



## Dashboard: Budget Transaction Detail Report

### What is the Budget Transaction Detail Report dashboard?

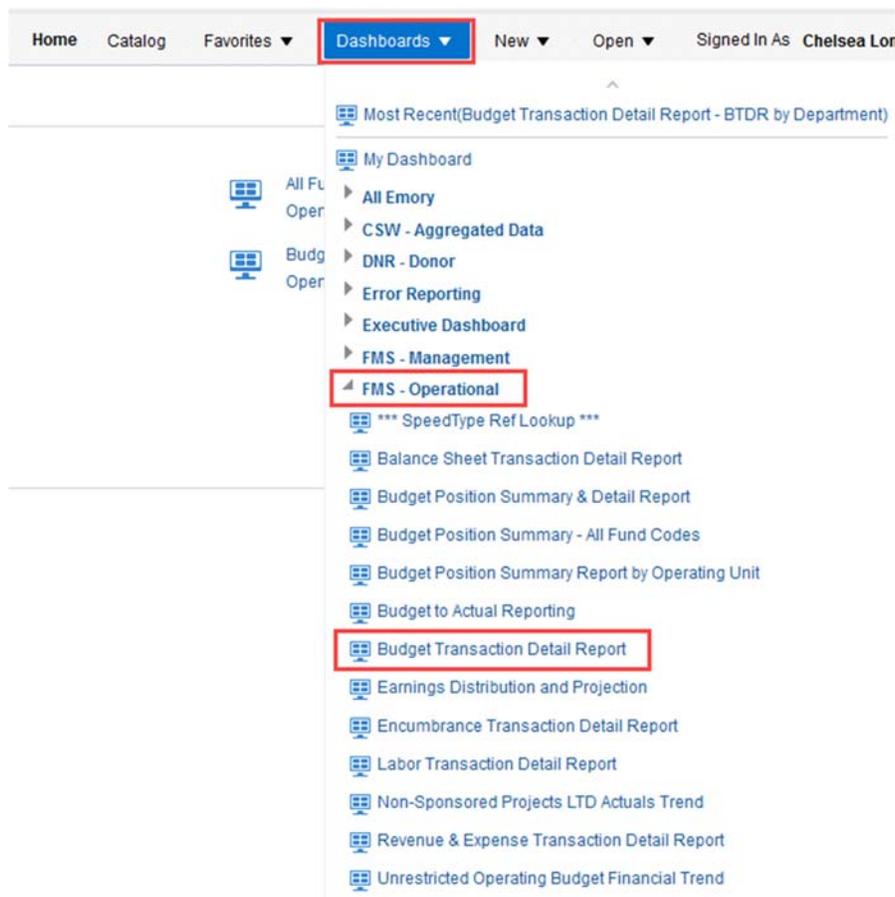
The Budget Transaction Detail Report, also known as the BTDR, shows a detailed view of original budgets, adjustments, and transfers. Details include journal ID, journal date, and submitter.

### When should I use the Budget Transaction Detail Report?

This report looks exclusively at budget transactions and does not include other transactions (revenues, expenses, or transfers). Use this report if you are specifically looking for budget entry details.

### 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 – Operations folder, click the Budget Transaction Detail Report link.



## Understanding the Dashboard Pages

The dashboard is divided into four pages (or tabs): **BTDR by Department**, **BTDR by Award**, **BTDR by Project** and **BTDR by Principal Investigator**. The default page for the dashboard is the BTDR by Department page. Each page contains the same information, but organize the data columns differently.



## Dashboard: Budget Transaction Detail Report

**Budget Transaction Detail Report**

[BTDR by Department](#)
[BTDR by Award](#)
[BTDR by Project](#)
[BTDR by Principal Investigator](#)

### BTDR by Department

The BTDR by Department page provides budget transaction details for the prompted values by Department.

