



ADDY NOTES



Standard Budget Ledger Reports: Quarterly Budget to Actuals

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

Before you begin, be sure you know the following:

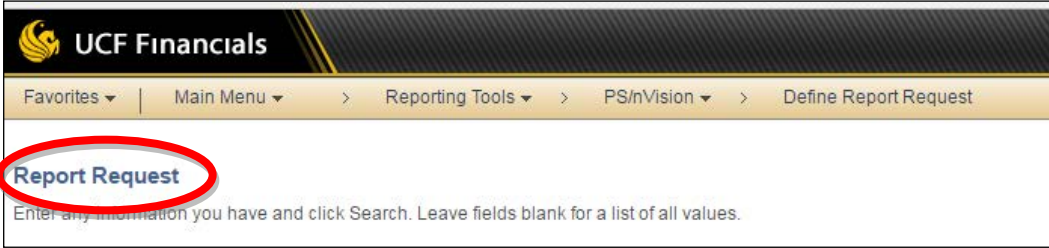
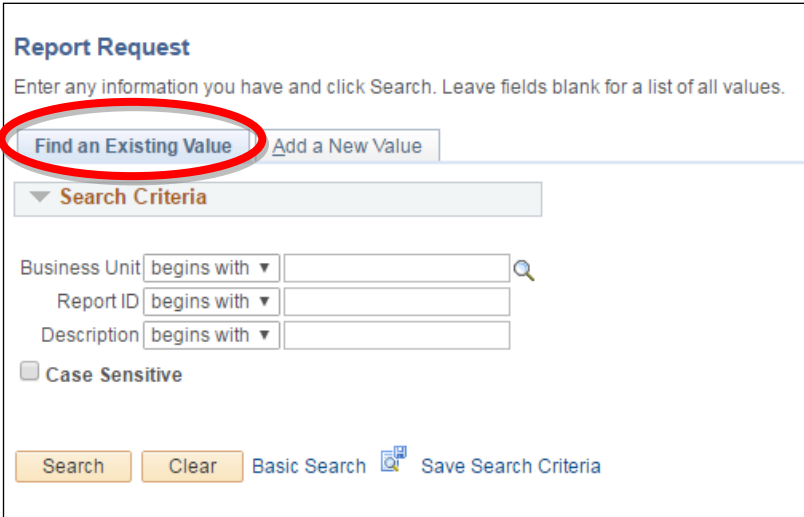
- Which level you will be running your report at (Division, Org Unit, Department, etc.)
- Whether your area has been budgeted monthly or quarterly

