
2013 Version 1.3
Program Services Office & Decision Support Group
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**UDW+ Guide to S01.-S14. Standard Reports**

**S01.-S14. Interactive Standard Reports**

**Target Audience:** All Financial Reporting Users

**Purpose:** A variety of Interactive Standard Reports for quickly locating budget, fund balance, and accounts payable information.

**S01. Budget Summary and Budget Detail Reports Daily**

**Time Period:** Fiscal Year  
**Funds:** All  
**Refreshed:** Nightly

**Budget Summary**

- Use this report to **manage budgets** and see your **current available budget balance**
- Shows **Revenue** and **Expense** accounts and their budget transactions **summarized YTD** (aggregated monthly amounts) for a selected chartfield
- Shows Budget, Current Month (Actuals), Year To Date, Inception To Date, Encumbrance, Exceptions, and Balance plus the Net Totals for **Budgets** and **Actuals**

<table>
<thead>
<tr>
<th>Original Budget Net</th>
<th>Revised Budget Net</th>
<th>YTD Actual Net</th>
<th>ITD Actual Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>-442,768.97</td>
<td>-442,768.97</td>
<td>-71,217.01</td>
<td>-71,217.01</td>
</tr>
</tbody>
</table>

**Budget Checked Balance** = Revised Budget – Inception to Date – Encumbrance – Exception

- Revised Budget  
- Inception to Date  
- Encumbrance  
- Exception  

**Year to Date (YTD) Amounts and Inception to Date (ITD) Amounts**

YTD and ITD columns are displayed for any chartfield combination that is returned in this report. However, since ITD amounts are not necessarily relevant for funds that are budgeted annually, their ITD amounts are simply a copy of the YTD amounts. For example:

- **Fund 10** is budgeted annually, therefore the YTD amounts and the ITD amounts are the same.
- **Funds 20, 21, 22** (Donor and Management Designated) and **Funds 40-47** (Endowment Funds) carry a fund balance and are budgeted annually; therefore ITD amounts are not shown for these funds on the Budget Summary report. This information can be retrieved using the Fund Balance report and Financial Operations Dashboard.

- **Drill down** into any blue hyperlink to view more detail
Rollup Options

- **Summary Report**: shows a single chartfield combination at a time, down to the project level.
- **Rollup to Fund**: shows all of the financial information selected in the prompts, rolled up to a single fund at a time. For example, if a user selects Fund 24 (foundation and non-federal) and does not filter on a project, they will see all the data for Fund 24 projects aggregated to the fund level.
- **Rollup to Org**: shows all of the financial information selected in the prompts, rolled up to a single Org at a time. This aggregates all of the Projects and Programs within that Org.
- **Rollup to Project**: shows all of the financial information selected in the prompts, rolled up to a single Fund, Org, Program, and Project at a time.
- **Rollup to Program**: shows all of the financial information selected in the prompts, rolled up to a single Fund, Org, and Program at a time. This aggregates all of the Projects within that Program or Orgs.
- **Rollup to Sub-Department**: shows all of the financial information selected in the prompts, rolled up to a single Fund and a single Sub-Department at a time. This aggregates all of the Orgs within that Sub-Department.
- **Display All**: shows a table for each unique chartfield that is available based on the prompts selection. Since this view has a potential to return a lot of data back to the web browser, there could be a noticeable performance lag once data is returned. This view is most helpful for printing all results.

When checking the budget for a particular fund in the Budget Summary Report, it is important to “rollup” to the member in the organizational hierarchy to which the **Budget Control Rules** are applied.

For example, for a Fund 10, the Budget Control Rules are applied at the sub-department. A sub-department can have several org’s within it, but the expenses are checked against the aggregated activity for the sub-department, not the org. The available budget associated with the entire sub-department is what’s important.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Rollup</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-16 (Operating)</td>
<td>Sub-Department</td>
</tr>
<tr>
<td>20, 22 (Designated)</td>
<td>Project</td>
</tr>
<tr>
<td>21 (Expendable Endowment Income)</td>
<td>Program</td>
</tr>
<tr>
<td>24-25 (Sponsored Programs/Grants)</td>
<td>Project</td>
</tr>
<tr>
<td>52, 56 (Capital)</td>
<td>Project</td>
</tr>
</tbody>
</table>

The **Budget Control Rules** are explained more in depth at the end of the guide.
UDW+ Guide to S01-S14. Standard Reports