#### Selecting Prompts:

1. Select your Reporting Begin Date and Reporting End Date.
2. Select the Fund Group(s). This is a required prompt, but the default selection is All Column Values.
3. Select an Operating Unit.
4. Select other prompt values as needed.

TIP: When selecting prompt values for this report, remember it is a **transaction detail report**. This means that if you prompt on a wide range of data, such as an entire Operating Unit or multiple fiscal years, it may result in too much data. If you receive an error message, try reducing your prompts to include less data.

NOTE: The Ledger prompt defaults to specific values, rather than All Column Values. It selects all budget ledgers except those with projected budget entries. Adjust the prompt selections here as needed.

**EMORY UNIVERSITY**  
Budget Transaction Detail Report

**\* Reporting Begin Date**  
>= 09/01/2017

**\* Reporting End Date**  
<= 12/31/2017

**\* Fund Group**  
(All Column Values) ▼

**Fund**  
(All Column Values) ▼

**Business Unit**  
(All Column Values) ▼

**\* Operating Unit**  
16000- Goizueta Business Scho ▼

**Department**  
(All Column Values) ▼

**Principal Investigator**  
(All Column Values) ▼

**Award**  
(All Column Values) ▼

**Project**  
(All Column Values) ▼

**Project Activity**  
(All Column Values) ▼

**Project Status**  
(All Column Values) ▼

**Account Group**  
(All Column Values) ▼

**Account**  
(All Column Values) ▼

**Ledger**  
CAPC\_BUD- CC Capital Child B ▼

*\* Indicates Required Prompt*



## Dashboard: Budget Transaction Detail Report

### View Options:

Once the report has run and results display, there are two view options available in the View Selector.

**Budget Transaction Detail Report**  
 Reporting Period: 09/01/2017-12/31/2017  
 Date run: 12/13/2019

BTDR by Department ▼  
 BTDR by Department  
 Department Table View

Business Unit	Operating Unit	Department	Account	Fund Group	Fund	Class	Program	Event	PC Business Unit	Activity	Fiscal Year	Accounting Period	Bt Pr
EMUNV-	16000-	871010-	50100- BDG-	Unrestricted	1002- E&G	A460- Academic	00000-	0000-	NA	-	2018	PD 01 -	2018

- 1. BTDR by Department** - this view shows budget transaction details by Business Unit, Operating Unit, Department, with additional chartfield and detail columns.

BTDR by Department ▼

Business Unit	Operating Unit	Department	Account	Fund Group	Fund	Class	Program	Event	PC Business Unit	Activity	Fiscal Year	Accounting Period	Budget Period	Budget Transaction Date	Award	Project	Principal Investigator	Budget Transaction ID	Budget Ledger	Budget Entry Type	Budget Transaction Amount
EMUNV- Emory University	16000- Goizueta Business School	871010- GBS: Dean	50100- BDG- Faculty Salaries	Unrestricted Operating Budget	1002- E&G Budgeted - Level 2	A460- Academic Administration	00000- Default Program	0000- Default event	NA	-	2018	PD 01 - September	2017	10/12/2017	--	- NA	-	0000837058	CC_DEP_BUD	Adjustment	342,709.57
			50200- BDG- Student Salaries	Unrestricted Operating Budget	1002- E&G Budgeted - Level 2	A460- Academic Administration	00000- Default Program	0000- Default event	NA	-	2018	PD 01 - September	2018	08/16/2017	--	- NA	-	AXIM819142	CC_DEP_BUD	Original	884,132.43
			50200- BDG- University Salaries	Unrestricted Operating Budget	1002- E&G Budgeted - Level 2	A460- Academic Administration	00000- Default Program	0000- Default event	NA	-	2018	PD 01 - September	2017	10/12/2017	--	- NA	-	0000837058	CC_DEP_BUD	Adjustment	77,600.57
			51900- BDG- Fringe Benefits	Unrestricted Operating Budget	1002- E&G Budgeted - Level 2	A460- Academic Administration	00000- Default Program	0000- Default event	NA	-	2018	PD 01 - September	2018	08/16/2017	--	- NA	-	AXIM819142	CC_DEP_BUD	Original	292,921.43
																		0000837058	CC_DEP_BUD	Adjustment	115,968.00
																		AXIM819142	CC_DEP_BUD	Original	320,939.00

- 2. Department Table View** - this view shows the budget transaction details in a table view, meant for exporting to Excel or CSV. It includes additional columns, but not all of the columns that are available to include.

