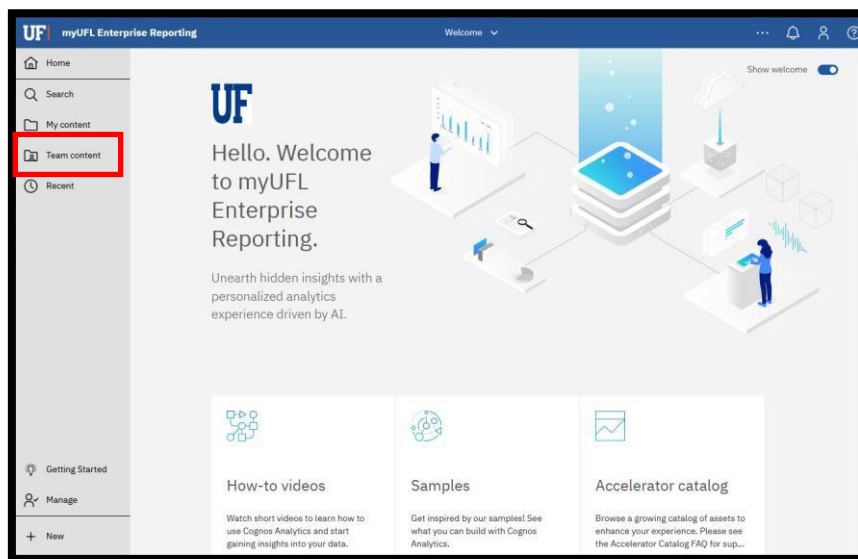


THE COMPREHENSIVE BUDGET TRANSACTION DETAIL REPORT

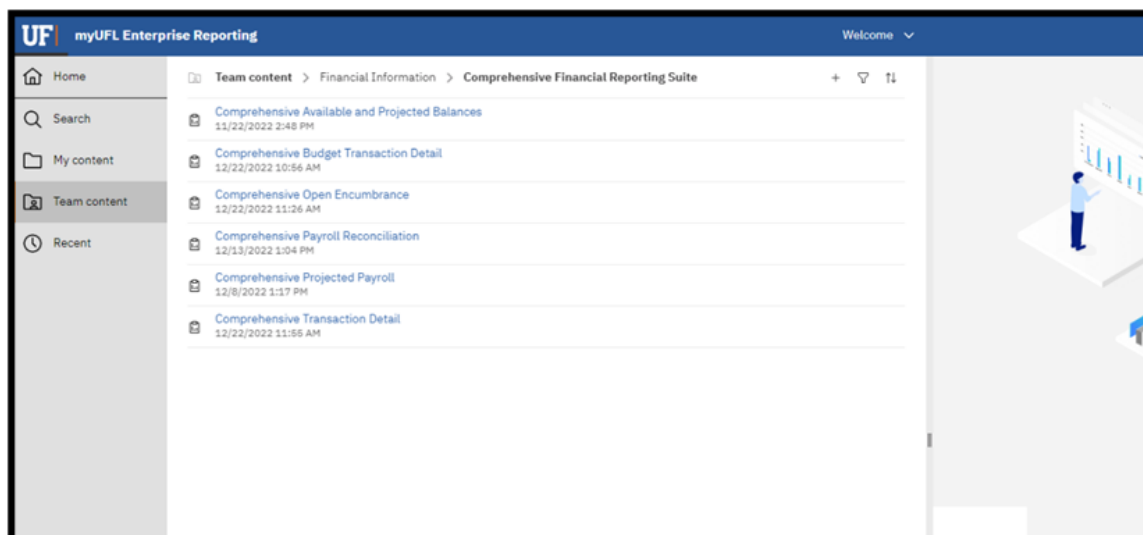
Report provides transaction detail for budget transfers in budget-based funds for a variety of periods.

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.

