VIEWING GRANT BALANCES 1
Getting started: Roles 2
Access Enterprise Reporting 3
Viewing grant balances 4
Understanding your report 8

Viewing Grant Balances

With the onset of myUFL and the Enterprise Reporting system at the University of Florida, more real-time information has become available to you. In simple terms, these applications act as an input (myUFL) and an output (Enterprise Reporting) system, so that you can capture your business data, and view it in a descriptive and personalized way.

Based on your security roles, you may have access to view data from different sources such as human resources, payroll, financial accounting, and budgeting.

For fast retrieval and analysis, the Enterprise Reporting application organizes financial data into Summary Ledgers. Each day, various departments and colleges record financial activity onto sub-ledgers through myUFL. Eventually all of this data is rolled up into a general ledger for all University grants. As you can imagine, the general ledger is an enormous record, so Enterprise Reporting provides you the interface to view that data in a meaningful way. Summary Ledgers summarize financial information at a high-level, while providing you easy access to the individual transaction level if needed. Most Summary Ledgers are defined by major accounts while others are based on major groups within the University. Major accounts group similar types of financial activity into one summary ledger such as cash-based transactions or grant-related transactions. Similarly, a major group such as IFAS may generate substantial financial activity individually and need to summarize its information using a summary ledger.

Once you have navigated to a summary ledger, you can access your data through the visual Enterprise Reporting PowerPlay interface. This interface does not require knowledge of SQL or query-building skills. You also can export the data into a PDF format and build charts to spot trends or to understand how the financial information is distributed.

In this guide, we will examine the Summary Ledger for Grants specifically.

At the end of this guide, you should be able to:

- Check your security role assignments in myUFL
- Run and interpret a summary ledger report with your grant balances
- Save and print the report

Getting started: Roles

Roles are used in myUFL and Enterprise Reporting to secure certain information and access to system processes from general users. If you are working with Enterprise Reporting for the first time, you will want to ensure you have the appropriate role(s) assigned. Follow these steps to verify whether or not you have the proper role.

1. Log into myUFL at http://my.ufl.edu using your GatorLink account.
2. Navigate to My Account > My Roles.

   To view your grant information, you need the *UF_ER_USER* and the *UF_ER_FI_Ledger* roles.

   If you need a role, submit your request to your Department Security Administrator (DSA). Role requests usually process take 24 hours to process.

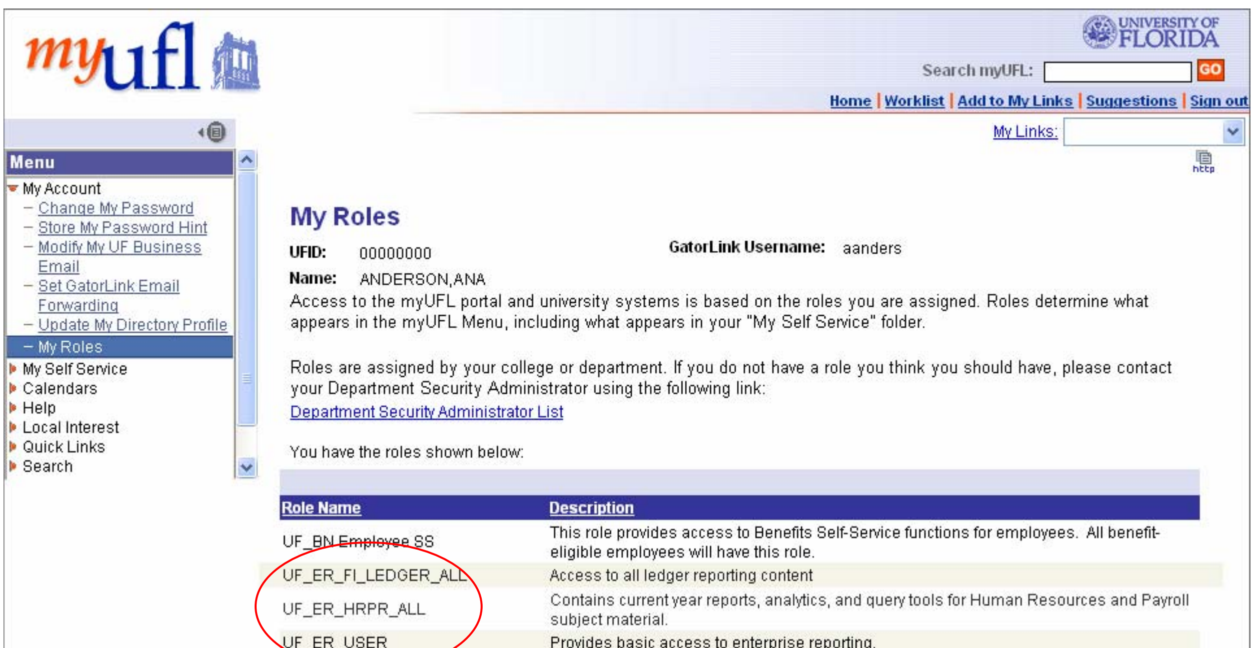
There are other roles that let you view a variety of other financial reports for travel and expenses, purchasing and payroll.

Review additional roles in this document:

http://www.bridges.ufl.edu/reporting/ReportingEndUserRoles.pdf

If you are unsure who your DSA is, view this list.

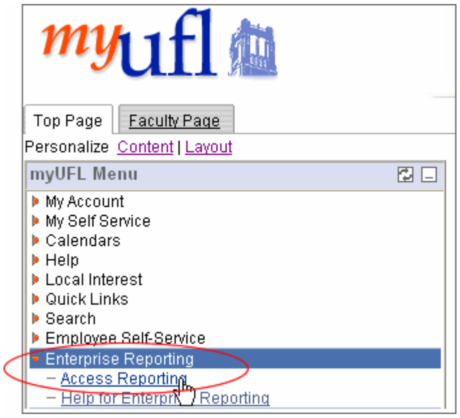
http://www.bridges.ufl.edu/security/DSA.pdf



An example of role assignments

Access Enterprise Reporting

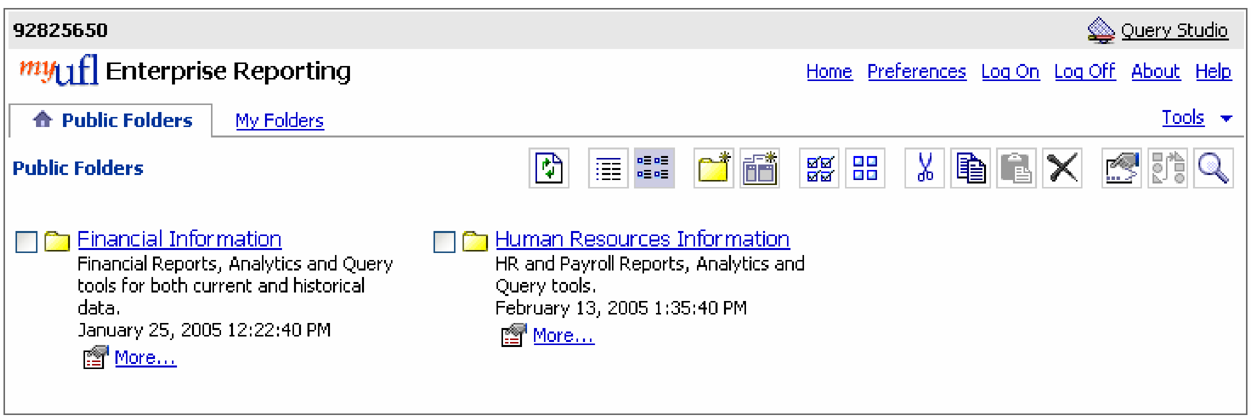
Now that you have verified your security roles, you are ready to continue signing on to the Enterprise Reporting system.