Report Name	Hierarchy Level	Report Details
Quarterly Budget to Actuals	Division	Compares budget to actual expenses for a division – reported quarterly
	Organizational Unit	Compares budget to actual expenses for an entire organizational unit – reported quarterly
	Academic/Business Unit	Compares budget to actual expenses for an entire academic or business unit – reported quarterly
	Functional Group	Compares budget to actual expenses for a collection of departments that have been grouped by function – reported quarterly
	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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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="323 814 971 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"/> </p> <p> Report ID begins with <input type="text" value="AFA____Y"/> </p> <p> 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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4.	<p>Choose the Report ID that corresponds with your desired report description. In this example, we select AFACA_BY for the Budget-Actual_Q_CAT_ALL BE budget report.</p> <div data-bbox="321 655 850 1289" style="border: 1px solid black; padding: 5px;"> <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>AFADM_AY</td><td>Budget Allocation Final</td></tr> <tr><td>UCF01</td><td>AFAC3_3Y</td><td>Budget Planning 3 Year</td></tr> <tr><td>UCF01</td><td>AFADC_EY</td><td>Budget-Actual_ALL BE Expense</td></tr> <tr><td>UCF01</td><td>AFACB_BY</td><td>Budget-Actual_CAT BE</td></tr> <tr><td>UCF01</td><td>AFADB_BY</td><td>Budget-Actual_DEPT BE</td></tr> <tr><td>UCF01</td><td>AFACM_BY</td><td>Budget-Actual_M_CAT_ALL BE</td></tr> <tr><td>UCF01</td><td>AFACM8BY</td><td>Budget-Actual_M_CAT_AUX</td></tr> <tr><td>UCF01</td><td>AFACM7BY</td><td>Budget-Actual_M_CAT_CG</td></tr> <tr><td>UCF01</td><td>AFACM1BY</td><td>Budget-Actual_M_CAT_EG</td></tr> <tr><td>UCF01</td><td>AFACM0BY</td><td>Budget-Actual_M_CAT_LF</td></tr> <tr><td>UCF01</td><td>AFADM_BY</td><td>Budget-Actual_M_DEPT_ALL BE</td></tr> <tr><td>UCF01</td><td>AFADM8BY</td><td>Budget-Actual_M_DEPT_AUX</td></tr> <tr><td>UCF01</td><td>AFADM7BY</td><td>Budget-Actual_M_DEPT_CG</td></tr> <tr><td>UCF01</td><td>AFADM1BY</td><td>Budget-Actual_M_DEPT_EG</td></tr> <tr><td>UCF01</td><td>AFADM0BY</td><td>Budget-Actual_M_DEPT_LF</td></tr> <tr style="border: 2px solid red;"><td>UCF01</td><td>AFACQ_BY</td><td>Budget-Actual_Q_CAT_ALL BE</td></tr> <tr><td>UCF01</td><td>AFACQ8BY</td><td>Budget-Actual_Q_CAT_AUX</td></tr> <tr><td>UCF01</td><td>AFACQ7BY</td><td>Budget-Actual_Q_CAT_CG</td></tr> </tbody> </table> </div>	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	UCF01	AFACQ7BY	Budget-Actual_Q_CAT_CG
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5.	<p>On the nVision Report Request tab, click the Scope and Delivery Templates link.</p> <div data-bbox="332 562 1312 1356" style="border: 1px solid black; padding: 10px;"> <p>nVision Report Request Advanced Options Query Prompts</p> <p>Business Unit: UCF01 Report ID: AFACQ_BY Copy to Another Business Unit / Clone</p> <p>Report Title: Budget-Actual_Q_CAT_ALL BE Transfer to Report Books Process Monitor</p> <p>*Layout: SBL_CAT_QTR_1YR_FIN_FORECAST_ Report Manager</p> <p>▼ Report Date Selection</p> <p>*As Of Reporting Date: Today's Date ▼ Use As Of Reporting Date ▼</p> <p>*Tree As Of 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="306 770 1144 1178" style="border: 1px solid black; padding: 5px;"> <p>nVision Web Output</p> <p>Business Unit: UCF01 Report ID: AFACB_BY</p> <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="321 594 1300 1001" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;"><input checked="" type="checkbox"/> Override Tree As of Date if Specified in Layout</p> <p>Output Options</p> <p>*Type: <input type="text" value="Web"/> Scope and Delivery Templates</p> <p>*Format: <input type="text" value="Microsoft Excel Files (*.xls)"/></p> <p style="text-align: center;">Run Report</p> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> <p>nVision Report Request Advanced Options Query Prompts</p> </div> <p>When the Process Scheduler Request page displays, click OK. You will return to the previous screen.</p>
8.	<p>Observe that the system has generated a Process Instance number.</p> <div data-bbox="321 1199 1300 1581" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;"><input checked="" type="checkbox"/> Override Tree As of Date if Specified in Layout</p> <p>Output Options</p> <p>*Type: <input type="text" value="Web"/> Scope and Delivery Templates</p> <p>*Format: <input type="text" value="Microsoft Excel Files (*.xls)"/></p> <p style="text-align: center;">Process Instance:8113169</p> <p style="text-align: center;">Run Report</p> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> <p>nVision Report Request Advanced Options Query Prompts</p> </div>



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Step	Action
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9. Click the **Process Monitor** link.

Business Unit: UCF01 Report ID: AFACQ_BY [Copy to Another Business Unit / Clone](#)

Report Title: [Transfer to Report Books](#)

*Layout: [Process Monitor](#) [Report Manager](#)

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.

User ID: Type: Last: 1 Days:

Server: Name: Instance: to:

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8113169		nVision Report	NVSRUN	ch572954	11/03/2016 9:41:45AM EDT	Success	Posted	Details
<input type="checkbox"/>	8113101		nVision Report	NVSRUN	ch572954	11/03/2016 9:25:03AM EDT	Success	Posted	Details
<input type="checkbox"/>	8112979		nVision Report	NVSRUN	ch572954	11/03/2016 8:50:30AM EDT	Success	Posted	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

[Go back to Report Request](#)