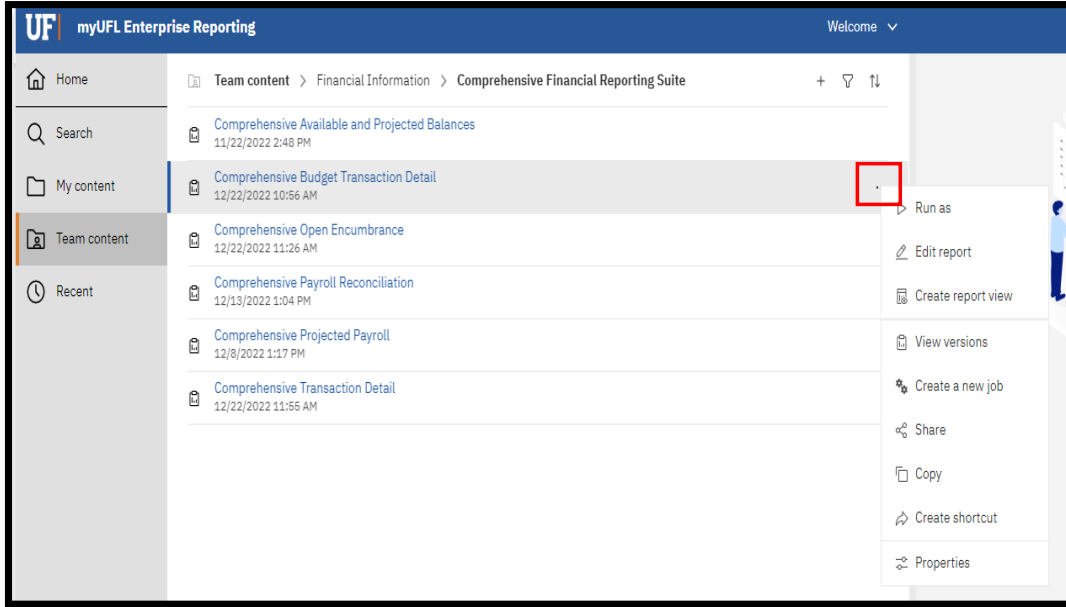


3. Navigation to the report: **Team content > Financial Information > Comprehensive Financial Reporting Suite**

