



## Dashboard: All Funds – Fund Balance Report

### What is the All Funds – Fund Balance Report?

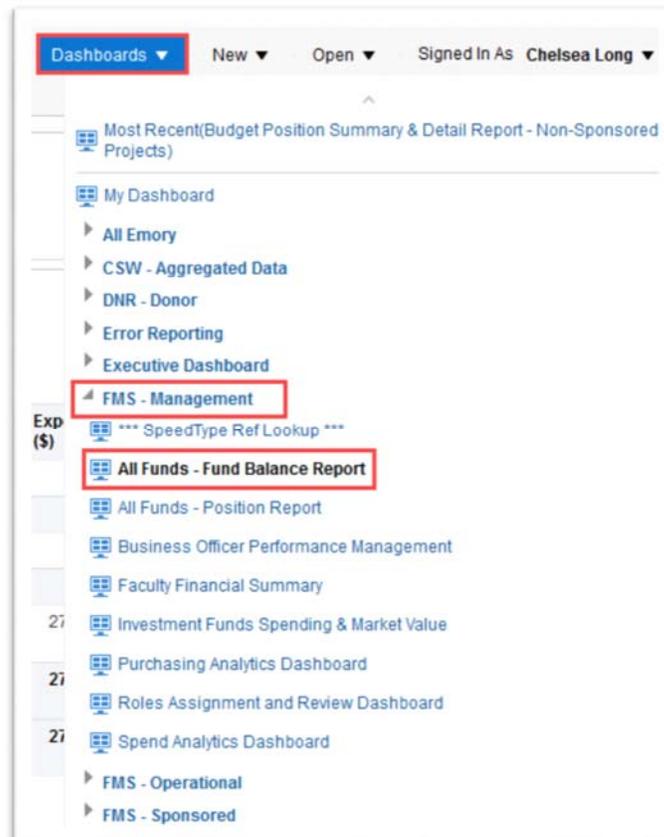
The All Funds – Fund Balance Report provides a fund balance across all fund codes by project, academic unit, and department. Unlike the Budget to Actual reports, this report takes the fiscal year beginning fund balance, the fiscal year to date total revenues, expenses, and transfers, and calculates an ending balance as of the prompted Fiscal Year and Accounting Period. This dashboard also includes the All Funds – Fund Balance Trends page, that shows the fiscal year ending fund balance in a fiscal year trend.

### When should I use the All Funds – Fund Balance Report?

Use this report if you are looking for the fund or cash balance of a project, department or operating unit. The Fund Balance Trends page can be used to view fund balances across fiscal years and could assist in determining budget plans and identifying projects that should be closed.

### Where do I find this report in EBI?

1. Log in to EBI: <https://dwbi.emory.edu/analytics>
2. Click on the Dashboards Menu in the upper right corner
3. In the FMS – Management folder, click the All Funds – Fund Balance Report link.





## Dashboard: All Funds – Fund Balance Report

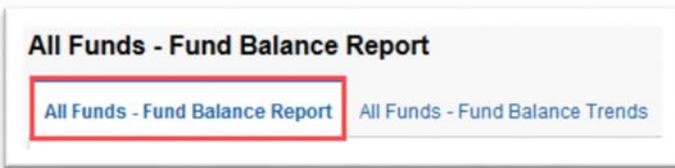
### Selecting Prompts for the Report

1. Select a Fiscal Year and Accounting Period. The report will default to the current Fiscal Year and the last closed Accounting Period.
2. If an entire Operating Unit is needed, select a value in the Operating Unit prompt. Otherwise, set it to “All Column Values” and select a Division, Department, Award, Project, etc.

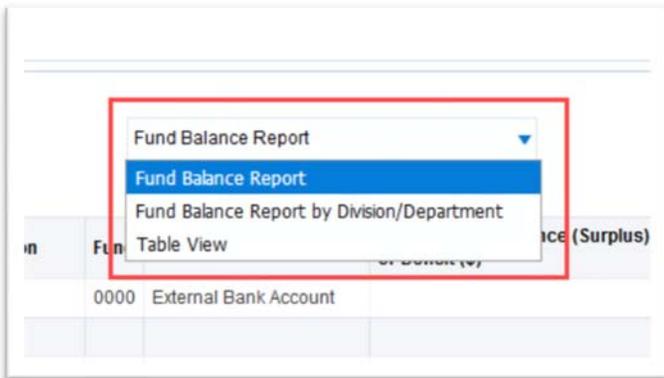
**Remember**, you can select multiple prompt values in a single prompt. For example, if you want to see fund balances for three departments, select all three departments from the prompt menu and run the report.

**TIP:** The Project Status prompt defaults to “Active.” Use this prompt if you also wish to see inactive project fund balances.

### All Funds – Fund Balance Report View Options



There are three views in this report that users can choose from. Views are available in the View Selector dropdown menu, which becomes visible after the report is run.