1. From myUFL's left-hand menu, navigate to Enterprise Reporting > Access Reporting.

   A new window appears displaying the Acceptable Use policy. Please review the policy if necessary.

2. Click Accept to accept the policy, and continue to Enterprise Reporting.



Main Enterprise Reporting menu

This is the main Enterprise Reporting menu. You may have additional folders available in your Public Folders menu based on the roles you have assigned. My Folders is where you can access the custom reports you have saved.

From this launching point, you can begin accessing the University information gathered during the previous business day such as employee lists, payroll projections, and available funds.

It is important to note, once the Enterprise Reporting application is launched you should use the application links and breadcrumbs when navigating. Avoid using browser buttons when working in database-driven, web applications such as myUFL and Enterprise Reporting as this can cause application errors.

Do not use browser buttons when working in Enterprise Reporting.

Viewing grant balances

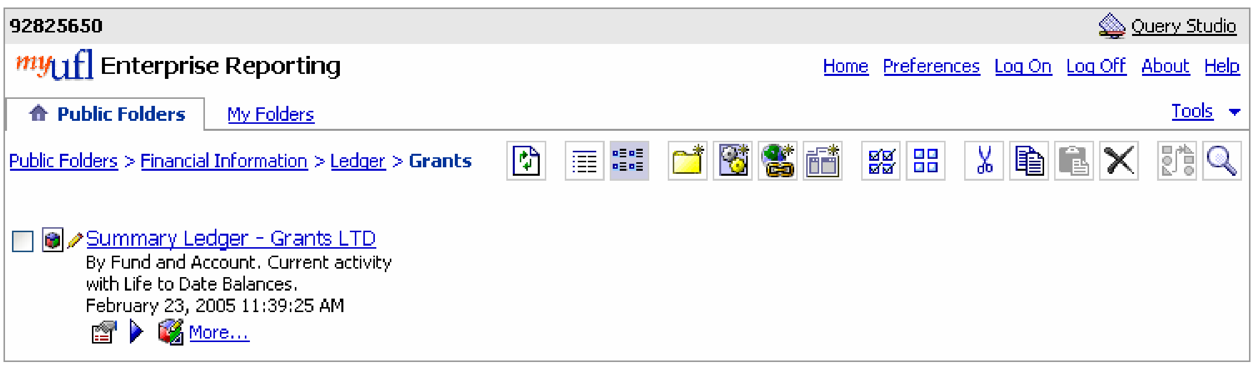
These steps demonstrate the mechanics of running a report to view grant information and save and print your results.

Be sure to continue to the next section to understand how to interpret your report.

1. From Public Folders, navigate to Financial Information > Ledgers > Grants

2. Click the Summary Ledger - Grants LTD (life-to-date) link to be directed to the Enterprise Reporting PowerPlay interface.

> For more information regarding the PowerPlay interface, see the Appendix before proceeding.



Summary Ledger "Cube" for Grants

3. If you do not know your project number, you can use the *tree view* to find your project by your department and UF IDs. It is one of three methods you can use to select your report parameters and is useful when working with longer lists.

   If your tree does not display automatically, click in the upper left-hand portion of the screen.

Viewing grant balances (cont.)

4. In the tree view, click ⊞ to expand the Department - Project list, and select a department-project combination.

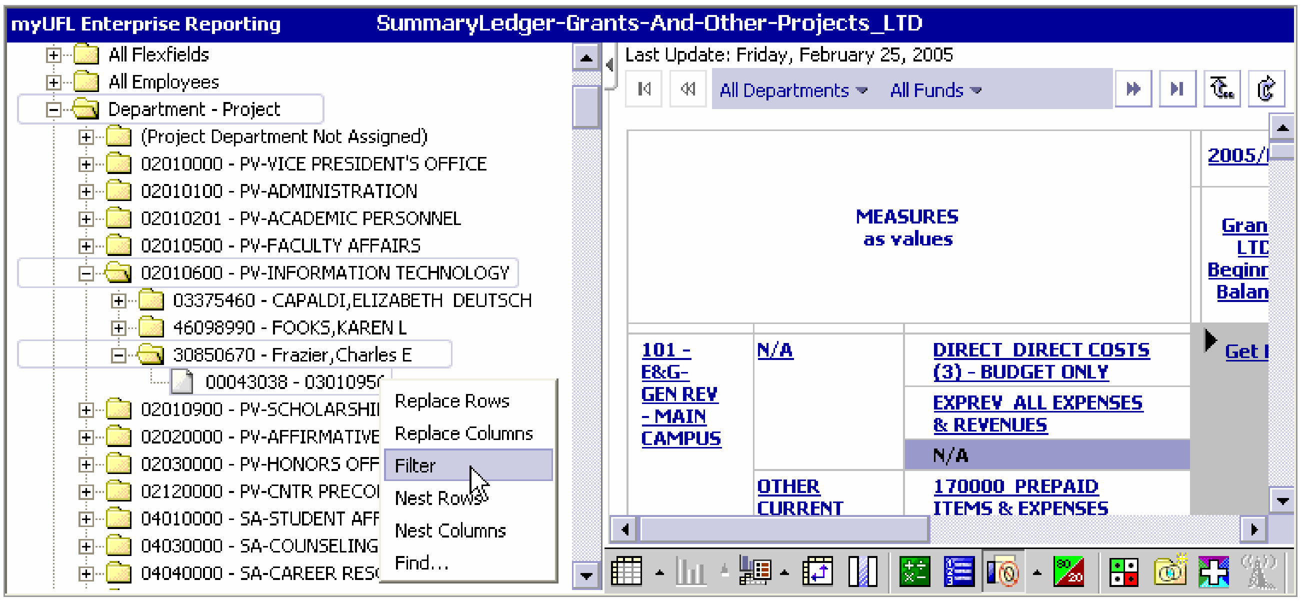
   Continue clicking ⊞ until you locate your project. The list is organized first by department, then by UF ID (i.e., your employee ID), and last the grant project number.

   You can stop at any level in the tree for a broader result.

For grants awarded prior to July, 2004, you will need to refer to the UPN number. UPNs are still in the process of conversion to Project numbers.

5. When you find the department-project combination you want, right-click the value, and select Filter from the menu that appears.

