



ADDY NOTES



Running a Budget Position Report

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

- [Run a Budget Position Report](#)
- [View the report](#)
- [Drill down to the report details for departments or projects](#)

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

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

Briefly, the new process uses Excel to enable drilldown reporting. Excel communicates this request from a user's computer back into PeopleSoft to produce any given drilldown report. To make sure that your version of Excel is configured to request and display drilldown reports, please see the UCF Financials Helpful Resources page (<https://financials.ucf.edu/helpful-resources-about/>) Besides drilling down for details, other aspects of the Budget Position Report remain the same as before this change.



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Running a Budget Position Report

Step	Action
1.	Navigate to: Main Menu > Reporting Tools > PS/nVision > Define Report Request.
2.	Enter UCF01 in the Business Unit field. <div data-bbox="305 741 933 1129" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Report Request Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Business Unit begins with ▼ <input type="text" value="UCF01"/> 🔍</p> <p>Report ID begins with ▼ <input type="text"/></p> <p>Description begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search 🔍 Save Search Criteria</p> </div>
3.	Enter the first four (4) numbers of the department or project ID in the Report ID field. <div data-bbox="305 1213 906 1581" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Report Request Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Business Unit begins with ▼ <input type="text" value="UCF01"/> 🔍</p> <p>Report ID begins with ▼ <input type="text" value="UCF01"/> 🔍</p> <p>Description begins with ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search 🔍 Save Search Criteria</p> </div>
4.	Click Search . <div data-bbox="305 1665 922 1787" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Search Clear Basic Search 🔍 Save Search Criteria</p> </div>



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Step	Action																																							
5.	<p>Select a Report ID ending in DSY.</p> <table border="1" data-bbox="306 573 935 722"> <tr> <td>UCF01</td> <td>00011DNY</td> <td>Budget Position</td> </tr> <tr> <td>UCF01</td> <td>00011DSX</td> <td>Budget Position</td> </tr> <tr style="border: 2px solid red;"> <td>UCF01</td> <td>00011DSY</td> <td>Budget Position</td> </tr> <tr> <td>UCF01</td> <td>00011PCX</td> <td>Budget Position</td> </tr> </table> <p>Note: You may need to refer back to this during Step 11 to verify the 7th place value – which in this case is “S.”</p> <p>Note: Report IDs always start with the first four digits of a department or project, followed by a 1, and ending with three letters (DSY and so forth). The table below explains the significance of the last four place values in the Report ID.</p> <table border="1" data-bbox="407 1014 1317 1535"> <thead> <tr> <th>Value</th> <th>Position</th> <th>Description</th> </tr> </thead> <tbody> <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>X</td> <td>8th</td> <td>Excel (for two-tier only – do not select)</td> </tr> <tr> <td>Y</td> <td>8th</td> <td>Excel (also used to populate portal reports)</td> </tr> </tbody> </table>	UCF01	00011DNY	Budget Position	UCF01	00011DSX	Budget Position	UCF01	00011DSY	Budget Position	UCF01	00011PCX	Budget Position	Value	Position	Description	1	5 th	Used for a Budget Position Report	D	6 th	Department	P	6 th	Project	C	7 th	Children (all the departments in the group – individual reports for each department/project)	N	7 th	Node (group of departments in one single report)	S	7 th	Single value used for a single department or project	X	8 th	Excel (for two-tier only – do not select)	Y	8 th	Excel (also used to populate portal reports)
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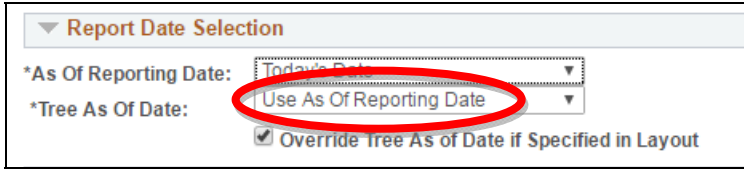
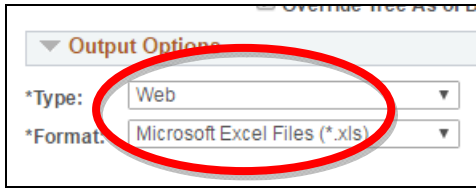
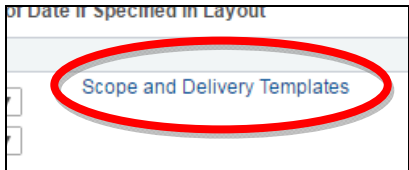
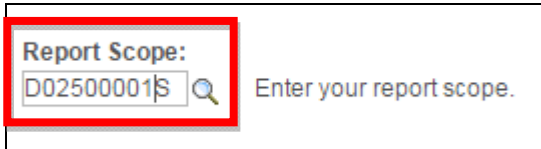


