# THE COMPREHENSIVE AVAILABLE AND PROJECTED BALANCE REPORT

This report gives users access to available and projected direct available balance summaries for all funds. Can be prompted by any budget value tied to budgets overview, not managerial budgets.

NAVIGATION

1. Login into myUFL and navigate to: **Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics**
2. To open the report, click on the **Team Content folder**.
   - The Team Content folder is used for reports shared by you and other members of your team. The My Content folder is used for your personal reports.
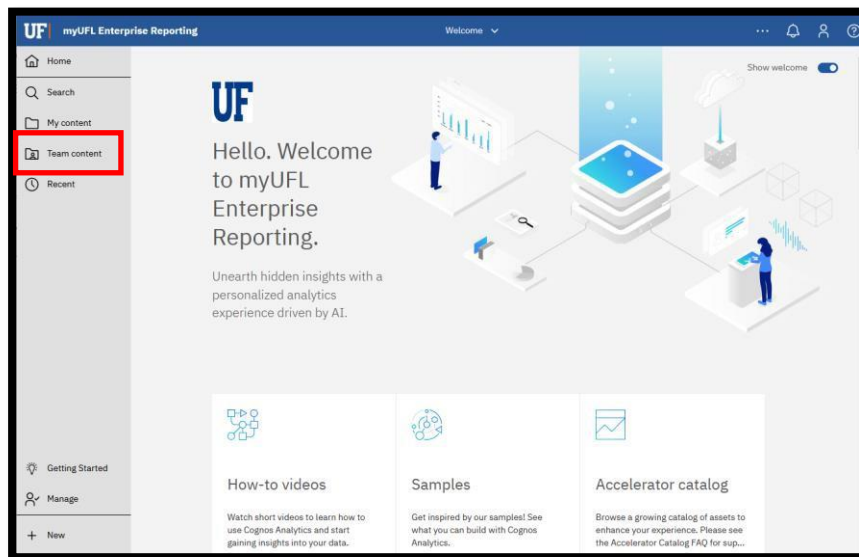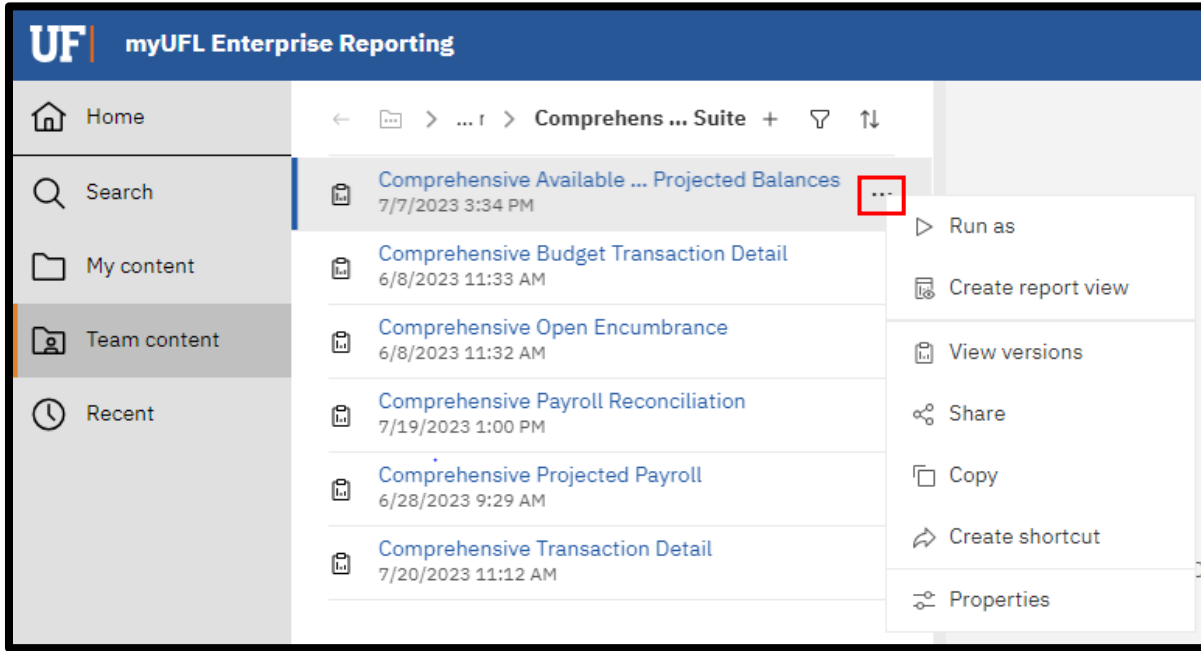