Budget Detail YTD and Budget Detail Current Month

- Contains detailed information at the journal line level:
  - Description
  - Journal ID
  - Journal Date
  - Source
  - Jnl Ref/PO/Vchr
  - Vendor

- Shows Revised Budget, Amount Posted to GL, and Encumbrance

<table>
<thead>
<tr>
<th>Description</th>
<th>Journal Id</th>
<th>Journal Date</th>
<th>Source</th>
<th>Jnl Ref/PO/Vchr</th>
<th>Vendor</th>
<th>Revised Budget</th>
<th>Amount Posted to GL</th>
<th>Encumbrance Amount</th>
</tr>
</thead>
</table>

These dashboard pages “carry-over” the prompts that have been set on the Budget Summary tab. This information should always reconcile to Budget Summary amounts.

The Budget Detail Reports are BI Publisher reports that are non-interactive and printer-friendly.

**Export:** The export option is found by clicking on the three lines located in the middle of the screen, towards the right. Use the Data tab to export. The Data tab contains plain text that can be exported to CSV format for use in Excel.

Budget Summary Historical, Budget Detail Current Month Historical, and Budget Detail YTD Historical

- A copy of the Budget Summary Report, Budget Detail Current Month, and Budget Detail YTD for data from 1998 to 2008
S02. Budget Control Reports

**Time Period:** Fiscal Year  
**Funds:** All  
**Refreshed:** Every 15 minutes

- Reflects near 'real-time' activity
- Includes **Pending Amount** and Expenses Budget Checked

<table>
<thead>
<tr>
<th>Original Budget (A)</th>
<th>Revised Budget (B)</th>
<th>Amount Posted to GL (C)</th>
<th>Pending Amount (D)</th>
<th>Expenses Budget Checked (E = C+D) (Expense Only)</th>
<th>Encumbrance Amount (F) (Expense Only)</th>
<th>Balance [G = B-E-F]</th>
</tr>
</thead>
</table>

These reports provide budget information detailing the budget position for the chartfields selected for either fiscal year or inception based budgets.

**Pending** = amounts that have passed the budget-checking rules, but have NOT yet posted to the General Ledger (GL). These pending transactions will affect the available balance that is displayed in the report.

The **Pending** amount on the Budget Control Reports will likely **not** reconcile with the Pending amount on the Financial Operations dashboard or any of the ad hoc subject areas. The reason for that is **timing**. As mentioned before, the Pending amount is refreshed every fifteen minutes for the Budget Control Reports and is refreshed nightly for Financial Operations dashboard and the ad hoc environment.

- **Revised Budget**
  - Expenses Budget Checked (Amount Posted to GL + Pending [Expenses Only])
  - **Encumbrance [Expenses Only]**
  = **Balance**

The **Balance** amount on the Budget Control Reports may not reconcile with the Balance amount on the Budget Summary Report because it takes into consideration pending amounts which have not yet posted to the General Ledger.
**S03. Fund Balance and Change in Funds Reports DAILY**

**Time Period:** Fiscal Year  
**Funds:** 20, 21, 22 (Management and Designated Funds) and 40, 41, 42 (Endowment Funds)  
**Refreshed:** Nightly

- Used to see balance and budget information for a given project or program  
- Contains *current year* budget information for chartfields that have a Fund Balance. A Fund Balance is a spendable balance that rolls over from year to year. This is not an inception to date report.  
- Drill down into any blue hyperlink to view more detail

**Fund Balance**

- Opening Fund Balance  
  + Revenue  
  - Expenses  
  = Current Fund Balance

**Change in Funds**

- Shows high-level changes in the fund balance by Revenue and Expense Categories  
- Shows the *Opening Fund Balance* and the revenue and expense actuals that have been applied in the current year, which equals the *Current Fund Balance*
**S04. Project Summary Report DAILY**

**Time Period:** Inception to Date  
**Funds:** 24, 25 (Research) and 52 (Capital)  
**Refreshed:** Nightly

- Used to track budgets, actuals, encumbrances, and remaining balance for **inception-to-date projects**
- Includes Fund Source, Start Date, End Date, Project Manager, Status, and Spend %

The report shows summary level information for each project, meaning that all inception-to-date financial amounts are summarized into one record.