Department Table View ▼

Business Unit Id	Business Unit Desc	Operating Unit Id	Operating Unit Desc	Department Id	Department Desc	Account Code	Account Desc	Fund Group	Fund Code	Fund Desc	Class Id	Class Id Desc	Program Id	Program Desc	Event Id	Event Desc	Principle Investigator Id	Principal Investigator	Award Id	Award Desc
EMUNV	Emory University	16000	Goizueta Business School	871010	GBS: Dean	50100	BDG-Faculty Salaries	Unrestricted Operating Budget	1002	E&G Budgeted - Level 2	A460	Academic Administration	00000	Default Program	0000	Default event	-	-	-	-
EMUNV	Emory University	16000	Goizueta Business School	871010	GBS: Dean	50100	BDG-Faculty Salaries	Unrestricted Operating Budget	1002	E&G Budgeted - Level 2	A460	Academic Administration	00000	Default Program	0000	Default event	-	-	-	-
EMUNV	Emory University	16000	Goizueta Business School	871010	GBS: Dean	50200	BDG-Student Salaries	Unrestricted Operating Budget	1002	E&G Budgeted - Level 2	A460	Academic Administration	00000	Default Program	0000	Default event	-	-	-	-
EMUNV	Emory University	16000	Goizueta Business School	871010	GBS: Dean	50300	BDG-University Salaries	Unrestricted Operating Budget	1002	E&G Budgeted - Level 2	A460	Academic Administration	00000	Default Program	0000	Default event	-	-	-	-



# Dashboard: Budget Transaction Detail Report

TIP: Don't see a column that you need? Check to see what columns are available to include by right clicking on any column header and navigating to Include Column.

## BTDR by Award

The BTDR by Award page provides budget transaction details for the prompted values by Award.

### View Options:

- BTDR by Award** - this view shows budget transaction details by Award, Project, and Principal Investigator, with additional chartfield and detail columns.

BTDR by Award ▼

Award	Project	Principal Investigator	Business Unit	Operating Unit	Department	Account	Fund Group	Fund	Class	Program	Event	PC Business Unit	Activity	Fiscal Year	Accounting Period
000008890- CDC IPA for Paula Frew	00006182- EVALUATION OF NATIONAL AIDS FU	Frew,Paula M.	EMUNV- Emory University	20000- School of Medicine	733025- SOM: Medicine: Infectious Dis	50050- BDG- Salary Expense	Sponsored Projects	5200- Fed Rsrch- Bdg Lvl 2	A250- Departmental Research	00000- Default Program	0000- Default event	GRANT	GRANT	2018	PD 01 - September
						51900- BDG- Fringe Benefits	Sponsored Projects	5200- Fed Rsrch- Bdg Lvl 2	A250- Departmental Research	00000- Default Program	0000- Default event	GRANT	GRANT	2018	PD 01 - September
0000014640- System Biological Analyses of	00016301- Core C SOM - Year 2 - System B	Putendran,Bail	EMUNV- Emory University	20000- School of Medicine	733025- SOM: Medicine: Infectious Dis	58100- BDG- Other Expense	Sponsored Projects	5200- Fed Rsrch- Bdg Lvl 2	A220- Individual & Project Research	00000- Default Program	0000- Default event	GRANT	GRANT	2018	PD 03 - November
						88801- RNDL	Sponsored	5200-	A220-	00000-	0000-	GRANT	GRANT	2018	PD 03 -

- Award Table View** - this view shows the budget transaction details in a table view, meant for exporting to Excel or CSV. It includes additional columns, but not all of the columns that are available to include.