Step	Action
6.	<p>In the Layout field, make the appropriate change if necessary:</p> <ul style="list-style-type: none"> • To run a standard report <ul style="list-style-type: none"> ○ Enter BP_FYXXD (where XX would be replaced by the fiscal year for which you are inquiring) for a department ○ BUDGPOSP for a project • To run a report that displays all the months in the current fiscal year <ul style="list-style-type: none"> ○ Enter BP_FYXXD_NPL (where XX would be replaced by the fiscal year for which you are inquiring) for a department ○ XP_BUDGPOSP_CG for a project <div data-bbox="331 909 1289 1161" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>nVision Report Request Advanced Options Query Prompts</p> <p>Business Unit: UCF01 Report ID: 00011DSY Copy to Another Business Unit / Clone</p> <p>Report Title: Budget Position Transfer to Report Books</p> <p>*Layout: BP_FY16D Process Monitor</p> <p style="text-align: right;">Report Manager</p> </div>
7.	<p>For a standard report verify that the As of Reporting Date field is Today's Date.</p> <div data-bbox="306 1262 1042 1434" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>▼ Report Date Selection</p> <p>*As Of Reporting Date: Today's Date</p> <p>*Tree As Of Date: Use As Of Reporting Date</p> <p><input checked="" type="checkbox"/> Override Tree As of Date if Specified in Layout</p> </div> <p>Note: Select Specify from the drop-down list to enter a specific date, if needed. For instance, if you need to view the entire, current fiscal year, select Specify from the drop-down list, and then enter June 30 of the most recent year.</p> <div data-bbox="306 1619 1117 1799" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>▼ Report Date Selection</p> <p>*As Of Reporting Date: Specify 11/07/2016</p> <p>*Tree As Of Date: Use As Of Reporting Date</p> <p><input checked="" type="checkbox"/> Override Tree As of Date if Specified in Layout</p> </div>



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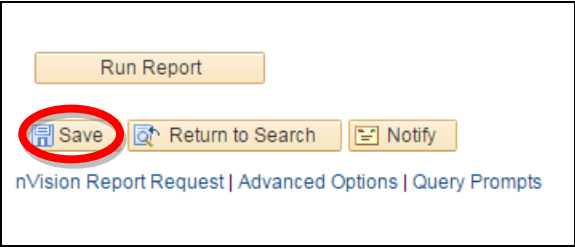
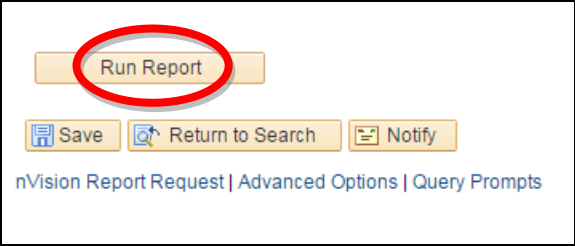
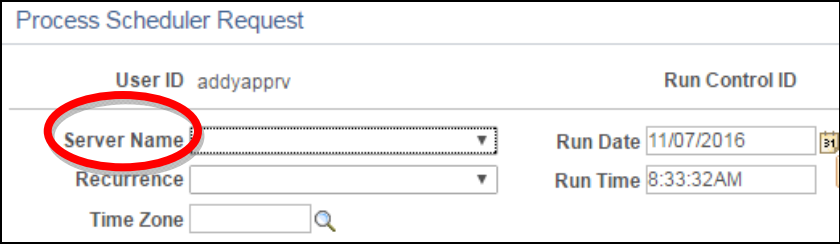