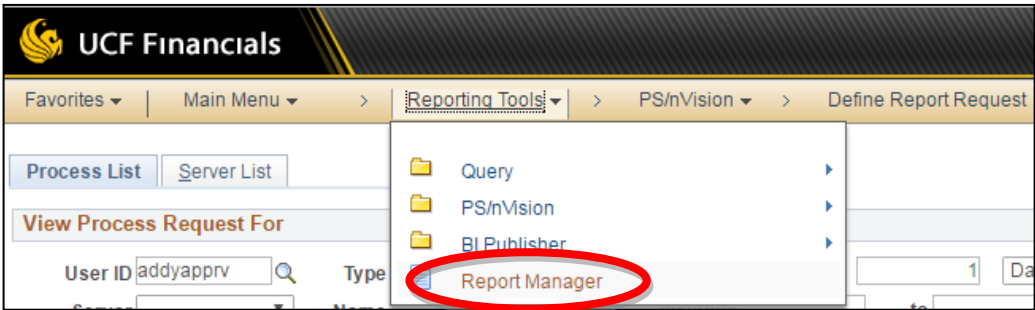
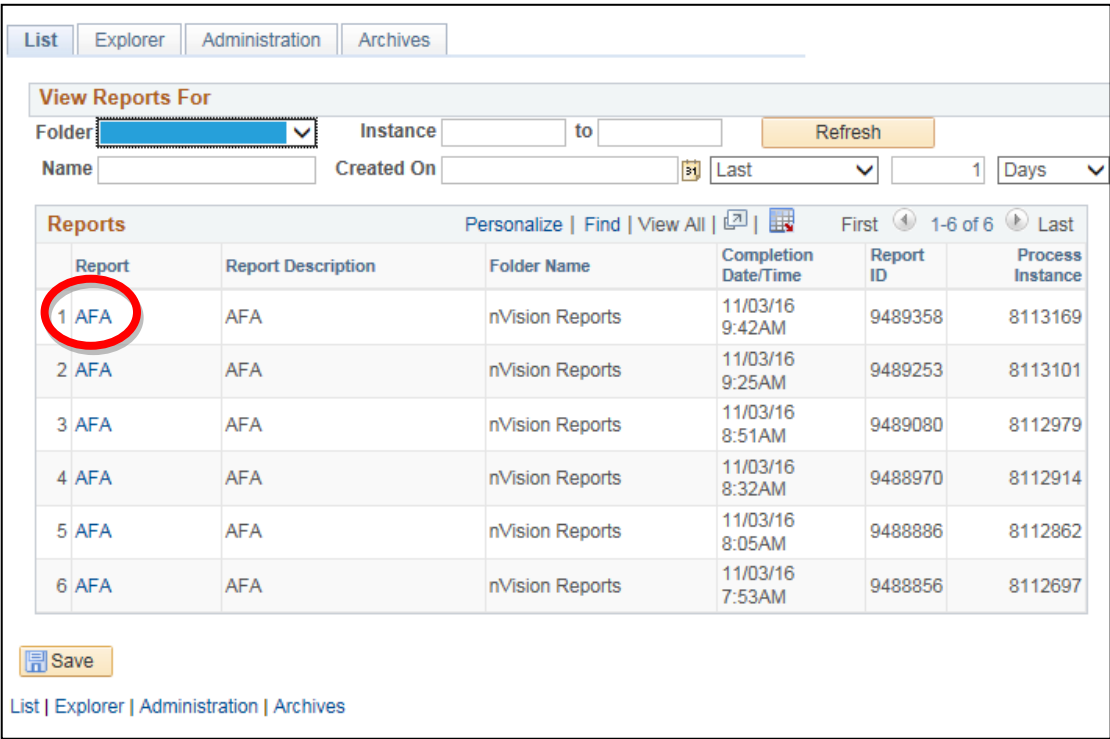
[Process List](#) | [Server List](#)

Note: If the **Run Status** is **Error**, determine the reason. Contact the Financials Service Desk at (407) 823-5117, option 6, if necessary.



