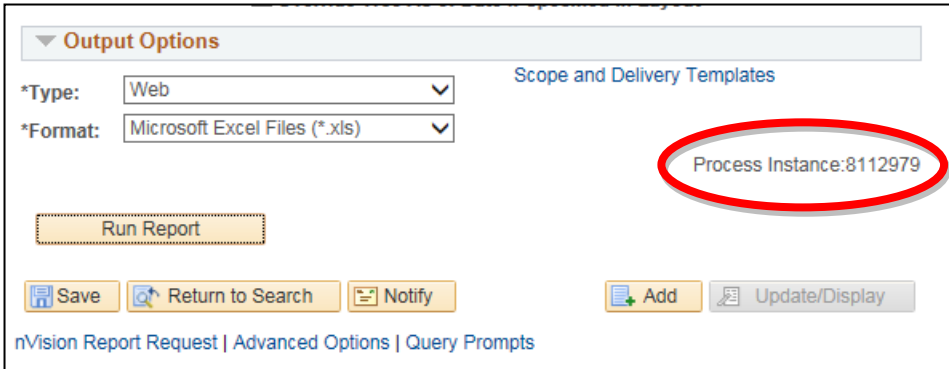
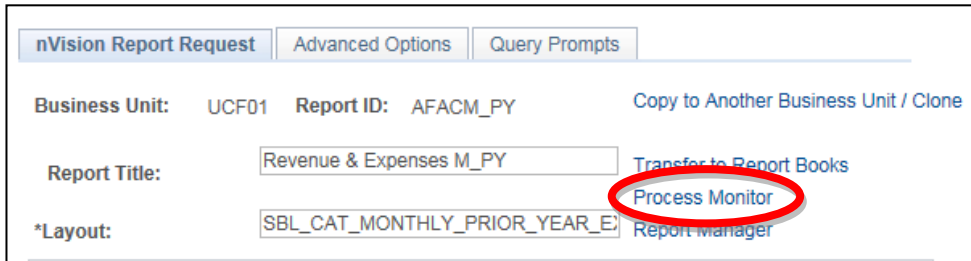


Step	Action
7.	<p>Click Save, and then Run Report.</p> <div data-bbox="319 588 1287 1352"> </div> <p>When the Process Scheduler Request page displays, click OK. You will return to the previous screen.</p>



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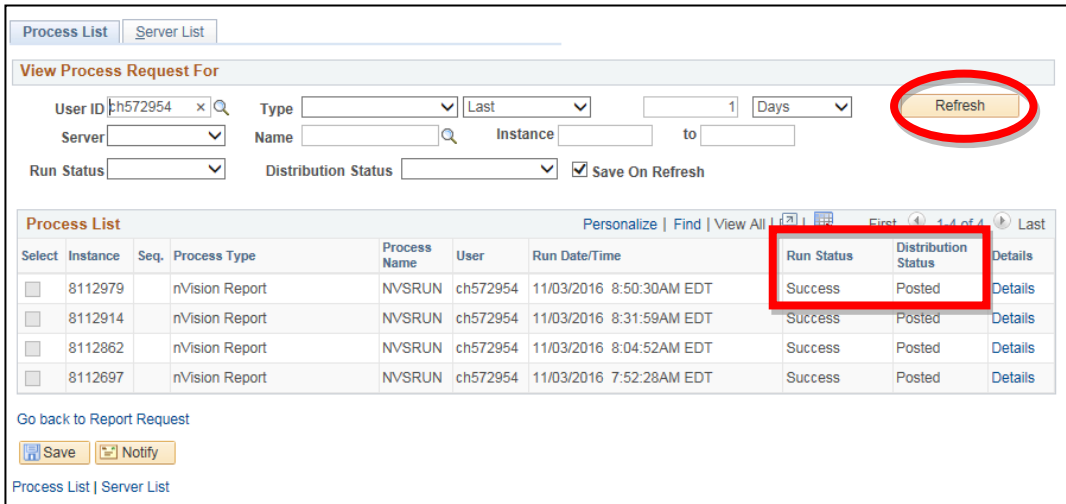
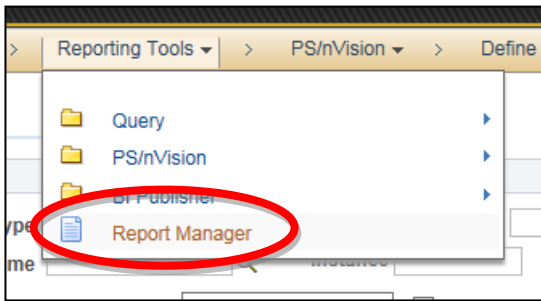


