

Budget Transaction Detail Report

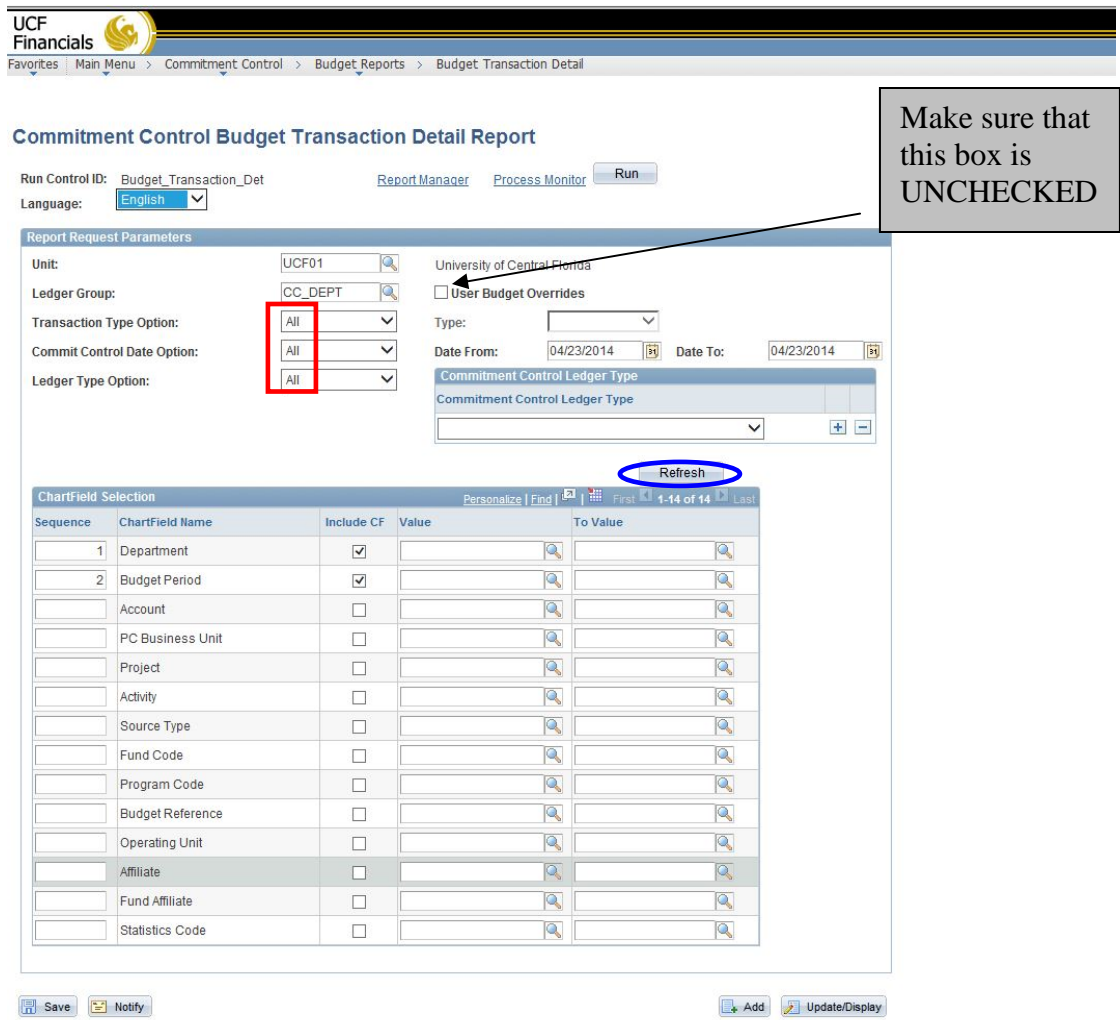
Updated 4/24/14

Portal

1. The UCF Portal can be accessed at <http://my.ucf.edu>
2. Your login ID is your PID (if you do not know your PID you can click the link “What is my PID & NID?”).
3. Enter your PID password.
4. Click sign on.
5. Click Staff Applications
6. Then select UCF Financials