This report contains roll-up options to Org, Sub-Department, Fund Source, or Display All. The option to view Project Summary by Fund Source is only relevant for research Funds 24 and 25.
### S05. Accounts Payable and Purchase Order Reports DAILY

**Time Period:** Fiscal Year  
**Funds:** All  
**Refreshed:** Nightly

Once you input the chartfield in one report, it carries over to the other reports.

#### Payment Status

- Reflects the status of all payments made via check, wire transfer, or Automated Clearing House to a vendor or through a manual payment process  
- Option to view by Vendor Name, Check Number, Invoice Number or all payments for a chartfield (default)  
- Contains detailed information at journal line level

#### Drill down into the Vendor Amount Paid to view additional detail

#### Purchase Order Summary

- Use this report to determine your PO Encumbrance Balance  
- Summarizes the Purchasing and Accounts Payable transactions by account and PO ID

#### Drill down on PO ID to view additional detail
**Purchase Order Detail**
- **Details** of each Purchasing and Accounts Payable transaction by PO ID and Voucher ID
- Shows vouchers paid against the PO

```
PO ID: 466942
PO Date: 4/26/2013
Vendor Name: GREY DOG'S CATERING
```

<table>
<thead>
<tr>
<th>PO ID</th>
<th>Transaction Date</th>
<th>PO / Voucher ID</th>
<th>Account</th>
<th>PO Activity (Encumbrance)</th>
<th>AP Activity (Expense)</th>
<th>PO Activity (Enc. Relief)</th>
<th>PO Enc. Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>EW466942</td>
<td>9/1/2013</td>
<td>65182 - Food Expense</td>
<td>1,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

- Drill down on PO ID to view additional detail

**UPS Summary Report**
- Shows UPS invoices rolled up to Fund and Org, displaying their date range and payment status
- Includes the **tracking number of the UPS package** in the Description column

**Unpaid AP Items**
- Options to view by **Unpaid Non-PO, Unpaid Purchase Orders**, or both
- Grouped by **Vendor**

```
Vendor ID: 00000021899
Vendor Name: UNITED PARCEL SERVICE
```

<table>
<thead>
<tr>
<th>PO Id</th>
<th>Invoice ID</th>
<th>Invoice Date</th>
<th>Scheduled Pay Date</th>
<th>AP Workflow Id</th>
<th>Account</th>
<th>Paym Hold Reason</th>
<th>Monetary Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EW583570</td>
<td>11502</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22.46</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Drill down on **Invoice ID** to view additional detail

**Payment Status Historical**
- Reflects the **status of all payments** made via check, wire transfer, or Automated Clearing House to a vendor or through a manual payment process from 1998 to 2008
S06. Budget Exceptions DAILY

Time Period: Current Information  
Funds: All  
Refreshed: Nightly

- Used to identify and provide information for specific transactions that failed the Budget Control Process due to insufficient available funds  
- Only reports the most currently updated information and does not provide historical data

The Budget Exception Report reflects budget fails for transactions from the General Ledger, Accounts Payable and Purchasing modules when the transactions are fed to the Commitment Control module (where budgets reside). When a transaction has a budget fail status, it will not proceed until the budget exception is resolved.

There are two Budget Exception error messages:
- **No Budget Exists** = a budget has not been submitted for the chartfield
- **Exceeds Budget Tolerance** = there are insufficient funds in the chartfield to support the transaction

It is important to note that budget exceptions only exist in the current accounting period. If an accounting period closes, then the budget exceptions carry-over into the next, open accounting period. The only scenario when a budget exception exists in two separate accounting periods, is near the time of the fiscal year-end closing process. When this happens, there are possible scenarios when a budget exception exists in the fiscal year which is closing, and in the next fiscal year which is open. This is especially important when running reports that contain Budget Exception information. For example, when using the Financial Operations dashboard, Budget Exceptions will only be displayed when the current accounting period/fiscal year is selected with the dashboard prompts.
S07. AP Open Advance Payment

Time Period: Fiscal Year
Funds: All
Refreshed: Nightly

- Shows Open Advance Amount and Advance Ref Number, grouped by Vendor
- Rollup options By Advance Number or By Division and Advance Number

Vendor Id and Name:
Advance Ref Number: [Redacted]
Open Advance Amount: [Redacted]

