



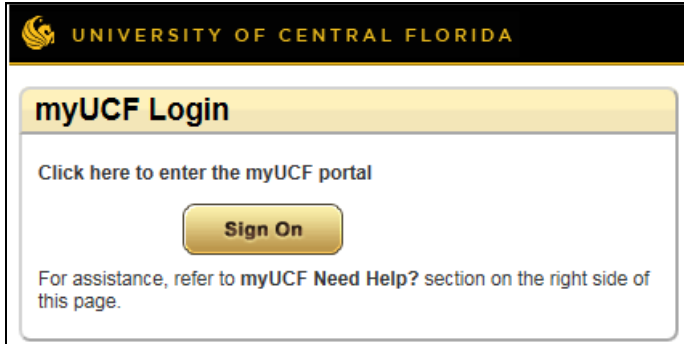
# ADDY NOTES



## 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.	<p>Click <b>Sign On</b> to enter the myUCF portal (<a href="http://www.my.ucf.edu">www.my.ucf.edu</a>).</p> 



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Step	Action
2.	<p>Sign on to the portal using your <b>NID</b> and <b>password</b>.</p> <div data-bbox="305 575 1008 1079" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>UCF Federated Identity</b></p> <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p><b>NID</b></p> <input style="width: 100%; padding: 5px;" type="text" value="NID"/> <p><b>Password</b></p> <input style="width: 100%; padding: 5px;" type="password" value="Password"/> <p style="text-align: center; background-color: black; color: white; padding: 10px; margin-top: 10px;">Sign on</p> </div> </div>
3.	<p>Expand <b>Staff Applications</b>.</p> <div data-bbox="305 1163 651 1440" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p><b>myUCF Menu</b></p> <ul style="list-style-type: none"> <li>▶ Academic Resources</li> <li>▶ <b>Staff Applications</b></li> <li>▶ Employee Self Service</li> <li>▶ Manager Self Service</li> <li>▶ Faculty/Advisor Self Service</li> <li>▶ Reporting Tools</li> <li>– <a href="#">Change my NID Password</a></li> <li>– <a href="#">UCF Home Page</a></li> </ul> </div>
4.	<p>Click the <b>F&amp;A DataMart</b> link.</p> <div data-bbox="305 1524 623 1705" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> <li>▶ Academic Resources</li> <li>▶ <b>F&amp;A DataMart</b></li> <li>▶ F&amp;A Monthly Reports</li> <li>– <a href="#">Pegasus Mine Portal</a></li> <li>– <a href="#">UCF Financials</a></li> <li>– <a href="#">Campus Solutions</a></li> <li>– <a href="#">Human Capital Management</a></li> </ul> </div>



