Job Aid: Creating the ECAS Unrestricted Operating Budget Customization

Background
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 Position Summary and Detail Report – Unrestricted Operating Budgets that mimics the COL BOP nVision report.

Navigation
- Log in to EBI: https://dwbi.emory.edu/analytics
- Click on the Dashboards menu in the upper right corner
- Click the Budget Position Summary & Detail Report link in the FMS – Operational folder
- Select the Unrestricted Operating Budgets page, if it is not already selected
Running the Report Prompts

- Enter an As of Date
- Select All Column Values under Operating Unit
- Click on the Department menu and select More/Search...

- Remove (All Column Values) from the Selected box by clicking the double left arrow.
- Search for your Department, either by the Department ID or Description.
TIP: If searching by Department Description, change the Name dropdown menu to Contains and uncheck Match Case. This will broaden the search.

- Click on the Department and click the single right arrow to move the Department ID to Selected.
- Click OK.
• Click Apply under the prompts and allow the report to fully run.
Customizing the Report

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

Removing Faculty and Staff Salary Account Categories

After the details load, navigate to the Account Category column and scroll down to Faculty Salaries.
- Right click where it says Faculty Salaries.
- Select Remove from the customization menu that appears.

- Repeat the above steps for the Staff Salaries Account Category.
Removing 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.

- Scroll to the Fringe Benefits Account Codes
- Right click where it says 51900- BDG-Fringe Benefits
- Select Remove from the customization menu that appears.
- 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 Summary section will not remove them from 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.

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

**REMEMBER TO SAVE YOUR CUSTOMIZATION!**

Please refer to the [How to save customizations in EBI Job Aid](#) for detailed steps.