



ADDY NOTES



Using the UCF Financials DataMart

This Addy Note explains how to use the UCF Financials DataMart. The Financials DataMart offers the UCF community a convenient reporting resource available directly from the myUCF portal. There are four types of DataMarts:

- **Encumbrance** contains encumbrances, pre-encumbrances, and encumbered expenses.
- **Actuals** contains revenues, expenditure, and general ledger activity.
- **Budget** contains initial budget entries and budget adjustments.
- **Flair** contains transactions from fiscal year, 1999-2003.

Step	Action
1.	Go to the myUCF portal home page (www.my.ucf.edu).
2.	Select the Sign in to MyUCF launch box. <div style="border: 1px solid black; padding: 20px; text-align: center; margin: 10px 0;"> <p>The image shows the myUCF sign-in interface. It features the text "myUCF" in a large, bold, black font. Below it, a smaller line of text reads "Sign in to myUCF to register for classes, access your grades, update your personal information and more." At the bottom of the interface is a prominent yellow button with a black padlock icon and the text "SIGN IN TO MYUCF". This button is circled in red in the original image.</p> </div>



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3. Enter your NID and Password.

- **NID:** Your **NID** is your UCF Network Identification number. If you need to retrieve it, click on the **What is my NID?** link in the Sign on section of the **UCF Federated Identity** page.
- **NID Password:** You can reset your password by clicking the **What is my NID Password?** link in the **Sign on** section of the **UCF Federated Identity** page. Then click **Change NID Password** and follow the instructions

UCF Federated Identity

<p>NID</p> <input type="text" value="jaddy"/> Password	<p>my.ucf.edu</p> <p>You have asked to login to my.ucf.edu</p> <p>What is my NID? </p> <p>NID Password Reset </p> <p>Trouble Signing On? </p>
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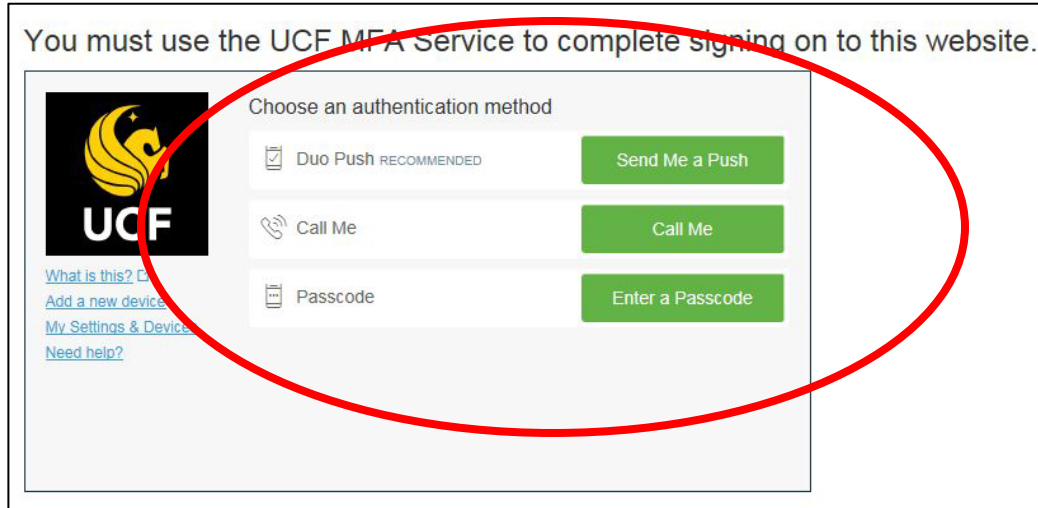
By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy



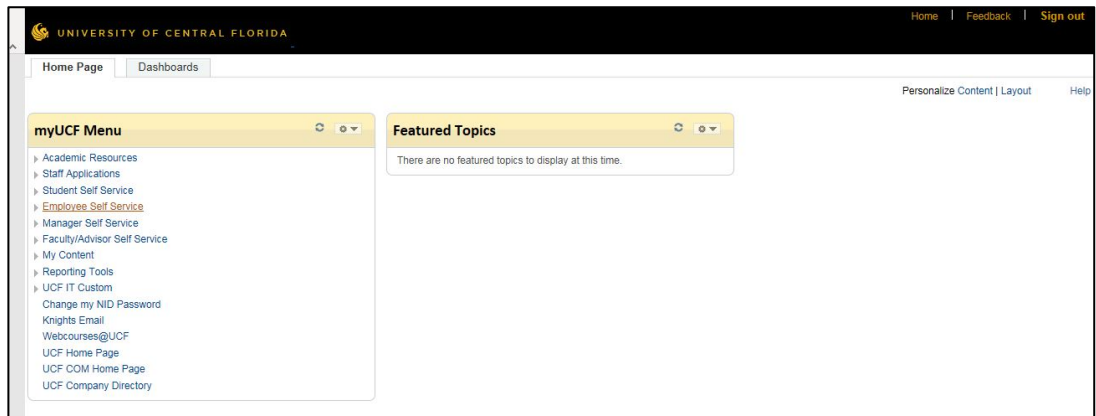
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4. The UCF MFA Service displays. Select the item you wish to utilize to authenticate your log in to MyUCF.



5. The UCF login homepage displays.

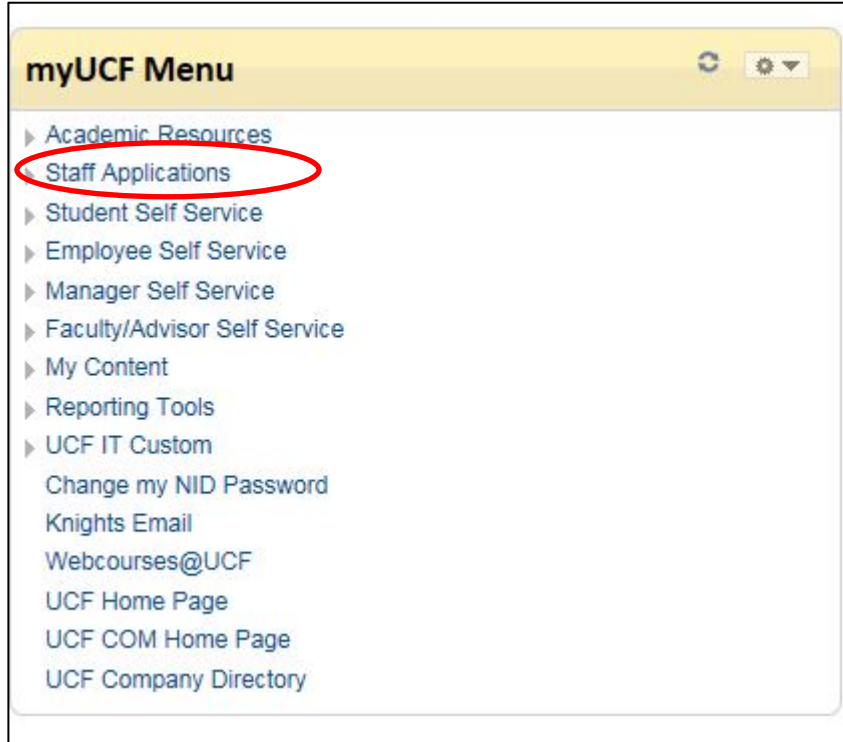




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6. From the Home Page that displays, navigate to **Staff Applications > UCF Financials**.

