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.

UF myUFL Enterprise Reporting		Welcome 🗸	… ይ ጸ @
Home			Show welcome
Q Search	UF		1. C
My content	UI	Jul a	
a Team content	Hello. Welcome	1 and 1	
C Recent	to myUFL		
	Enterprise	a l	
	Reporting.	*	
	Unearth hidden insights with a personalized analytics experience driven by AI.	1.6	
	P P3	ee.	
The Getting Started	How-to videos	Samples	Accelerator catalog
📯 Manage			
+ New	Watch short videos to learn how to use Cognos Analytics and start gaining insights into your data.	Get inspired by our samples! See what you can build with Cognos Analytics.	Browse a growing catalog of assets to enhance your experience. Please see the Accelerator Catalog FAQ for sup

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

	ise Reporting Welcome V	
Home	□ Team content > Financial Information > Comprehensive Financial Reporting Suite + ♀ ↑↓	
Q Search	Comprehensive Available and Projected Balances 11/22/2022 2:48 PM	
My content	Comprehensive Budget Transaction Detail 12/22/2022 10:56 AM	ALC:
Team content	Comprehensive Open Encumbrance 12/22/2022 11/26 AM	1
C Recent	Comprehensive Payroll Reconciliation 12/13/2022 1:04 PM	< L
	Comprehensive Projected Payroll 12/8/2022 1:17 PM	
	Comprehensive Transaction Detail 12/22/2022 11:65 AM	1
		1



CREATING REPORTING VIEW AND SETTING PROMPTS

1. Click the more options (ellipses).

UF myUFL Enterp	rise Reporting Welco	ome 🗸
Home	Team content > Financial Information > Comprehensive Financial Reporting Suite + \(\nabla\)	†↓
Q Search	Comprehensive Available and Projected Balances 11/22/2022 2:48 PM	
My content	Comprehensive Budget Transaction Detail 12/22/2022 10:56 AM	Run as
Team content	Comprehensive Open Encumbrance	∠ Edit report
() Recent	Comprehensive Payroll Reconciliation	🖟 Create report view
	Comprehensive Projected Payroll	D View versions
	Comprehensive Transaction Detail 12/22/2022 11:55 AM	🎭 Create a new job
		∝o Share
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2. Select Create report view.

UF myUFL Enterp	ise Reporting Welcome	v
Home	□ Team content > Financial Information > Comprehensive Financial Reporting Suite + ♥ ↑	
Q Search	Comprehensive Available and Projected Balances 11/22/2022 2:48 PM	
My content	Comprehensive Budget Transaction Detail	⊳ Run as
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	Comprehensive Projected Payroll 12/8/2022 117 PM	D View versions
	Comprehensive Transaction Detail 12/22/2022 11:55 AM	🍫 Create a new job
		∝₀ Share
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		⇒ Properties





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

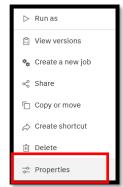
	rise Reporting	Welcome 🗸	
Home	← 🗁 > Reporting S	Save as	×
Q Search	Comprehensive Bu 12/12/2022 11:17 AM	□ My content > Report Views	5
My content	Comprehensive Op 12/9/2022 4:10 PM	Report view of Comprehensive Available and Projected Balances	
D Team content	Comprehensive Pay 12/13/2022 1:04 PM		
C Recent	Comprehensive Tra 12/13/2022 1:05 PM	Report view of Comprehensive Payroll Reconciliation	
		Report view of Comprehensive Projected Payroll	
		Report view of Comprehensive Transaction Detail	
		Save as: Report view of Comprehensive Budget Transaction Detail	
्रिंः Getting Started		Save	Cancel

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

UF myUFL Enterp	Reporting		Welcome 🗸
Home Home	My content > Report Views	+ 7 11	
Q Search	Report view of Comprehensive Available and Projected 9/22/2022 12:08 PM	Balances	
My content	Report view of Comprehensive Budget Transaction Deta 12/20/2022 9:47 AM	Run as	
Deam content	Report view of Comprehensive Payroll Reconciliation	D View versions	
C Recent	Report view of Comprehensive Projected Payroll 12/8/2022 9:41 AM	% a Create a new job	
	Report view of Comprehensive Transaction Detail 12/16/2022 7:10 AM	∞₀ Share	
		Copy or move	
		🖒 Create shortcut	
		ū Delete	
		⇒ Properties	



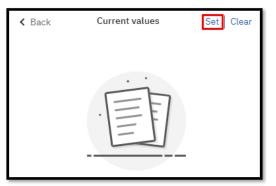
5. Click Properties.

