



**Business Process Document**  
**PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the**  
**Budget vs Actuals Report**

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|                                 |  |
|---------------------------------|--|
| <b>Department</b>               |  |
| <b>Responsibility/Role</b>      |  |
| <b>File Name</b>                | FIU02-Running the Budget vs Actuals Report_BUSPROC.doc |
| <b>Version</b>                  |  |
| <b>Document Generation Date</b> | 10/2/2009  |
| <b>Date Modified</b>            | 10/2/2009  |
| <b>Last Changed by</b>          |  |
| <b>Status</b>                   |  |

**FIU02-Running the Budget vs Actuals Report**

Trigger:

| <b>Required Field(s)</b> | <b>Comments</b> |
|--------------------------|-----------------|
|                          |                 |

| <b>Output - Results</b> | <b>Comments</b> |
|-------------------------|-----------------|
|                         |                 |

**Additional Information**

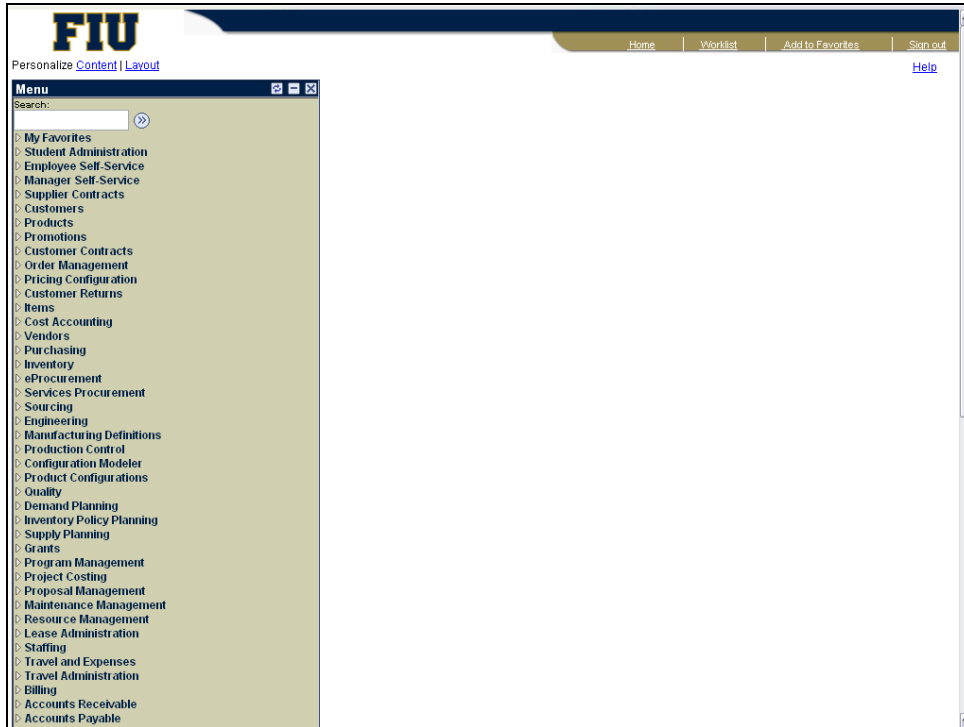
# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Budget vs Actuals Report



### Procedure

In this topic, you will run a Budget vs Actuals report.