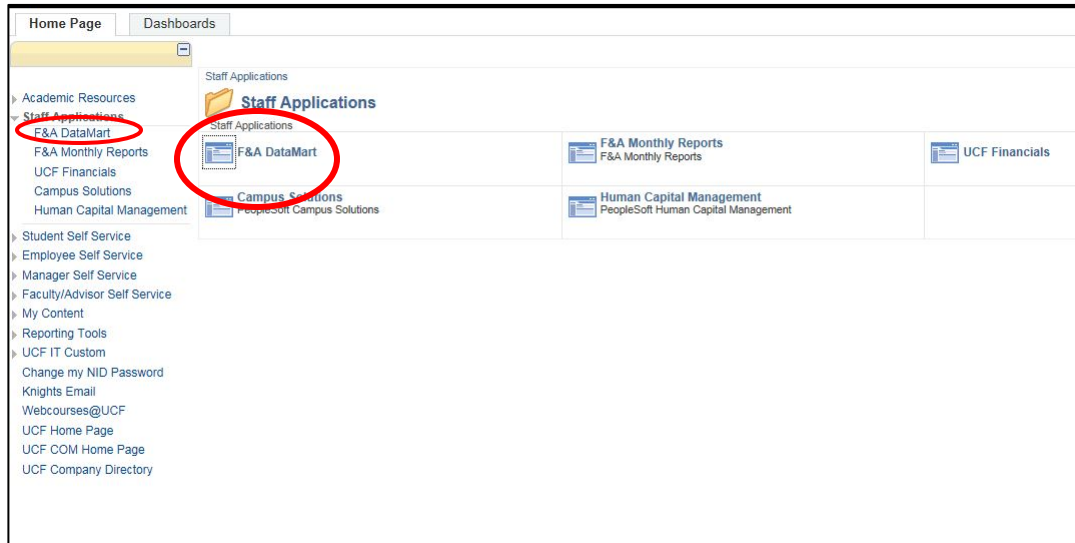




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7. Select the **F&A DataMart** link or icon.





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8. Depending on your needs, click the desired **DataMart** button. The buttons provide information for the following topics: Encumbrance, Actuals, Budget and FLAIR.

FINANCE & ACCOUNTING DATAMART
User Guide Summary
Budget Position Summary

Which DataMart do you want to view?

Encumbrance

What's in Encumbrance DataMart?

Encumbrance DataMart contains:

- Encumbrance
- PreEncumbrance
- Expense

Encumbrances are **refreshed daily** due to the nature of the transactions. The transaction created each time a document is budget checked is shown in the summary by the purchase order (PO) line. A pre-encumbrance shows when a requisition is budget checked. An encumbrance and a relief of pre-encumbrance are shown when a PO is budget checked. An expense and encumbrance relief are shown when a voucher is budget checked. As of November 2019, salary encumbrances are also shown. Encumbrance relief for salary encumbrances will reflect the date when the salary expense is posted. When the voucher or the salary expense are sent to the General Ledger, the expenses will be shown in Actuals DataMart as expenditures.

Actuals

What's in Actuals DataMart?

Actuals DataMart contains:

- Revenue*
- Expenditures
- General Ledger Activity

Actuals of expenditures and other General Ledger (GL) journals are added nightly as they post to the General Ledger. The transactions in Actuals DataMart come from posted General Ledger Journals, whether the transaction originated in the General Ledger or a subsystem, i.e., AP - Payables, HR - Human Resources, SF - Student Financials, CA/PC - Contract/Project Costing, BI - Billing, and AR - Accounts Receivable. AP Journals may also contain supplemental purchase order, voucher, or invoice information.

*Revenue is currently displayed on an accrual basis. This includes payments only, not billed amounts. Current revenue includes any data from November 1, 2013, forward. To view current revenue, the Reporting Period should display a date from FY 2014 (Period 2) to the present. Specify three conditions. Use either of the options shown for the third condition:

Field Name	Operator	Value
1. Record Type	Is	AR
2. Account	Is	13300
3. Journal ID	Begins With	ARP
3. Journal ID	Begins With	ARM

Prior to November 2013, revenue showed on a cash basis. To view cash-basis entries, specify a Field Name of Account, an Operator of IS, and a Value of any Account code beginning with 0. The Reporting Period should display FY 2014 or earlier to display transactions posted prior to and including fiscal year 2014, Period 4.

Budget

What's in Budget DataMart?

Budget DataMart contains:

- Initial Budget Entries
- Budget Adjustments
- Converted Budget Entries*

The Budget DataMart shows the current year's budget entries. Both initial and adjustment budget entries are shown. Any new transactions are posted nightly. Budget additions display as negative values.

