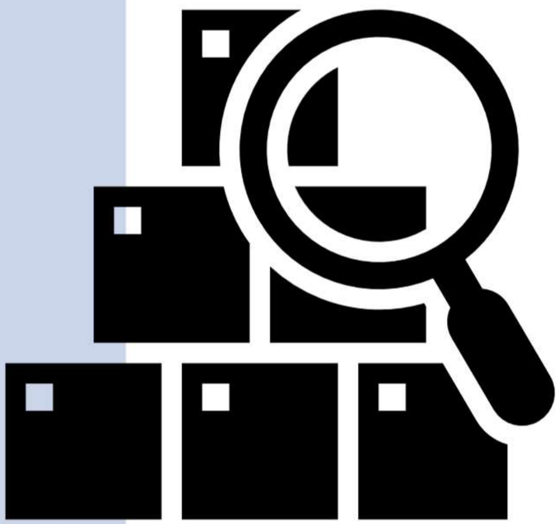


EBI - Overview

Oxford Finance Team

Emory Finance

Where to find link for EBI?

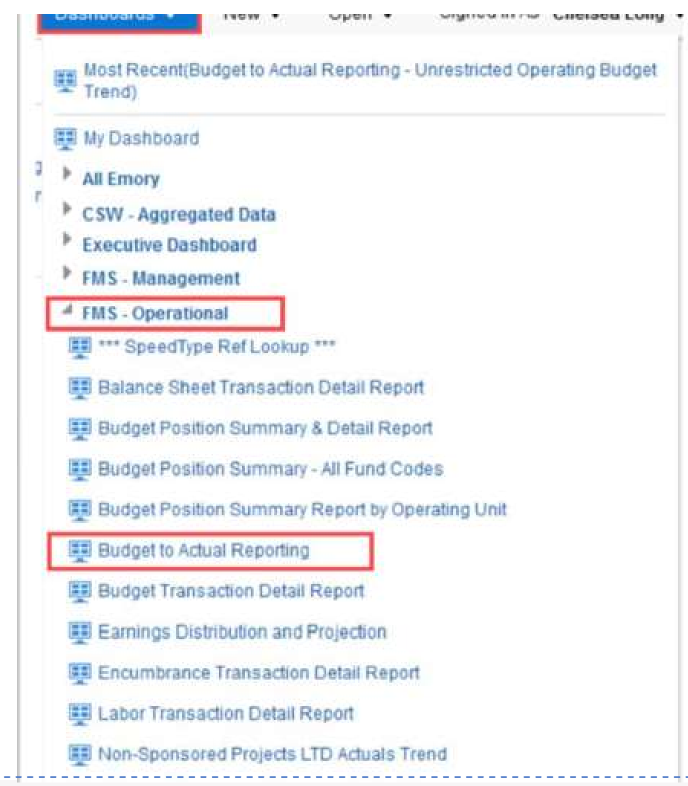
- Access via https://finance.emory.edu, then click Emory Business Intelligence tile

Budget to Actual Reporting Summary & Detail Reports by Fund Category

- **What are the Summary & Detail Reports by Fund Category?**
  - The reports compare the loaded Budget to Actuals (transactions) and shows a summary view of the budget available at the account level, based on your prompt selections.
  - The report is divided by fund groups into Unrestricted Operating Budget, Non-Sponsored Projects, and Sponsored Projects.
- **When should I use the Summary & Detail Reports by Fund Category dashboards?**
  - Use this report if you are looking for the available budget of an Operating Unit, Department, Project, Award, etc. when comparing the Budget to Actuals.

Budget to Actual Reporting Summary & Detail Reports by Fund Category

- **Where do I find this report in EBI?**
- 1. From Home page click on the Dashboards Menu in the upper right corner
- 2. In the FMS – Operational folder, click the Budget to Actual Reporting link



Budget to Actual Reporting
Understanding the Fund Categories

The **Unrestricted Operating Budgets** page includes transactions with fund codes beginning with 1XXX.

Budget to Actual Reporting Summary & Detail Reports by Fund Category

Unrestricted Operating Budgets (UOB)

<u>Selecting Prompts:</u>

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 a Department
3. Select other prompts as needed
4. Click Apply

Budget to Actual Reporting Summary & Detail Reports Demonstration

Unrestricted Operating Budgets (UOB)

EBI Home

Revenue & Expense Transaction Detail Report (RETDR)

- **What is the Revenue & Expense Transaction Detail Report?**
  - The Revenue & Expense Transaction Detail Report provides detailed information for transactions that have posted to the revenue, expense, and transfer account codes. This includes account codes 4XXXX, 5XXXX, 6XXXX, 7XXXX, 8XXXX, and 9XXXX.
  - Only transactions that have posted to the General Ledger will display here. Transactions pending approval and encumbrances will not show on this report until after approval or payment of invoices, respectively.
  - Salary and Fringe transactions will post as an aggregate at the account code level, but additional Labor details are not visible on this report, due to Labor Security.