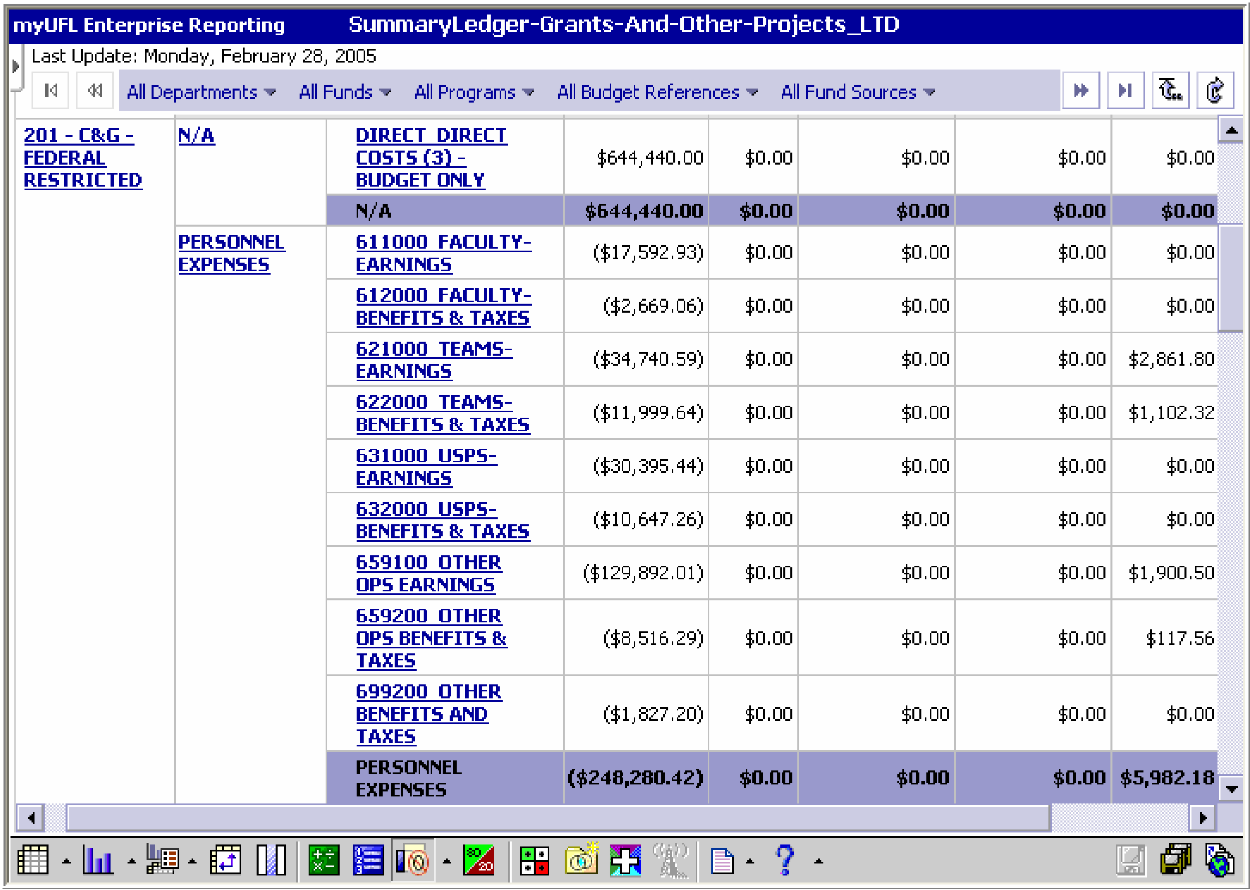
If you cannot find your grant, check in one of the sub-departments to see if it is listed there.



An example of selecting a value using the "Tree View"

Viewing grant balances (cont.)

6. Click the **Get Data** link in the gray portion of the grid to get the information that matches your selections.



myUFL Enterprise Reporting SummaryLedger-Grants-And-Other-Projects_LTD

Last Update: Monday, February 28, 2005

All Departments | All Funds | All Programs | All Budget References | All Fund Sources

201 - C&G - FEDERAL RESTRICTED	N/A	DIRECT DIRECT COSTS (3) - BUDGET ONLY	$644,440.00	$0.00	$0.00	$0.00	$0.00
		N/A	$644,440.00	$0.00	$0.00	$0.00	$0.00
	PERSONNEL EXPENSES	611000 FACULTY-EARNINGS	($17,592.93)	$0.00	$0.00	$0.00	$0.00
		612000 FACULTY-BENEFITS & TAXES	($2,669.06)	$0.00	$0.00	$0.00	$0.00
		621000 TEAMS-EARNINGS	($34,740.59)	$0.00	$0.00	$0.00	$2,861.80
		622000 TEAMS-BENEFITS & TAXES	($11,999.64)	$0.00	$0.00	$0.00	$1,102.32
		631000 USPS-EARNINGS	($30,395.44)	$0.00	$0.00	$0.00	$0.00
		632000 USPS-BENEFITS & TAXES	($10,647.26)	$0.00	$0.00	$0.00	$0.00
		659100 OTHER OPS EARNINGS	($129,892.01)	$0.00	$0.00	$0.00	$1,900.50
		659200 OTHER OPS BENEFITS & TAXES	($8,516.29)	$0.00	$0.00	$0.00	$117.56
		699200 OTHER BENEFITS AND TAXES	($1,827.20)	$0.00	$0.00	$0.00	$0.00
		PERSONNEL EXPENSES	($248,280.42)	$0.00	$0.00	$0.00	$5,982.18

This image has been cropped for readability.

7. If this is a report you will run frequently in the future, click in the lower right-hand corner to save your report into your personal folder (My Folder) in Enterprise Reporting.
   a. If necessary, click the Select another location... link to select your destination.
   b. Click the My Folder link at the top of the page to select this destination.
   c. Click OK to set this location.
   d. Click OK again to save your report.

This step saves you having to reselect your report parameters the next time you want to run the report.

8. Now you can print your report. Click in the lower right-hand portion of the page to view the export options menu.

Viewing grant balances (cont.)

9. Select Export PDF from the menu that appears. You can modify the export settings.

10. Click Export.

11. From the PDF window, click Print to print your report.

12. In the PDF window, click in the lower right-hand corner to return to your report.

13. If you want to run another report, click in the upper right-hand portion of the page to reset your prompts.

14. When you have finished, click in the lower right-hand corner to return to the Enterprise Reporting interface.

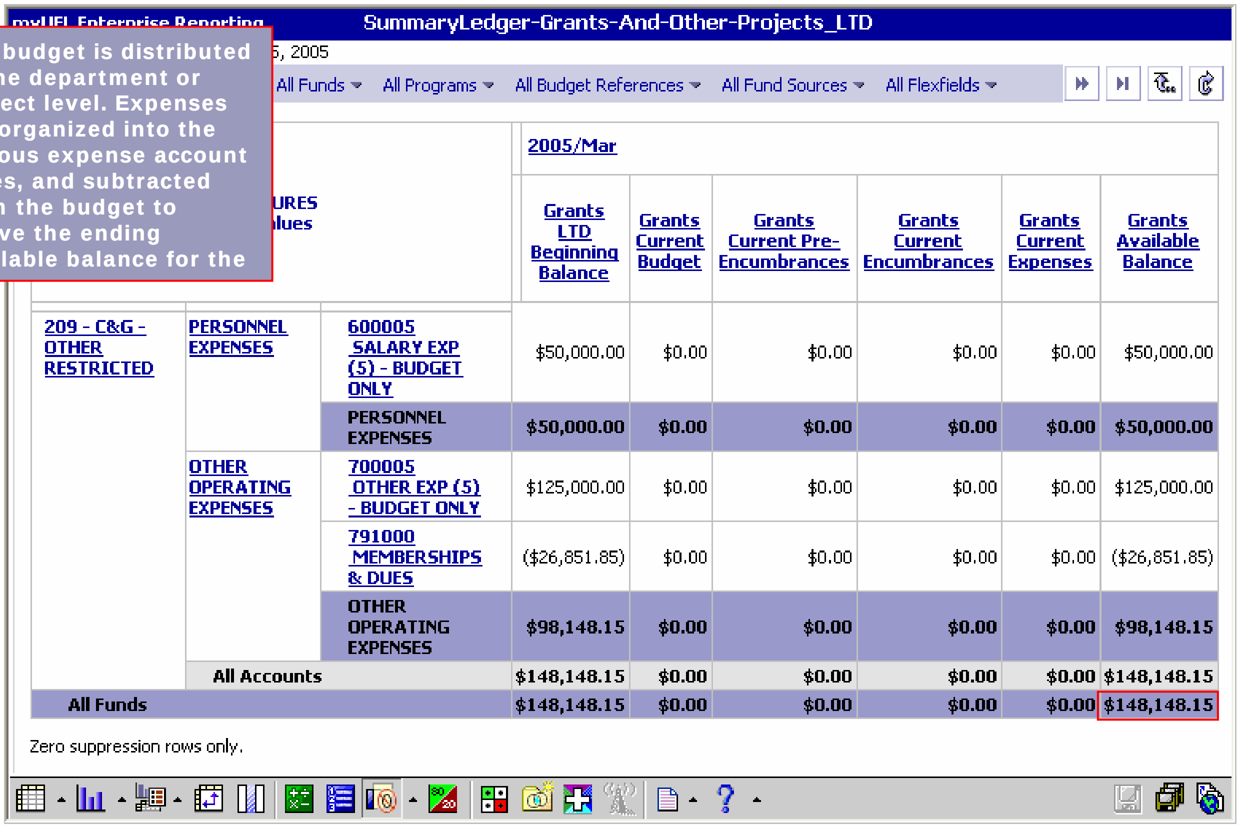
If you select legal paper size, it will scale down your report as it exports to PDF, which reduces the pages. You can still print on 8.5x11" paper, and fit about 7 columns across.