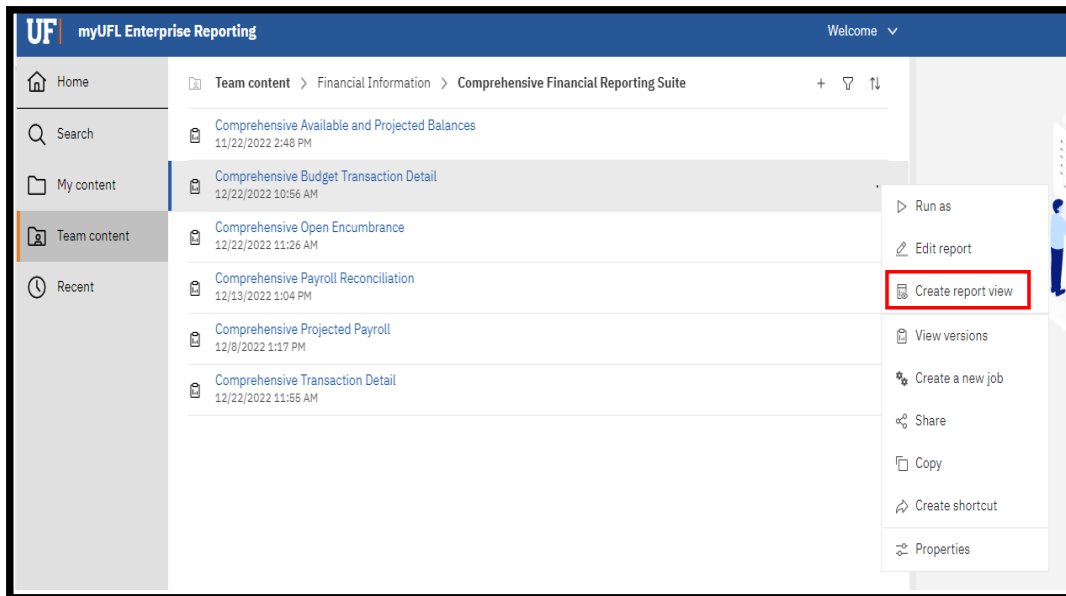


CREATING REPORTING VIEW AND SETTING PROMPTS

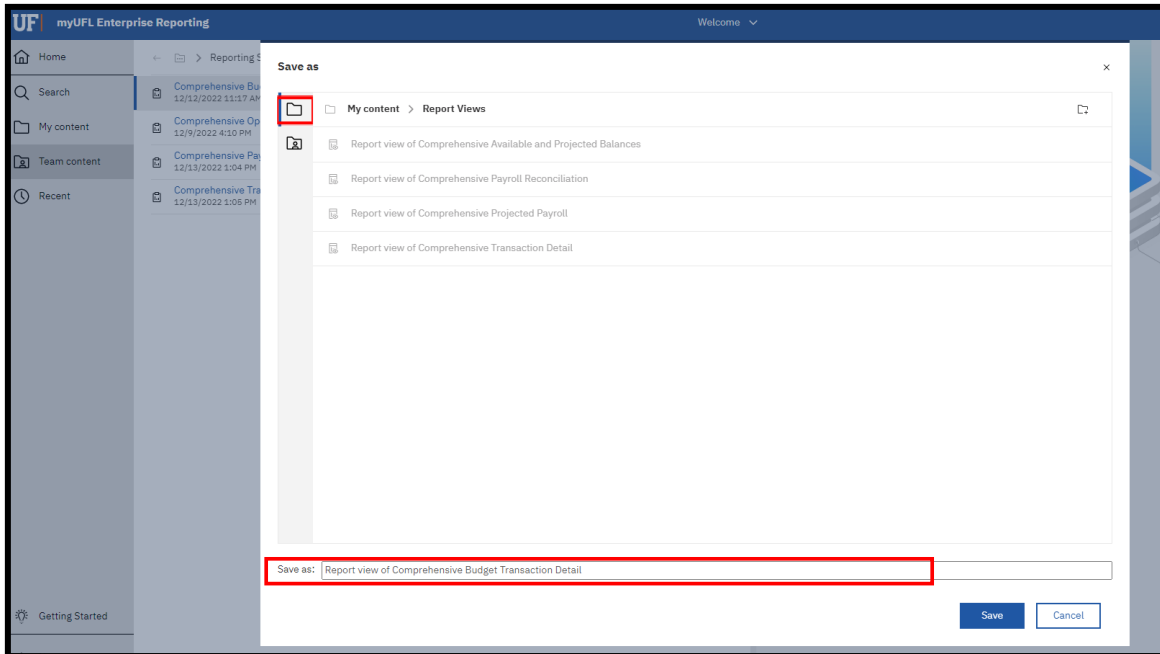
1. Click the **more** options (ellipses).