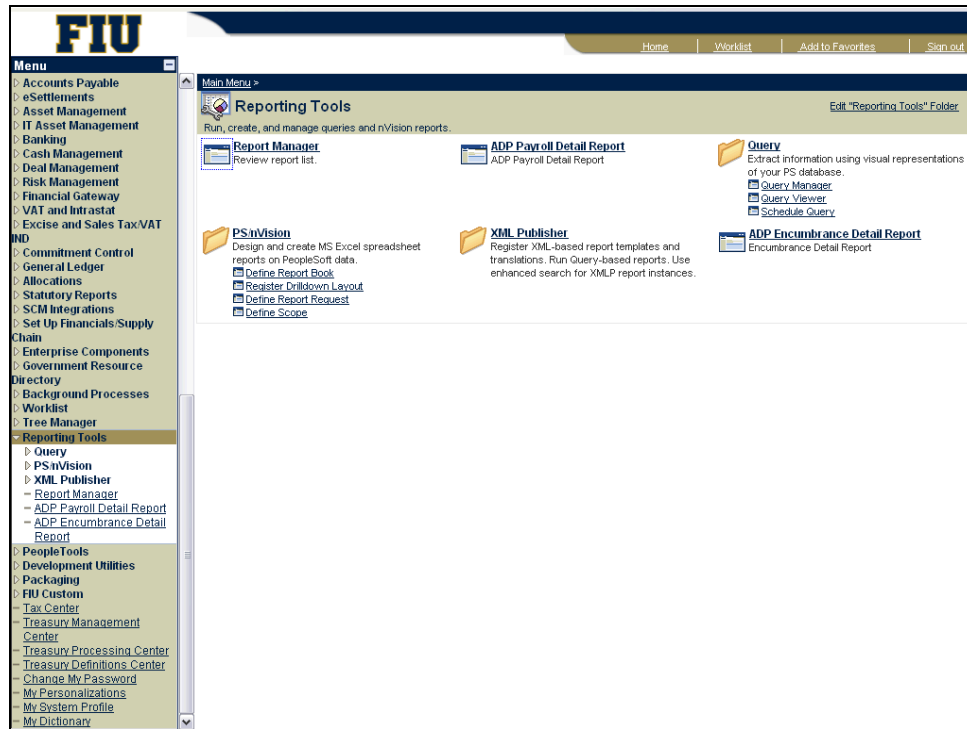


| Step | Action   |
|------|--|
| 1.   | Click the <b>Vertical</b> scrollbar.                             |
| 2.   | Click the <b>Reporting Tools</b> link.<br><b>Reporting Tools</b> |



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Budget vs Actuals Report



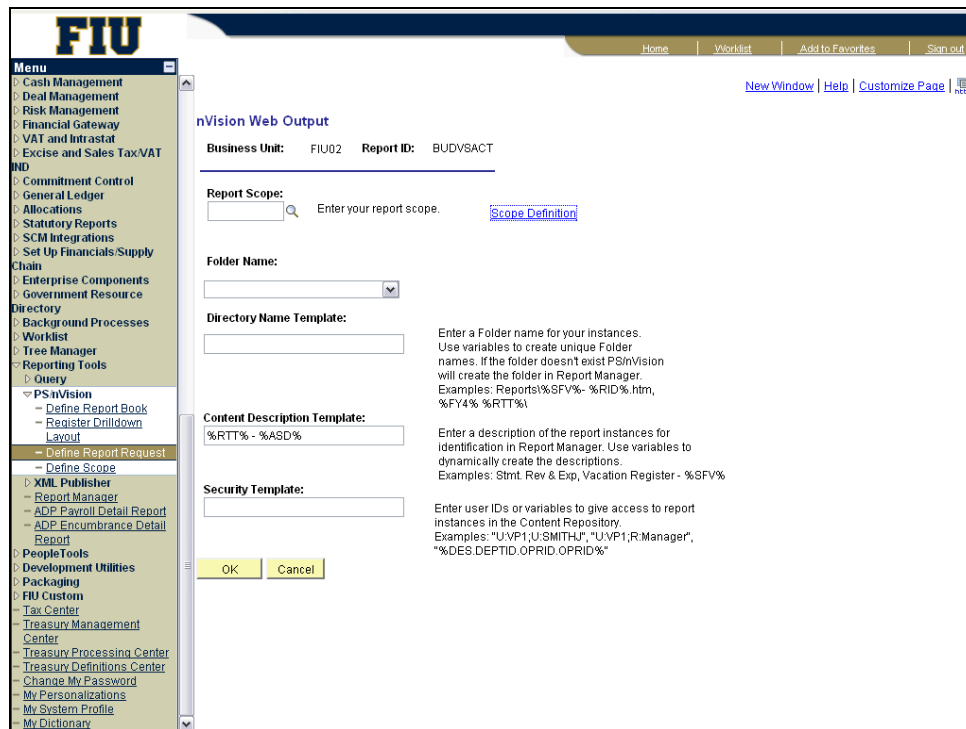
| Step | Action  |
|------|---|
| 3.   | Click the <b>PS/nVision</b> link.<br><a href="#">PS/nVision</a>                               |
| 4.   | Click the <b>Define Report Request</b> link.<br><a href="#">Define Report Request</a>         |
| 5.   | Enter the desired information into the <b>Business Unit</b> field.<br>Enter " <b>FIU02</b> ". |
| 6.   | Enter the desired information into the <b>Report ID:</b> field.<br>Enter " <b>BUDVSACT</b> ". |
| 7.   | Click the <b>Search</b> button.<br><input type="button" value="Search"/>                      |
| 8.   | Verify that the <b>As Of Reporting Date</b> is correct.                                       |




