



## Creating the ECAS Unrestricted Operating Budget Customization

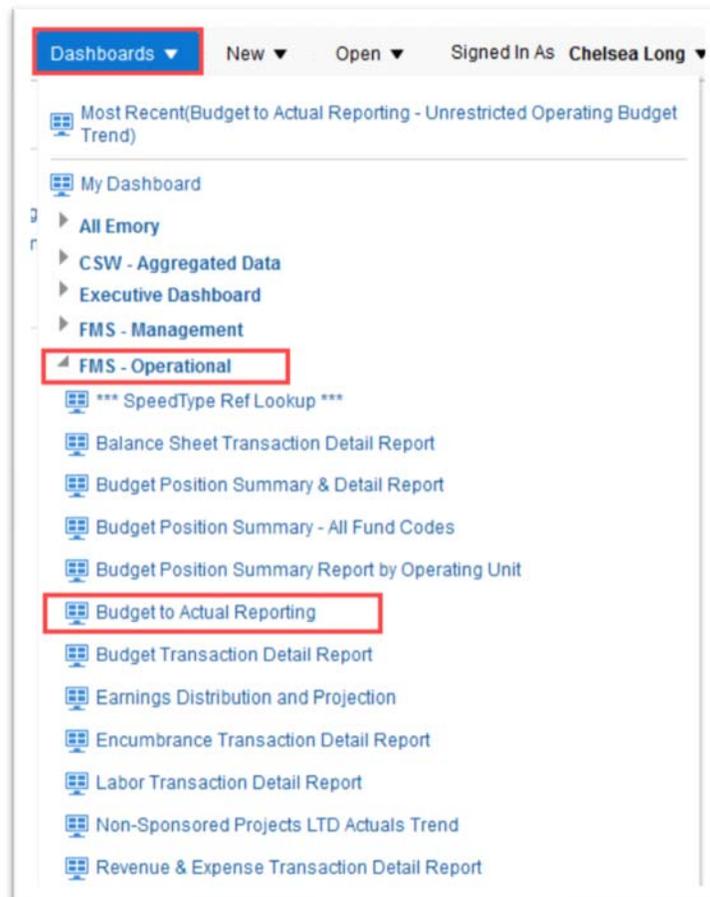
### Overview

The Emory College of Arts and Sciences (ECAS) used a customized version of the BOP 2230/2232/2234 nVision reports, known as the COL reports, that excluded faculty and staff salaries and fringe. This allowed ECAS staff to more easily reconcile non-personnel transactions on their Unrestricted Operating Budgets.

This job aid is intended to assist ECAS finance staff in the creation of a customization for the **Budget to Actual Reporting – Summary & Detail Report for Unrestricted Operating Budgets** that mimics the COL BOP nVision report.

### Navigation

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 – Operational folder, click the Budget to Actual Reporting link.



4. When the dashboard opens, navigate to the Summary and Detail Reports by Fund Category page.
5. Select the Unrestricted Operating Budgets sub-page.



## Creating the ECAS Unrestricted Operating Budget Customization



### 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. Select All Column Values under Operating Unit
3. Click on the Department prompt. Uncheck the box next to (All Column Values) and select More/Search...
4. Search for your Department, either by the Department ID or Description

TIP: If searching by Department description, change the Name dropdown menu from Starts to Contains and uncheck the Match Case box. This will broaden the search.