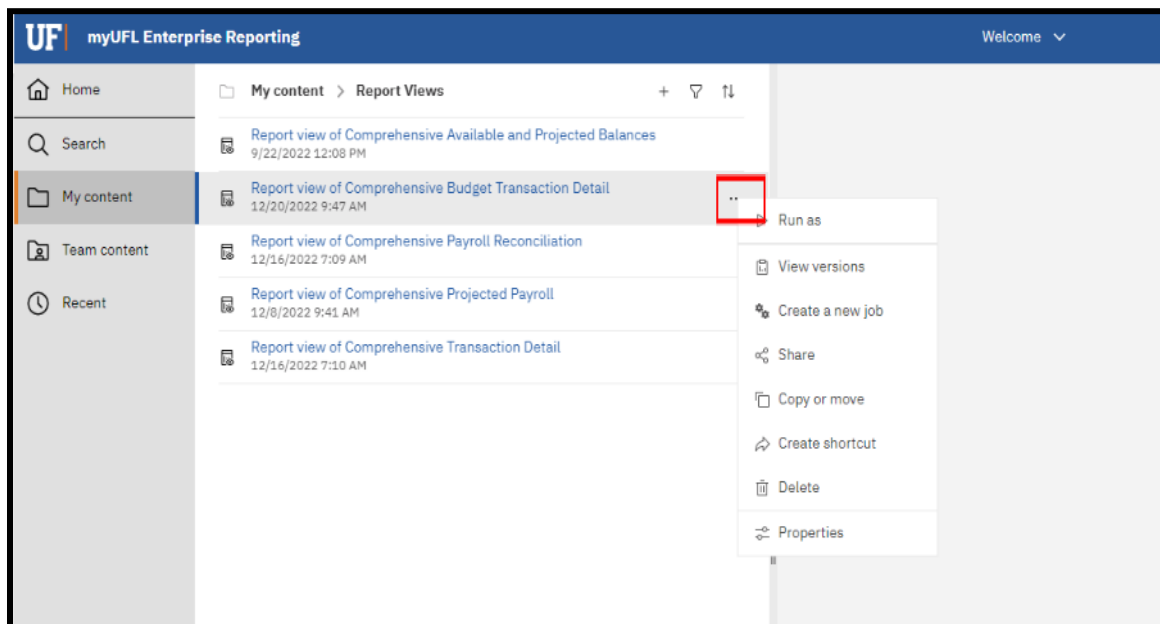
2. Select **Create report view**.



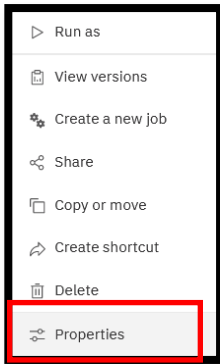
3. Name the report as desired and save to your **My Content** folder:



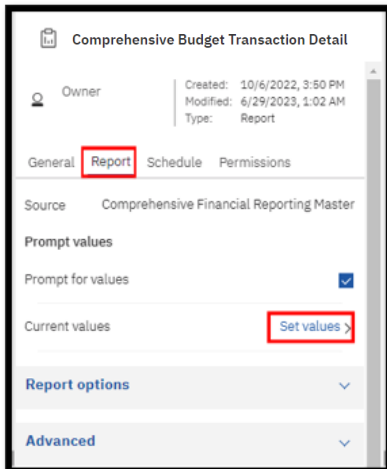
4. Navigate to the saved report view and click the **more** icon.



5. Click **Properties**.



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



7. Click **Set**.



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

This report will be downloaded in Excel format

Fiscal Year/Accounting Period or Accounting Date Range

Select ONE Fiscal Year

Fiscal_Year

Select Accounting Period(s)

- 0 - Beginning Balance
- 1 - July
- 2 - August
- 3 - September
- 4 - October
- 5 - November

[Select all](#) [Deselect all](#)

Select Date Range

From: Jul 3, 2023

Earliest date

To: Jul 3, 2023

Latest date

Comprehensive Budget Transaction Detail

Description: Report provides transaction detail for budget transfers in budget-based funds for a variety of periods.

Inquiries: Please contact reporting-services@ufl.edu with any questions or comments.

Last Modified: 6/8/23

OR

Choose Relative Timeframe: (ie Current or Prior Accounting Period)

Relative Timeframe

Include or Exclude Chartfield Descriptions?

Exclude Chartfield Descrs

Chartfield Values

Select College

College Code Mask and Desc

OR

Select DeptID(s)

Keywords:

Select all

No Results

Select Fund(s)

Keywords:

Select all

No Results

OR

Keywords:

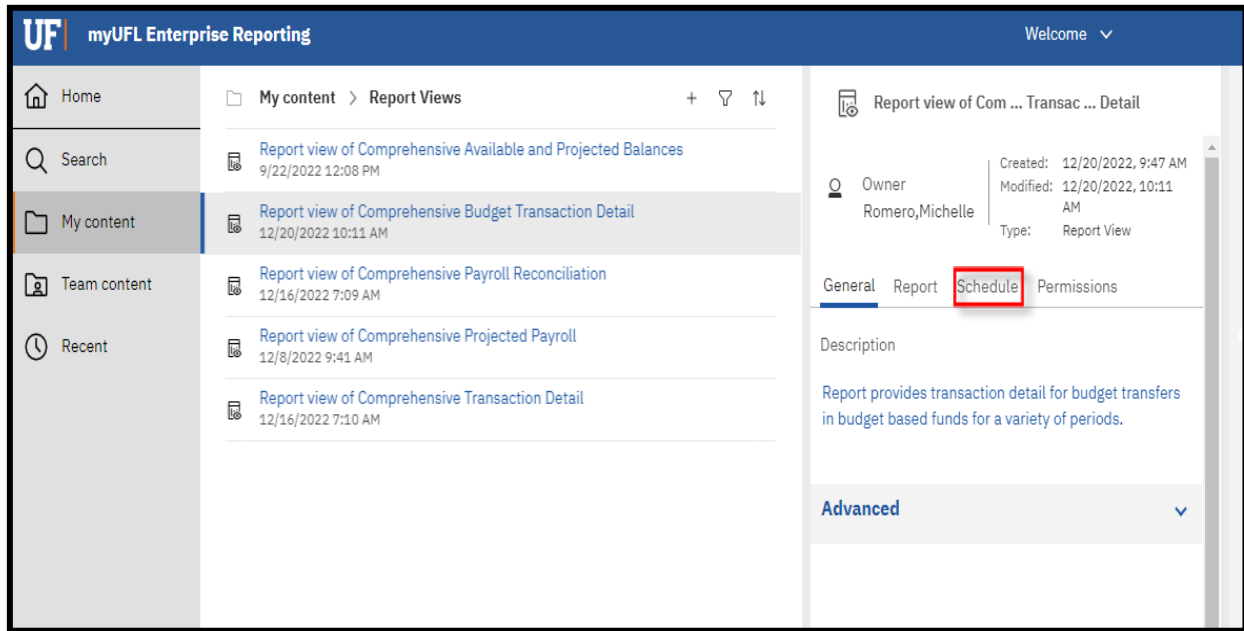
Select all

No Results

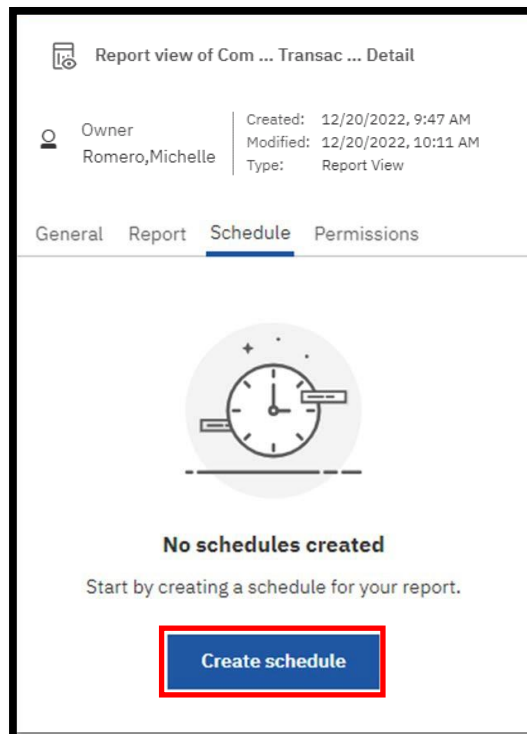
Choices:

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 Budget Transaction Detail

Schedule Options Prompts

Frequency

Type: Weekly

Repeat every: 1 week

Repeat on: M T W T F S S

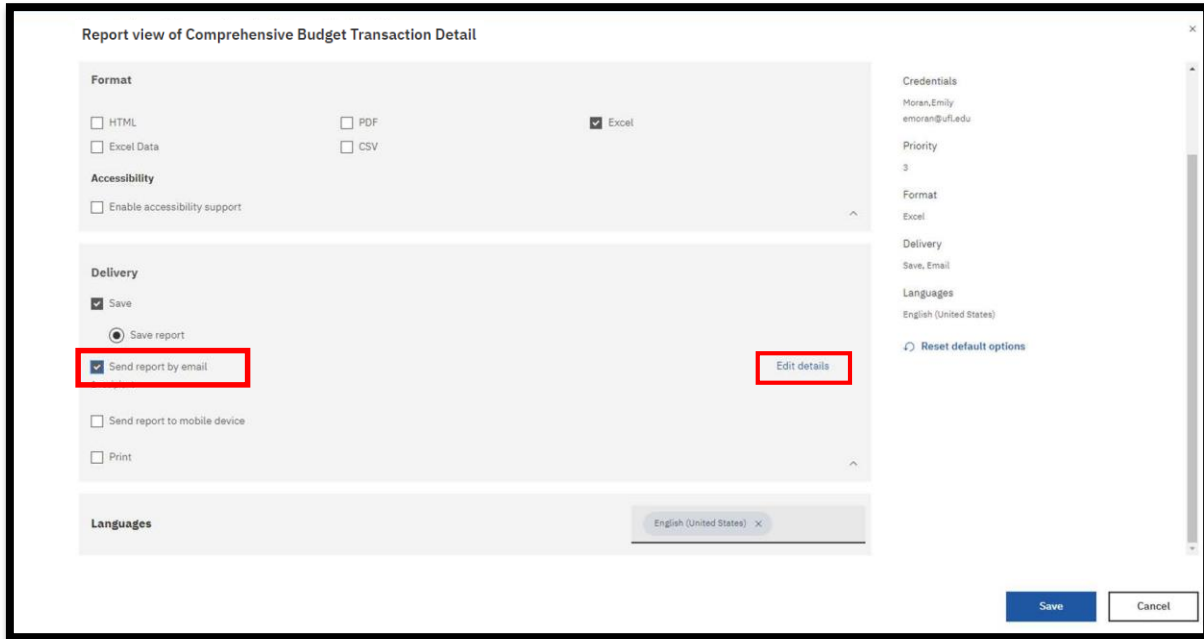
Daily time interval ⓘ