3. Navigation to the report: **Team content > Financial Information > Comprehensive Financial Reporting Suite**
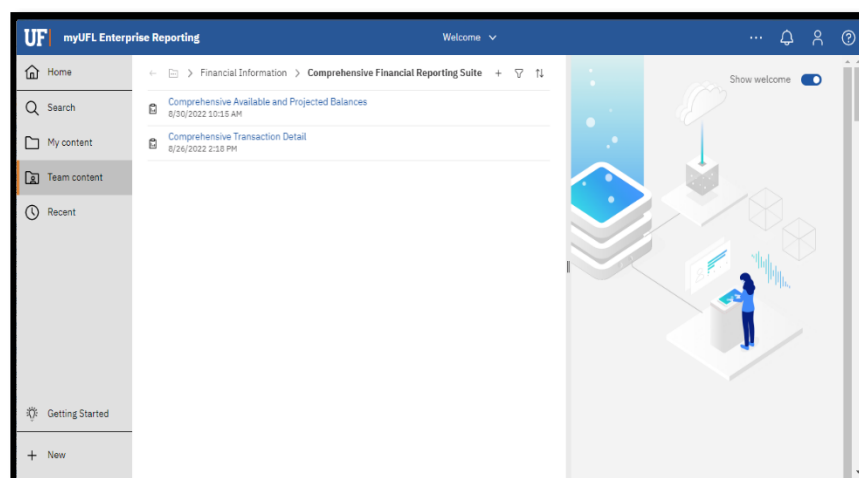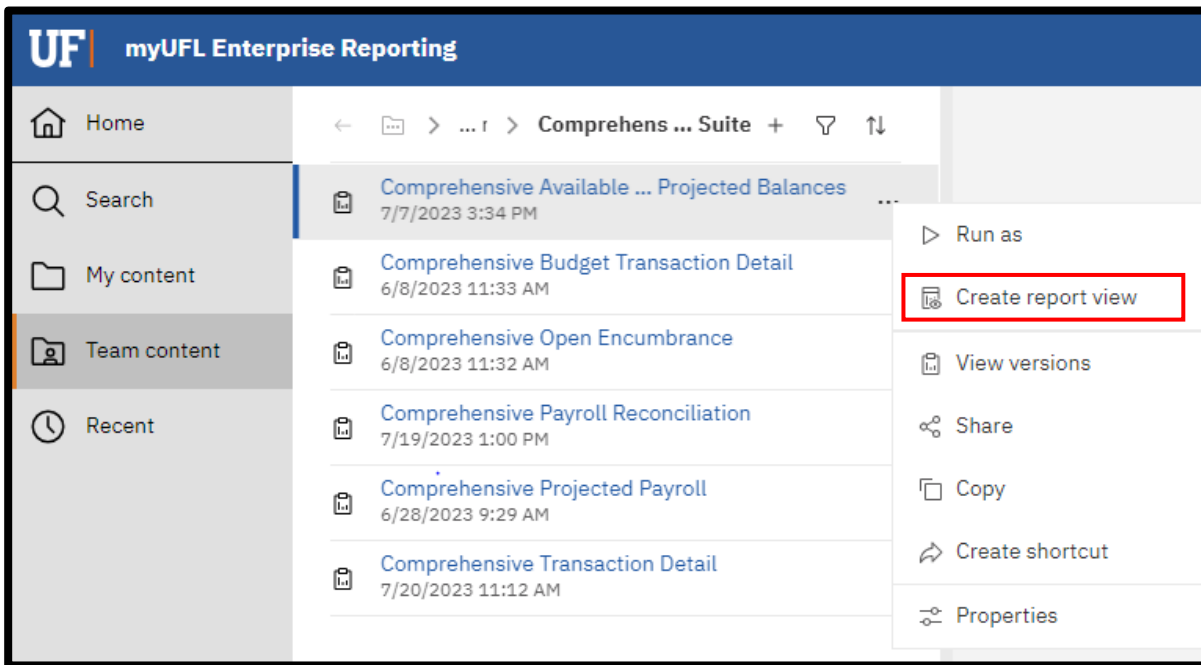