<table>
<thead>
<tr>
<th>Invoice Id</th>
<th>Invoice Date</th>
<th>Voucher Id</th>
<th>Account Code</th>
<th>Fund Code</th>
<th>Org Code</th>
<th>Program Code</th>
<th>Project Id</th>
<th>Description</th>
<th>Payment Id</th>
<th>Reference</th>
<th>Payment Method</th>
<th>Payment Date</th>
<th>Voucher Distribution Line Amount</th>
</tr>
</thead>
</table>

S08. Cash Balance Report

Time Period: Fiscal Year
Funds: All
Refreshed: Nightly

- Shows Actuals for All Cash Balance Accounts [10xxx]

Cash Balance Summary

10100 - Cash - Citibank - Gen Expense

<table>
<thead>
<tr>
<th>Org</th>
<th>Program</th>
<th>Project</th>
<th>September Opening Balance Actual</th>
<th>September Actual</th>
<th>October Actual</th>
<th>Actual</th>
</tr>
</thead>
</table>

Cash Balance Detail

<table>
<thead>
<tr>
<th>Fund</th>
<th>10 - Operating</th>
<th>Account</th>
<th>Fiscal Year</th>
<th>Sub-department</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Org</th>
<th>Program</th>
<th>Project</th>
<th>Period Line</th>
<th>Journal Id</th>
<th>Journal Date</th>
<th>Journal Line Reference</th>
<th>Source</th>
<th>UNI Ref / PO / Voucher</th>
<th>Vendor Long Description</th>
<th>Amount Posted to GL</th>
</tr>
</thead>
</table>
S11. Salary Expense Reports DAILY

- **Time Period:** Fiscal Year
- **Funds:** All
- **Refreshed:** Every 15 minutes

  - Provides YTD payroll history by employee and by chartfield

**Salary Expense Report**

- Shows Journal ID, Base amount, Encumbrance Relief, and Encumbrance Balance End Pay Period, FYTD Expense, and Total Annual Earnings

<table>
<thead>
<tr>
<th>Base</th>
<th>Overtime</th>
<th>Total Gross</th>
<th>Encumbrance Relief</th>
<th>EIC Adjustment</th>
<th>FYTD Expense</th>
<th>Total Annual Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period End Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Year to Date by Employee/Chartfield Report**

- Provides payroll history using: specific chartfield, individual employee, or a full employee list

To find an individual employee, input their LastName, FirstName (no space).

When searching for a last name in both the Year to Date by Employee/Chartfield Report and the Optional Time Period Report, UDW+ does not recognize apostrophes. So if you were searching for “O’Connor” you would need to type in just “Connor”.

**Optional Time Period Report**

- Provides payroll history using: specific chartfield, an individual employee, or a full employee list
- Select a range of time using the To and From Fiscal Year and Period prompts. Select the earlier fiscal year in the from: Fiscal Year prompt and the same or later fiscal year in the to: Fiscal Year. You can select the same or different periods for each year.
### Salary Expense Report vs. Budget Summary Report

<table>
<thead>
<tr>
<th>Salary Expense Report (SER)</th>
<th>Pulls data from</th>
<th>PD3 tables in UDW (fed from HRIS)</th>
<th>Refreshes every 15 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Summary Report (BSR)</td>
<td>Pulls data from</td>
<td>General Ledger (GL) in UDW+</td>
<td>Refreshes nightly</td>
</tr>
</tbody>
</table>

Since UDW and UDW+ have different data load processes, discrepancies are possible between the Salary Expense Report and Budget Summary Report. Differences could exist because of:

- **Budget Fail**
- **Edit Suspense** (wherein a chartfield was incorrect at the time an action posted to HRIS). This would hit a balance sheet account that would not be reported in the Budget Summary Report, although it would show as an expense on the Salary Expense Report.

Periods in HRIS end in August, whereas for the Budget Summary Report, the last periods of the year include August 2nd Close and August Final Adjustment. In cases such as this, it is recommended to use the YTD Salary Expense information in comparison to the Budget Summary, as the payment exists but does not appear in the same period as the Budget Summary Report.

A reorganization of orgs could also contribute to discrepancies between the Salary Expense Report and the Budget Summary Report, since HRIS information would not retroactively report this change and the Budget Summary Report would use the most current hierarchy based on the DRM maintained by the Budget Office.

Finally, if University Payroll must complete a journal entry to move items from edit suspense to a valid chartfield, the SER and BSR will not match until the journal posts.