Revenue & Expense Transaction Detail Report (RETDR)

- **When should I use the Revenue & Expense Transaction Detail Report?**
  - Use this report if you are looking for details related to transactions that have posted to the General Ledger.
  - Transaction details include, but are not limited to, information like: Chartfields, Transaction Dates, Transaction Submitters, Transaction or Item descriptions, etc.

Revenue & Expense Transaction Detail Report (RETDR

- **Where do I find this report in EBI?**
- 1. Click on the Dashboards Menu in the upper right corner.
- 2. In the FMS –Operational folder, click the Revenue & Expense Transaction Detail Report link.

EBI: Revenue & Expense Transaction Detail Report (RETDR)

Understanding the Dashboard Pages

- **Revenue & Expense Detail** is the default page for the dashboard and displays transaction details based on the prompted values in a table format.
- **Revenue & Expense Summary (Journal)** displays a summary of actuals at the Chartfield Level and Journal Source. It shows fewer detail than the default page. **(not covered in training)**
- **Revenue & Expense Detail Vendor Inquiry** page allows users to prompt on specific Vendors and see all transactions for those Vendors within the prompted timeframe. **(not covered in training)**

Revenue & Expense Transaction Detail Report (RETDR)

Revenue & Expense Detail Page

Selecting Prompts:

1. Select the Reporting Begin Date and Reporting End Date. The default Begin Date is September 1 of the current fiscal year. The default End Date is today's date
2. If a specific Fund Group is needed, uncheck "All Column Values" and select the fund group(s) you wish to see data for. Otherwise, you can leave the default selection of "All Column Values"
3. Select 18000 in the Operating Unit prompt
4. Select a value in either a Department or Project prompts and any other prompt values needed
   - Multiple values can be selected in a single prompt
5. Click Apply

Revenue & Expense Transaction Detail Report (RETDR) - Demonstration

Revenue & Expense Detail Page

EBI Home

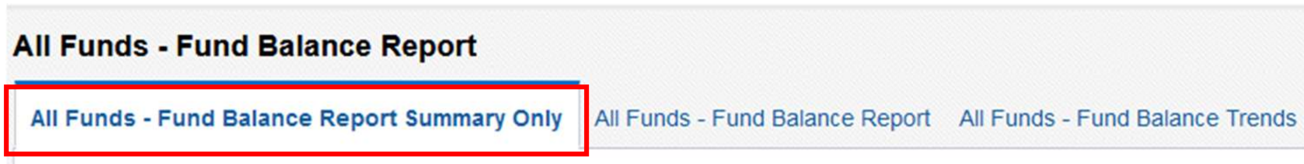
All Funds – Funds Balance Report

- **What is the Funds Balance Report?**
  - This report provides the starting project balance, project transactions, and the current available balance to date

- **When should I use the Funds Balance Report?**
  - Use this report to view the current available balance for a specific project across fiscal years

All Funds – Funds Balance Report

- **Where do I find this report in EBI?**
- 1. Click on the Dashboards Menu in the upper right corner
- 2. In the FMS – Management folder, click the All-Funds Reporting link



All Funds – Funds Balance Report

Understanding the Dashboard Pages

- **All Funds – Fund Balance Report Summary Only** is the default page for the dashboard and displays a summary of actuals at the Department or Project Level. It shows fewer detail than the fund balance report.
- **All Funds – Fund Balance Report** displays a summary of actuals at the Chartfield Level and Journal Source. **(not covered in training)**
- **All Funds – Fund Balance Trends** page allows users to view balance changes over a period of time. **(not covered in training)**

All Funds – Funds Balance Report

All Funds – Fund Balance Report Summary Only

Selecting Prompts:

1. Select the Fiscal Year and Accounting Period. Fiscal Year defaults to current fiscal year, and the Accounting period defaults to the last closed period
2. If a specific Fund Group is needed, uncheck "All Column Values" and select the fund group(s) you wish to see data for. Otherwise, you can leave the default selection of "All Column Values"
3. Select 18000 in the Operating Unit prompt
4. Select a value in either a Department or Project prompts and any other prompt values needed
   - Multiple values can be selected in a single prompt
5. Click Apply

All Funds – Funds Balance Report Demonstration

All Funds – Fund Balance Report Summary Only

EBI Home

Questions

Resources

- Presentation will be available on the Finance Inside Oxford site

Thank you for attending!