Understanding your report

This report displays a hierarchy of accounts showing both the budget allocated to the grant and the expenses charged against it in the timeframe (i.e., period) you have selected.

The highest level of organization for your funds is your grant ledger accounts. In the Summary Ledger for Grants, you can view the grant ledger accounts associated with federal, restricted funds and non-federal, restricted funds.

There are other grant ledger accounts that will not be visible from this ledger such as residuals and returned overhead. This is because they are cash-based accounts and less-restricted. They are viewable through the Summary Ledger for Cash.



The budget is distributed at the department or project level. Expenses are organized into the various expense account types, and subtracted from the budget to derive the ending available balance for the

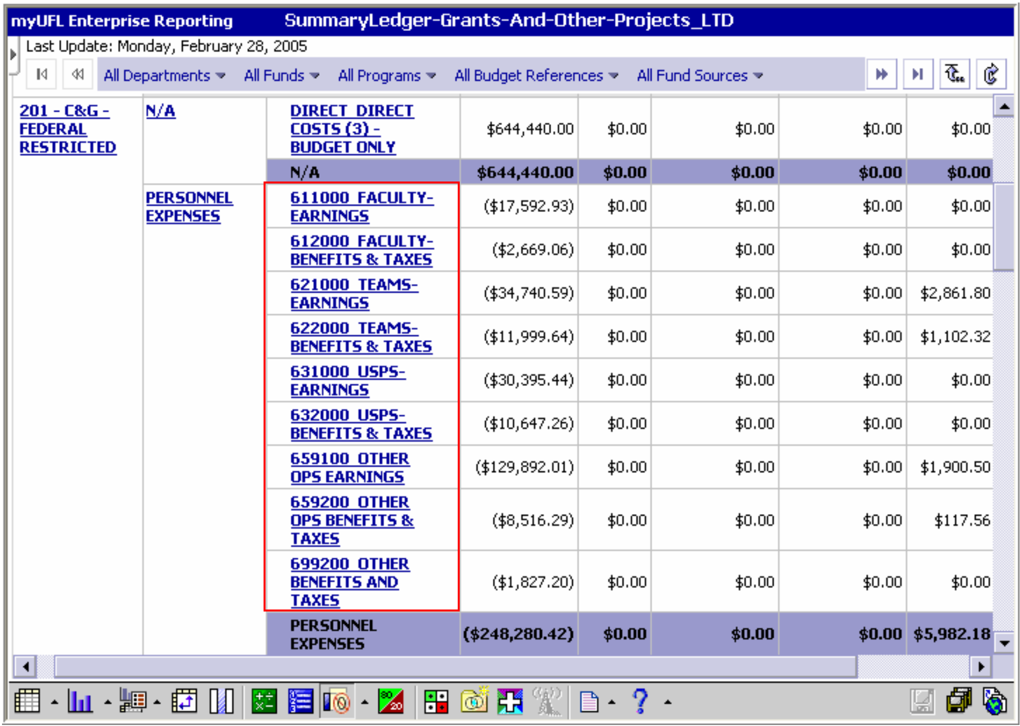
			Grants LTD Beginning Balance	Grants Current Budget	Grants Current Pre-Encumbrances	Grants Current Encumbrances	Grants Current Expenses	Grants Available Balance
209 - C&G - OTHER RESTRICTED	PERSONNEL EXPENSES	600005 SALARY EXP (5) - BUDGET ONLY	$50,000.00	$0.00	$0.00	$0.00	$0.00	$50,000.00
		PERSONNEL EXPENSES	$50,000.00	$0.00	$0.00	$0.00	$0.00	$50,000.00
	OTHER OPERATING EXPENSES	700005 OTHER EXP (5) - BUDGET ONLY	$125,000.00	$0.00	$0.00	$0.00	$0.00	$125,000.00
		791000 MEMBERSHIPS & DUES	($26,851.85)	$0.00	$0.00	$0.00	$0.00	($26,851.85)
		OTHER OPERATING EXPENSES	$98,148.15	$0.00	$0.00	$0.00	$0.00	$98,148.15
	All Accounts		$148,148.15	$0.00	$0.00	$0.00	$0.00	$148,148.15
All Funds			$148,148.15	$0.00	$0.00	$0.00	$0.00	$148,148.15

An example of a grant ledger account

When retrieving information through the Summary Ledgers, it is important to pay close attention to the measure, the period, and the budget reference in use. The measure may be a life-to-date or year-to-date balance such as beginning balance. It also may be a current value only applicable to the period you have selected such as current expenses or current encumbrances. It is helpful to remember that the Current columns represent the cash flow for the period and should net to the difference between your beginning balance and available balance.

Financial activity will vary based on the period you have selected. You can select all months since the beginning of the University fiscal year, or focus on just one particular month. Similarly, the budget reference you select also can vary the display. For example, you can view only your budget dollars by selecting "N/A" in the All Budget References report parameter.

Understanding your report (cont.)



201 - C&G - FEDERAL RESTRICTED	N/A	DIRECT DIRECT COSTS (3) - BUDGET ONLY	$644,440.00	$0.00	$0.00	$0.00	$0.00
		N/A	$644,440.00	$0.00	$0.00	$0.00	$0.00
	PERSONNEL EXPENSES	611000 FACULTY-EARNINGS	($17,592.93)	$0.00	$0.00	$0.00	$0.00
		612000 FACULTY-BENEFITS & TAXES	($2,669.06)	$0.00	$0.00	$0.00	$0.00
		621000 TEAMS-EARNINGS	($34,740.59)	$0.00	$0.00	$0.00	$2,861.80
		622000 TEAMS-BENEFITS & TAXES	($11,999.64)	$0.00	$0.00	$0.00	$1,102.32
		631000 USPS-EARNINGS	($30,395.44)	$0.00	$0.00	$0.00	$0.00
		632000 USPS-BENEFITS & TAXES	($10,647.26)	$0.00	$0.00	$0.00	$0.00
		659100 OTHER OPS EARNINGS	($129,892.01)	$0.00	$0.00	$0.00	$1,900.50
		659200 OTHER OPS BENEFITS & TAXES	($8,516.29)	$0.00	$0.00	$0.00	$117.56
		699200 OTHER BENEFITS AND TAXES	($1,827.20)	$0.00	$0.00	$0.00	$0.00
		PERSONNEL EXPENSES	($248,280.42)	$0.00	$0.00	$0.00	$5,982.18

An example of various expense accounts in use

You also may see a variety of expense accounts under the grant ledger accounts for your project. These accounts are differentiated by their level of spending control. There are four levels (levels 3 - 6) that may be designated to a project, and this level is based on the project, and this level is based on the sponsors' spending restrictions. Level 3 is least restrictive, and level 6 is most restrictive. However, level 6 is rarely used. To the right is a list of common accounts and their associated spending restriction level.