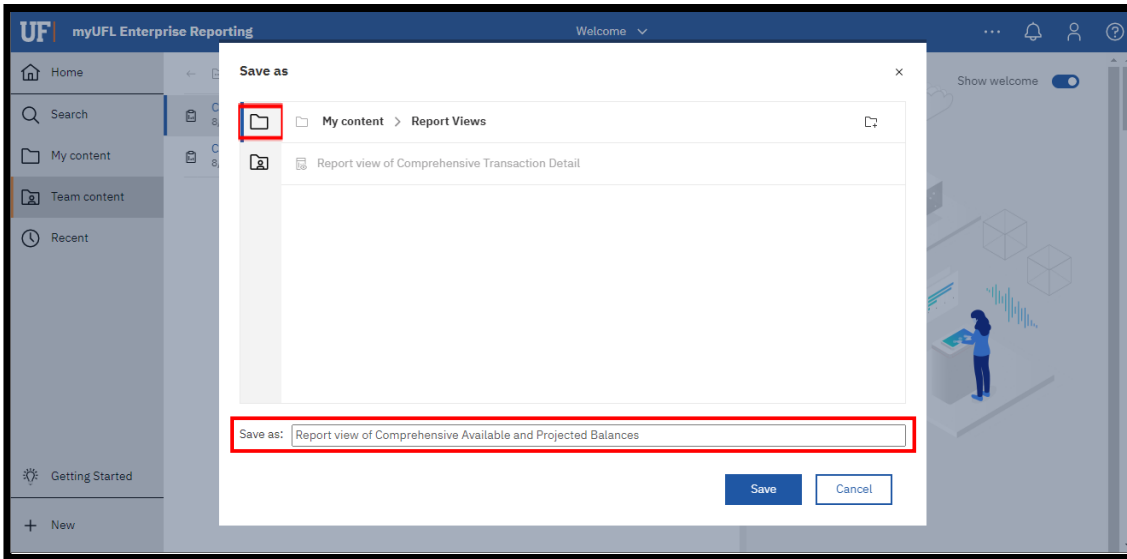
CREATING REPORTING VIEW AND SETTING PROMPTS
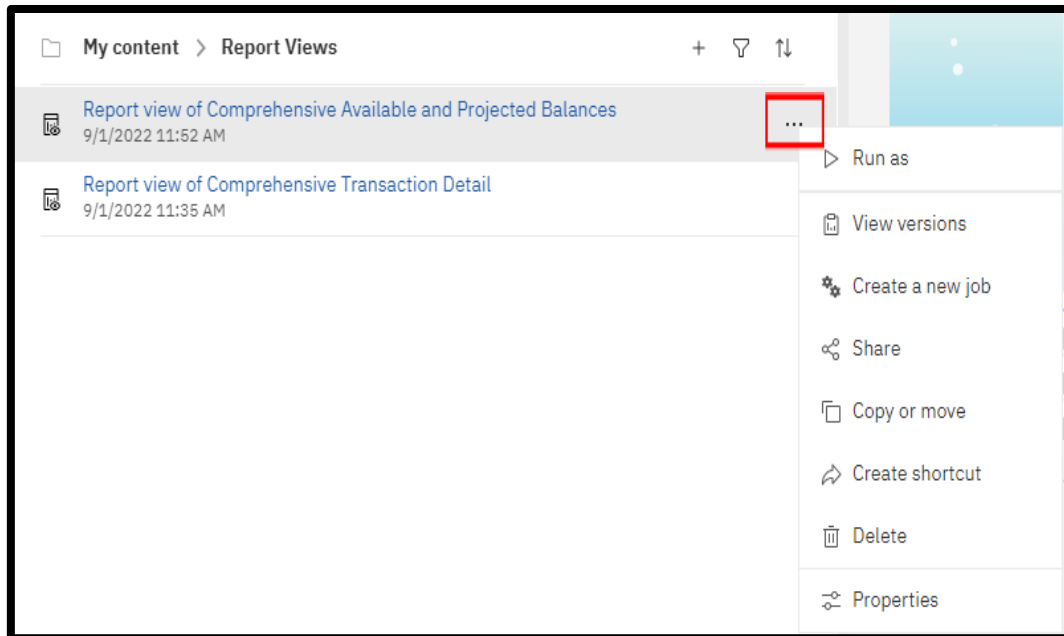
1. Click the **more** options (ellipses).

