



BUDGET TRAINING

Tips, Tools, and Shortcuts

October 29, 2014



BUDGET TRAINING

On October 29 from 10 a.m. to 11:30 a.m. in TC2, room 225 (Technology Commons II, formerly Computer Services II building), SASI hosted a Budget Training Workshop specifically for USPS employees that would like to learn shortcuts to budget reporting.

Dave Pavlonnis presented this interactive workshop that helped attendees to understand the budget classifications, locate and run Budget Position reports, locate and run Expenditure Reports within Date Range, and run the Data Mart Queries. This was a hands-on workshop, so attendees needed access to financials within PeopleSoft.

Overview

- ▣ Tips, tools, and tricks to streamline your financials navigation
- ▣ Information on Finance and Accounting points of contact for budget
- ▣ Information on financials resources

Outcomes

- ▣ Identify and understand budget classifications
- ▣ Locate and run Budget Position Report
- ▣ Locate and run Expenditures Report Within Date Range
- ▣ Run DataMart Queries

Operating Budget Classifications

- ▣ Educational & General – University & Medical School
- ▣ Auxiliary Enterprises
- ▣ Contracts & Grants (Sponsored Research)
- ▣ Local
 - ▣ Student Financial Aid
 - ▣ Student Activities
 - ▣ Technology Fee
 - ▣ Concessions

*Direct support organizations (DSOs) are separate legal entities formed for specific purposes to support the university. Operation budget does not include budgets for DSOs.

Educational and General (E&G)

Educational and General (E&G) funds are comprised of state appropriations from general revenue (primarily Florida's Sales Tax) and Educational Enhancement Trust Fund (lottery sales), as well as funds from student and other fees (tuition, out-of-state fees, and other miscellaneous fees).

These funds are restricted for instructional, research, and public service activities and related administrative support.

Auxiliary

Auxiliaries are those activities that are not instructional in nature but support the operation of the university. Auxiliaries generate revenue from the sale of goods and services to the university community. Some auxiliaries are partially or wholly funded by student fees.

The primary auxiliary areas include Housing, Student Health Services, Parking Services, Computer Store, Telecommunications, Continuing Education, Dining Services, and the Bookstore.

Contracts and Grants (C&G)

Contracts and Grants (C&G) includes sponsored research activities that are funded by federal, state, and private agencies.

These funds are restricted for research activities and related administrative support.

Local

Student Financial Aid – loans and scholarships funded from federal, state, and private sources and disbursed to students.

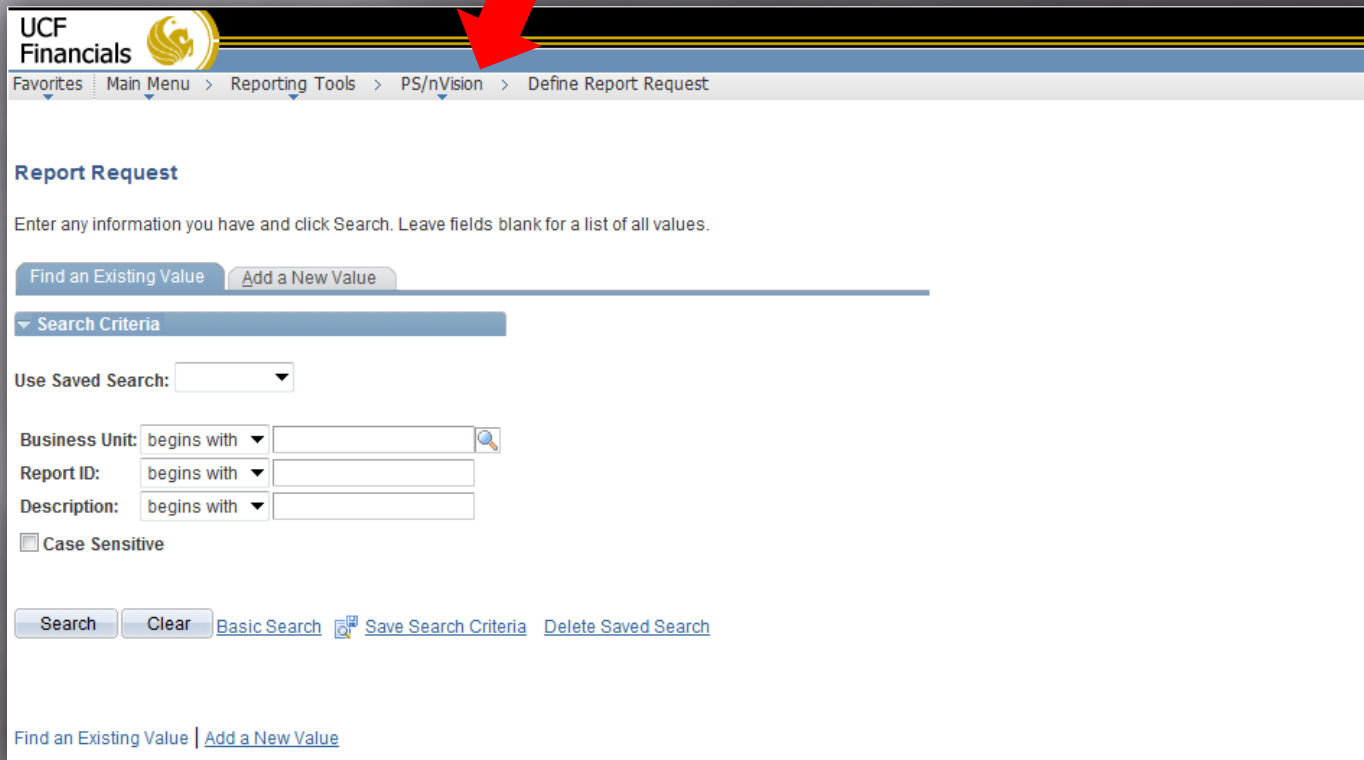
Student Activities – funded by the activity and service fee paid by students to support student government and student clubs and organizations, including the Student Union and the Recreation and Wellness Center. Expenditures for these entities are funded by the activity and service fee and by revenue generated through functions in the facilities.

Technology Fee – funded by technology fees paid by students to enhance instructional technology resources for students and faculty.

Concessions – funded from vending machine revenue. These funds are allocated across the university and can be used for events and other expenditures that support the university.

Budget Position

Navigation: Reporting Tools>PS/nVision>Define Report Request



UCF Financials

Favorites Main Menu > Reporting Tools > PS/nVision > Define Report Request


Report Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria


Use Saved Search:

Business Unit: begins with 

Report ID: begins with


Description: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Budget Position (Define Report Request)

UCF Financials 

Favorites | Main Menu > Reporting Tools > PS/nVision > Define Report Request

nVision Report Request | Advanced Options | Query Prompts

Business Unit: UCF01 Report ID: 03011DSY [Copy to Another Business Unit / Clone](#)

Report Title: [Transfer to Report Books](#)
[Process Monitor](#)

*Layout: [Report Manager](#)

_NPL allows you to run yearly reports.

Report Date Selection

*As Of Reporting Date:

*Tree As Of Date:
 Override Tree As of Date if Specified in Layout

Output Options

*Type: [Scope and Delivery Templates](#)

*Format:

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)