**Budget to Actual Report - Unrestricted Operating Budget**

**Fiscal Year**  
2019

**Accounting Period**  
<= 12

**Fund**  
(All Column Values)

**Business Unit**  
(All Column Values)

**\* Operating Unit**  
(All Column Values)

**Division**  
(All Column Values)

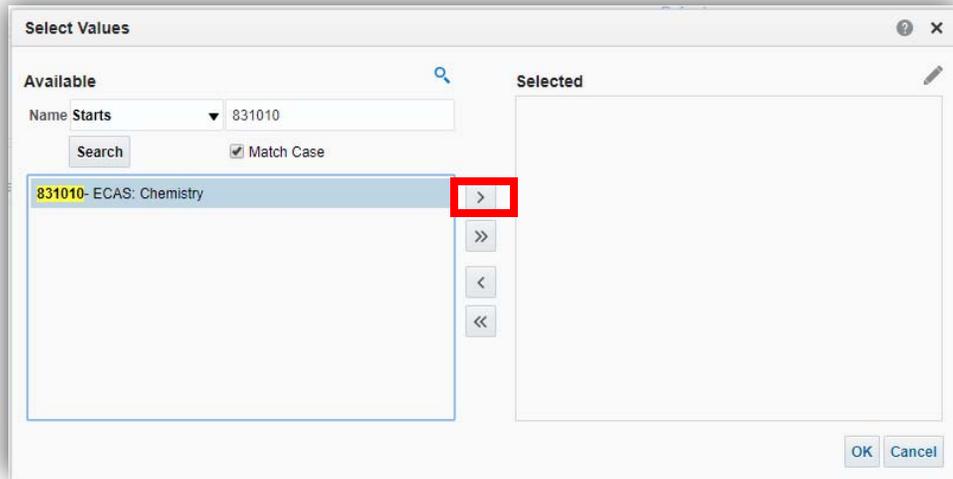
**Department**  
(All Column Values)

- (All Column Values)
- NULL
- Not Available
- 010500- PRESIDENT YEAR END CLOSE
- 010501- Office of President
- 010503- Institutional Dues
- More/Search...

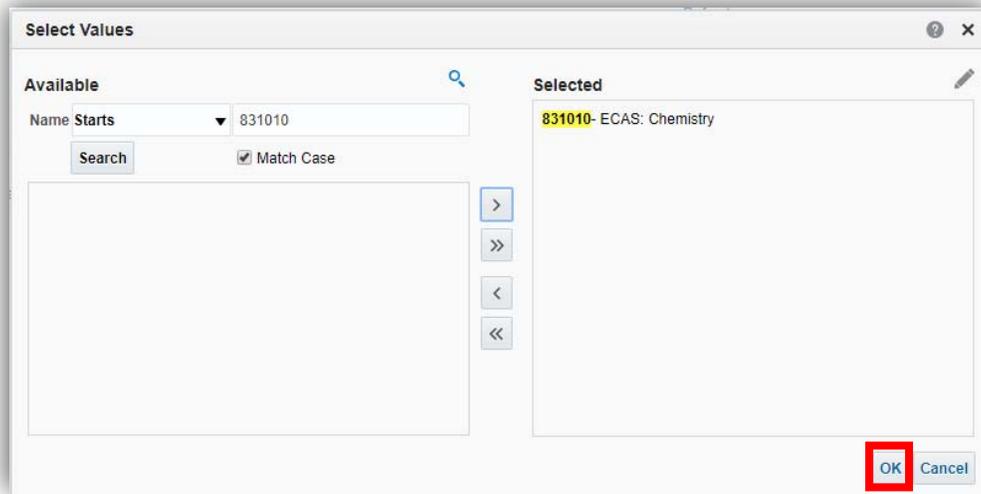
Apply Reset



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5. Click OK.



6. Click Apply under the prompts to run the report.



## Creating the ECAS Unrestricted Operating Budget Customization

### Customizing the Report

When the report has finished running, select UOB Detail in the UOB FORMAT dropdown menu.



### Removing the Faculty and Staff Salary Account Categories

After the details load, navigate to the **Account Category** column and scroll down to **Faculty Salaries**.

1. Right click where it says Faculty Salaries.
2. Select Remove from the customization menu that appears.

Department	Account Class	Account Group	Account Category	Account
831010- ECAS: Chemistry	Expenses	Salary & Fringe Benefits	Faculty Salaries	50100- BDG-Faculty Salaries
				50110- Sal - Faculty-Tenured
				50115- Sal - Faculty-Tenure T
			Faculty Salaries Total	
		Student Salaries		

The 'Faculty Salaries' row in the 'Account Category' column is highlighted. A context menu is open over it, with the 'Remove' option selected and highlighted with a red box. Other menu options include 'Keep Only', 'Create Group...', 'Create Calculated Item...', and 'Account Category'.