2. Select **Create report view.**

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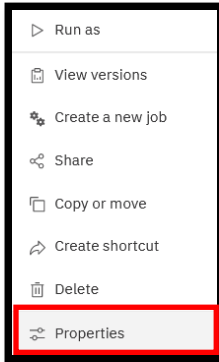
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3. Name the report as desired and save to your **My Content** folder:
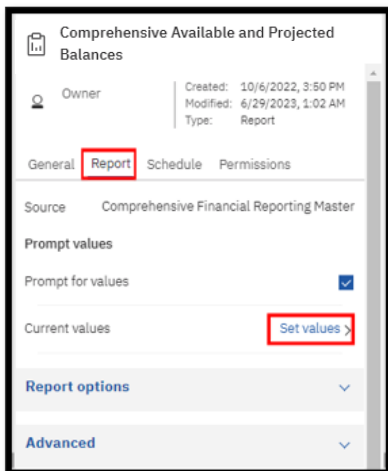

4. Navigate to the saved report view and click the **more** icon.

5. Click **Properties**.

6. Click **Report**, then **Set Values:**

7. Click **Set**

8. Set the **Required** and **Optional** prompts and then click **Run Report.**

SCHEDULING THE REPORT FOR EMAIL DELIVERY

1. Click **Schedule**.
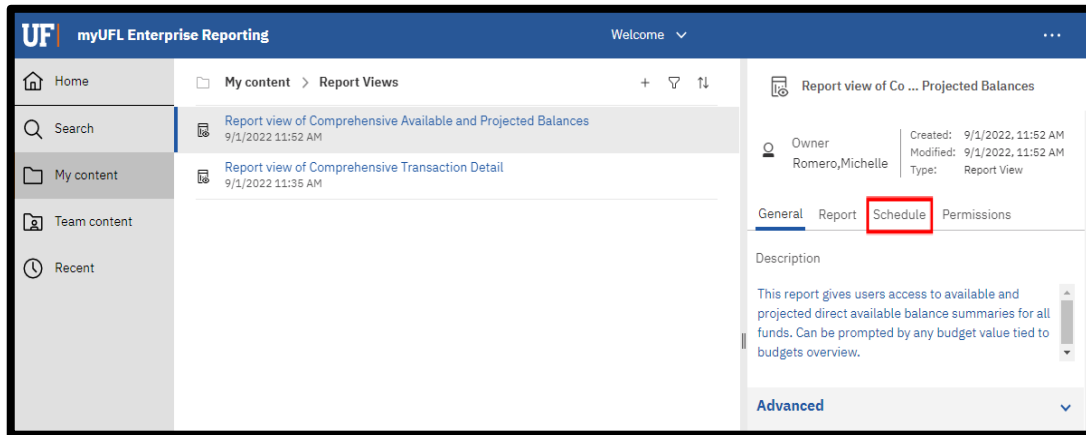
2. Click the **Create Schedule** button
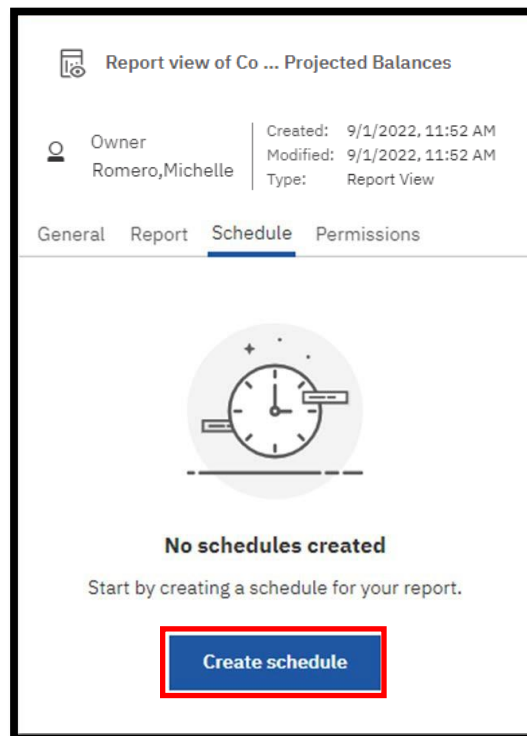
3. Select when and how frequently you would like to receive the report.