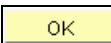
# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Budget vs Actuals Report



| Step | Action  |
|------|---|
| 9.   | Click the <b>Scope and Delivery Templates</b> link.<br><a href="#">Scope and Delivery Templates</a> |





| Step | Action   |
|------|--|
| 10.  | Click the <b>Look up Report Scope</b> graphic.<br>                                |
| 11.  | A <b>Report Scope</b> represents the filter you would like to apply to the report layout.<br><br>In this example this is the <b>Department</b> name.                 |
| 12.  | If you want to see the ranges of Project IDs that apply to each <b>Department</b> name you can run the following query:<br><br><b>DSO_FIU02_SCOPE_PROJECT_RANGES</b> |
| 13.  | Enter the desired information into the <b>Report Scope:</b> field.<br><br>Enter " <b>BUSINESS</b> ".   |
| 14.  | Click the <b>Look Up</b> button.<br>  |
| 15.  | Click the <b>BUSINESS</b> link.<br>   |
| 16.  | Click the <b>OK</b> button.<br>   |

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Budget vs Actuals Report



| Step | Action   |
|------|--|
| 17.  | Click the <b>Run Report</b> button.<br>                                 |
| 18.  | Click the <b>Server Name:</b> dropdown button to activate the menu.<br> |



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Budget vs Actuals Report

**FIU**

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**Process Scheduler Request**

User ID: 1186321      Run Control ID:

Server Name: [Dropdown]      Run Date: 08/19/2009 [Calendar]      Run Time: 2:37:33PM [Reset to Current Date/Time]

Recurrence: PSCDB  
PSNT  
PSNT3  
PSOS390  
PSUNK

Time Zone:

| Select                              | Description    | Process Name | Process Type   | Type    | Format  |
|-------------------------------------|----------------|--------------|----------------|---------|---------|
| <input checked="" type="checkbox"/> | nVision Report | NVSRUN       | nVision Report | Default | Default |

OK      Cancel

| Step | Action  |
|------|---|
| 19.  | Click the <b>PSNT</b> list item.<br><input type="text" value="PSNT"/> |

# Business Process Document

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**FIU**

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**Process Scheduler Request**

User ID: 1186321      Run Control ID:

Server Name:       Run Date:

Recurrence:       Run Time:      

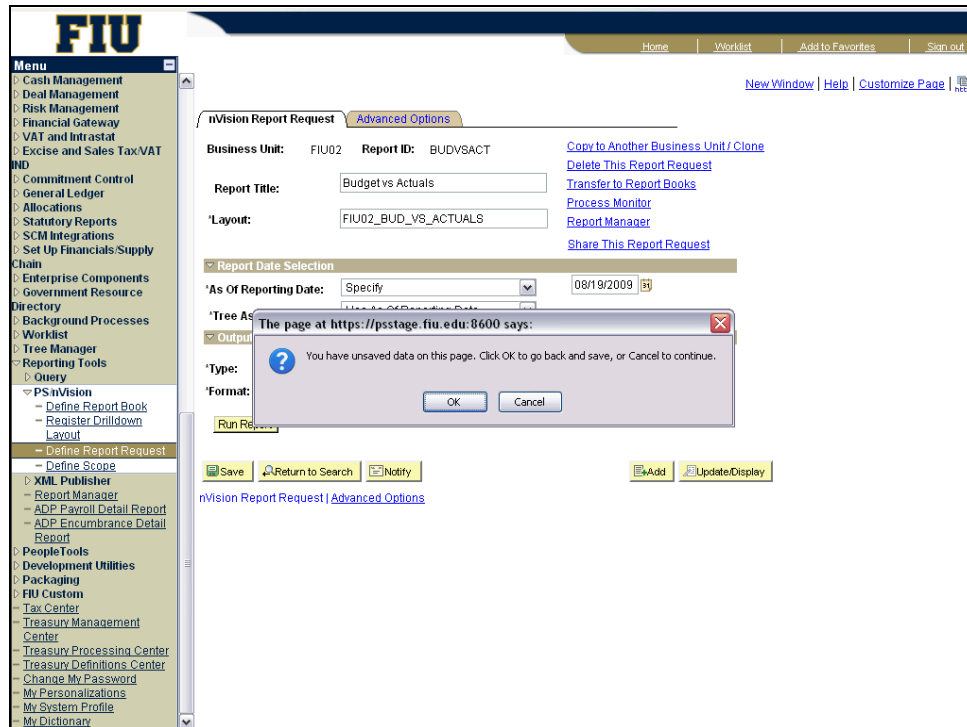
Time Zone:

**Process List**

| Select                              | Description    | Process Name | Process Type   | Type    | Format  |
|-------------------------------------|----------------|--------------|----------------|---------|---------|
| <input checked="" type="checkbox"/> | nVision Report | NVSRUN       | nVision Report | Default | Default |

| Step | Action  |
|------|---|
| 20.  | Click the <b>OK</b> button.<br><input type="button" value="OK"/>          |
| 21.  | Click the <b>Process Monitor</b> link.<br><a href="#">Process Monitor</a> |



| Step | Action  |
|------|---|
| 22.  | <p>This pop-up window will only appear when you select a <b>Report Scope</b> other than the default option.</p> <p>Click the <b>Cancel</b> button to continue.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <span>Cancel</span> </div> |

# Business Process Document

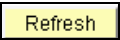
## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Budget vs Actuals Report



The screenshot shows the FIU02 web application interface. On the left is a navigation menu with categories like Menu, MD, Chain, Directory, XML Publisher, People Tools, and Development Utilities. The main content area is titled 'Process List' and 'Server List'. It includes a search form with fields for User ID (1186321), Type, Last (1 Days), and a Refresh button. Below the search form is a table of process instances:

| Select                   | Instance | Seq. | Process Type   | Process Name | User    | Run Date/Time             | Run Status | Distribution Status | Details                 |
|--------------------------|----------|------|----------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 2371152  |      | nVision Report | NVSRUN       | 1186321 | 08/19/2009 2:37:33PM EDT  | Initiated  | N/A                 | <a href="#">Details</a> |
| <input type="checkbox"/> | 2371149  |      | nVision Report | NVSRUN       | 1186321 | 08/19/2009 11:10:48AM EDT | Success    | Posted              | <a href="#">Details</a> |

Below the table are buttons for 'Save' and 'Notify', and a link 'Go back to Report Request'. The interface also shows a 'View Process Request For' section with fields for Server (PSNT), Name, and Instance.

| Step | Action  |
|------|---|
| 23.  | Click the <b>Refresh</b> button periodically until the <b>Run Status</b> is <b>Success</b> and the <b>Distribution Status</b> is <b>Posted</b> .<br> |
| 24.  | The <b>Run Status</b> is <b>Success</b> and the <b>Distribution Status</b> is <b>Posted</b> .   |
| 25.  | Click the <b>Go back to Report Request</b> link.<br><a href="#">Go back to Report Request</a>   |



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Budget vs Actuals Report

**FIU**

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nVision Report Request [Advanced Options](#)

Business Unit: FIU02 Report ID: BUDVSACT [Copy to Another Business Unit / Clone](#)  
[Delete This Report Request](#)  
[Transfer to Report Books](#)

Report Title: Budget vs Actuals [Process Monitor](#)  
[Report Manager](#)  
[Share This Report Request](#)

Layout: FIU02\_BUD\_VS\_ACTUALS

**Report Date Selection**

\*As Of Reporting Date: Specify [v] 08/19/2009 [B]  
\*Tree As Of Date: Use As Of Reporting Date [v]

**Output Options**

Type: Web [v] [Scope and Delivery Templates](#)  
Format: Microsoft Excel Files (\*.xls) [v]