*Project budget details are associated with different ledgers. To obtain specific dates, run a query specifying a Field Name of TRANSTYPE, an Operator of IS, and a Value of one of the three budget ledgers:

- CH_PGRT_BD for current sponsored project budgets dated November 2019 or later
- CH_PG_BUD for construction and auxiliary projects and sponsored project budgets dated between November 2013 through October 2019
- CC_PC_BUD for all project budgets prior to November 2013.

FLAIR

What's in FLAIR DataMart?

FLAIR DataMart contains disbursement data from the legacy FLAIR system from Fiscal year 1999 to 2003. Take note of the following if you are using this DataMart:

- Dept/Proj# field has the old FLAIR 7-digit Organizational Code plus two zeros. If your FLAIR OrgCode# is 0250000, it will be 025000000.
- Depending on the type of transaction, Encumbrance# field may also mean PC#, TAR#, or Food Requisition#.

This data does not contain any transactions past year end of fiscal year 2003.

Close Window UCF Portal



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9. Select a **Reporting Period**, or accept the default. For departments, choose a fiscal year (**FY**) or budget period (**BP**) from the dropdown menu. For project, choose **Projects**.

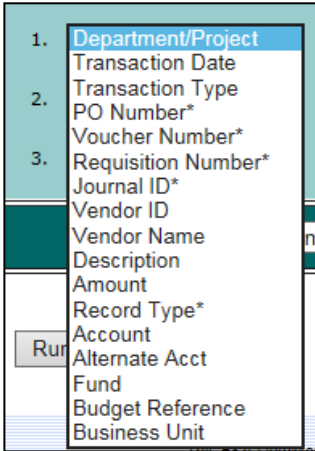
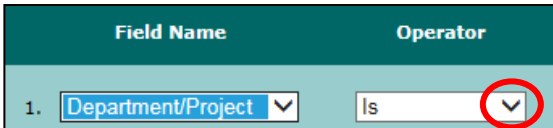
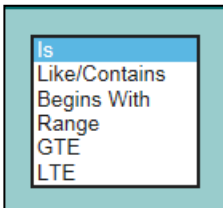
Note: In the Encumbrances DataMart, the **Reporting Period** for departments is listed by **BP**, which is equivalent to a fiscal year. The **Reporting Period** for departments is listed by **FY** in the **Actuals DataMart** and the **Budget DataMart**.

10. Define the scope of your search using the dropdown list in each selection criteria field. Start with the **Line 1 Field Name** dropdown arrow.



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<p>11.</p>	<p>Select from the list.</p> <p>Note: The order of the list below varies based on the section of DataMart you are accessing.</p> 
<p>12.</p>	<p>Click the Line 1, Operator dropdown arrow.</p> 
<p>13.</p>	<p>Select the appropriate Operator.</p>  <p>Note: Use the Help button in the top right corner of the page for definitions and specific help with DataMart.</p>



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14. Enter a value in the **Line 1 Value** field (i.e. a department number such as 02500001).

Field Name	Operator	Value
1. Department/Project	Is	<input type="text"/>

15. To further narrow your search, follow Steps 7-11 for **Lines 2 and 3**, if necessary.

Field Name	Operator	Value
1. Department/Project	Is	<input type="text"/>
AND		
2. Department/Project	Is	<input type="text"/>
AND		
3. Department/Project	Is	<input type="text"/>