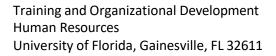


6. Click Report, then Set Values:

Comprehensive Budget Transaction Detail	
Q Owner Created: 10/6/2022, 3:50 PM Modified: 6/29/2023, 1:02 AM Type: Report	*
General Report Schedule Permissions	
Source Comprehensive Financial Reporting Master	I
Prompt values	I
Prompt for values	I
Current values Set values >	l
Report options v	I
Advanced V	

7. Click Set.









Enterprise Analytics

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	OR	Select Date Range From: Jul 3, 2023 Earliest date To: Jul 3, 2023 Latest date Choose Relative Timeframe: (ie Current or Prior Accounting Period) Relative Timeframe	Comprehensive Transaction De Description: Inquiries: Last Modified:	tail Report provides transaction detail for budget transfers in budget-based funds for a variety of periods. Please contact reporting- services@ufl.edu with any questions or comments.
Chartfield Values		Exclude Chartfield Descrs V		
Select College College Code Mask and Desc OR Select DeptID(s) Keywords: Select all No Results Choices:	OR	Select Fund(s) Keywords: Input keywords here Select all No Results		



SCHEDULING THE REPORT FOR EMAIL DELIVERY

1. Click Schedule.

UF myUFL Enterp	rise Reporting	Welcome 🗸
Home	□ My content > Report Views + ♥ ↑↓	Report view of Com Transac Detail
Q Search	Report view of Comprehensive Available and Projected Balances 9/22/2022 12:08 PM	Created: 12/20/2022, 9:47 AM O Owner Modified: 12/20/2022, 10:11
My content	Report view of Comprehensive Budget Transaction Detail 12/20/2022 10:11 AM	Romero, Michelle AM Type: Report View
Deam content	Report view of Comprehensive Payroll Reconciliation	General Report Schedule Permissions
C Recent	Report view of Comprehensive Projected Payroll 12/8/2022 9:41 AM	Description
	Report view of Comprehensive Transaction Detail 12/16/2022 7:10 AM	Report provides transaction detail for budget transfers in budget based funds for a variety of periods.
		Advanced 🗸

2. Click the Create Schedule button.

Report view of Com Transac Detail
OwnerCreated:12/20/2022, 9:47 AMRomero,MichelleModified:12/20/2022, 10:11 AMType:Report View
General Report Schedule Permissions
No schedules created Start by creating a schedule for your report.



3. Select when and how frequently you would like to receive the report.

Report view of Com	prehensive Budget Transaction Detail	
Schedule Optio	ns Prompts	
Frequency		
Туре	Weekly ~	٦
Repeat every	1 🗘 week	
Repeat on	M T W T F S S	
Daily time interva	٩	
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.

Format				Credentials Moran, Emily	
HTML	DF	Excel		emoran@ufLedu	
Excel Data	CSV			Priority	
Accessibility				3	
Enable accessibility support			~	Format	
				Excel	
				Delivery Save, Email	
Delivery				Languages	
Save				English (United States)	
Save report				Reset default options	
Send report by email		E	Edit details		
Send report to mobile device					
Print			^		
Languages		English (United States) ×			
Luigunges					

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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Directory
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6. Click Save

Schedule Options Prompts		Summary
	+ · .	Schedule Run every 1 week(s) from July 8, 2022 at 4:00 PM on Tuesday.
	·_·	Credentials Marsa.Emily emocre@ull.adu Priority
	You currently have no prompt values	3 Format Excel
	Set values	Delivery Seve Languages
		English (United States)
		C Reset default options

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

UF myUFL Enterp	rise Reporting	Welcome 🗸
Home	□ My content > Report Views + ♡ ↓	Report view of Com Transac Detail
Q Search	Report view of Comprehensive Available and Projected Balances 9/22/2022 12:08 PM	Created: 12/20/2022, 9:47 AM Owner Modified: 12/20/2022, 10:11
My content	Report view of Comprehensive Budget Transaction Detail 12/20/2022 10:11 AM	Romero, Michelle AM Type: Report View
Deam content	Report view of Comprehensive Payroll Reconciliation 12/16/2022 7:09 AM	General Report Schedule Permissions
C Recent	Report view of Comprehensive Projected Payroll 12/8/2022 9:41 AM	Enable Edit Delete
	Report view of Comprehensive Transaction Detail 12/16/2022 7:10 AM	Schedule Run every 1 week(s) from December 20, 2022 at 10:25 AM on Tuesday. Credentials Romero,Michelle michelle.romero@ufl.edu Priority 3



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
 - o 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:
 - \circ 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 #
 - o The line number
- Journal Line Description
- Entered By
 - o 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

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- > 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