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Step	Action
5.	<p>Depending on your needs, click the desired <b>DataMart</b> button:</p> <div data-bbox="305 569 1373 1501" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Which DataMart do you want to view?</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%; background-color: #ffffcc; padding: 5px;"> <p style="text-align: center; border: 2px solid red; border-radius: 50%; padding: 2px;">Encumbrance</p> <p><b>What's in Encumbrance DataMart?</b></p> <p>Encumbrance DataMart contains:</p> <ul style="list-style-type: none"> <li>▪ Encumbrance</li> <li>▪ PreEncumbrance</li> <li>▪ Expense</li> </ul> <p>Encumbrances are <b>refreshed daily</b> due to the nature of the transactions. The transaction created each time a document is budget checked is shown in summary by 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 an encumbrance relief are shown when a voucher is budget checked. When that voucher is posted and sent to the General Ledger, it will be shown in the Actuals DataMart as an expenditure.</p> </div> <div style="width: 50%; background-color: #e6e6ff; padding: 5px;"> <p style="text-align: center;">Actuals</p> <p><b>What's in Actuals DataMart?</b></p> <p>Actuals DataMart contains:</p> <ul style="list-style-type: none"> <li>▪ Revenues*</li> <li>▪ Expenditures</li> <li>▪ General Ledger Activity</li> </ul> <p>Actuals of expenditures and other general ledger journals are added nightly as they post to the general ledger. These transactions are all posted General Ledger journals, whether the transaction originated in a subsystem (AP - Payables, HR - Human Resources, SF - Student Financials, CA/PC - Contracts/Project Costing, BI - Billing, AR - Accounts Receivable) or in the GL itself. AP journals may also contain supplemental PO, voucher, or invoice information.</p> <p><b>*Note: Revenue is on an accrual basis. For cash basis Actual Revenues include any 6XXXXX account code transactions through 10/31/2013 (FY 2014 Period 4) (payments on a cash basis) PLUS any 155001 account code transactions coded as Journal ID ARPXXXXXXX and ARMXXXXXXX with RecType = AR from 11/01/2013 (FY 2014 Period 5) forward (Payments only – not billed amounts)</b></p> </div> </div> <div style="display: flex; flex-wrap: wrap; margin-top: 10px;"> <div style="width: 50%; background-color: #ffe4c4; padding: 5px;"> <p style="text-align: center;">Budget</p> <p><b>What's in Budget DataMart?</b></p> <p>Budget DataMart contains:</p> <ul style="list-style-type: none"> <li>▪ Initial Budget Entries</li> <li>▪ Budget Adjustments</li> <li>▪ <b>Converted Budget Entries*</b></li> </ul> <p>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 show as negative values.</p> <p><b>*Note: To review project budget details for converted balances and go-forward budget entries following Xpansion changes to UCF Financials in November 2013, you should specify a Field Name of TRANSTYPE, an Operator of Is, and a Value of CH_PG_BUD. To reference transactions prior to November 2013, use the same Field Name and Operator but change the Value to CC_PG_BUD.</b></p> </div> <div style="width: 50%; background-color: #e0f2f1; padding: 5px;"> <p style="text-align: center;">FLAIR</p> <p><b>What's in FLAIR DataMart?</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>▪ Dept/Proj# field has the old FLAIR 7-digit Organizational Code, plus two zeros. If your FLAIR OrgCode# is 0250000, it will be 025000000.</li> <li>▪ Depending on the type of transaction, Encumbrance# field may also mean PO#, TAR#, or Food Requisition#.</li> </ul> <p>This data does not contain any transactions past year end of fiscal year 2004.</p> </div> </div> </div>



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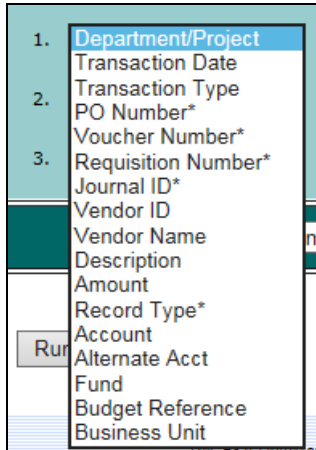

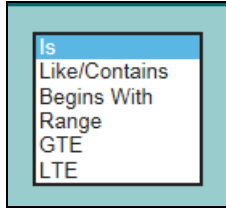
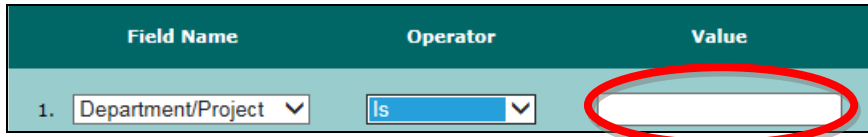


Step	Action
6.	<p>Select a <b>Reporting Period</b>, or accept the default. For departments choose a fiscal year (<b>FY</b>) or budget period (<b>BP</b>) from the dropdown menu. For project choose <b>Projects</b>.</p> <div data-bbox="306 611 1105 984" style="border: 1px solid black; padding: 5px;"> </div> <p><b>Note:</b> In the Encumbrances DataMart, the <b>Reporting Period</b> for departments is listed by <b>BP</b>, which is equivalent to a fiscal year. The <b>Reporting Period</b> for departments is listed by <b>FY</b> in the <b>Actuals DataMart</b> and the <b>Budget DataMart</b>.</p>
7.	<p>Define the scope of your search using the dropdown list in each selection criteria field. Start with the <b>Line 1 Field Name</b> dropdown arrow.</p> <div data-bbox="306 1255 641 1400" style="border: 1px solid black; padding: 5px;"> </div>



