ADDY TIP

ATTENTION:
This Addy Tip is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.
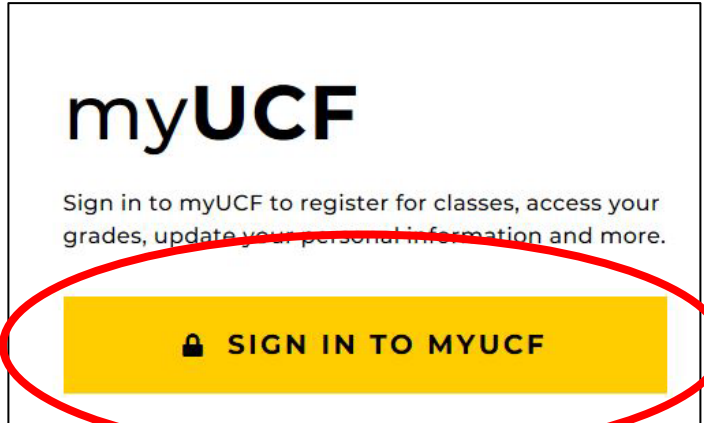
UCF

FINANCIALS
REFERENCE
DATABASE

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.

ATTENTION:
This Addy Tip is a procedural resource for the UCF Financials
Reference Database, which only contains data prior to July 1, 2022.

UCF
FINANCIALS
REFERENCE
DATABASE

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

NID

jaddy

Password

•••••••••

Sign on

By signing on, you agree to the terms of the UCF
Information Technologies and Resources Policy .

my.ucf.edu
You have asked to login to my.ucf.edu

What is my NID?	❯
NID Password Reset	❯
Trouble Signing On?	❯

ADDY TIP

ATTENTION:
This Addy Tip is a procedural resource for the UCF Financials
Reference Database, which only contains data prior to July 1, 2022.

FINANCIALS
REFERENCE
DATABASE

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.	

ADDY TIP

ATTENTION:
This Addy Tip is a procedural resource for the UCF Financials
Reference Database, which only contains data prior to July 1, 2022.

