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
TREEM 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

• 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)