UCF Financials

Addy Notes

Financials Support Services @ Finance and Accounting

Running a Budget Position Report for a Project

This Addy Note explains how to run a Budget Position Report for a project from within UCF Financials. It discusses how to:

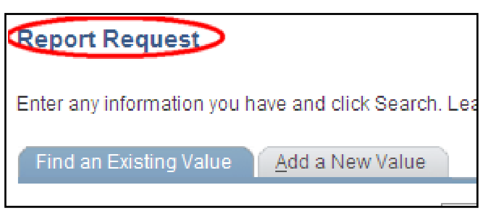
- Run a Budget Position Report for a Project
- View the report
- Drill down to the report details

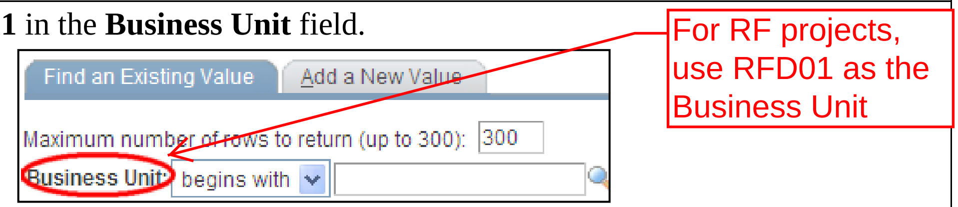
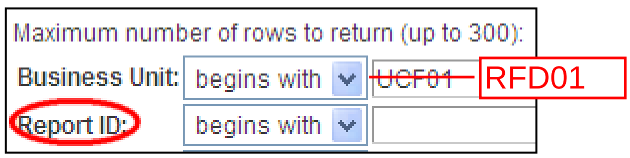
Note: In February 2013 UCF Financials was upgraded to a version that no longer supports nVision drill down in .html formats.

This means the process and steps that Financials users follow to produce drill down reports in the Budget Position report are also changing. This updated Addy Note details those changes.

Briefly, the new process uses Excel to enable drill down reporting. Excel communicates this request from a user's computer back into PeopleSoft to produce any given drill down report. To make sure that your version of Excel is configured to request and display drill down reports, please see the UCF Financials Helpful Resources page (http://www.financials.ucf.edu/Helpful_Resources/Helpful_Resources.cfm).

Running a Budget Position Report for a Project

Step	Action
1.	Navigate to: **Main Menu** > **Reporting Tools** > **PS/nVision** > **Define Report Request.** 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2.</td><td>Enter UCF01 in the Business Unit field.

</td></tr>
<tr><td>3.</td><td>Enter the first four (4) numbers of the project ID in the Report ID field.

</td></tr>
<tr><td>4.</td><td>Click Search.

</td></tr>
<tr><td>5.</td><td>To get a single report, select a Report ID ending in PSY.</td></tr>
</table>

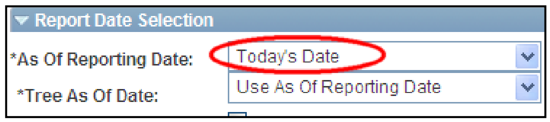
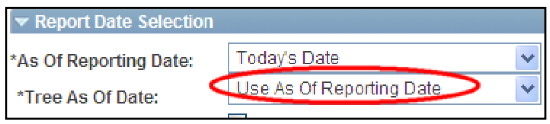
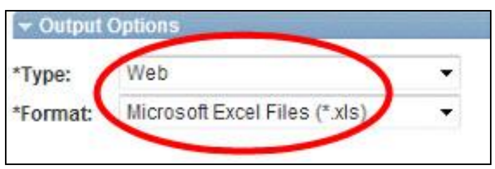
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td> Note: Report IDs always start with the first four digits of a department or project, followed by a 1, and ending with three letters (PSY and so forth). The table below explains the significance of the last four place values in the Report ID.
<table>
<tr><th>Value</th><th>Position</th><th>Description</th></tr>
<tr><td>1</td><td>5th</td><td>Used for a Budget Position Report</td></tr>
<tr><td>D</td><td>6th</td><td>Department</td></tr>
<tr><td>P</td><td>6th</td><td>Project</td></tr>
<tr><td>C</td><td>7th</td><td>Children (all the departments in the group – individual reports for each department/project)</td></tr>
<tr><td>N</td><td>7th</td><td>Node (group of departments in one single report)</td></tr>
<tr><td>S</td><td>7th</td><td>Single value used for a single department or project</td></tr>
<tr><td>Y</td><td>8th</td><td>Excel (also used to populate portal reports)</td></tr>
</table></td></tr>
<tr><td>6.</td><td> In the Layout field, select the appropriate layout value, according to the table below. In November 2013, the UCF Financials Xpansion initiative introduced a number of new variations for budget position reports for projects. These report variations are defined by the layout value you select in this step.
Note: For Business Unit RFD01, use the layout BUDGPOSP_RFD for projects.
<table>
<tr><th>Layout</th><th>Report produced</th></tr>
<tr><td>BUDGPOSP</td><td>Standard budget position report for projects that were active as of October 31, 2013. Use for historical reporting on projects. This layout will not produce a report for any projects that were inactive as of October 31, 2013.</td></tr>
<tr><td>XP_BUDGPOSP</td><td>Budget position reports displaying both parent and child budgets for projects that were active as of October 31, 2013.</td></tr>
</table></td></tr>
</table>