FINANCIALS
REFERENCE
DATABASE

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

ADDY TIP

UCF
FINANCIALS
REFERENCE
DATABASE

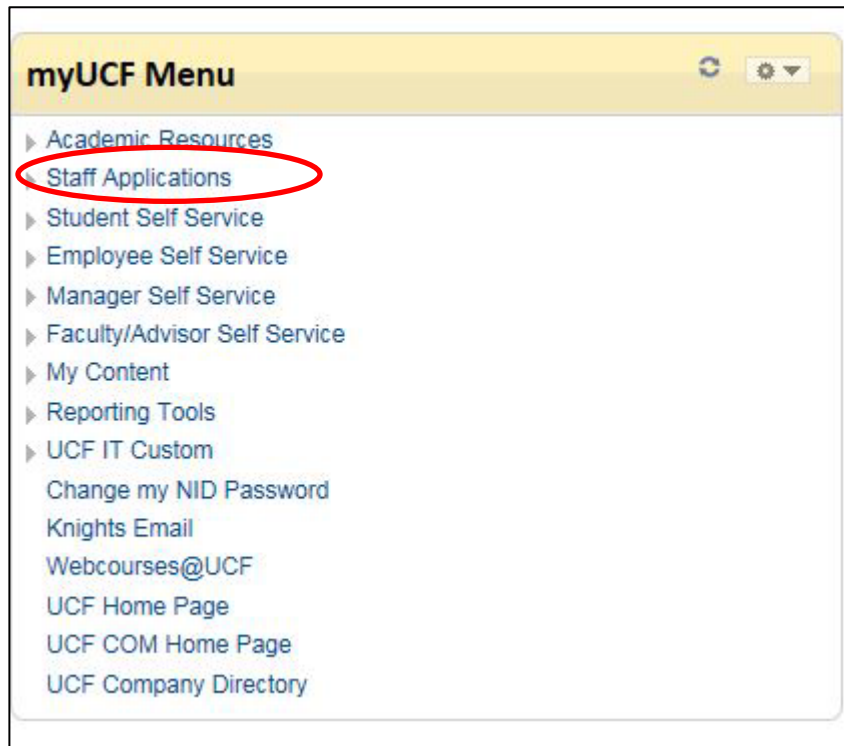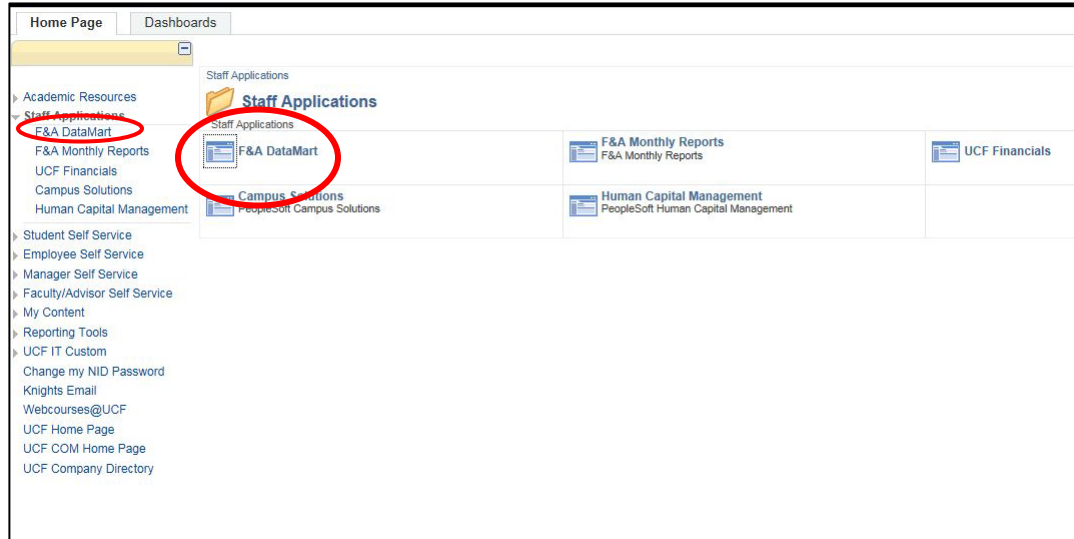| 7.	Select the **F&A DataMart** link or icon.

ADDY TIP

ATTENTION:
This Addy Tip is a procedural resource for the UCF Financials
Reference Database, which only contains data prior to July 1, 2022.

UCF
FINANCIALS
REFERENCE
DATABASE

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:

- **Revenues***
- 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 – Contracts/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 date from November 1, 2013, forward. To view current revenue, the Reporting Period should display a date from FY 2014 (Period 5) 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	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.
2.	Account	Is	13500	
3.	Journal ID	Begins With	ARP	
3.	Journal ID	Begins With	ARM	

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, Emcumbrance# field may also mean PO#, TAR#, or Food Requisition#.

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

Close Window   UCF Portal

ATTENTION:
This Addy Tip is a procedural resource for the UCF Financials
Reference Database, which only contains data prior to July 1, 2022.

UCF

FINANCIALS
REFERENCE
DATABASE

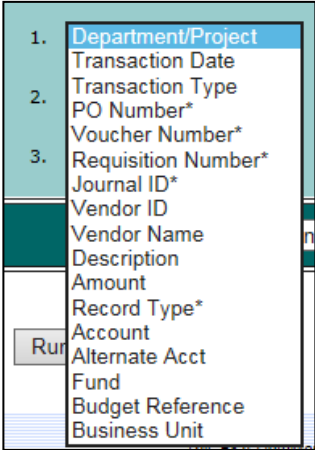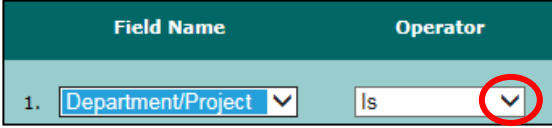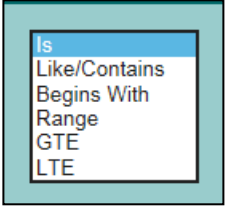| 9.	Select a **Reporting Period**, or accept the default. For departments, choose a fiscal year (**FY**) or budget period (**BP**) from the dropdown menu. For project, choose **Projects**.
	Note: In the Encumbrances DataMart, the **Reporting Period** for departments is listed by **BP**, which is equivalent 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.