[Run Report](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

[nVision Report Request | Advanced Options](#)

| Step | Action  |
|------|---|
| 26.  | Click the <b>Report Manager</b> link.<br><a href="#">Report Manager</a> |
| 27.  | Click the <b>Administration</b> link.<br><a href="#">Administration</a> |

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Budget vs Actuals Report



The screenshot shows the FIU02 web application interface. On the left is a navigation menu with categories like 'Menu', 'MD', 'Chain', 'Directory', 'PeopleTools', and 'Development Utilities'. The main content area is titled 'View Reports For' and includes search filters for 'User ID', 'Type', 'Last', 'Status', 'Folder', and 'Instance'. Below this is a 'Report List' table with columns for 'Select', 'Report ID', 'Prs Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The table contains four rows of reports, with the first row 'Budget vs Actuals' highlighted. Below the table are 'Select All', 'Deselect All', 'Delete', and 'Save' buttons.

| Select                   | Report ID | Prs Instance | Description                                   | Request Date/Time     | Format                        | Status | Details                 |
|--------------------------|-----------|--------------|---|-----------------------|-------------------------------|--------|-------------------------|
| <input type="checkbox"/> | 2249029   | 2371152      | <a href="#">Budget vs Actuals</a>             | 08/19/2009 2:38:27PM  | Microsoft Excel Files (*.xls) | Posted | <a href="#">Details</a> |
| <input type="checkbox"/> | 2249024   | 2371149      | <a href="#">Actuals by Project</a>            | 08/19/2009 11:11:50AM | Microsoft Excel Files (*.xls) | Posted | <a href="#">Details</a> |
| <input type="checkbox"/> | 2249021   | 2371148      | <a href="#">Actuals by Project</a>            | 08/19/2009 11:04:05AM | HTML Documents (*.htm)        | Posted | <a href="#">Details</a> |
| <input type="checkbox"/> | 2249017   | 2371146      | <a href="#">Foundation Actuals by Project</a> | 08/19/2009 10:59:20AM | Microsoft Excel Files (*.xls) | Posted | <a href="#">Details</a> |

| Step | Action  |
|------|---|
| 28.  | Click the <a href="#">Budget vs Actuals</a> link. |



# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Running the Budget vs Actuals Report

**FIU Foundation Inc.**  
Report ID: Budget vs Actuals BUSINESS  
For the Period Ending: 2009-08-19

| REVENUES                        | NON-ENDOWED  |                        |             |                       | ENDOWED    |  |
|---------------------------------|--------------|------------------------|-------------|-----------------------|------------|--|
|                                 | UNRESTRICTED | TEMPORARILY RESTRICTED |             | TEMP RESTRICT RESERVE | PER        |  |
|                                 | YTD Budget   | YTD Actuals            | YTD Actuals | YTD Actuals           | YTD Budget |  |
| Project Description             | Project ID   |                        |             |                       |            |  |
| Business Discretionary          | 1200010      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| CBA General Endowment           | 1200011      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| CBA Scholarships                | 1200020      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Brian Fraser Mem. Schol E       | 1200060      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Business Ethics Schol E         | 1200080      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Deloitte - Touche Acct Schol E  | 1200100      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Drexel Burham Lambert Schol E   | 1200110      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Wachovia Bus Ethics Schol E     | 1200150      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Inving-Grace Fantl Acct Schol E | 1200210      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| James L Knight MIS Chair E      | 1200220      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Bank America Bus Ethics Schol E | 1200250      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Regions Bank Bus EthicsSchol E  | 1200260      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| AXA Bus Ethics Scholarship E    | 1200290      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Frank R MacNeill Scholarship E  | 1200320      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Chapman Graduate Career Svcs    | 1200360      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| William G McGowan Scholarship   | 1200390      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Crystal Advisors Student SupE   | 1200410      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| AccuBanker Scholarship End      | 1200440      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Capital Markets Lab             | 1200470      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Espirito Santo Bank Scholarsh   | 1200480      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |
| Chapman Graduate School-LAF     | 1200540      | \$ -                   | \$ -        | \$ -                  | \$ -       |  |

| Step | Action   |
|------|--|
| 29.  | Review the report details.   |
| 30.  | Congratulations! You have successfully run the Budget vs Actuals report for the Business department.<br><b>End of Procedure.</b> |