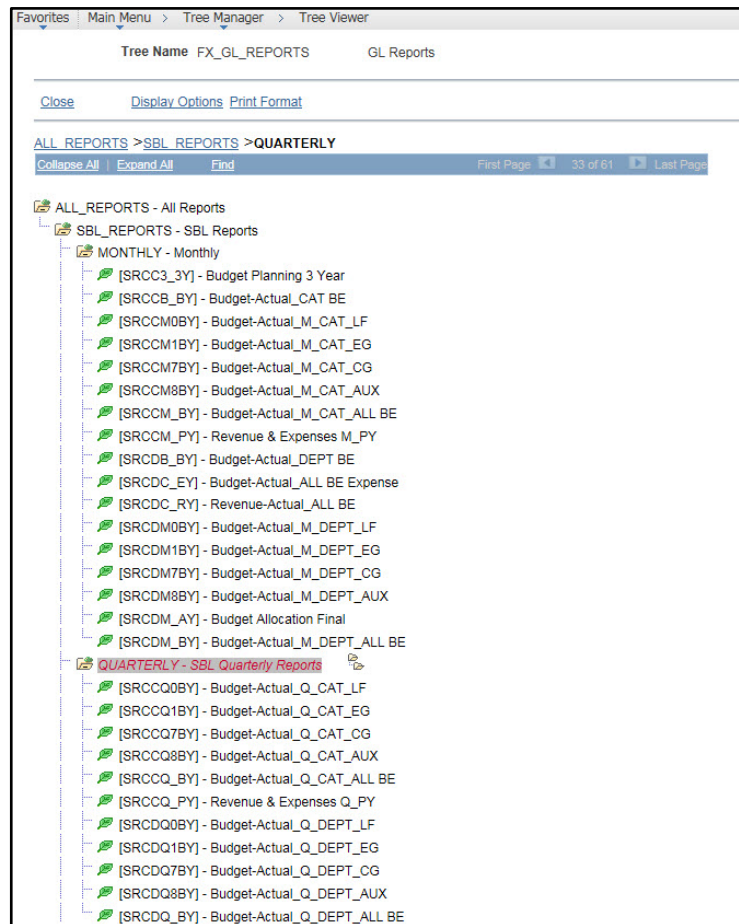




## Selecting your Standard Budget Ledger (SBL) Report

This Addy Note explains how to select the SBL report to best suit your needs. The **Standard Budget Ledger** reports are broken down into **Monthly** and **Quarterly** reports.



To view this page, navigate to **UCF Financials**. Go to **Main Menu > Tree Manager > Tree Viewer**. Enter **FX\_GL** and click **Search**.

In the **Report ID**, the **SRC** stands for “Source” and will be changed based on the **Journal Source** of your report.

- **For example:** If you are running the Budget Planning 3 Year report for the College of Science, the source will be **COS**, and read as “**COSC3\_3Y**.”



The following table provides the **Description**, the **Budget Entity** that is covered in the report, how the information is **Displayed**, and the **Use** of each report.

- **Budget Entity:** A classification system that serves to identify funding sources. (Local Funds, E&G, C&G, Auxiliary, or all of them combined.) For more information, please see [Budget Entities Definitions](#).

### Monthly Standard Budget Ledger Reports

- **FOR QUARTERLY REPORTS, SEE PAGE 6**

Monthly SBL Reports					
Note Reference Number	Report ID	Description	Budget Entity	Display	Use
1	SRCC3_3Y	<i>Budget Planning 3 Year</i>	All budget entities and 3 years of expenses (current and two prior fiscal years)	N/A	Plan spending 1, 2, or 3 years ahead
2	SRCCB_BY	<i>Budget-Actual_CAT_BE</i>	All budget entities	Budget categories in rows, <b>budget entities</b> in columns	Monitor, track, and compare <b>planned</b> expense (budget) to actual expenses
3	SRCCM0BY	<i>Budget-Actual_M_CAT_LF</i>	<b>Local</b> funds (expenses and revenue)	Budget categories in rows, fiscal <b>months</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>local</b> fund budget entity



# ADDY NOTES



Monthly SBL Reports					
Note Reference Number	Report ID	Description	Budget Entity	Display	Use
4	SRCCM1BY	<i>Budget-Actual_M_CAT_EG</i>	<b>E&amp;G</b> funds (expenses and revenue)	Budget categories in rows, fiscal <b>months</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>E&amp;G</b> budget entity
5	SRCCM7BY	<i>Budget-Actual_M_CAT_CG</i>	<b>C&amp;G</b> funds (expenses and revenue)	Budget categories in rows, fiscal <b>months</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>C&amp;G</b> budget entity
6	SRCCM8BY	<i>Budget-Actual_M_CAT_AUX</i>	<b>Auxiliary</b> funds (expenses and revenue)	Budget categories in rows, fiscal <b>months</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>auxiliary</b> budget entity
7	SRCCM_BY	<i>Budget-Actual_M_CAT_ALL BE</i>	<b>All</b> budget entities (expenses and revenue)	Budget categories in rows, fiscal <b>months</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for <b>all</b> budget entities