Period

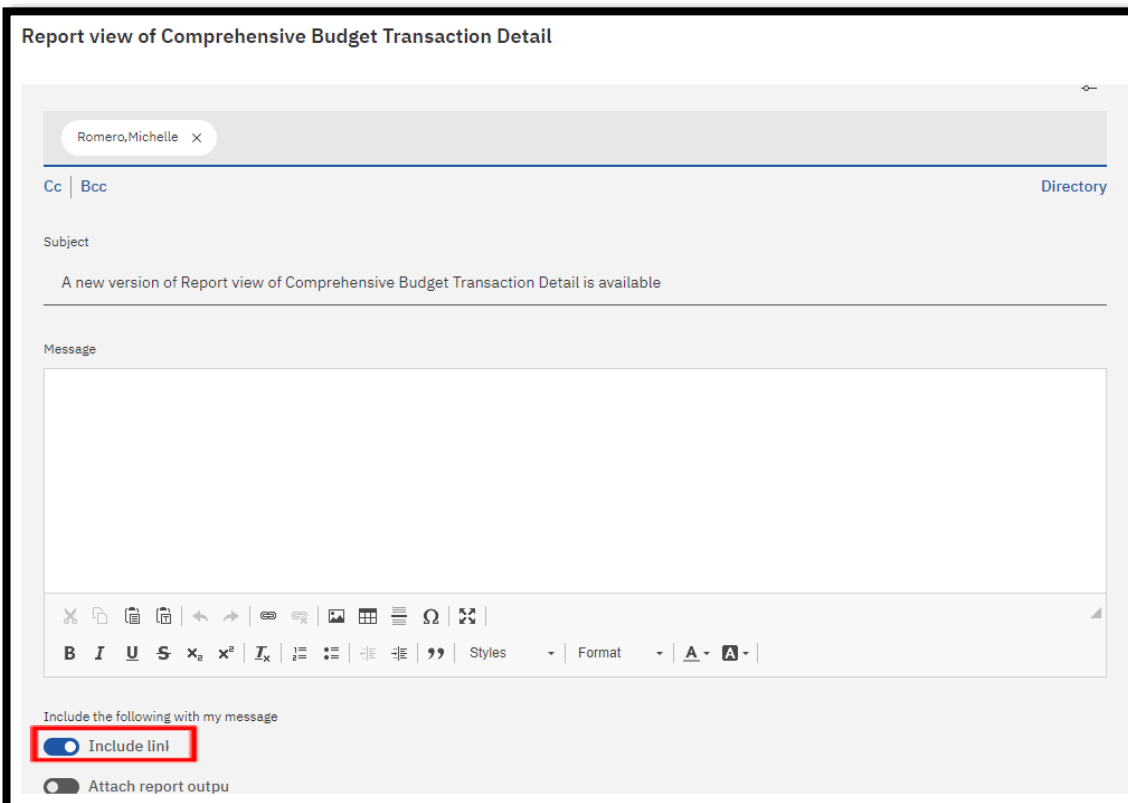
Start: 2022-07-05 4:00 PM

No end date

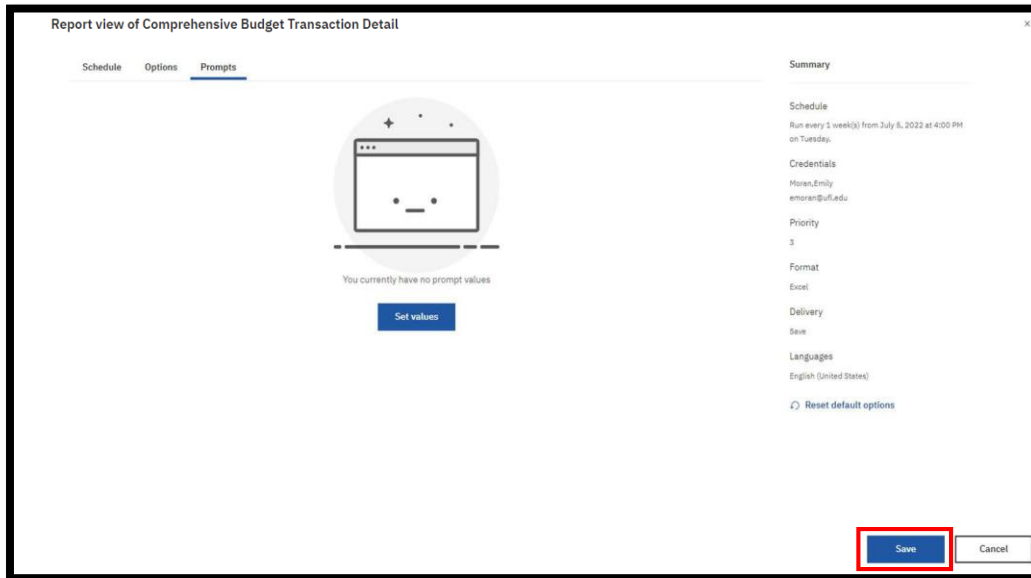
4. Click on the Options Tab and select **Send the report by email**. Set email options by clicking Edit Details.