Step	Action
8.	<p>Observe that the system has generated a Process Instance number.</p> 
9.	<p>Click the Process Monitor link.</p> 



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Step	Action
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>  <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>
11.	<p>Click Reporting Tools > Report Manager.</p> 



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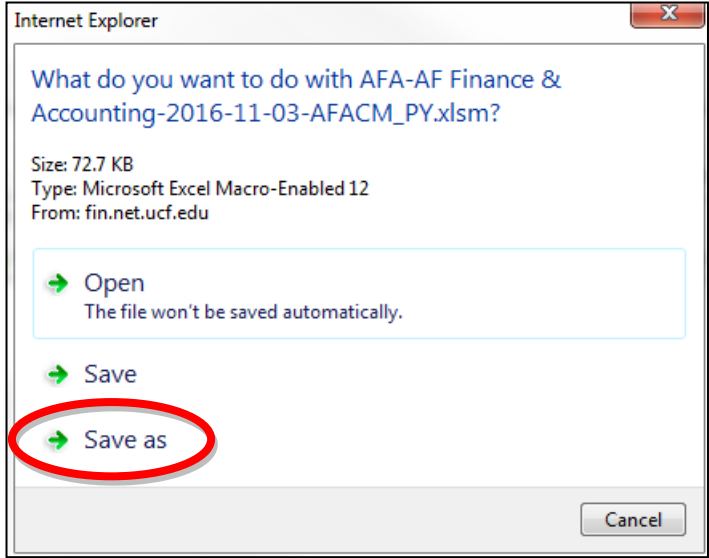


Step	Action																														
12.	Click the completed report title.																														
	<div><div>List Explorer Administration Archives</div><div>View Reports For</div><div>Folder <div></div> Instance <div></div> to <div></div> Refresh</div><div>Name <div></div> Created On <div></div> Last <div></div> 1 Days <div></div></div><div>Reports Personalize Find View All First 1-4 of 4 Last</div><table><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><tr><td>1 AFA</td><td>AFA</td><td>nVision Reports</td><td>11/03/16 8:51AM</td><td>9489080</td><td>8112979</td></tr><tr><td>2 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>3 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>4 AFA</td><td>AFA</td><td>nVision Reports</td><td>11/03/16 7:53AM</td><td>9488856</td><td>8112697</td></tr></table><div>Save</div><div>List Explorer Administration Archives</div></div>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1 AFA	AFA	nVision Reports	11/03/16 8:51AM	9489080	8112979	2 AFA	AFA	nVision Reports	11/03/16 8:32AM	9488970	8112914	3 AFA	AFA	nVision Reports	11/03/16 8:05AM	9488886	8112862	4 AFA	AFA	nVision Reports	11/03/16 7:53AM	9488856	8112697
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13.	Under the File List , click the name of your report.																														
	<div><div>Distribution Node https://shared Expiration Date</div><div>File List</div><table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td>AFA-AF Finance & Accounting-2016-11-03-AFACM_PY.xlsm</td><td>74,477</td><td>11/03/2016 8:51:01.108882AM EDT</td></tr></table><div>Distribute To</div></div>	Name	File Size (bytes)	Datetime Created	AFA-AF Finance & Accounting-2016-11-03-AFACM_PY.xlsm	74,477	11/03/2016 8:51:01.108882AM EDT																								
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Step	Action
14.	<p>In the window, choose Save as, and save the report to your desktop or another safe location.</p> 
15.	<p>From your saved location, open the report.</p>



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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:

Category Account		Category/Account Description		Percent	September	Percent	October	Percent	November	Percent	December	Percent	January	Percent	February	Percent	March
7000001		Faculty-Staff Salary-Benefits		0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0
7000002		Faculty Salary		0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0
7000003		SALARY/PERMCHARGES		0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0
7000004		ADMIN AND PROF		11.0%	226,706	4.3%	547,272	10.3%	371,325	7.4%	362,680	7.3%	360,395	7.4%	432,475	8.7%	363,082
7000005		UNIV SUP PERSONNEL SYSTEM		11.1%	72,207	3.8%	219,578	11.5%	136,319	7.2%	133,848	7.0%	143,038	7.5%	183,473	9.6%	148,838
7000006		Staff Salary		11.1%	290,514	4.3%	766,850	11.1%	508,044	7.4%	496,528	7.2%	512,094	7.4%	616,295	8.9%	515,835
7000007		SPECIAL SECURITY DETACH-SALARY		10.3%	17,881	3.8%	54,181	10.3%	34,852	7.0%	33,517	6.8%	37,587	7.8%	45,533	9.2%	39,432

The report header displays the **Report Title**, **Report ID**, **Run Date**, and **Fiscal Year**.