Report view of Comprehensive Available and Projected Balances

Schedule   Options   Prompts

Frequency

Type   Weekly   ⌄

Repeat every   1   ⌃⌄   week

Repeat on   M   T   W   T   F   S   S

☐ Daily time interva   ⓘ

Period

Start   📅 2022-07-05   🕐 4:00 PM
☑ No end date

4. Click on the Options Tab and select **Send the report by email.** Set email options by clicking Edit Details.
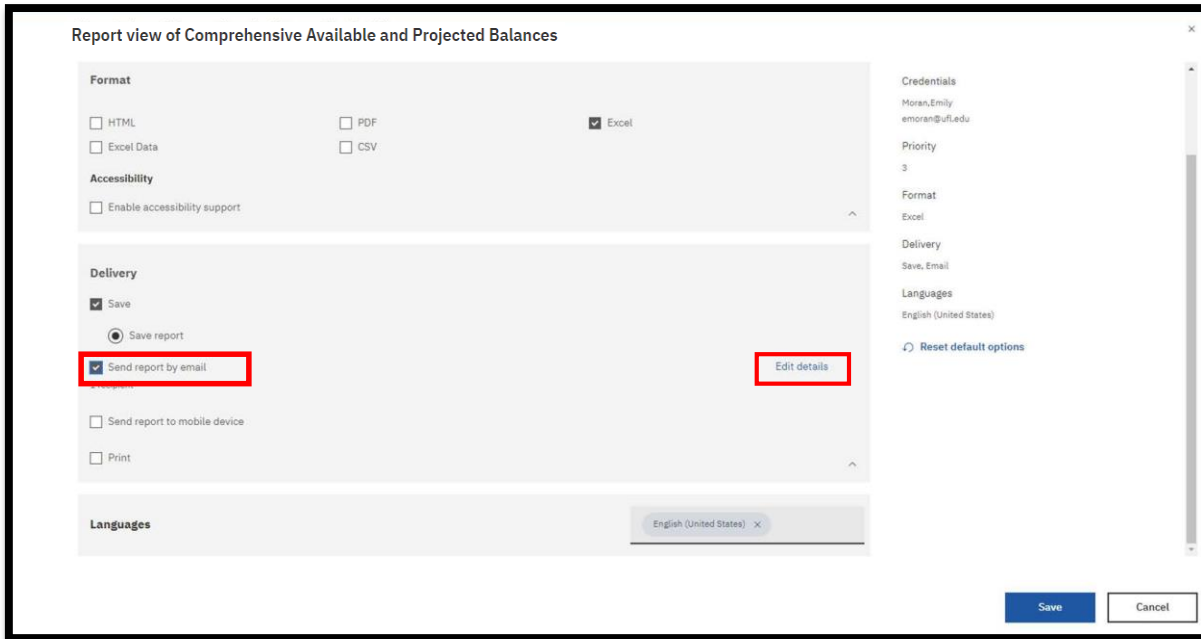
5. **A best practice is to send the report as a link** rather than as an attachment to ensure that the recipient has permissions to view the data. This will also ensure that large files are not prevented from being sent through email. The recipient will have to log into Enterprise Analytics. Gatorlink will authenticate their permissions