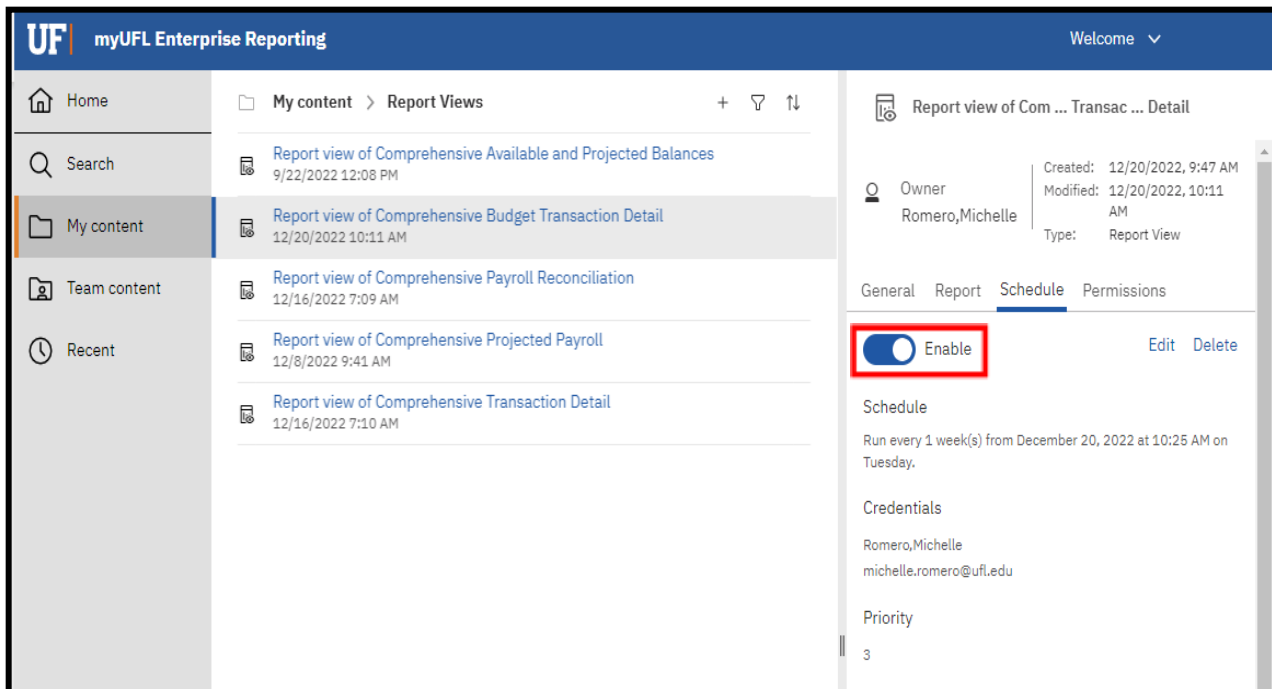
5. **A best practice is to send the report as a link** rather than as an attachment to ensure that the recipient has permissions to view the data. This will also ensure that large files are not prevented from being sent through email. The recipient will have to log into Enterprise Analytics. Gatorlink will authenticate their permissions



6. Click Save



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



Report Prompts with Explanation

- Fiscal Year/Accounting Period or Accounting Date Range
 - Select ONE Fiscal Year
 - Select Accounting Period(s)
 - Select Date Range
 - Choose Relative Timeframe
 - Current Fiscal Year, Current Acctng Period, Prior Fiscal Year, Prior Acctng Period, Prior Week
 - Include or Exclude Chartfield Descriptions
 - This prompt will allow you to either include or exclude description of Chartfield values
 - Excludes: 731100
 - Includes: 731100 - Lab Supplies
- Chartfield Values:
 - College
 - Dept ID(s)
 - Fund(s)
- Project / Award Related Values:
 - Project ID(s)
 - Award ID(s)
 - Award PI UFID(s)
 - Project Manager UFID(s)
 - Reporting Sponsor(s)

Report Export Fields with Explanation

- Journal Date
- Fiscal Year
- Accounting Period
- Budget Period
- Journal Type
- Journal ID
- Journal Desc
- Journal Line #
 - The line number
- Journal Line Description
- Entered By
 - UFID of person that entered the journal
- Posted Amount
- Account Code
- Dept ID
- Fund Code
- Program Code
- Budget Reference
- Source of Funds Code
- Project Code
- Project Title
- Project Dept ID
- Award ID
- Award Full Title

- Sponsor
- Award PI UFID
- Award PI Name
- Project Manager UFID
- Project Manager Name
- Flex Code
- EmplID
- CRIS Code

ADDITIONAL HELP

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