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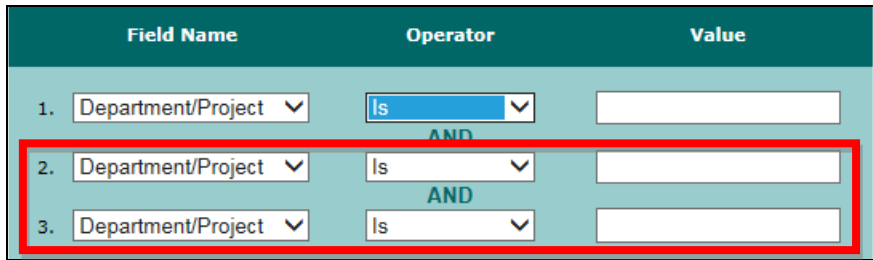
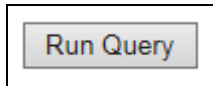
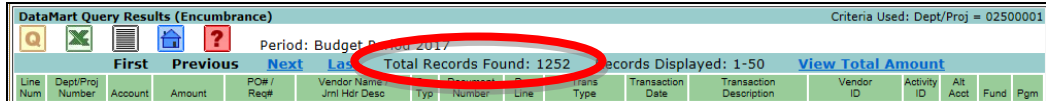
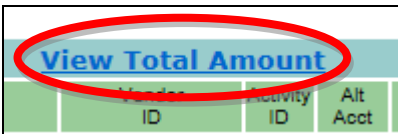


Step	Action
8.	<p>Select from the list.</p> 
9.	<p>Click the <b>Line 1, Operator</b> dropdown arrow.</p> 
10.	<p>Select the appropriate <b>Operator</b>.</p>  <p><b>Note:</b> Use the <b>Help</b> button in the top right corner of the page for definitions and specific help with DataMart.</p>
11.	<p>Enter a value in the <b>Line 1 Value</b> field (i.e. a department number such as 02500001).</p> 



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Step	Action
12.	<p>To further narrow your search, follow Steps 7-11 for <b>Lines 2 and 3</b>, if necessary.</p> 
13.	<p>Click <b>Run Query</b>.</p> 
14.	<p>View the total number of records found.</p>  <p><b>Note:</b> Results are displayed 50 lines at a time. Search for more lines using the <b>First</b>, <b>Previous</b>, <b>Next</b>, and <b>Last</b> links.</p>
15.	<p>Click the <b>View Total Amount</b> link for summarized totals for expenses, encumbrances, and pre-encumbrances in DataMart.</p> 



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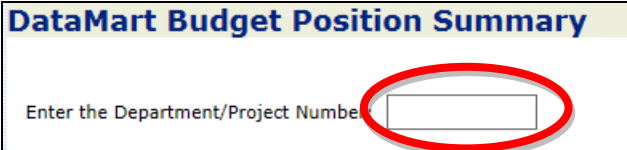
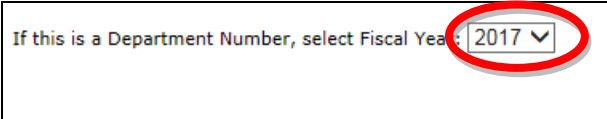
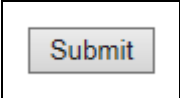


Step	Action								
16.	<p>Once you have reviewed the summary, click the <b>Close</b> or <b>Print</b> button.</p> <table border="1"> <caption>Encumbrance DataMart</caption> <p>Criteria Used: Dept/Proj = 02500001</p> <tr> <td>Expenses Encumbered (CC_DET_EXP)</td> <td>347,747.69</td> </tr> <tr> <td>Encumbrances (CC_DET_ENC)</td> <td>209,036.20</td> </tr> <tr> <td>Pre-Encumbrances (CC_DET_PRE)</td> <td>0.00</td> </tr> <tr> <td>TOTAL</td> <td>556,783.89</td> </tr> </table>	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
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TOTAL	556,783.89								
17.	<p>Click the <b>DataMart</b> home icon.</p>								
18.	<p>Click the <b>Summary</b> button in the top-right corner of the page to open the Budget Position Summary search screen.</p> <p><b>Note:</b> The <b>Budget Position Summary</b> provides a quick look at budget, actuals, expenditures, encumbrances, and pre-encumbrances for a selected project or department.</p>								



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Step	Action
19.	Enter the department or project number.  
20.	For departments, select a fiscal year.  
21.	Click <b>Submit</b> .    <b>Note:</b> Retrieving the data takes some time.





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22. The **Budget Position Summary** displays.

<b>DataMart Budget Position Summary for Department#</b>				
Fiscal Year 2017				
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	

<b>DataMart Budget Position Summary for Project#</b>				
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	