Budget Transaction Detail Report

1. Print the latest Budget Overview Screen. For instructions on how to view the budget overview screen please visit the training resource under “Tracking Operations.”
2. **Navigation:** Commitment Control > Budget Reports > Budget Transaction Detail
3. **First time** here you need to “Add a New Value”, by clicking the appropriate tab.
4. Name the report BUDGET_TRANS_DET (no spaces) and click add
5. **For return users** click the search button and then select “Budget_Trans_Det” from the list.
6. The following screen will appear:



UCF Financials

Favorites Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Det Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: UCF01 University of Central Florida

Leder Group: CC_DEPT

Transaction Type Option: All

Commit Control Date Option: All

Leder Type Option: All

User Budget Overrides:

Type: [Dropdown]

Date From: 04/23/2014 Date To: 04/23/2014

Commitment Control Ledger Type

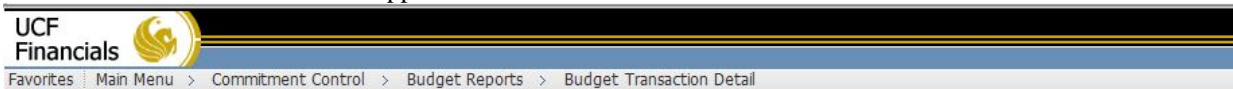
Commitment Control Ledger Type [Dropdown]

Refresh

Sequence	ChartField Name	Include CF	Value	To Value
1	Department	<input checked="" type="checkbox"/>		
2	Budget Period	<input checked="" type="checkbox"/>		
	Account	<input type="checkbox"/>		
	PC Business Unit	<input type="checkbox"/>		
	Project	<input type="checkbox"/>		
	Activity	<input type="checkbox"/>		
	Source Type	<input type="checkbox"/>		
	Fund Code	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>		
	Budget Reference	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>		

Save Notify Add Update/Display

7. Click the magnifying glass next to Ledger Group and select CC_DEPT for department #s and CC_PROJ for Projects.
8. Verify that the **ALL** option is selected for all three categories in the red box above.
9. Make sure the "Unit" box is filled as "UCF01".
10. Then click the **Refresh button**
11. The Chart-field Selection box will appear below:



Commitment Control Budget Transaction Detail Report

Run Control ID: Budget_Transaction_Det [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

Unit: University of Central Florida

Ledger Group: User Budget Overrides

Transaction Type Option:

Commit Control Date Option:

Ledger Type Option:

Type:

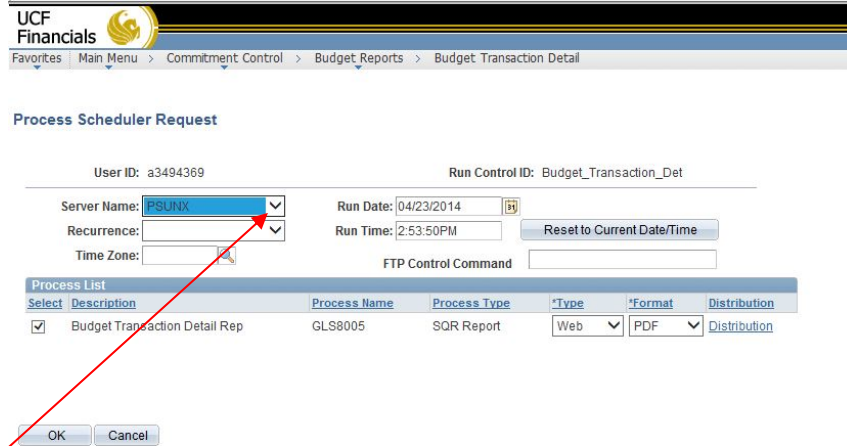
Date From: Date To:

Commitment Control Ledger Type

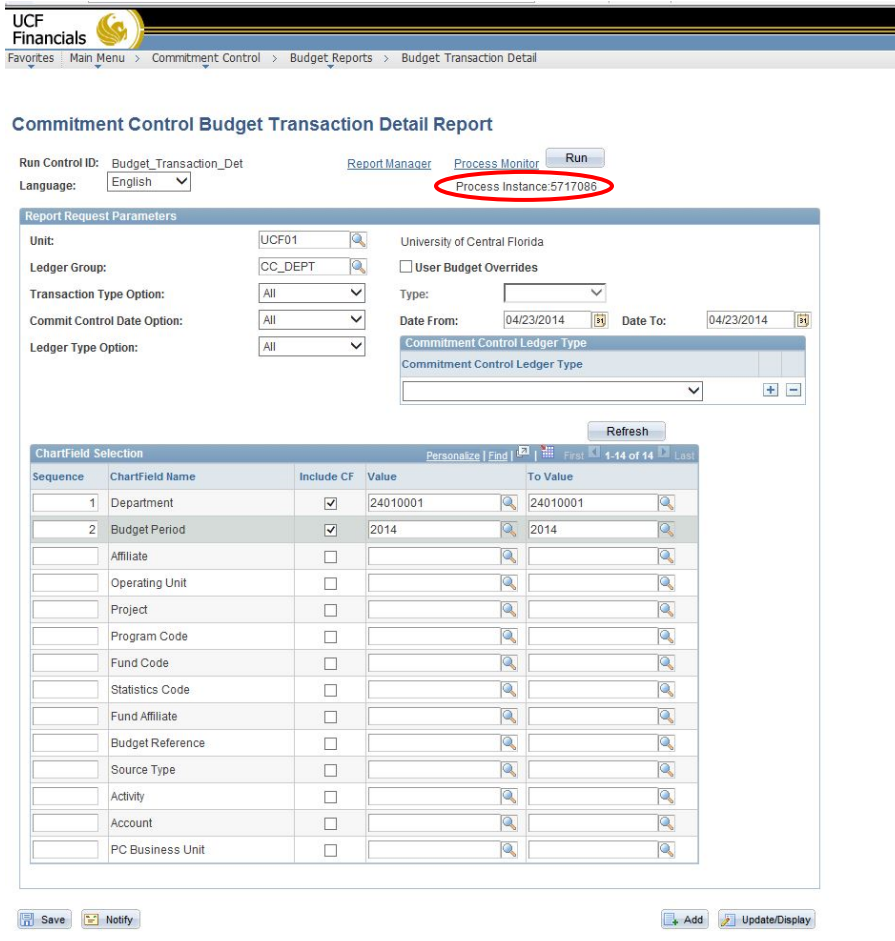
Sequence	ChartField Name	Include CF	Value	To Value
1	Department	<input checked="" type="checkbox"/>	<input type="text" value="24010001"/>	<input type="text" value="24010001"/>
2	Budget Period	<input checked="" type="checkbox"/>	<input type="text" value="2014"/>	<input type="text" value="2014"/>
	Account	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	PC Business Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Project	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Activity	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Source Type	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Fund Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Program Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Budget Reference	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Operating Unit	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Affiliate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Fund Affiliate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Statistics Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

12. Check mark the department ID field under the select column and place a "1" in the sequence column.
13. Check mark the Budget period field under the select column and place a "2" in the sequence column.
14. Then click save at the bottom of the screen. (The next time you come to Budget Transaction Detail you can search for BUDGET_TRANS_DET and this information will be saved for you.)
15. Next click the Run Button in the top right hand corner of the page.

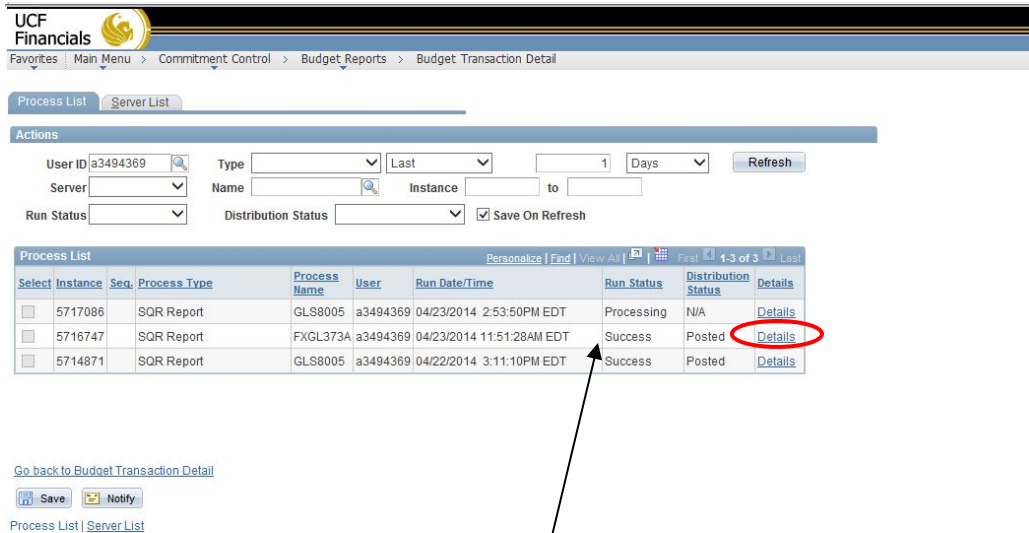
16. The following screen will appear:



- 17. Click the down arrow on the server name field and select **PSUNX**
- 18. Click OK, this will bring you back to the selection page



19. Look for an **instance number** in the upper right hand corner under the Run button.
20. If you see a number, select Process Monitor (If you don't, select the Run button again and repeat step 16-18).
21. The following screen will appear:



UCF Financials

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Process List | Server List

Actions

User ID: a3494369 | Type: [Dropdown] | Last: [Dropdown] | 1 Days | Refresh

Server: [Dropdown] | Name: [Search] | Instance: [Dropdown] to [Dropdown]

Run Status: [Dropdown] | Distribution Status: [Dropdown] | Save On Refresh:

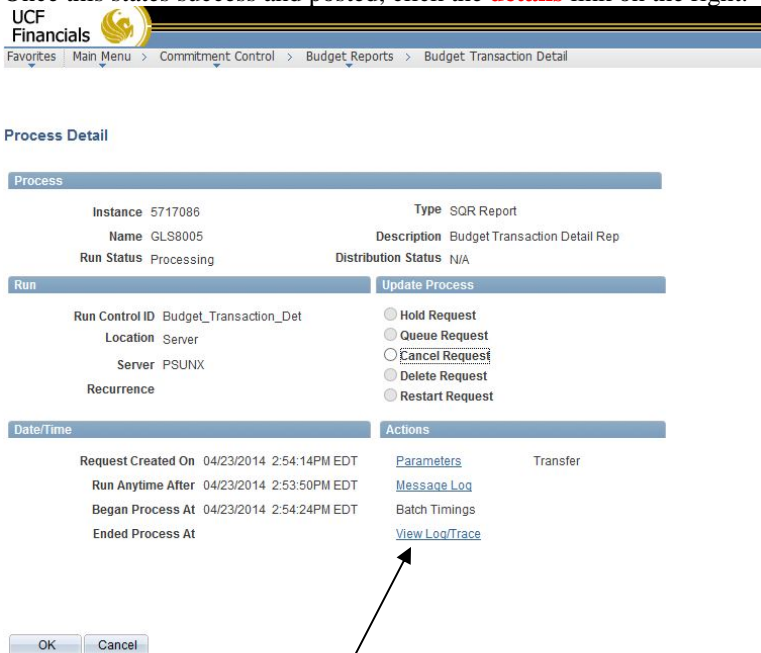
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5717086		SQR Report	GLS8005	a3494369	04/23/2014 2:53:50PM EDT	Processing	N/A	Details
<input type="checkbox"/>	5716747		SQR Report	FXGL373A	a3494369	04/23/2014 11:51:28AM EDT	Success	Posted	Details
<input type="checkbox"/>	5714871		SQR Report	GLS8005	a3494369	04/22/2014 3:11:10PM EDT	Success	Posted	Details

Go back to Budget Transaction Detail

Save | Notify

Process List | Server List

22. Click the Refresh button until the process states SUCCESS and POSTED.
23. Once this states success and posted, click the **details** link on the right.



UCF Financials

Favorites | Main Menu > Commitment Control > Budget Reports > Budget Transaction Detail

Process Detail

Process

Instance: 5717086 | Type: SQR Report

Name: GLS8005 | Description: Budget Transaction Detail Rep

Run Status: Processing | Distribution Status: N/A

Run | Update Process

Run Control ID: Budget_Transaction_Det

Location: Server

Server: PSUNX

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time | Actions

Request Created On: 04/23/2014 2:54:14PM EDT | Parameters | Transfer

Run Anytime After: 04/23/2014 2:53:50PM EDT | Message Log

Began Process At: 04/23/2014 2:54:24PM EDT | Batch Timings

Ended Process At | View Log/Trace

OK | Cancel

24. Then click [View Log/Trace](#) link

25. The following screen will appear:

26. Click the **PDF file** and this is your report.
 27. The following report will open in Acrobat:

Please use the Budget Cheat Sheet located on the Admin website under Tracking Operations for helpful hints