Level	Account Type	Account No.
3	Direct	DIRECT
3	Indirect	INDIR
4	Salary	600000
4	Other	700000
4	Indirect	812004
5	Salary	600005
5	Other	700005
5	Travel	771005 or 772005
5	Capital Equipment	780005
5	Indirect	812005

Again, when viewing your balances remember that the columns listed as "current" only display amounts for the period you have selected (e.g., expenses and encumbrances). These amounts are only those accrued in the selected period. Otherwise, the amounts are life-to-date meaning they are running totals over the lifetime of the grant (e.g., available balances).

Also note that you are viewing account totals that aggregate all the expenses made of that type (e.g., all equipment purchased for that period). If you want to view the specific transactions that make up the total amount (e.g., the individual purchases such as an electron microscope), then view the Appendix for more information about drilling-down to the transactional level.

Appendix: Getting acquainted with PowerPlay

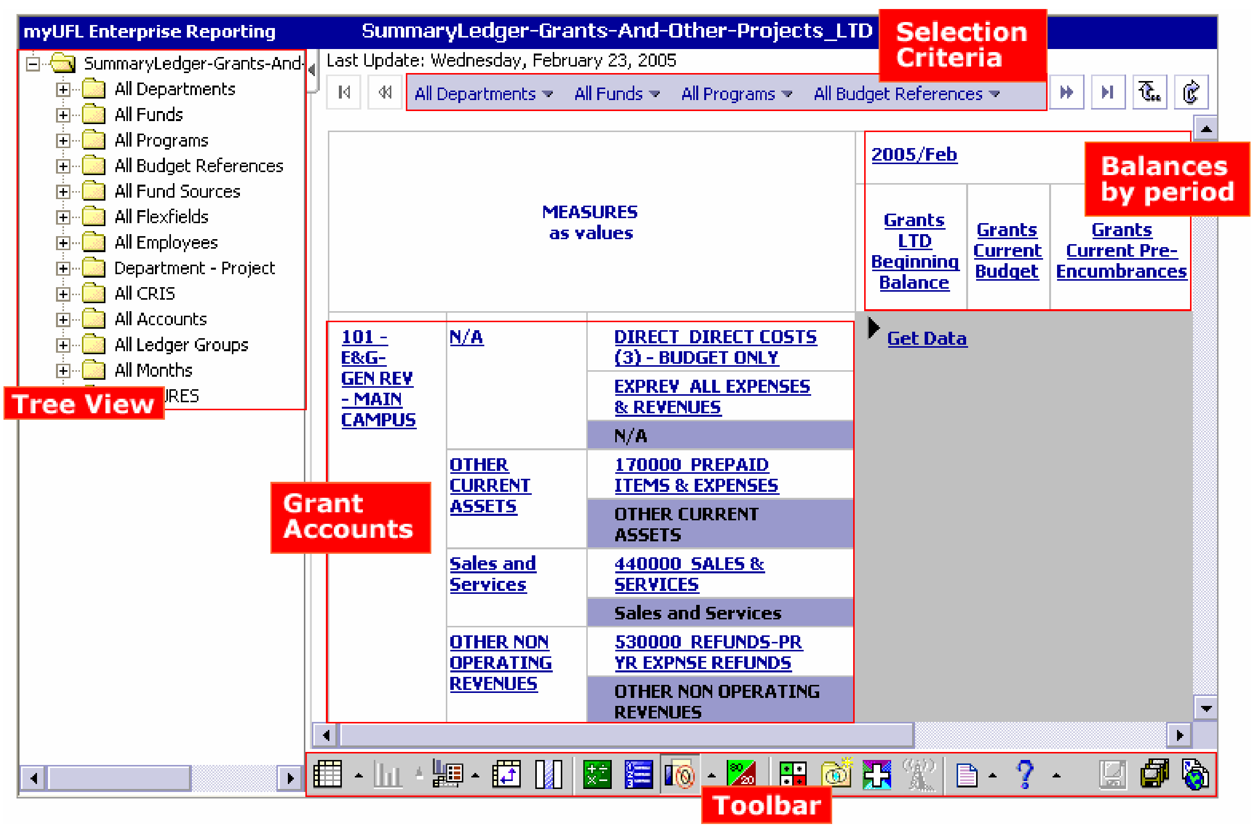
The grid

The *cube* concept in PowerPlay simply means that all related data is stored in one location and you can select various criteria combinations to view the information. In this case, the Summary Ledger for Grants cube contains all data related to the restricted grant funds from federal and other sources.

You typically begin by specifying your parameters in the ledger cube, which you can select using a variety of methods explained in the next section. Specifying these values helps you sort out non-relevant data from your report. The selection criteria seen below in the blue prompt list and the tree view are referred to as "dimensions" in the PowerPlay interface.

⚠ Please note that you may need to turn your pop-up blocker feature off so that your PowerPlay interface loads properly.

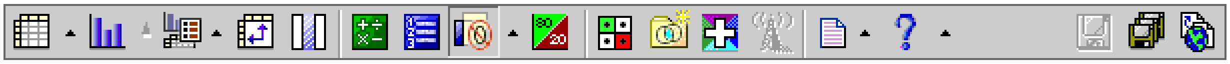
Also you may notice some interface differences when using Netscape and Firefox.



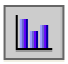
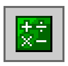
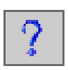
The financial information is organized in a grid so you can view your accounts by their various balances. The grid is referred to as a crosstab in the PowerPlay interface. Horizontally, you will see balances for the selected accounting period. Vertically, you will see the accounts related to the summary ledger group you have selected.

The grant accounts are organized hierarchically so you can easily see how credits and expenditures are broken out.

The Toolbar



The PowerPlay Toolbar instruction guide provides more information about these toolbars. It is available at http://www.bridges.ufl.edu/training/docs/PowerPlayToolbar.pdf.

Some toolbar buttons to take note of are:	
	Once you have your data, click this button to create a variety of charts.
	Once you have your data, click this button to calculate different measures.
	To get more customized data, click this button to create a custom subset of the selection criteria.
	Once you have your data, click this button to drill-down into accounts and view line items for each transaction.
	Once you have your data, click this button to export your report into PDF format for printing. Other formats are available.
	Click this button to access help.
	If you plan on running the report using the same parameters in the future, you can click this button to save your report into your personal folder in Enterprise Reporting.
	Click this button to return to the main Enterprise Reporting interface.

Selecting your report parameters – Using the Prompt Lists

In order to begin using the cube, you must select your parameters. There are a few ways to make these selections including: the prompt lists, the tree view, and the find tool. In addition, you can design a customized set of criterion using the custom subset tool.

