



# UCF

**SBL 102 – SDES  
UNDERSTANDING  
AND EVALUATING  
THE STANDARD  
BUDGET LEDGER  
REPORTS**

# Learning Outcomes

- Knowledge of information contained in the SBL
- Utilizing data in SBL such as variances for budget planning
- Knowledge of how expenditures accounts roll up into SBL categories
- Knowledge of how to submit online budget transfers
- Knowledge of SBL Queries

# UNDERSTANDING SBL REPORT

- Previous/Current FY allocation by quarter for expenses and revenue
- Variance and running report at ending of each quarter
  - Negative Variance; spent more than budgeted - i.e. **(100)**
  - Positive Variance; spent less than budgeted - i.e. 100
- Expanding report to view different information in more detail

# TREE VIEWER

- **How to view and export Tree Viewer in Excel**
  - UCF Financials -> Main Menu-> Tree Manager-> Tree Viewer-> SBL\_ACCT\_CATEGORY
  - Exporting to excel using related content
- **Budget vs Expenditures; Identifying how expenditure accounts roll up to SBL Budget Categories**

# Evaluating Information in SBL Reports

- **SBL Report & Budget Position (\_NPL)**
  - Running each and comparing
- **SBL Report & Data Mart**
  - Running and evaluating the details

# Quarterly Variances & Financial Analysis Check List

- **Reviewing Quarterly Variances**
  - **Financial Analysis Checklist**
    - ❖ Overview
    - ❖ Questions to answer and explain

# Online Budget Transfers

- **Using SBL to create an online Budget Transfer**
  - Effective Date determines quarter in which monies are transferred
  - Ledger Group: Budget\_FIN
  - Source: SDS
  - Determining Budget Category using Tree Viewer
  - Choosing Correct Scenario – i.e. Temporary
  - Negatives & Positives
- **Submitting Online Budget Transfer**
  - SBC; Submits Budget Journal
  - SBA; Approves Budget Journal
- **Transferring Budget**
  - Between Categories within a Department
  - Between Quarters within a Department
  - Between Departments

# SBL Queries

- **Running SBL Query**

- UCF Financials -> Main Menu-> Reporting Tools-> Query-> Query Viewer-> Search By: FX\_GL\_SBL

- **SBL Queries**

- SBL Budget Journal Detail: FX\_GL\_SBL\_STARTUP
- Budget by SBL Department Hierarchy and SBL account category:  
FX\_GL\_STARTUP\_SBL\_STATUS
- Actual expense by SBL department hierarchy and SBL account category:  
FX\_GL\_STARTUP\_ACT\_STATUS



# 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)**

# 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)