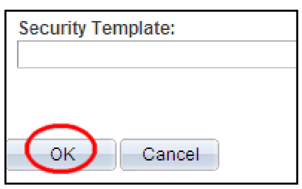
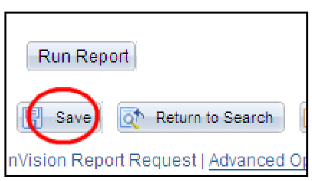
Step	Action

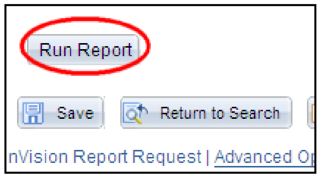
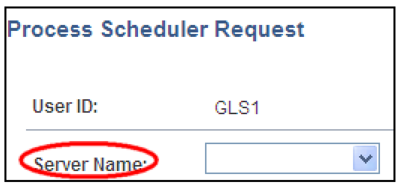
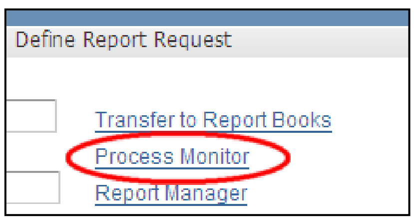
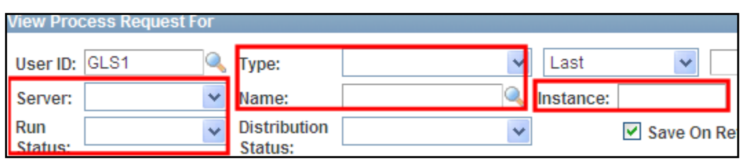
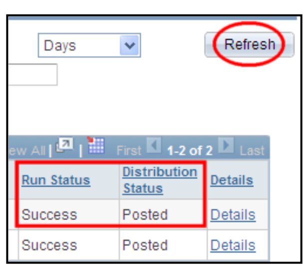
BPRLEAST	Budget position reports showing expenses by activity for projects budgeted at UCF's budget level # 1
BPRMID	Budget position report showing expenses by activity for projects budgeted at UCF's budget level # 2
BPRDFLT	Budget position report showing expenses by activity for projects budgeted at UCF's default budget level # 3.
BPRMOST	Budget position report showing expenses by activity for projects budgeted at UCF's budget level # 4.

To determine which budget level any given project uses, click the **Related Content** link and select **Proj Budget Level**.

In the **Related Content** window which displays, enter the project number into the **Project** field, and click **View Results** button. The **nVision Layout** column contains the correct layout value for the project number you entered.

Step	Action
7.	Verify that the **As of Reporting Date** field defaults to **Today's Date**. 
8.	Verify that the **Tree As Of Date** field defaults to **Use As Of Reporting Date**. If it has not defaulted, select it. 
9.	Verify that **Web** defaults in the **Type** field and **Microsoft Excel Files (*.xls)** defaults in the **Format** field. 
10.	Click the **Scope and Delivery Templates** link. 