Award Table View ▼

Award Id	Award Desc	Principle Investigator Id	Principal Investigator	Project Id	Project Desc	Business Unit Id	Business Unit Desc	Operating Unit Id	Operating Unit Desc	Department Id	Department Desc	Account Code	Account Desc	Fund Group	Fund Code	Fund Desc	Class Id	Class Id Desc	Progra Id
0000008890	CDC IPA for Paula Frew	0113085	Frew,Paula M.	00006182	EVALUATION OF NATIONAL AIDS FU	EMUNV	Emory University	20000	School of Medicine	733025	SOM: Medicine: Infectious Dis	50050	BDG-Salary Expense	Sponsored Projects	5200	Fed Rsrch- Bdg Lvl 2	A250	Departmental Research	00000
0000008890	CDC IPA for Paula Frew	0113085	Frew,Paula M.	00006182	EVALUATION OF NATIONAL AIDS FU	EMUNV	Emory University	20000	School of Medicine	733025	SOM: Medicine: Infectious Dis	51900	BDG-Fringe Benefits	Sponsored Projects	5200	Fed Rsrch- Bdg Lvl 2	A250	Departmental Research	00000



## Dashboard: Budget Transaction Detail Report BTDR by Project

The BTDR by Project page provides budget transaction details for the prompted values by Project.

### View Options:

- 1. BTDR by Project** - this view shows budget transaction details by Project, Award, and Principal Investigator, with additional chartfield and detail columns.

BTDR by Project ▼

Project	Award	Principal Investigator	Business Unit	Operating Unit	Department	Account	Fund Group	Fund	Class	Program	Event	PC Business Unit	Activity
00006182-EVALUATION OF NATIONAL AIDS FU	0000008690-CDC IPA for Paula Frew	Frew,Paula M.	EMUNV-Emory University	20000-School of Medicine	733025-SOM: Medicine: Infectious Dis	50050- BDG-Salary Expense	Sponsored Projects	5200-Fed Rsrch-Bdg Lvl 2	A250-Departmental Research	00000-Default Program	0000-Default event	GRANT	GRANT
						51900- BDG-Fringe Benefits	Sponsored Projects	5200-Fed Rsrch-Bdg Lvl 2	A250-Departmental Research	00000-Default Program	0000-Default event	GRANT	GRANT
00016301-Core C SOM - Year 2 - System B	0000014640-System Biological Analyses of	Pulendran,Bali	EMUNV-Emory University	20000-School of Medicine	733025-SOM: Medicine: Infectious Dis	58100- BDG-Other Expense	Sponsored Projects	5200-Fed Rsrch-Bdg Lvl 2	A220-Individual & Project Research	00000-Default Program	0000-Default event	GRANT	GRANT
						89801- BDG-Facility/Admin Cost-Lvl 2	Sponsored Projects	5200-Fed Rsrch-Bdg Lvl 2	A220-Individual & Project Research	00000-Default Program	0000-Default event	GRANT	GRANT

- 2. Project Table View** - this view shows the budget transaction details in a table view, meant for exporting to Excel or CSV. It includes additional columns, but not all of the columns that are available to include.