# ADDY NOTES



Monthly SBL Reports					
Note Reference Number	Report ID	Description	Budget Entity	Display	Use
8	SRCCM_PY	<i>Revenue &amp; Expenses M_PY</i>	All budget entities	Prior year expenses and revenue with categories in rows and fiscal <b>months</b> in columns	Review prior year expenses and revenue as part of planning for future year(s)
9	SRCDB_BY	<i>Budget-Actual_M_DEPT_ALL BE</i>	All budget entities	In columns	Monitor, track, and compare <b>planned</b> expense (budget) to actual expenses
10	SRCDC_EY	<i>Budget-Actual_ALL BE Expense</i>	All budget entities	Departments in rows, and <b>budget categories</b> in columns	Monitor, track, and compare <b>cumulative</b> planned expenses (budget) to actual expenses
11	SRCDC_RY	<i>Revenue-Actual_ALL BE</i>	All budget entities	Departments in rows, and <b>budget categories</b> in columns	Monitor, track, and compare <b>revenue</b>
12	SRCDM0BY	<i>Budget-Actual_M_DEPT_LF</i>	<b>Local</b> funds (expenses and revenue)	Departments in rows, and <b>months</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>local</b> funds budget entity



# ADDY NOTES



Monthly SBL Reports					
Note Reference Number	Report ID	Description	Budget Entity	Display	Use
13	SRCDM1BY	<i>Budget-Actual_M_DEPT_EG</i>	<b>E&amp;G</b> funds (expenses and revenue)	Departments in rows, and <b>months</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>E&amp;G</b> funds budget entity
14	SRCDM7BY	<i>Budget-Actual_M_DEPT_CG</i>	<b>C&amp;G</b> funds (expenses and revenue)	Departments in rows, and <b>months</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>C&amp;G</b> funds budget entity
15	SRCDM8BY	<i>Budget-Actual_M_DEPT_AU X</i>	<b>Auxiliary</b> funds (expenses and revenue)	Departments in rows, and <b>months</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>auxiliary</b> funds budget entity
16	SRCDM_AY	<i>Budget Allocation Final</i>	<b>All</b> budget entities	Departments and budget categories in rows and <b>budget allocation</b> options and buttons in columns	Run this report to generate the <b>SBL Allocation Tool</b> to assist in creating budget allocations by category.



# ADDY NOTES



Monthly SBL Reports					
Note Reference Number	Report ID	Description	Budget Entity	Display	Use
17	SRCDM_BY	<i>Budget- Actual_M_DEPT_AL L BE</i>	All budget entities	Departments in rows, and <b>months</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for <b>all</b> budget entities

## Quarterly Standard Budget Ledger Reports

Quarterly SBL Reports					
Note Reference Number	Report ID	Description	Budget Entity	Display	Use
18	SRCCQ0BY	<i>Budget- Actual_Q_CAT_LF</i>	<b>Local</b> funds (expenses and revenue)	Budget categories in rows, fiscal <b>quarters</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>local</b> funds budget entity
19	SRCCQ1BY	<i>Budget- Actual_Q_CAT_EG</i>	<b>E&amp;G</b> funds (expenses and revenue)	Budget categories in rows, fiscal <b>quarters</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>E&amp;G</b> funds budget entity





# ADDY NOTES



Quarterly SBL Reports					
Note Reference Number	Report ID	Description	Budget Entity	Display	Use
20	SRCCQ7BY	<i>Budget-Actual_Q_CAT.CG</i>	<b>C&amp;G</b> funds (expenses and revenue)	Budget categories in rows, fiscal <b>quarters</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>C&amp;G</b> funds budget entity
21	SRCCQ8BY	<i>Budget-Actual_Q_CAT.AUX</i>	<b>Auxiliary</b> funds (expenses and revenue)	Budget categories in rows, fiscal <b>quarters</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>auxiliary</b> funds budget entity
22	SRCCQ_BY	<i>Budget-Actual_Q_CAT.ALL BE</i>	<b>All</b> budget entities (expenses and revenue)	Budget categories in rows, fiscal <b>quarters</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for <b>all</b> budget entity
23	SRCCQ_PY	<i>Revenue &amp; Expenses Q_PY</i>	<b>All</b> budget entities	Prior year expenses and revenue with categories in rows and <b>budget entities</b> in columns	Review prior year expenses and revenue as part of planning for future year(s)
24	SRCDQ0BY	<i>Budget-Actual_Q_DEPT.LF</i>	<b>Local</b> funds (expenses and revenue)	Departments in rows, and <b>quarters</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>local</b> funds budget entity



# ADDY NOTES



Quarterly SBL Reports					
Note Reference Number	Report ID	Description	Budget Entity	Display	Use
25	SRCDQ1BY	<i>Budget-Actual_Q_DEPT_EG</i>	<b>E&amp;G</b> funds (expenses and revenue)	Departments in rows, and <b>quarters</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>E&amp;G</b> funds budget entity
26	SRCDQ7BY	<i>Budget-Actual_Q_DEPT_CG</i>	<b>C&amp;G</b> funds (expenses and revenue)	Departments in rows, and <b>quarters</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>C&amp;G</b> funds budget entity
27	SRCDQ8BY	<i>Budget-Actual_Q_DEPT_AUX</i>	<b>Auxiliary</b> funds (expenses and revenue)	Departments in rows, and <b>quarters</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for the <b>auxiliary</b> funds budget entity
28	SRCDQ_BY	<i>Budget-Actual_Q_DEPT_ALL BE</i>	<b>All</b> budget entities (expenses and revenue)	Departments in rows, and <b>quarters</b> in columns	Monitor, track, and compare cumulative planned expense (budget) to actual expenses for <b>all</b> budget entities