It is helpful to click the line-wrap button ( ) in the top right-hand corner to view all available prompt lists you can use to narrow your search.

To understand how these tools work, it is helpful to think of your report as the answer to a question you have. For instance, let's say you want to know how much money you have spent on equipment for your project in the last month. This is the question your report will answer after you make the proper selections (i.e., your department, the project, and the month).

No matter which selection method you use, it is important to narrow your search to avoid viewing non-relevant data in your report and reduce processing time.

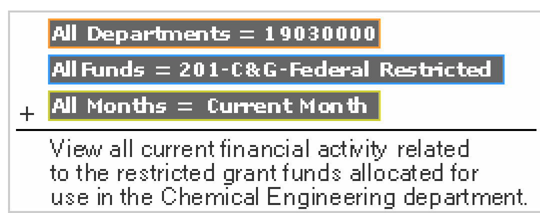
Let's begin by looking at prompt lists. A prompt in the PowerPlay interface is similar to a drop-down list, which allows you narrow your search.

The default prompt bar from the Summary Ledger for Grants

The prompts can be organized into three categories: chartfields, accounting periods, and measures.

- **Chartfields** are used in myUFL to organize financial information and associate it with the correct group and activity.

  Since myUFL organizes data this way as you enter it in the system, it is natural for Enterprise Reporting to allow you to sort data using these fields when you want to view it.



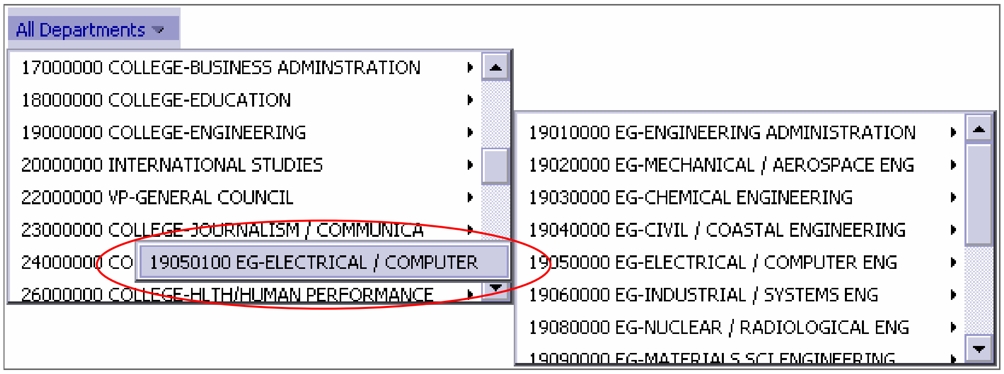
Sample chartfield combination

- **Accounting periods** are used to distinguish which timeframe you want to view the data within. In the example above, "All Months" is an accounting period prompt.

- **Measures** are the different ways you can measure your funds. Some examples include: money you have allocated (budget), money you have spent (expenses), money you are in the process of spending (encumbrances), and money you plan on spending (pre-encumbrances). You also can view available balances.

Selecting your report parameters – Using the Prompt Lists (cont.)

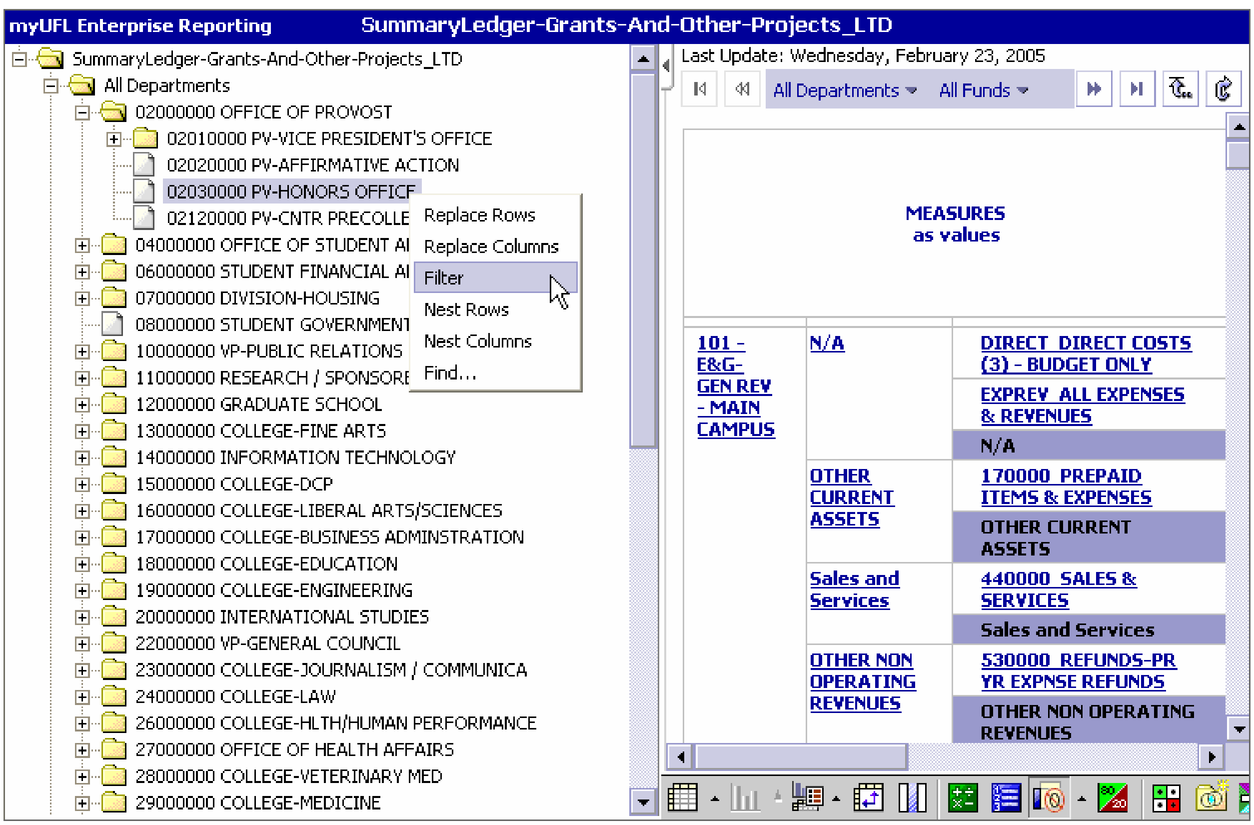
Some prompts can have several levels, so you may see more than one list appear as you start to narrow down your selection. See the example below.



Selecting a parameter using a prompt list

Selecting your report parameters – Using the Tree View

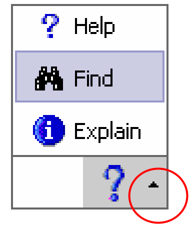
You can alternatively make your selections using the tree view. This view can be helpful when selecting a parameter from a long list of valid values such as the All Departments list. Click ⊞ to expand the folder list. Once you find the value you want, right-click and select Filter to set that parameter.