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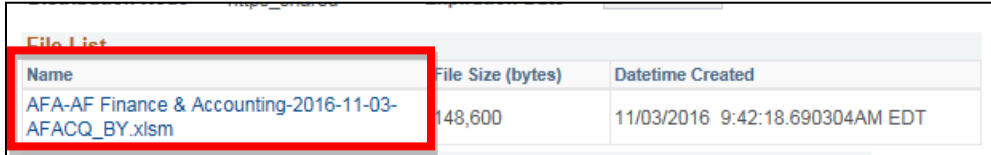
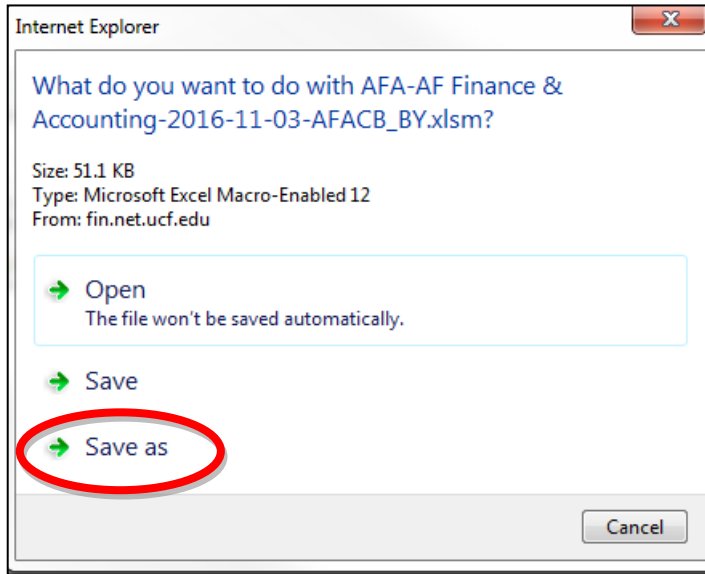


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11.	<p>Click Reporting Tools > Report Manager.</p> 
12.	<p>Click the completed report title.</p> 



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13.	<p>Under the File List, click the name of your report.</p>  <table border="1" data-bbox="321 569 1305 722"> <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-AFACQ_BY.xlsm</td> <td>148,600</td> <td>11/03/2016 9:42:18.690304AM EDT</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	AFA-AF Finance & Accounting-2016-11-03-AFACQ_BY.xlsm	148,600	11/03/2016 9:42:18.690304AM 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>  <p>Internet Explorer</p> <p>What do you want to do with AFA-AF Finance & Accounting-2016-11-03-AFACB_BY.xlsm?</p> <p>Size: 51.1 KB Type: Microsoft Excel Macro-Enabled 12 From: fin.net.ucf.edu</p> <p> <input type="radio"/> Open The file won't be saved automatically. </p> <p> <input type="radio"/> Save </p> <p> <input checked="" type="radio"/> Save as </p> <p>Cancel</p>						
15.	<p>From your saved location, open the report.</p>						



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16.	<p>The Quarterly Budget to Actuals Final report displays, showing Category Account and Descriptions in the rows. The columns list Prior Year Fiscal Year All Year, Current Year Budget, Current Fiscal Year To Date, Forecast Expenses, Total Forecast Expenses, and Variance.</p> <p>For example:</p> <table border="1"> <thead> <tr> <th>Category Account</th> <th>Category/Account Description</th> <th>Prior Year Total Expenses</th> <th>Current Year Budget</th> <th>2017-1</th> <th>2017-2</th> </tr> </thead> <tbody> <tr> <td>700000</td> <td>Contingency</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>700001</td> <td>Faculty-Staff Salary-Benefits</td> <td>9,083,241</td> <td>7,906,648</td> <td>369665.1</td> <td>1013730.26</td> </tr> <tr> <td>700011</td> <td>OPS Salary & Benefits</td> <td>428,268</td> <td>0</td> <td>17010.6</td> <td>55184.52</td> </tr> <tr> <td>700021</td> <td>Furniture & Equipment</td> <td>61,081</td> <td>0</td> <td>819</td> <td>1416.93</td> </tr> <tr> <td>700031</td> <td>Professional Services</td> <td>291,591</td> <td>215,077</td> <td>7050.09</td> <td>571.09</td> </tr> <tr> <td>700051</td> <td>IT Expenses</td> <td>144,166</td> <td>141,398</td> <td>45136.34</td> <td>30990.14</td> </tr> </tbody> </table> <p>The report header displays the Report Title, Report ID, Run Date, and Fiscal Year.</p>	Category Account	Category/Account Description	Prior Year Total Expenses	Current Year Budget	2017-1	2017-2	700000	Contingency					700001	Faculty-Staff Salary-Benefits	9,083,241	7,906,648	369665.1	1013730.26	700011	OPS Salary & Benefits	428,268	0	17010.6	55184.52	700021	Furniture & Equipment	61,081	0	819	1416.93	700031	Professional Services	291,591	215,077	7050.09	571.09	700051	IT Expenses	144,166	141,398	45136.34	30990.14
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