Step	Action
8.	<p>Verify that the Tree As Of Date field defaults to Use As Of Reporting Date. If it has not defaulted, select it.</p> 
9.	<p>Verify that Web defaults in the Type field and Microsoft Excel Files (*.xls) defaults in the Format field.</p> 
10.	<p>Click the Scope and Delivery Templates link.</p> 
11.	<p>Verify the Report Scope follows this naming convention:</p> <ol style="list-style-type: none"> 1. The first place value will be D or P. 2. Verify the department or project number 3. Verify that the last letter is C, S, or N – depending on the Report ID's 7th letter in Step 5. 4. Your Report Scope should be a variation of this: D02500001S. 



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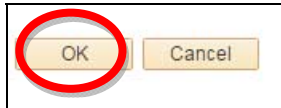
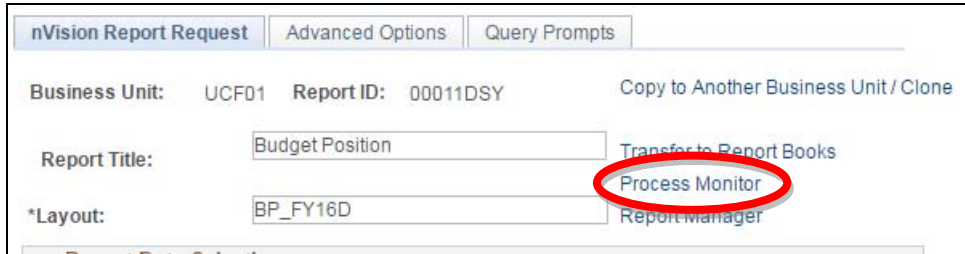
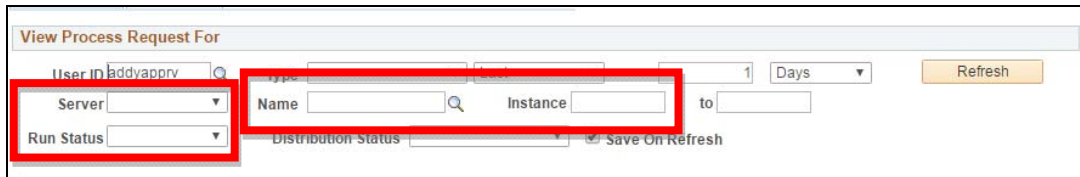
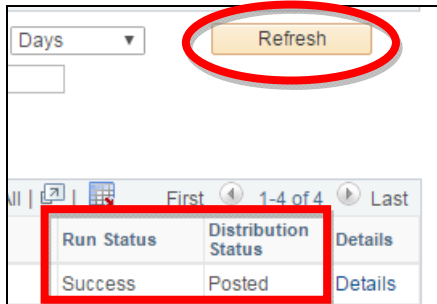


Step	Action
12.	<p>Click OK.</p> 
13.	<p>Click Save.</p> 
14.	<p>Click Run Report.</p> 
15.	<p>Verify that the Server Name field is blank.</p> 



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Step	Action
16.	<p>Click OK.</p> 
17.	<p>Click the Process Monitor link.</p> 
18.	<p>Verify that the Server, Run Status, Type, Name, and Instance fields are blank.</p> 
19.	<p>Click Refresh until the Run Status changes to Success and the Distribution Status changes to Posted.</p>  <p>Note: If the Run Status displays Error, click the Details link and then the Message Log link to view the problem.</p>

