Dashboard: All Funds – Position Report

What is the All Funds – Position Report dashboard?
The All Funds – Position Report provides net revenues and net expenses by account category, across fund type. It includes totals for each account category and a calculated percentage shown as the percentages of total revenues or total expenses, as applicable. It is similar to the Compass nVision MGT4102 report.

When should I use the All Funds – Position Report dashboard?
This report is intended to assist in the budget process. It intentionally excludes fund codes 6XXX-9XXX.

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 – Position Report link.
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Understanding the Dashboard Pages
The dashboard is divided into two pages (or tabs): All Funds – Position Report and All Funds – Position Report by Fiscal Year. The default page for the dashboard is the All Funds – Position Report.

All Funds – Position Report Page
The All Funds – Position Report page provides a single fiscal year view of net activity.

Selecting Prompts:

1. Select a Fiscal Year and Accounting Period. The report will default to the current Fiscal Year and the last closed Accounting Period.

2. Select other prompts as needed and click Apply.
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**View Options:**
Once the report has run and results display, there are five view options available in the View Selector.

1. **All Funds – Position Summary View** - this view shows net funds by Account Class, Account Type, and Account Group, with columns for Fund Groups.

2. **All Funds – Position Summary View (1801 Separate)** - this view shows similar columns as the All Funds – Position Summary View, but separates fund code 1801 from the Operating Budget funds column into its own column.
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3. **All Funds – Position Detail by Account View** - this view is similar to the default view (All Funds – Position Summary View) but includes the Account Code & Description column, to view funds at the account code detail.

![Dashboard: All Funds – Position Detail by Account View](image)

4. **All Funds – Position Detail View** - this view is similar to the All Funds – Position Detail by Account View, but includes separate columns for each Fund Code beneath the Fund Group.

![Dashboard: All Funds – Position Detail View](image)

5. **Table View** - this view displays the data in a table format for exporting to Excel or CSV.
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All Funds – Position Report by Fiscal Year Page

The All Funds – Position Report by Fiscal Year page provides the user with the opportunity to prompt on multiple fiscal years, and see a trend view of net activity.

Selecting Prompts:

1. Enter a range of Fiscal Years.
   
   **TIP:** It is recommended that the maximum number of years you enter is no more than 5 (five) fiscal years. Entering more than five years may result in too much data for the report to successfully run.

2. Select an Accounting Period.
   
   **TIP:** The Accounting Period you select will apply to all Fiscal Years entered. For example, if you enter between fiscal years 2012 and 2017 and Accounting Period 6, you will receive data up through February of each Fiscal Year, even for prior Fiscal Years.

3. Select other prompts as needed and click Apply.
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**View Options:**
There are six view options for the All Funds – Position Report by Fiscal Year page. Views are available in the View Selector dropdown menu, which becomes visible after the report is run.

These views are similar to the views on the All Funds – Position Report page, but the Fund Groups are now the rows and the Fiscal Years are the column values.

1. **All Funds – Summary by Fund Group** – this is the default view for the page. It shows a summary view by Fund Group and Division across the prompted Fiscal Years.
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2. **All Funds – Summary by Division** – This view is similar to the All Funds – Summary by Fund Group, but displays data by Division, Fund Group, and Department.

3. **All Funds – Summary by Department** – This view shows a summary by Department and Fund Group.
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4. All Funds – Position Summary View – this view shows a summary by Account Class, Account Type, and Account Group, with the Fiscal Years displayed by the Fund Group.

5. All Funds – Position Summary View (1801 Separate) – this view shows similar columns as the All Funds – Position Summary View, but separates fund code 1801 from the Operating Budget funds column into its own columns.

6. Table View - this view displays the data in a table format for exporting to Excel or CSV.

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.