The default report view is the “**Fund Balance Report**” view and displays the opening fund balance, actuals, transfers, and current balance.

The “**Fund Balance Report by Division/Department**” view includes all of the information in the “Fund Balance Report” view, plus columns for the Academic Unit and Department.

The image shows the configuration page for the "All Funds - Fund Balance" report. It includes the Emory University logo and the following filters:

- \* Fiscal Year:** 2018
- \* Accounting Period:** <= 12
- Fund Category:** (All Column Values)
- Fund:** (All Column Values)
- Business Unit:** (All Column Values)
- Operating Unit:** (All Column Values)
- Division:** (All Column Values)
- Department:** 832000- ECAS: Anthropology
- Principal Investigator:** (All Column Values)
- Award:** (All Column Values)
- Project:** (All Column Values)
- Project Status:** Active

Buttons for "Apply" and "Reset" are located at the bottom right.



## Dashboard: All Funds – Fund Balance Report

The last view is the “**Table View**” and includes all columns for customizing and or exporting.

TIP: Need additional information? Try to customize any of these views by including columns that may be excluded. Right click on any column header and choose “Include Column” to see what additional data is available for this report.

### Transaction Detail Sections

Below the summary view(s), you will find two transaction detail sections: the **General Ledger Reconciliation Items** and the **Fiscal Year-To-Date Transaction Detail** sections.

NOTE: If transactions have posted in both the General Ledger Reconciliation Items section and the Fiscal Year-To-Date Transaction Detail sections, you will need to total the amounts from both sections to match the totals displayed in the summary view.

The **General Ledger Reconciliation Items** section displays any transactions that have posted **Below the Line**, also known as the **Non-Campus Reporting Accounts**, for the prompted fiscal year, up to the prompted accounting period. This includes transactions that have posted to Depreciation Expense, Contra Expense, Cash Transfer, and Year End Close Transfer account codes.

The **Fiscal Year-To-Date Transaction Detail** section provides transaction details for the prompted fiscal year, up to the prompted accounting period. This includes all other transactions that post to Revenue, Expense, and Transfer account codes outside of the Non-Campus Reporting Accounts. Data is sorted by Fund Type, Fund Category, and Account Class.

**Fiscal Year-To-Date Transaction Detail**  
 Date range: Fiscal Year: 2020, Period: 4  
 Date run: 1/21/2020

Fund Type	Fund Category	Account Class	Account	Department	Project	Fund Code	Journal Id	Journal Date	Accounting Period	Fiscal Year	Journal Created by	Journal Header Desc	Journal Line Desc	Journal Line Ref	Expense Report ID	Expense Report Traveler	Purchaser Name	Vendor Desc	PO ID	Voucher Id	Invoice Num	Accounting Line Desc	Monetary Amount (\$)
-----------	---------------	---------------	---------	------------	---------	-----------	------------	--------------	-------------------	-------------	--------------------	---------------------	-------------------	------------------	-------------------	-------------------------	----------------	-------------	-------	------------	-------------	----------------------	----------------------

TIP: Use the **Account Class** column to sort the data by Revenues, Expenses, and Transfers for a similar view to the summary table. You can right click on the Account Class column header, then choose to subtotal after values, or move the column to Prompts or Sections.



## Dashboard: All Funds – Fund Balance Report

### All Funds – Fund Balance Trends View Options

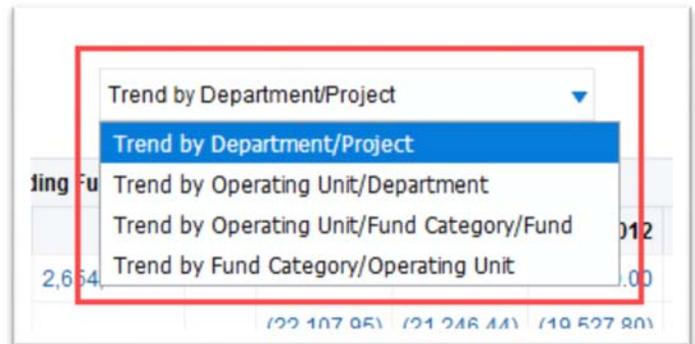
There are four views in this report that users can choose from. Views are available in the View Selector dropdown menu, which becomes visible after the report is run.

The default report view is the **“Trend by Department/Project”** view and displays the department, project, and fiscal year ending fund balance by year.

The **“Trend by Operating Unit/Department”** view displays the operating unit, department, and fiscal year ending fund balance by year.

The **“Trend by Operating Unit/Fund Category/Fund”** view displays the operating unit, fund type, fund category, fund code, and fiscal year ending fund balance by year.

The **“Trend by Fund Category/Operating Unit”** view displays the fund type, fund category, operating unit, and fiscal year ending fund balance by year.



### More Information:

For additional assistance, please contact the Analytics & Reporting team via the [Finance Support Center](#). Choose **Emory Business Intelligence (EBI)/Reporting** as your ticket category.