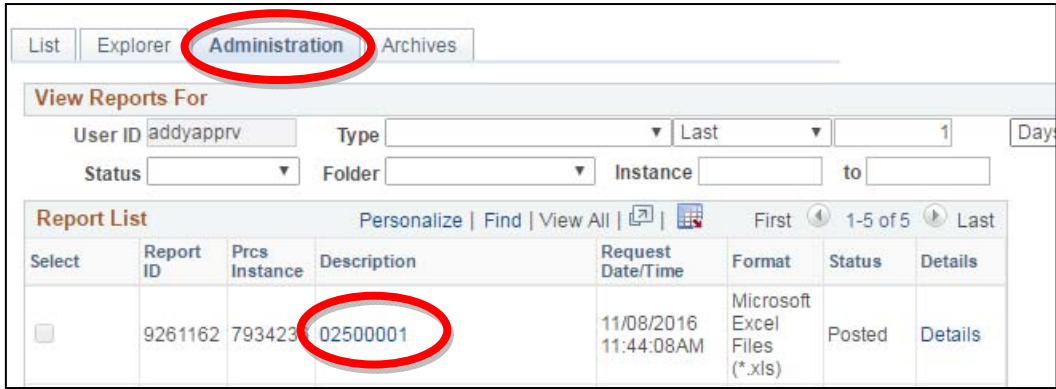
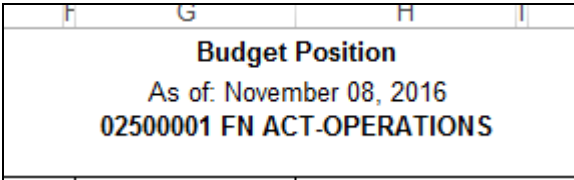


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Viewing the Report

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

Step	Action
1.	<p>Navigate to Main Menu > Reporting Tools > Report Manager, click the Administration tab, and click the department or project link in the Description column for your report.</p> 
2.	Save the Budget Position Report to the desktop or another location outside of PeopleSoft.
3.	<p>Open the saved Budget Position Report in Excel.</p> 



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Drilling Down to Details


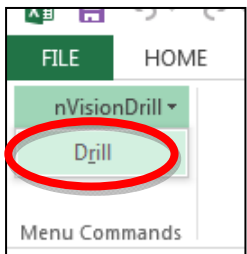

Drilling down on a specific amount will help you determine how the funds were spent. For department reports, you only need to complete Steps 1–9 to drill down on all report details. For project reports, you will need to perform Steps 1–10 and then repeat Steps 2–9 a second time.

Step	Action																																																																																												
1.	<p>With the Budget Position Report open, click an amount for which you want to drill down.</p> <table border="1"> <thead> <tr> <th>Current Period Expenditures</th> <th>Budget Control</th> <th>Life to Date Expenditures***</th> <th>Encumb</th> </tr> </thead> <tbody> <tr><td>0.00</td><td>4,110.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>3,325.18</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>234.35</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>262.39</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>5.01</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>21.60</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>3.31</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>49.86</td><td>0.00</td></tr> <tr><td>0.00</td><td>4,110.00</td><td>3,921.70</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>0.00</td><td>8,966.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>4,965.32</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>815.00</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>2,731.00</td><td>0.00</td></tr> <tr><td>0.00</td><td>8,966.00</td><td>8,511.32</td><td>0.00</td></tr> <tr><td>0.00</td><td>56,045.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>56,499.68</td><td>0.00</td></tr> <tr><td>0.00</td><td>56,045.00</td><td>56,499.68</td><td>0.00</td></tr> <tr><td>0.00</td><td>6,017.00</td><td>0.00</td><td>0.00</td></tr> <tr><td>0.00</td><td>0.00</td><td>5,719.19</td><td>0.00</td></tr> <tr><td>0.00</td><td>6,017.00</td><td>5,719.19</td><td>0.00</td></tr> <tr><td>0.00</td><td>75,138.00</td><td>74,651.89</td><td>0.00</td></tr> </tbody> </table>	Current Period Expenditures	Budget Control	Life to Date Expenditures***	Encumb	0.00	4,110.00	0.00	0.00	0.00	0.00	3,325.18	0.00	0.00	0.00	234.35	0.00	0.00	0.00	262.39	0.00	0.00	0.00	5.01	0.00	0.00	0.00	21.60	0.00	0.00	0.00	3.31	0.00	0.00	0.00	49.86	0.00	0.00	4,110.00	3,921.70	0.00	0.00	0.00	0.00	0.00	0.00	8,966.00	0.00	0.00	0.00	0.00	4,965.32	0.00	0.00	0.00	815.00	0.00	0.00	0.00	2,731.00	0.00	0.00	8,966.00	8,511.32	0.00	0.00	56,045.00	0.00	0.00	0.00	0.00	56,499.68	0.00	0.00	56,045.00	56,499.68	0.00	0.00	6,017.00	0.00	0.00	0.00	0.00	5,719.19	0.00	0.00	6,017.00	5,719.19	0.00	0.00	75,138.00	74,651.89	0.00
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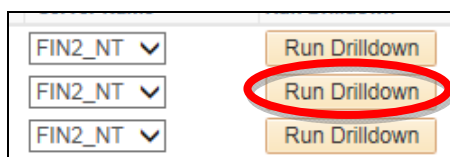
<p>2.</p>	<p>Click Add-Ins at the top of the page.</p>  <p>If the Add-Ins tab is not available, download and install the DrillToPIA.xla Excel macro from the UCF Financials Helpful Resources page (https://financials.ucf.edu/helpful-resources-about/) under Reporting.</p>
<p>3.</p>	<p>Select nVisionDrill > Drill.</p> 
<p>4.</p>	<p>If not already logged in, the UCF Financials screen will display. Login using your NID and password.</p> 