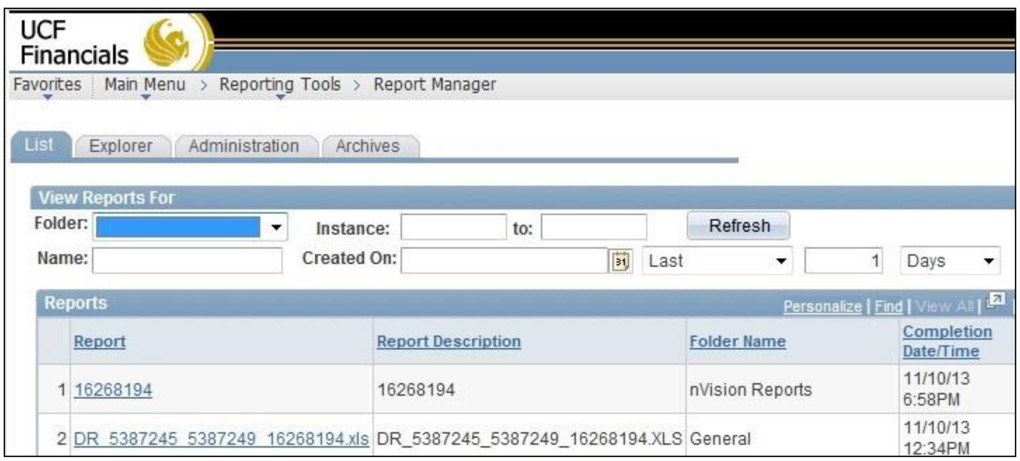
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>11.</td><td>For projects, values for the Report Scope follow this naming convention:
<table>
<tr><th>For this layout value</th><th>Use this scope</th></tr>
<tr><td>BUDGPOSP</td><td>PXXXXXXXXS where x equals the 8-digit project number (to produce a report for a single project)</td></tr>
<tr><td>XP_BUDGPOSP</td><td>PXXXXXXXXS where x equals the 8-digit project number (to produce a report for a single project)</td></tr>
<tr><td>BPRLEAST</td><td>LTXXXXXX where x equals the 8-digit project number</td></tr>
<tr><td>BPRMID</td><td>MDXXXXXX where x equals the 8-digit project number</td></tr>
<tr><td>BPRDFLT</td><td>DFXXXXXXXX where x equals the 8-digit project number</td></tr>
<tr><td>BPRMOST</td><td>MTXXXXXXXX where x equals the 8-digit project number</td></tr>
</table></td></tr>
<tr><td>12.</td><td>Click OK.

</td></tr>
<tr><td>13.</td><td>Click Save.

</td></tr>
</table>

Step	Action
14.	Click **Run Report**. 
15.	Verify that the **Server Name** field is blank, and click the **OK** button. 
16	Click the **Process Monitor** link. 
17	Verify that the **Server**, **Run Status, Type**, **Name**, and **Instance** fields are blank. 
16.	Click **Refresh** until the **Run Status** changes to **Success** and the **Distribution Status** changes to **Posted**. 

Step	Action
	Note: If the **Run Status** column displays **Error**, click the **Details** link and then the **Message Log** link to view the problem.

Viewing the Report

Once you run your report and the **Run Status** changes to **Success**, you can view your report using the **Report Manager**.

Step	Action
1.	Navigate to **Main Menu > Reporting Tools > Report Manager**, click either the **Administration or List** tab, and click the project link in the **Report** column (this is the **Description** column if you are on the **Administration** tab). 
2.	When prompted, save the **Budget Position Report** to the desktop or another file location outside of UCF Financials.

Step	Action
3.	Open the saved **Budget Position Report** in Excel.

Budget Position
As of: November 10, 2013
16268194 MMAE-LUNAR EXPLORATION HARDWAR

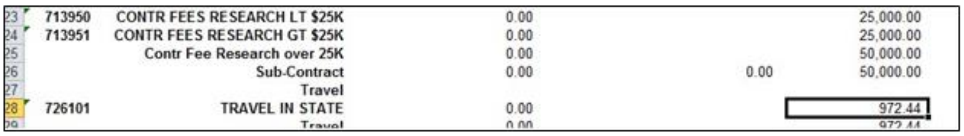
With the **Budget Position Report** open, you can now see several of the features resulting from the November 2013 expansion of UCF Financials.

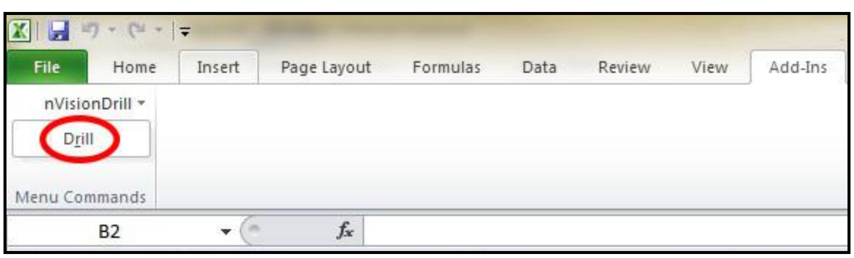
- The expense account row now features the appropriate **Activity** alongside the **Account Description.** For example, you may see expense transactions for **Labor, Stipend**, **Tuition**, or **Travel** activities alongside their appropriate account codes.
- The report features two columns for budget information; **Summary** and **Detail**. **Summary** budget numbers represent the "parent" budget that controls expenses. The **Detail** budget numbers reflect the "child" budget, which is used for tracking expenses, but does not control spending.