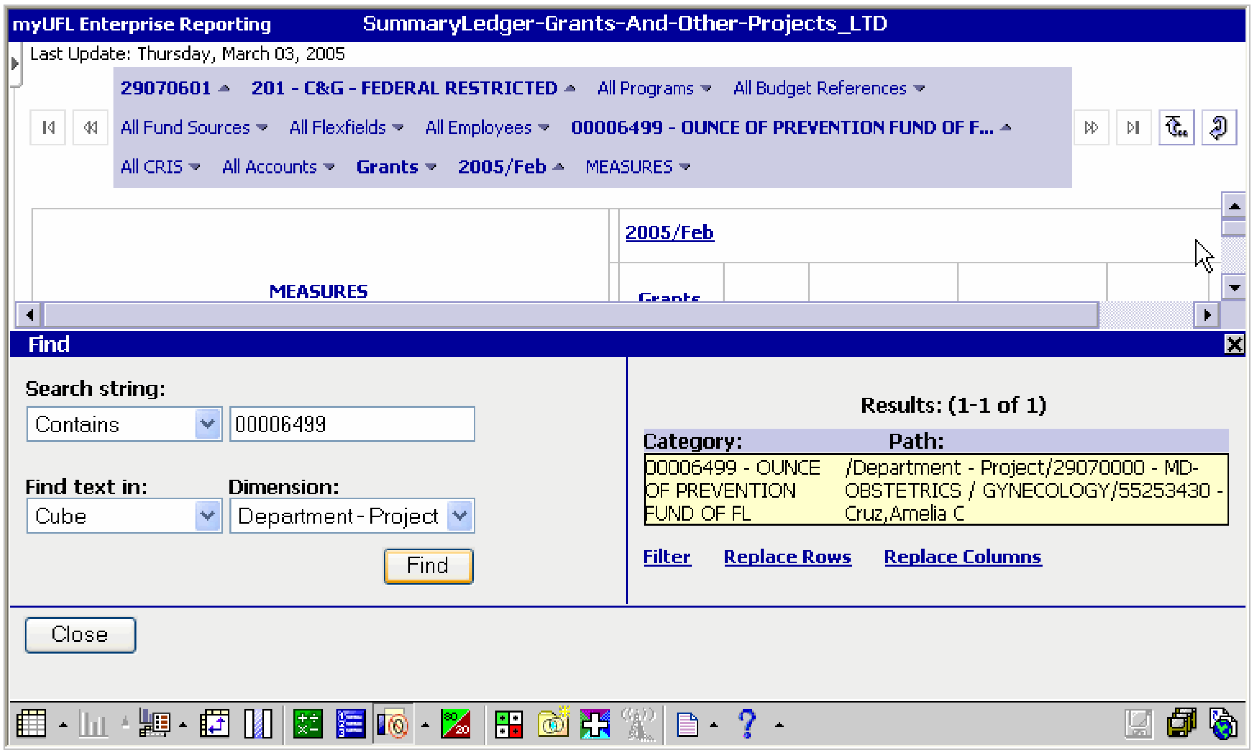
Selecting a parameter using the tree view

Selecting your report parameters – Using the Find Tool

The final selection method is also the most direct. You can use the find tool from the toolbar to search for your parameter. However this requires knowledge of the value you're looking for such as the project number or department ID number.



1. To find your value, simply click the triangle next to the help button, and select Find from the menu that appears.



Selecting a parameter using the Find tool

2. Then you set up the Find fields to run a search for your value. Enter the value you are searching for in the **Search string** field.

3. Select Cube from the **Find text in** drop-down list.

4. Select parameter or dimension your value is associated with from the **Dimension** drop-down list such as the All Departments or All Employees dimensions.

5. Once you have the search fields set up, you can click Find to locate your value. A list will appear to select matching values.

6. Select the value you want from the list, and click the Filter link at the bottom of the list to finalize your parameter selection.

7. Click the Close button to exit the Find tool.

Refining your report parameters – Designing Custom Subsets

When you want to select a series or combination of values within a parameter Custom subsets can be created when you want to

8. Select the value you want from the list, and click the Filter link at the bottom of the list to finalize your parameter selection.

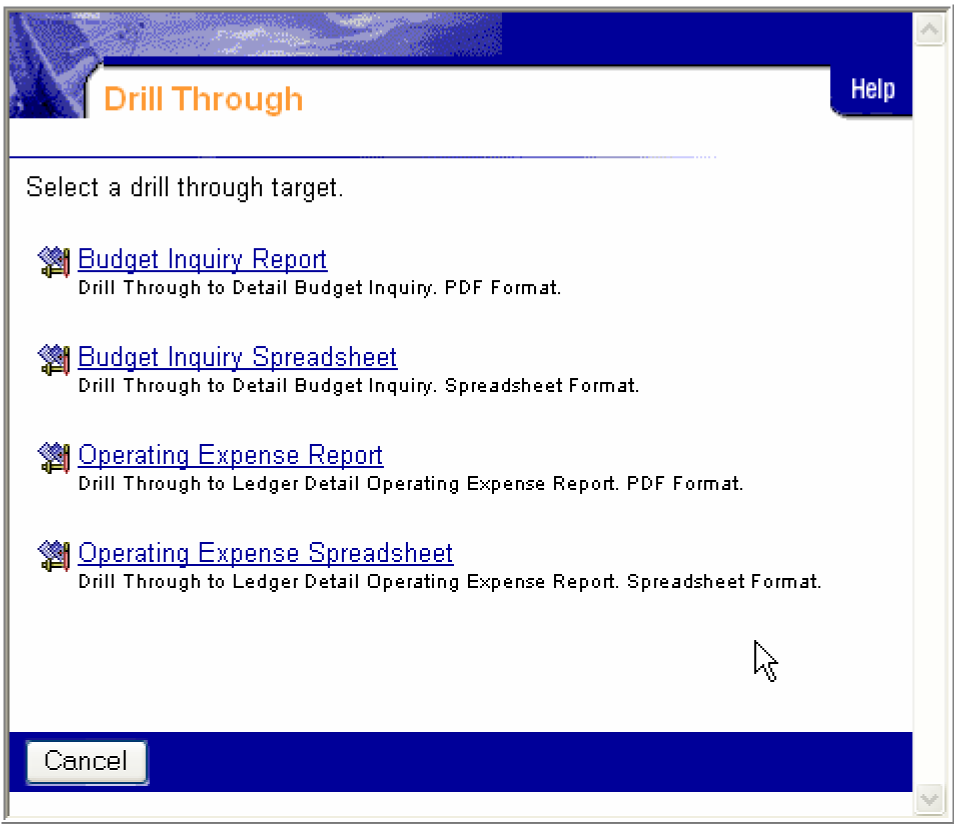
9. Click the Close button to exit the Find tool.

Viewing the details: Drilling-down to the transactional level

Since the summary ledger for Grants displays account balances that aggregate the cash inflow (revenue) and outflow (expenses) by type, you may want to view the specific transactions that make up those totals.

1. When viewing your report data in the Enterprise Reporting PowerPlay interface, begin by clicking  in the lower-bottom of the page to access the Drill Through menu.