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5. Click the **Run Drilldown** button associated with the drilldown layout that you want to see (see the table below for descriptions of layouts).



The highlighted layouts in the following table will be most likely to provide results that answer your reporting questions.

Note: If you are running a project report, you will select **Account by Period** the first time you go through Steps 2-9 and then select one of the other layouts during your second round.


Layout Description	Displays
AP Detail	List of paid vouchers
Account by Department	Departments in column headings and accounts in rows
Account by Period¹	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
Journal Lines	List of journal lines
Project by Account	Accounts in columns and projects in rows
Project by Period	Periods in columns and projects in rows
Payroll Detail	Salary-related expenses
Student Financials Detail	Student Financials transaction details



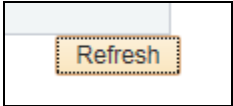
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6. Select the **Administration** tab if it does not default.

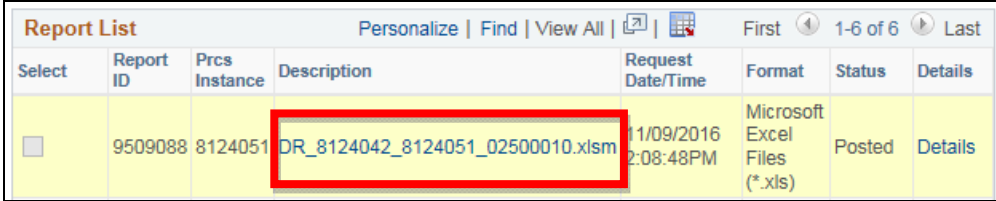


7. Click **Refresh** until the drilldown report appears.



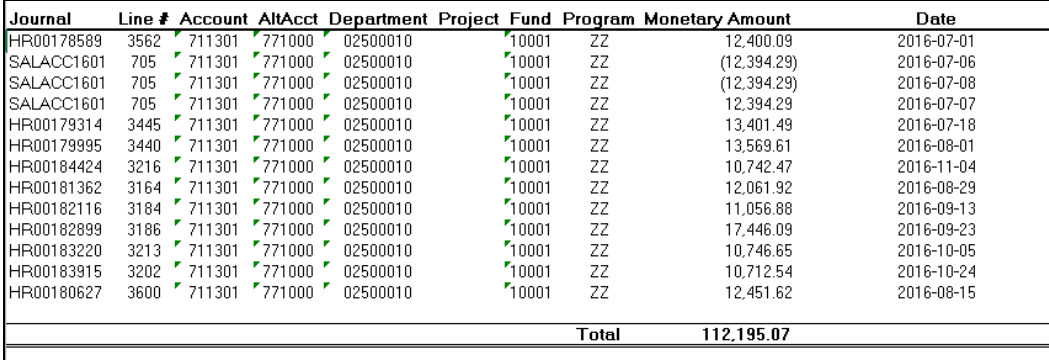
Note: Drilldown reports are identified with a **DR** in the **Description** column.