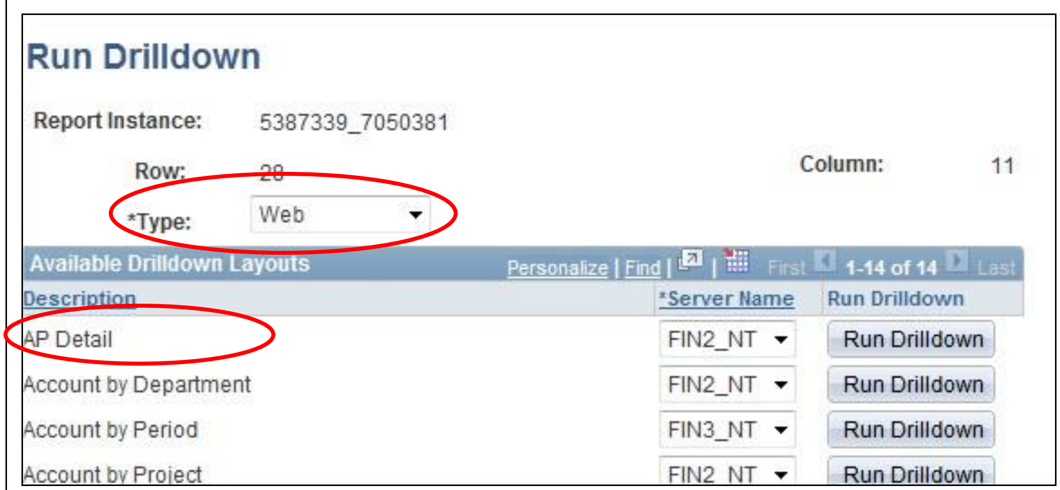
Account	Account Description/Actvity	Current Period Expenditures	Summary Budget	Detail Budget	Life to Date Expenditures***
	Labor				
711606	WORKMANS COMP	0.00			48.71
	Salary Payments Payroll	0.00			48.71
712101	TEMPORARY EMPLOYMENT	0.00			14,928.00
712301	SOCIAL SECURITY MATCH-OPS	0.00			619.42
712501	STUDENT ASSISTANTS	0.00			17,540.50
	Other Personal Svcs (Payroll)	0.00			33,087.92

Drilling Down to Details

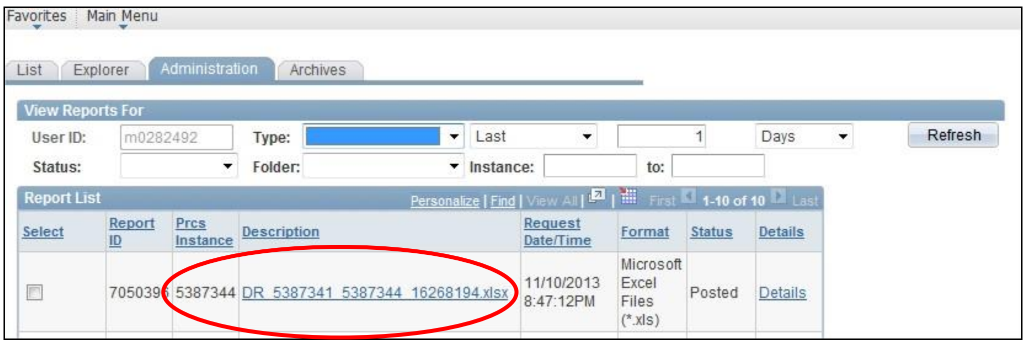
Drilling down on a specific amount will help you determine how the funds were spent.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Select any value in the report on which you want to drill down for additional detail.