Project Table View ▼

Project Id	Project Desc	Award Id	Award Desc	Principle Investigator Id	Principal Investigator	Business Unit Id	Business Unit Desc	Operating Unit Id	Operating Unit Desc	Department Id	Department Desc	Account Code	Account Desc	Fund Group	Fund Code	Fund Desc	Class Id	Class Id Desc
00006182	EVALUATION OF NATIONAL AIDS FU	0000008690	CDC IPA for Paula Frew	0113085	Frew,Paula M.	EMUNV	Emory University	20000	School of Medicine	733025	SOM: Medicine: Infectious Dis	50050	EDG-Salary Expense	Sponsored Projects	5200	Fed Rsrch-Bdg Lvl 2	A250	Departmental Research
00006182	EVALUATION OF NATIONAL AIDS FU	0000008690	CDC IPA for Paula Frew	0113085	Frew,Paula M.	EMUNV	Emory University	20000	School of Medicine	733025	SOM: Medicine: Infectious Dis	51900	EDG-Fringe Benefits	Sponsored Projects	5200	Fed Rsrch-Bdg Lvl 2	A250	Departmental Research
00016301	Core C SOM - Year 2 - System B	0000014640	System Biological Analyses of	0358150	Pulendran,Bali	EMUNV	Emory University	20000	School of Medicine	733025	SOM: Medicine: Infectious Dis	58100	EDG-Other Expense	Sponsored Projects	5200	Fed Rsrch-Bdg Lvl 2	A220	Individual & Project Research



# Dashboard: Budget Transaction Detail Report

## BTDR by Principal Investigator

The BTDR by Principal Investigator page provides budget transaction details for the prompted values by Principal Investigator.

### View Options:

- BTDR by PI** - this view shows budget transaction details by Principal Investigator, Award, and Project, with additional chartfield and detail columns.

BTDR by PI ▼

Principal Investigator	Award	Project	Business Unit	Operating Unit	Department	Account	Fund Group	Fund	Class	Program	Event	PC Business Unit	Activity	Fiscal Year	Accounting Period	Budget Period
Baker/Nusaiba	0000039722-Elucidation of DNA enzyme nano	00063769-Pending NRSA F31 Diversity Tr	EMUNV-Emory University	10000-Emory College	831010-ECAS: Chemistry	58100-BDG-Other Expense	Sponsored Projects	5700-Grant Generic Fund Code	A160-Spons. Training & Instruction	00000-Default Program	0000-Default event	GRANT	YRALL	2018	PD 01 - September	-
Bowman,Joel M	0000018918-Theoretical Studies of Combus	00024420-Theoretical Studies of Combus	EMUNV-Emory University	10000-Emory College	831010-ECAS: Chemistry	50050-BDG-Salary Expense	Sponsored Projects	5200-Fed Rsrch-Bdg Lvl 2	A220-Individual & Project Research	00000-Default Program	0000-Default event	GRANT	GRANT	2018	PD 03 - November	-
						51900-BDG-Fringe Benefits	Sponsored Projects	5200-Fed Rsrch-Bdg Lvl 2	A220-Individual & Project Research	00000-Default Program	0000-Default event	GRANT	GRANT	2018	PD 03 - November	-

- PI Table View** - this view shows the budget transaction details in a table view, meant for exporting to Excel or CSV. It includes additional columns, but not all of the columns that are available to include.

PI Table View ▼

Principle Investigator Id	Principal Investigator	Award Id	Award Desc	Project Id	Project Desc	Business Unit Id	Business Unit Desc	Operating Unit Id	Operating Unit Desc	Department Id	Department Desc	Account Code	Account Desc	Fund Group	Fund Code	Fund Desc	Class Id
0000316	Bowman,Joel M	0000018918	Theoretical Studies of Combus	00024420	Theoretical Studies of Combus	EMUNV	Emory University	10000	Emory College	831010	ECAS: Chemistry	50050	BDG-Salary Expense	Sponsored Projects	5200	Fed Rsrch-Bdg Lvl 2	A220
0000316	Bowman,Joel M	0000018918	Theoretical Studies of Combus	00024420	Theoretical Studies of Combus	EMUNV	Emory University	10000	Emory College	831010	ECAS: Chemistry	51900	BDG-Fringe Benefits	Sponsored Projects	5200	Fed Rsrch-Bdg Lvl 2	A220
0000316	Bowman,Joel M	0000018918	Theoretical Studies of Combus	00024420	Theoretical Studies of Combus	EMUNV	Emory University	10000	Emory College	831010	ECAS: Chemistry	53000	BDG-Supplies	Sponsored Projects	5200	Fed Rsrch-Bdg Lvl 2	A220

### 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.