8. Click the report beginning with **DR**. If you intend to drilldown from this report, save it to the desktop or another location outside of PeopleSoft.



Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9509088	8124051	DR_8124042_8124051_02500010.xlsm	11/09/2016 2:08:48PM	Microsoft Excel Files (*.xls)	Posted	Details

9. View the contents of the drilldown report. **STOP HERE** if you are running a department report or are running a project report and reaching this step a 2nd time.



Journal	Line #	Account	AltAcct	Department	Project	Fund	Program	Monetary Amount	Date
HR00178589	3562	711301	771000	02500010		10001	ZZ	12,400.09	2016-07-01
SALACC1601	705	711301	771000	02500010		10001	ZZ	(12,394.29)	2016-07-06
SALACC1601	705	711301	771000	02500010		10001	ZZ	(12,394.29)	2016-07-08
SALACC1601	705	711301	771000	02500010		10001	ZZ	12,394.29	2016-07-07
HR00179314	3445	711301	771000	02500010		10001	ZZ	13,401.49	2016-07-18
HR00179995	3440	711301	771000	02500010		10001	ZZ	13,569.61	2016-08-01
HR00184424	3216	711301	771000	02500010		10001	ZZ	10,742.47	2016-11-04
HR00181362	3164	711301	771000	02500010		10001	ZZ	12,061.92	2016-08-29
HR00182116	3184	711301	771000	02500010		10001	ZZ	11,056.88	2016-09-13
HR00182899	3186	711301	771000	02500010		10001	ZZ	17,446.09	2016-09-23
HR00183220	3213	711301	771000	02500010		10001	ZZ	10,746.65	2016-10-05
HR00183915	3202	711301	771000	02500010		10001	ZZ	10,712.54	2016-10-24
HR00180627	3600	711301	771000	02500010		10001	ZZ	12,451.62	2016-08-15
Total								112,195.07	

Note: If you are running a project report and reaching this step for the first time, the



ADDY NOTES



	<p>contents of your report will include links to more drilldown information by reporting period. It will look something like the following:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Breakdown by Project & Period</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Project</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">2013-1</th> <th style="text-align: right;">2013-2</th> <th style="text-align: right;">2013-3</th> <th style="text-align: right;">2013-4</th> <th style="text-align: right;">2013-5</th> <th style="text-align: right;">2013-6</th> <th style="text-align: right;">2013-7</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">(None)</td> <td style="text-align: left;">(None)</td> <td style="text-align: right;">5,655</td> <td style="text-align: right;">13,939</td> <td style="text-align: right;">3,326</td> <td style="text-align: right;">11,906</td> <td style="text-align: right;">6,933</td> <td style="text-align: right;">7,105</td> <td style="text-align: right;">4,732</td> <td style="text-align: right;">53,596</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">5,655</td> <td style="text-align: right;">13,939</td> <td style="text-align: right;">3,326</td> <td style="text-align: right;">11,906</td> <td style="text-align: right;">6,933</td> <td style="text-align: right;">7,105</td> <td style="text-align: right;">4,732</td> <td style="text-align: right;">53,596</td> </tr> </tbody> </table> </div>	Project	Description	2013-1	2013-2	2013-3	2013-4	2013-5	2013-6	2013-7	Amount	(None)	(None)	5,655	13,939	3,326	11,906	6,933	7,105	4,732	53,596			5,655	13,939	3,326	11,906	6,933	7,105	4,732	53,596
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<p>10.</p>	<p>Project reports only: Click a linked amount in one of the reporting periods to drill down on more information. The Run Drilldown page displays again. From here, you should go back and repeat Steps 2–9.</p>																														