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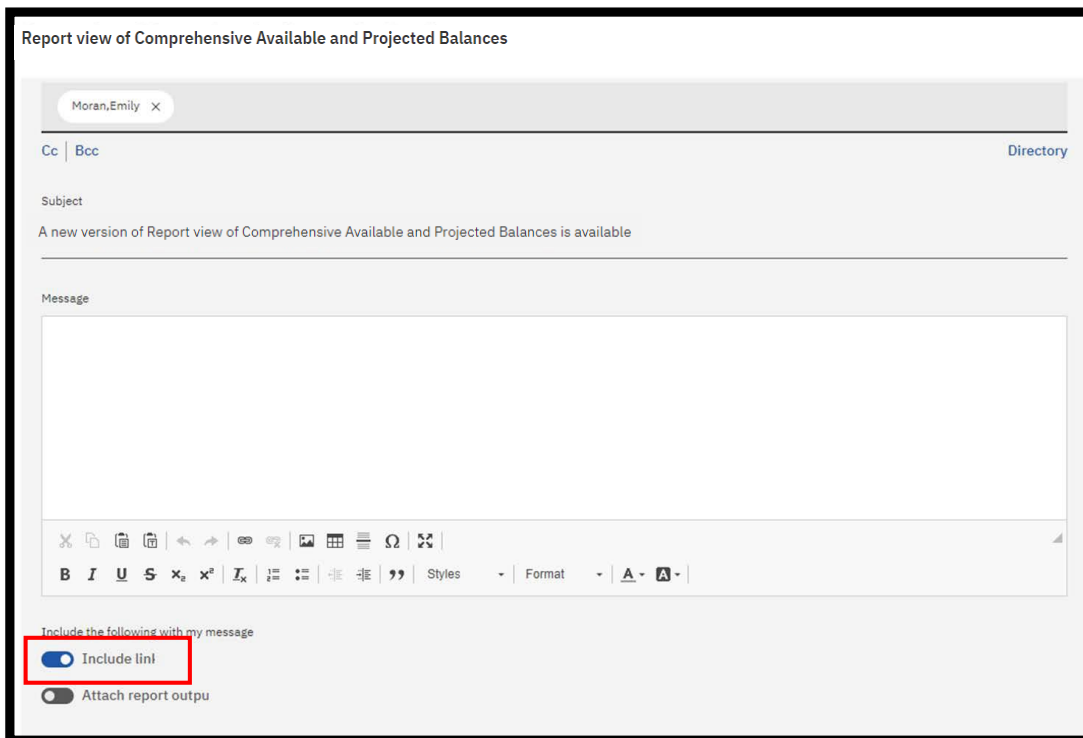
6. Click **Save**
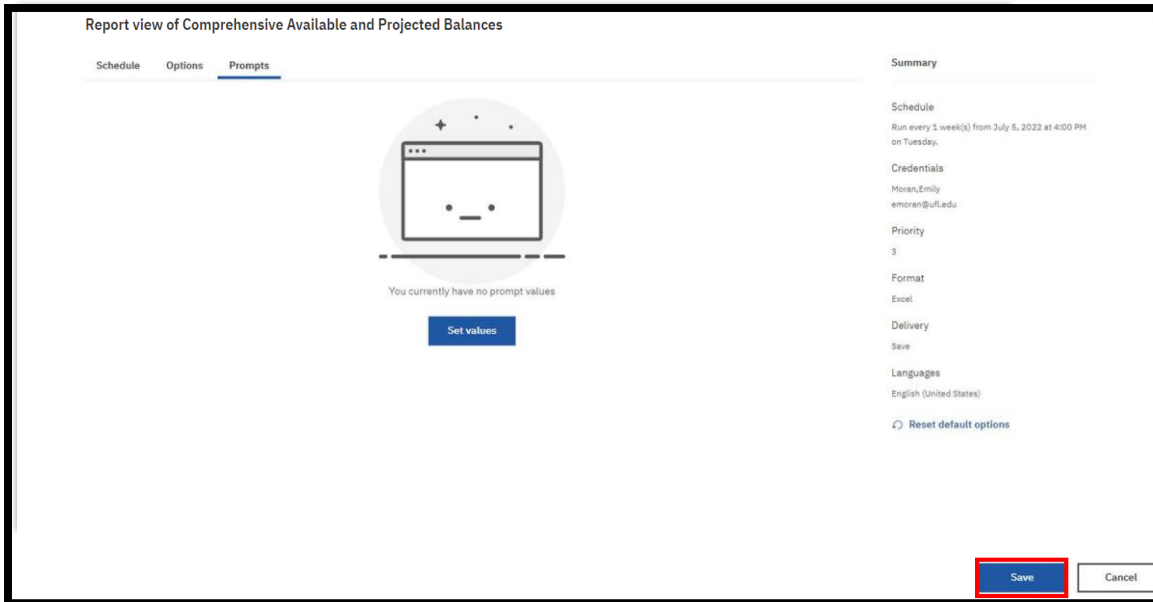
7. The schedule confirmation message displays. Make sure that **Schedule** is set to enable.