</td></tr>
<tr><td>2.</td><td>Click Add-Ins at the top of the page. If the Add-Ins link is not available, download and install the DrillToPIA.xla Excel macro from the UCF Financials Helpful Resources page under Reporting. (http://www.financials.ucf.edu/Helpful_Resources/Helpful_Resources.cfm)

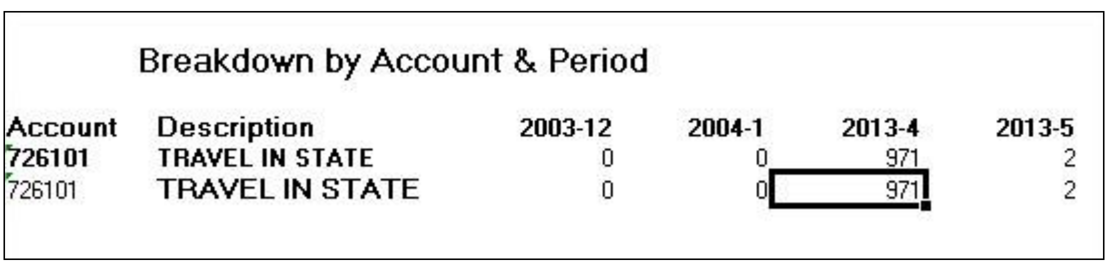
</td></tr>
<tr><td>3.</td><td>Select nVisionDrill > Drill.

</td></tr>
</table>

Step	Action
4.	If you are not already logged in, the UCF Financials screen will display. Login using your PID and password. 
5.	The **Run Drilldown** page displays with a list of available drill down options. Click the drop down menu in the **Type** field and replace the default value of **Window** with **Web**. Click the **Account by Period Run Drilldown** button. This drill down allows you to select the exact accounting period on which you want to drill for additional details. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>The Administration tab will display. Click the Refresh button until you see the drill down report you just requested. You can identify it from other reports by its DR prefix in the Description column. Click the report link and save the drill down report on the desktop or other file location outside of UCF Financials.



</td></tr>
<tr><td>7.</td><td>Open the drill down report and select the amount in the period in which you want to drill. In this example, we have selected the $971.00 amount that is recorded in October of 2013. We are instructing the report to drill down into this project for expenses for Account 726101 that occurred in period 4 of fiscal year 2013.



Click the Add-Ins link in the Excel tool ribbon once again, and then click nVisionDrill > Drill.</td></tr>
</table>

Step	Action
8.	The **Run Drilldown** page displays with the list of available drill down options.

The highlighted cells in the table below are those which are most likely answer your reporting question.

Layout Description	Displays
AP Detail	List of paid vouchers
Account by Department	Departments in column headings and accounts in rows
Account by Period	Accounting periods in column headings and accounts in rows
Account by Project	Periods in column headings and accounts in rows
Department by Account	Projects in column headings and accounts in rows
Department by Period	Accounts in column headings and departments in row

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
<table>
<tr><td>Journal Lines</td><td>List of journal lines</td></tr>
<tr><td>Project by Account</td><td>Accounts in columns and projects in rows</td></tr>
<tr><td>Project by Period</td><td>Accounting periods in columns and projects in rows</td></tr>
<tr><td>Payroll Detail</td><td>Salary-related expenses</td></tr>
<tr><td>Student Financials Detail</td><td>Student Financials transaction details</td></tr>
</table>
</td></tr>
<tr><td>9.</td><td>Remember to change the default value in the Type field from Window to Web, and then click the drill down button most likely to contain the details you are looking for. For transactions that are routed through the accounts payable system, the AP Details drill down probably contains the details you need. If the transaction(s) you are drilling on occurred via interdepartmental transfer (IDT), the Journal Lines drill down is the first place to look. When your drill down report is posted to the Report Manager, open and view the details.

Payables Voucher Detail
<table>
<tr><th>AP Unit</th><th>Voucher</th><th>Line</th><th>Account</th><th>Dept</th><th>Product</th><th>Project</th><th>Currency</th><th>Monetary Amount</th><th>Description</th></tr>
<tr><td>UCF01</td><td>00896607</td><td>2</td><td>726101</td><td></td><td></td><td>16268194</td><td>USD</td><td>848.20</td><td>Lin/Sances - Expedia/American</td></tr>
<tr><td>UCF01</td><td>00899027</td><td>3</td><td>726101</td><td></td><td></td><td>16268194</td><td>USD</td><td>127.53</td><td>Chew/Sances - AVIS - PO 257850</td></tr>
<tr><td>UCF01</td><td>00900056</td><td>11</td><td>726101</td><td></td><td></td><td>16268194</td><td>USD</td><td>-15.78</td><td>Lin/Sances - AVIS Tax Credit -</td></tr>
<tr><td>UCF01</td><td>00901272</td><td>12</td><td>726101</td><td></td><td></td><td>16268194</td><td>USD</td><td>10.67</td><td>Lin/Sances - ETolls - PO 25785</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td></td><td>970.62</td><td></td></tr>
</table>
</td></tr>
</table>