16. Select **Run Query**.

Run Query

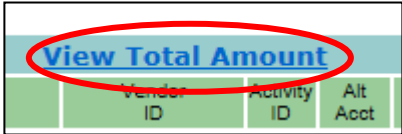
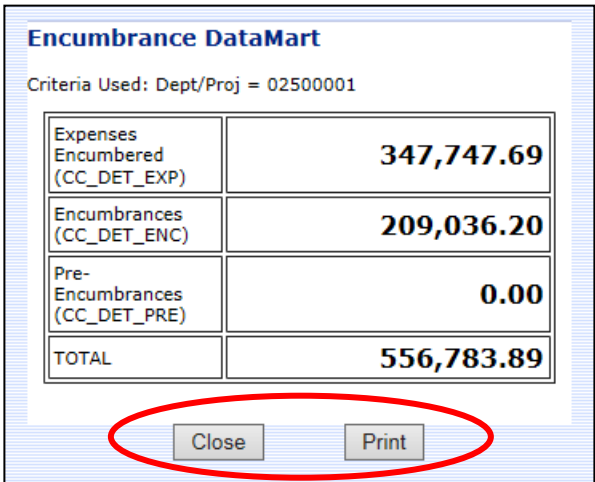
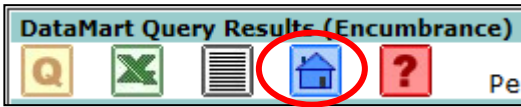
17. View the total number of records found.

DataMart Query Results (Encumbrance)														Criteria Used: Dept/Proj = 02500001			
Period: Budget Period 2017																	
First Previous Next Last														Total Records Found: 1252 Records Displayed: 1-50 View Total Amount			
Line Num	Dept/Proj Number	Account	Amount	PO#/Req#	Vendor Name	Jrnl Hdr Desc	Doc Type	Document Number	Line	Trans Type	Transaction Date	Transaction Description	Vendor ID	Activity ID	Alt Acct	Fund	Pgm

Note: Results are displayed 50 lines at a time. Search for more lines using the **First, Previous, Next, and Last** links.



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18. If viewing Encumbrances in DataMart, click the **View Total Amount** link for summarized totals for expenses, encumbrances, and pre-encumbrances in DataMart.
- 
- If viewing Actuals in DataMart, the following options are available: Expenditures, Liabilities, Revenue, Assets & Equities.
19. Once you have reviewed the summary, click the **Close** or **Print** button.
- 
- | Expenses Encumbered (CC_DET_EXP) | 347,747.69 |
|----------------------------------|-------------------|
| Encumbrances (CC_DET_ENC) | 209,036.20 |
| Pre-Encumbrances (CC_DET_PRE) | 0.00 |
| TOTAL | 556,783.89 |
20. Click the **DataMart** home icon.
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<p>21.</p>	<p>Click the Summary button in the top-right corner of the page to open the Budget Position Summary search screen.</p> <div data-bbox="337 527 1421 646" style="border: 1px solid black; padding: 5px;"> </div> <p>Note: The Budget Position Summary provides a quick look at budget, actuals, expenditures, encumbrances, and pre-encumbrances for a selected project or department.</p>
<p>22.</p>	<p>Enter the department or project number.</p> <div data-bbox="337 907 963 1058" style="border: 1px solid black; padding: 5px;"> </div>
<p>23.</p>	<p>For departments, select a fiscal year.</p> <div data-bbox="337 1146 940 1266" style="border: 1px solid black; padding: 5px;"> </div>
<p>24.</p>	<p>Click Submit.</p> <div data-bbox="337 1348 516 1446" style="border: 1px solid black; padding: 5px;"> </div> <p>Note: Retrieving the data takes some time.</p>



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25. The Budget Position Summary displays.

DataMart Budget Position Summary for Department#

Fiscal Year 2020

Account	Budget	Actuals	Encumbrance	Pr
112000	\$0.00	(\$364,484.45)	\$0.00	
112001	\$0.00	(\$7,313.22)	\$0.00	
191003	\$0.00	\$50,000.00	\$0.00	
311000	\$0.00	\$0.00	\$0.00	
321000	\$0.00	\$0.00	\$0.00	

DataMart Budget Position Summary for Project#

Account	Budget	Actuals	Encumbrance
112000	\$0.00	\$82,441.03	\$0.00
112001	\$0.00	(\$82,471.03)	\$0.00
244000	\$0.00	\$5,877,389.69	\$0.00
311000	\$0.00	\$0.00	\$0.00
605002	\$0.00	\$0.00	\$0.00
605004	\$0.00	\$53,087.76	\$0.00