Report Export Fields with Explanation

- ➢ DeptID
- ➢ Dept Description
- ➢ Fund
- ➢ Budget Reference
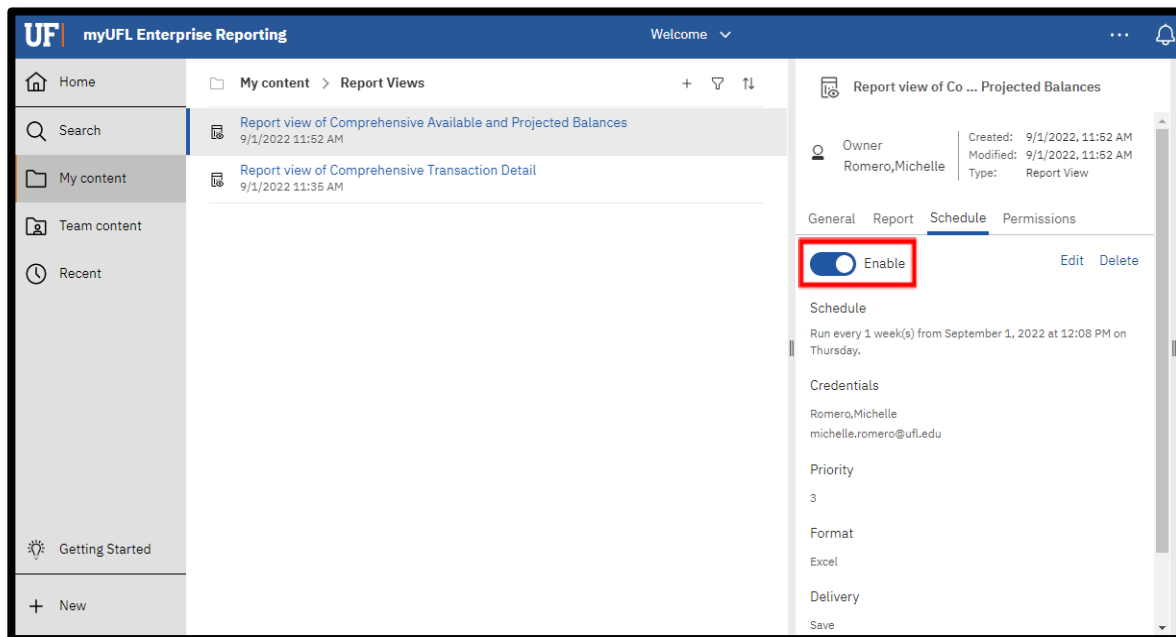 - o For Appropriations
- ➢ Flex/SoF/Project
- ➢ Account Grouping
  - o Salary, OPS, Other Operating Expenses for Appropriations
- ➢ Award ID
- ➢ Project ID
- ➢ Project Manager UFID & Name
- ➢ Project Name
- ➢ Project Type
- ➢ Project End Date
- ➢ Direct Budget/Beg Balance
  - o Direct released Budget for sponsored funds
  - o Beginning Balance as of Current Fiscal Year for other funds
- ➢ F&A Budget
  - o F&A released Budget for sponsored funds
- ➢ Revenue
  - o Fiscal Year to Date – Includes journals/transfers
- ➢ Expenditures
  - o Life to Date including F&A for sponsored funds
  - o Fiscal Year to Date for other funds
- ➢ MTD Revenue
  - o Month to Date Revenue
- ➢ MTD Expenditure
  - o Month to Date Expenditures (includes F&A if applicable)
- ➢ Current Direct Balance
- ➢ F&A
  - o Current F&A Balance
- ➢ Commitments
  - o Travel Authorizations & Purchase Orders (Direct Amount only)
- ➢ Payroll Projection
  - o Direct Amount only
- ➢ Projected Available Direct Balance

ADDITIONAL HELP

Technical issues, contact the University of Florida Reporting Services
reporting-services@ufl.edu