ADDY TIP

ATTENTION:
This Addy Tip is a procedural resource for the UCF Financials
Reference Database, which only contains data prior to July 1, 2022.

UCF
FINANCIALS
REFERENCE
DATABASE

11.	Select from the list.
	Note: The order of the list below varies based on the section of DataMart you are accessing.
	1. Department/Project / Transaction Date / 2. Transaction Type / PO Number* / 3. Voucher Number* / Requisition Number* / Journal ID* / Vendor ID / Vendor Name / Description / Amount / Record Type* / Ru Account / Alternate Acct / Fund / Budget Reference / Business Unit
12.	Click the **Line 1, Operator** dropdown arrow.
	Field Name **Operator** / 1. Department/Project ∨ Is ∨
13.	Select the appropriate **Operator**.
	Is / Like/Contains / Begins With / Range / GTE / LTE
	Note: Use the **Help** button in the top right corner of the page for definitions and specific help with DataMart.

ATTENTION:
This Addy Tip is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

UCF
FINANCIALS
REFERENCE
DATABASE

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

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

16.	Select **Run Query.**

17.	View the total number of records found.

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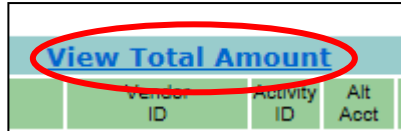
ADDY TIP

ATTENTION:
This Addy Tip is a procedural resource for the UCF Financials
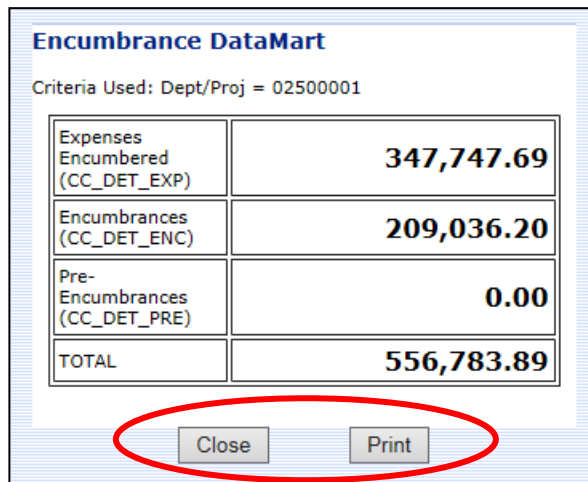Reference Database, which only contains data prior to July 1, 2022.

UCF
FINANCIALS
REFERENCE
DATABASE

18.	If viewing Encumbrances in DataMart, click the **View Total Amount** link for summarized totals for expenses, emcumbrances, and pre-encumbrances in DataMart.
	View Total Amount
	If viewing Actuals in DataMart, the following options are available: Expenditures, Libabilities, Revenue, Assets & Equaties.
19.	Once you have reviewed the summary, click the **Close** or **Print** button.
	Encumbrance DataMart Criteria Used: Dept/Proj = 02500001
	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
	Close Print
20.	Click the **DataMart** home icon.
	DataMart Query Results (Encumbrance)

ADDY TIP

ATTENTION:
This Addy Tip is a procedural resource for the UCF Financials
Reference Database, which only contains data prior to July 1, 2022.

UCF

FINANCIALS
REFERENCE
DATABASE

21.	Click the **Summary** button in the top-right corner of the page to open the Budget Position Summary search screen. **FINANCE & ACCOUNTING DATAMART** User's Guide Summary **Budget Position Summary** **Note**: The **Budget Position Summary** provides a quick look at budget, actuals, expenditures, encumbrances, and pre-encumbrances for a selected project or department.
22.	Enter the department or project number. **DataMart Budget Position Summary** Enter the Department/Project Number: [ ]
23.	For departments, select a fiscal year. If this is a Department Number, select Fiscal Year: [2020 ▾]
24.	Click **Submit**. [Submit] **Note**: Retreiving the data takes some time.

ADDY TIP

ATTENTION:
This Addy Tip is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

UCF

FINANCIALS
REFERENCE
DATABASE

| 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