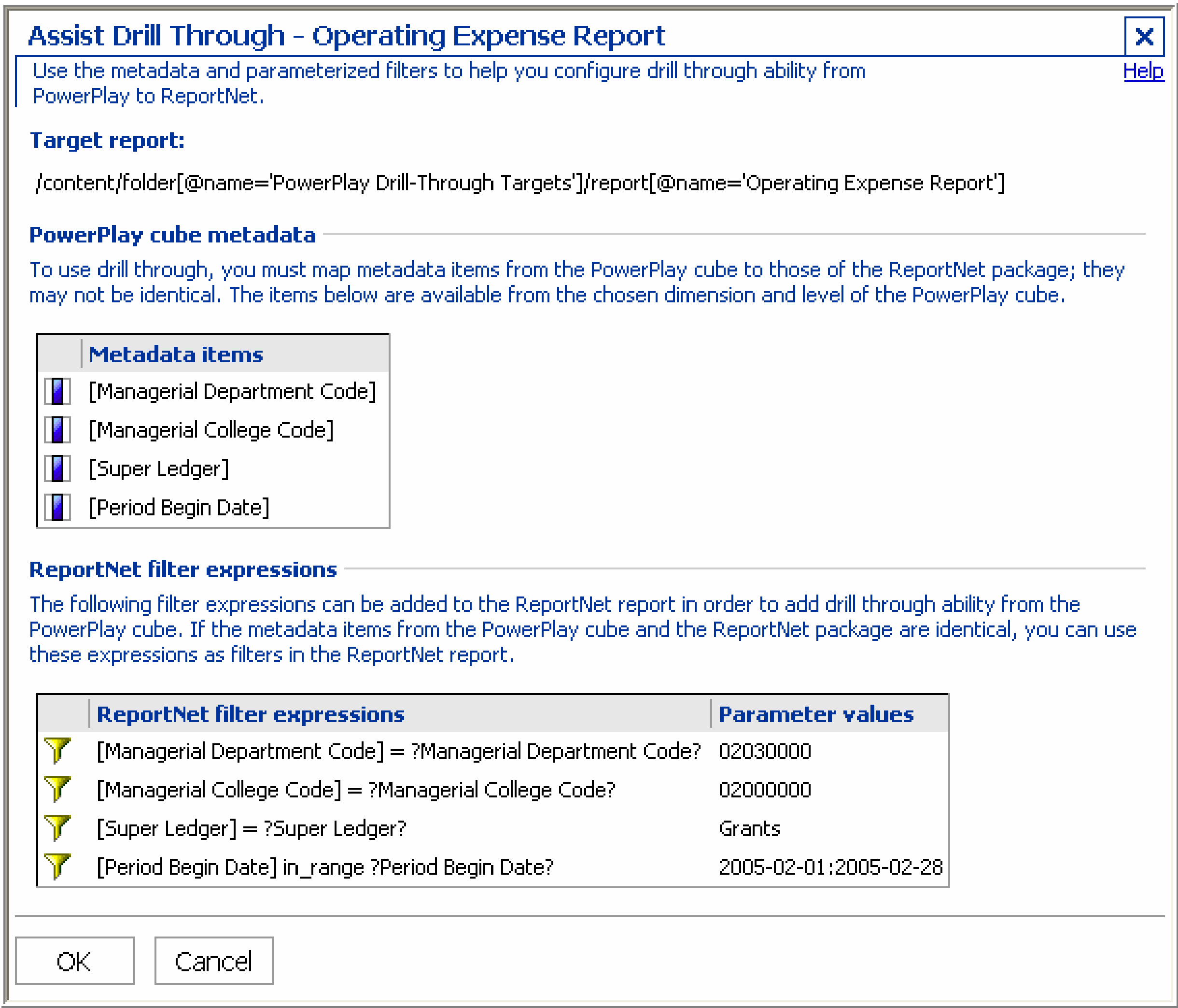
2. From this menu, you can elect to view another report with more detail or export the detailed data to Excel.



Drill Through menu options

Viewing the details (cont).

3. After you select the Drill Through report you want to view by clicking the associated link, you will see this page indicated which parameters the report will be run by. These are the same parameters you selected earlier when viewing the Summary Ledger. Click the OK button to continue.



Assist Drill Through - Operating Expense Report

Use the metadata and parameterized filters to help you configure drill through ability from PowerPlay to ReportNet.

Help

Target report:

/content/folder[@name='PowerPlay Drill-Through Targets']/report[@name='Operating Expense Report']

PowerPlay cube metadata

To use drill through, you must map metadata items from the PowerPlay cube to those of the ReportNet package; they may not be identical. The items below are available from the chosen dimension and level of the PowerPlay cube.

Metadata items
[Managerial Department Code]
[Managerial College Code]
[Super Ledger]
[Period Begin Date]

ReportNet filter expressions

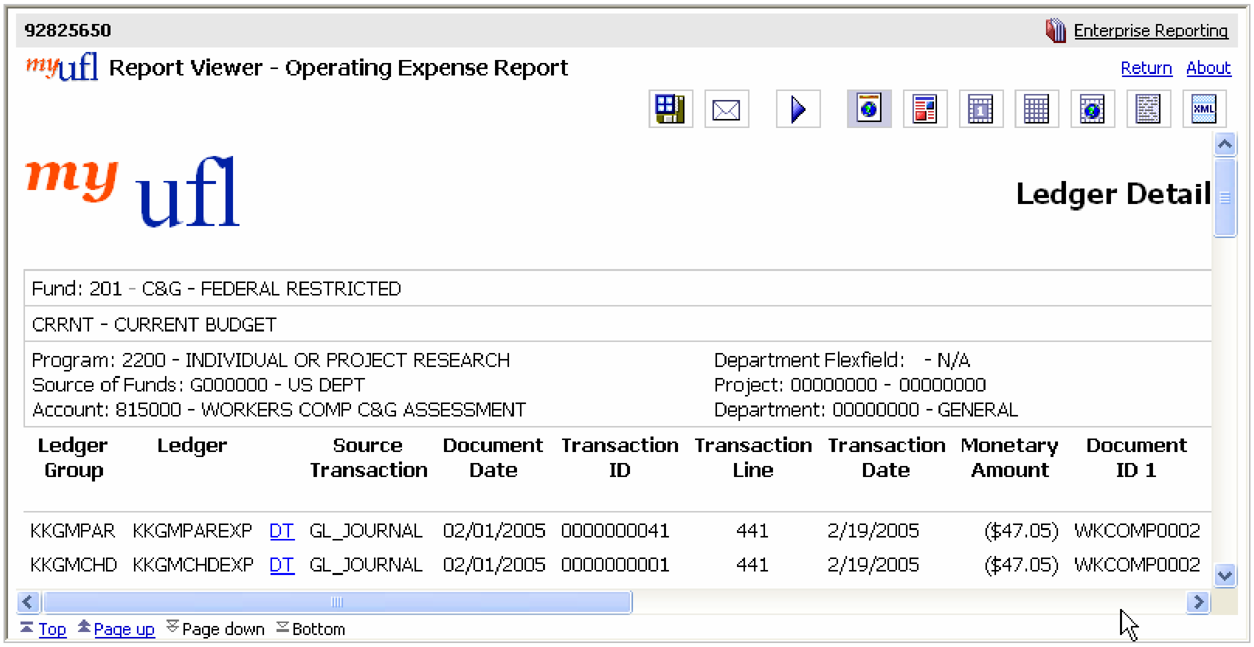
The following filter expressions can be added to the ReportNet report in order to add drill through ability from the PowerPlay cube. If the metadata items from the PowerPlay cube and the ReportNet package are identical, you can use these expressions as filters in the ReportNet report.

ReportNet filter expressions	Parameter values
[Managerial Department Code] = ?Managerial Department Code?	02030000
[Managerial College Code] = ?Managerial College Code?	02000000
[Super Ledger] = ?Super Ledger?	Grants
[Period Begin Date] in_range ?Period Begin Date?	2005-02-01:2005-02-28

OK Cancel

Viewing the details (cont).

The report will list line items for each transaction that has occurred within an account.



4. You can click the DT link to view the full transaction details.

5. When you are ready to return to the Summary Ledger, click the Return link in the top right corner.

Additional resources

Please visit the Enterprise Reporting section at the **UF Bridges** website for additional training and reference information.