



**SBL 101 – SDES  
INTRODUCTION TO  
THE STANDARD  
BUDGET LEDGER**

# NEW BUDGET MODEL

- **New Initiative: SBL sent November 18, 2014**

- “To help us make better-informed decisions regarding budget resources and allocation, we need consistent planning and recordkeeping...This initiative will allow us to transition from manual spreadsheets to an online solution that is integrated with UCF’s existing financial system.” (Dale Whittaker)

[http://www.financials.ucf.edu/News and Info/SBL Initiative Support Email Provo  
st.pdf](http://www.financials.ucf.edu/News_and_Info/SBL_Initiative_Support_Email_Provost.pdf)

- **University Budget Meeting May 19, 2016**

- “Budget planning is the future at UCF, and departments need to ensure that they are budgeting accurately in order for the budget reports and analysis to be useful.
- The Budget Office will be focusing more on variances and the cause for the variances. This means that directors /departments should be thoughtful in budgeting and placing funds in the appropriate categories at the beginning of the year, as well as moving funds between categories required throughout the year. QUARTERLY CATEGORIZATIONS NEED TO BE AS ACCURATE AS POSSIBLE.” (Sharon Ekern)

# SBL & Budget Process

- **Standard Budget Ledger**

- “The Standard Budget Ledger introduces new budgeting tools and reports that will help UCF standardize budgeting across the university's academic and business units, and promises enhanced data accessibility, transparency, and consistent reporting to support improved budget priority setting and management.”
- SBL Overview:  
[http://www.financials.ucf.edu/Focus\\_Groups/Financials\\_Focus\\_Group/SBL%20Introductory%20Presentation.pdf](http://www.financials.ucf.edu/Focus_Groups/Financials_Focus_Group/SBL%20Introductory%20Presentation.pdf)

- **University Budget Process**

- [http://www.financials.ucf.edu/Helpful\\_Resources/Docs/Univ\\_Budget\\_Process\\_Flowchart\\_040715.pdf](http://www.financials.ucf.edu/Helpful_Resources/Docs/Univ_Budget_Process_Flowchart_040715.pdf)

# SBL HIERARCHY

- **What is Tree Viewer**
  - Tree – A graphical hierarchy in UCF Financials that displays the relationship between all accounting units and determines roll-up hierarchies.
- **Navigating Tree Viewer to find SBL Hierarchy**
  - UCF Financials -> Main Menu-> Tree Manager-> Tree Viewer-> SBL\_HIERARCHY \*\*\*2016 effective date
  - Exporting to excel using related content

*A link to Addy Notes with step by step instructions can be found on the last slide of the presentation.*

# TYPES OF SBL REPORTS

- **Org Unit Report vs Departmental Report**
- **Selecting your SBL Report**
  - Budget Entity
  - Department vs Category
  - Monthly vs Quarterly

# HOW TO RUN SBL REPORT

- **Running SBL Report**

- UCF Financials -> Main Menu-> Reporting Tools-> PS/n Vision -> Define Report Request -> Report ID: SDS\_%Y

- **Single Departmental Report vs Consolidated SBL Report**

- Changing the scope
  - ❖ By Department: i.e. D03XX0000N / D03XX0000C / D03XXXXXXS
  - ❖ By Org Unit: i.e. SDSA20 / A20CSC

# SBL COURSES & FORMS NEEDED FOR ACCESS

- UCF Financials 9.2 Access and Training Matrix  
[http://www.financials.ucf.edu/Financials\\_Access\\_Requirements/DAL\\_Access\\_Training\\_Matrix.pdf](http://www.financials.ucf.edu/Financials_Access_Requirements/DAL_Access_Training_Matrix.pdf)
- SBC (Standard Budget Creator) & SBA (Standard Budget Approver)
- Forms Needed
  - SBC
    - ❖ F&A Departmental Authorization Security Access Ethics and Purchasing Certification: <http://www.fa.ucf.edu/forms/others/41-566b.pdf>
  - SBA
    - ❖ Departmental Authorization List DDC/RFO/SBA Delegation & Change Request Form : <http://www.fa.ucf.edu/Forms/Others/41-960.pdf>
    - ❖ \*\*\*Limited access only to approve budget journals for division

# SBL RESOURCES & ADDY NOTES

- SBL RESOURCES

- [http://www.financials.ucf.edu:8092/Helpful\\_Resources/SBL\\_Resources.cfm](http://www.financials.ucf.edu:8092/Helpful_Resources/SBL_Resources.cfm)

- ADDY NOTES

- [http://www.financials.ucf.edu:8092/Addy\\_Notes/Budget.cfm](http://www.financials.ucf.edu:8092/Addy_Notes/Budget.cfm)