Dashboard: Balance Sheet Transaction Detail Report

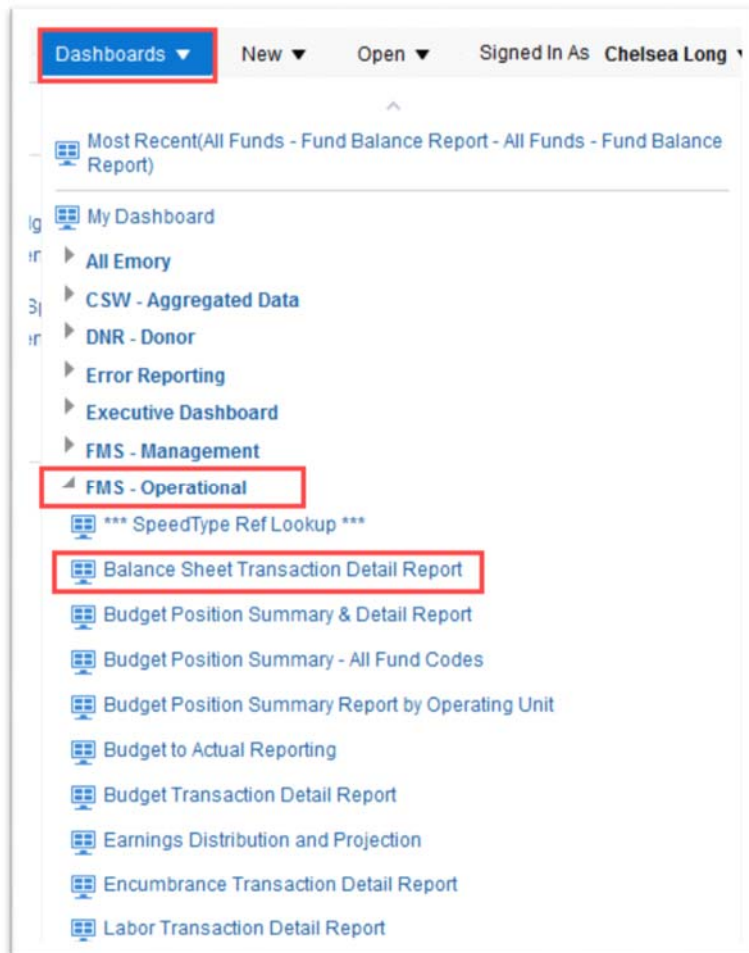## What is the Balance Sheet Transaction Detail Report?

The Balance Sheet Transaction Detail Report provides detailed information for transactions that have posted to the Balance Sheet account codes. This includes accounts codes 1XXXX, 2XXXX, and 3XXXX.

When should I use the Balance Sheet Transaction Detail Report?

Use this report if you are looking for details related to transactions that have posted to Balance Sheet account codes.

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 – Operational folder, click the Balance Sheet Transaction Detail Report link.

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Selecting Prompts for the Report

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 an entire Operating Unit is needed, select a value in the Operating Unit prompt. Otherwise, set it to "All Column Values" and select an Account, Department, Award, Project, etc.

   Remember, you can select multiple prompt values in a single prompt. For example, if you want to see transactions for three departments, select all three departments from the prompt menu and run the report.
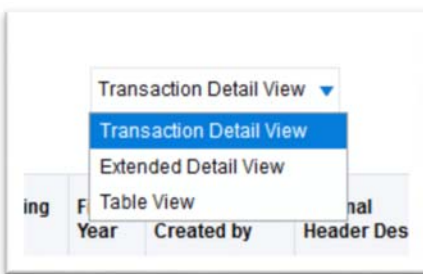
   TIP: Remember, required prompts are indicated by a * in front of the prompt name.

3. Once you have selected the prompt values you wish to use, click Apply.

Balance Sheet Transaction Details View Options

Balance Sheet Transaction Detail Report

Balance Sheet Transaction Details | Balance Sheet Summary (Journal)
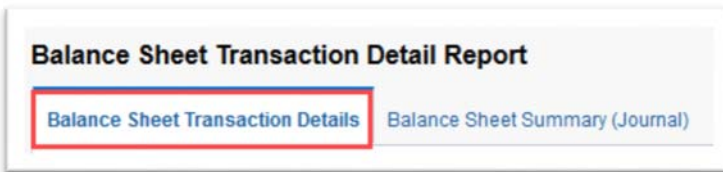
There are three views in this report that users can choose from. Views are available in the View Selector dropdown menu, which becomes visible after the report is run.

Transaction Detail View ▼
Transaction Detail View
Extended Detail View
Table View

EMORY UNIVERSITY
Balance Sheet Transaction Detail

* Reporting Begin Date
09/01/2017

* Reporting End Date
12/31/2017

Fund Group
Sponsored Projects ▼

Fund
(All Column Values) ▼

Account Group
(All Column Values) ▼

Account
(All Column Values) ▼

Business Unit
(All Column Values) ▼

* Operating Unit
(All Column Values) ▼

Department
837070- ECAS: Ctr Study Human ▼

PC Business Unit
(All Column Values) ▼

Principal Investigator
(All Column Values) ▼

Award
(All Column Values) ▼

Project
(All Column Values) ▼

Program
(All Column Values) ▼

Class
(All Column Values) ▼

Event
(All Column Values) ▼

Apply   Reset ▼

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The default report view is the "**Transaction Detail View**" and displays a table of transactions that have posted, sorted by Account Code.


The "**Extended Detail View**" includes all of the columns in the "Transaction Detail View," plus additional columns and is sorted by Journal Source.

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.

Balance Sheet Summary (Journal)

This page is a Summary of Actuals at the Chartfield Level for all transactions posted to the prompted values.
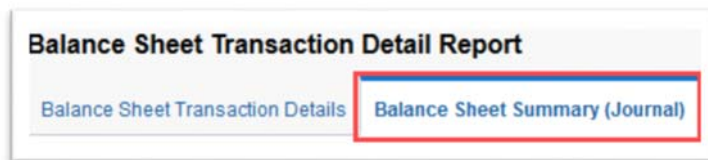
TIP: The prompt values for this page are the same as the prompt values on the Balance Sheet Transaction Details page.

This report displays data sorted by Operating Unit, with subtotals for Award and Project. A Grand Total for the Operating Unit is displayed at the bottom of the table.

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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.