3. Repeat the above steps for the **Staff Salaries Account Category**.

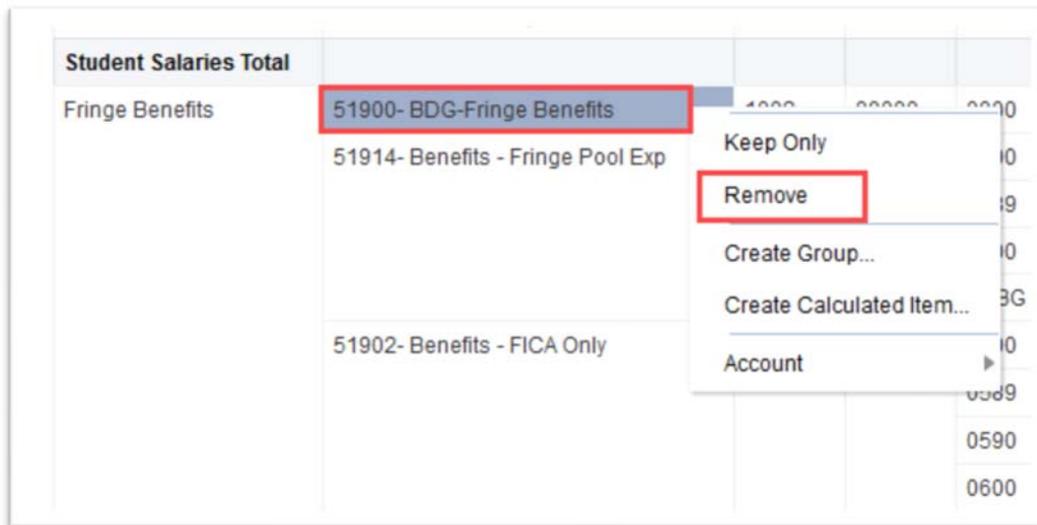


## Creating the ECAS Unrestricted Operating Budget Customization

### Removing the Fringe Benefits Account Codes

**Fringe Benefits** will need to be removed at the **Account Code** level, rather than the Account Category, in order to keep any fringe charges related to student salaries.

1. Scroll to the Fringe Benefits Account Codes
2. Right click where it says 51900- BDG-Fringe Benefits
3. Select Remove from the customization menu that appears.
4. Repeat the above steps for 51914- Benefits – Fringe Pool.



The report should now only include Student Salaries and Fringe and non-personnel transactions, like the COL BOP nVision report.

TIP: Removing the Faculty and Staff Salaries and Fringe in the UOB Detail section does not remove them from the Month-To-Date Transaction Detail section. You must also remove them from that section.



## Creating the ECAS Unrestricted Operating Budget Customization

### Customizing the Month-To-Date Transaction Detail section

The **Month-To-Date Transaction Detail** section will still include Faculty and Staff Salaries and Fringe transaction lines. This section can also be customized and the transactions removed at the Account Code level, if desired.

1. Scroll down to the Month-To-Date Transaction Detail section.
2. Right click on the desired Account Code.
3. Select Remove from the customization menu that appears.
4. Repeat the above steps for additional Account Codes as needed.

**Month-To-Date Transaction Detail**  
Date run: 6/1/2018  
Fiscal Year Prompted: 2018 Month Prompted: PD 08 - April

Account	Department	Fund Code	Program	Event	Journal Id	Journal Date	Accounting Period	Fiscal Year	Journal Created by	Journal Header Desc	Journal Line Desc	Journal Line Ref
48438- Fee Rev - Special Programs	831010- ECAS: Chemistry	1002	00000	0000	PAY0903213	4/30/2018	8	2018	EM_FSBATCH	Payroll Journal	Payroll Journal	-
48438- Fee Rev - Special Programs	831010- ECAS: Chemistry	1002	00000	0000	SWP0903235	4/30/2018	8	2018	EM_FSBATCH	Payroll Liability Sweep	Payroll Liability Sweep	-
50110- Sal - Faculty-Tenured	831010- ECAS:	1002	00000	0000	PAY0903213	4/30/2018	8	2018	EM_FSBATCH	Payroll Journal	Payroll Journal	-
50115- Sal - Faculty Tenure Track	831010- ECAS:	1002	00000	0000	PAY0903213	4/30/2018	8	2018	EM_FSBATCH	Payroll Journal	Payroll Journal	-
50120- Sal - Faculty Nontenured	831010- ECAS:	1002	00000	0000	PAY0903213	4/30/2018	8	2018	EM_FSBATCH	Payroll Journal	Payroll Journal	-

Remember to Save your Customization!

### 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.