### S13. Student Petty Cash

- **Time Period:** Fiscal Year
- **Funds:** All
- **Refreshed:** Nightly

- Detailed information for Student Petty Cash

<table>
<thead>
<tr>
<th>Student Summary</th>
<th>Aug 2013</th>
<th>Sep 2013</th>
<th>Oct 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student NYU Id</td>
<td>Student Name</td>
<td>Account Code</td>
<td>Fund Code</td>
</tr>
</tbody>
</table>

Roll-up Options:
**S14. Student Financials Reports**

**Time Period:** Fiscal Year  
**Funds:** All  
**Refreshed:** Nightly

- Access, track, and reconcile information relevant to specific transactions that post to the General Ledger (GL) from the SIS Student Financials module

**Tuition Report**
- Detailed tuition data from the two fame journal sources which extract data from new SIS Student Financials:
  - **SF:** direct journal generate from Student Financials [Accounts 411xx]
  - **CSF:** Controller’s Student Financials tuition sweep [Accounts 261xx]

Note that other journal sources which hit tuition accounts are not included in this detail as they are not sourced from New SIS directly (e.g. JEMS journals posted for Balance of Trade purposes).

**Financial Aid Report**
- Detailed financial aid data from new SIS Student Financials
  - **SF:** direct journal generate from Student Financials [Accounts 61xxx]

Note that all financial aid transactions are loaded directly from the new SIS Student Financial module to fame journal tables. There are no manual sweeps for financial aid transactions.

**Fame to SF Reconciliation**
- Chartfield summary level comparison of:
  - Tuition – fame journal sources (SF & CSF) to Student Financials
  - Financial Aid – fame journal source (SF) to Student Financials
- Column identifying any variances is also included.

**SF Term Based Report**
- All Student Financials activity based on the chartfield security profile for the specified Term
- The first three reports include business unit, chartfield and fiscal year parameter selections. The fourth report (SF Term Based Report) includes only a term parameter selection. All reports include a Pivot section and permit export to Excel of all results.
**Budget Control Rules**

**Fund**
The first factor to consider when planning, evaluating or analyzing a budget or budget report is the Fund. The following factors of a budget are determined by the fund:

- Time period for the budget
- Budget Control rules
- Whether the fund balances roll over to subsequent years
- The account category at which a budget must be maintained

**Time period**
At NYU, the fund determines the time period that a budget may include. Some funds are budgeted for a single fiscal year. Others are budgeted for multiple fiscal years. For example, Fund 10 is the Operating Fund, and is budgeted for the current Fiscal Year only with no carryover from one year's budget to the next. Fund 25 are Sponsored Programs, also known as grants. Fund 25 is not limited to a single fiscal year, and the budget can span multiple fiscal years. Fund 25 budgets may start and end at any time throughout the fiscal year.

**Rollup**
At NYU, the fund determines the member in the organizational hierarchy that the Budget Control rules are applied. For example, for a Fund 25, the Budget Control rules are applied to the project. This means that the Budget Control rules are checked against the aggregated activity for a project. A project may be associated with different Orgs or Programs, but those Orgs and Programs are disregarded for the purposes of the Budget Control rules for a Fund 25 project. The available budget and the spending associated with the entire project is all that matters for budget checking.

For a Fund 10, the Budget Control rules are applied to a sub-department. This is important because there might be an expense that looks like it should pass at the Org level, but when you rollup to Sub-department you can see why the transaction would fail.

For example:
Sub-Department Episteme has two Orgs: 12345 and 12346. Someone is trying to purchase a computer for $3,000 for Org 12345. Org 12345 has an OTPS available budget of $10,000. It seems the transaction should pass, but it fails. Org 12346 has an OTPS available balance of -$8,000. When these two are aggregated, or rolled up to the sub-department level, it becomes obvious why the transaction fails.

<table>
<thead>
<tr>
<th>Org 12345 Budget Balance</th>
<th>$10,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org 12346 Budget Balance</td>
<td>- $8,000</td>
</tr>
<tr>
<td>Rollup to Sub-Department Episteme</td>
<td>= $2,000</td>
</tr>
<tr>
<td>Attempted Computer Purchase</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

The purchase exceeds the available budget for the sub-department. It does not matter that one of the Orgs has sufficient budget. For a Fund 10, only the available balance at the sub-department level matters.

When checking available balance, one must follow the Budget Control rules and rollup to the appropriate level so that the correct aggregated balance is used to evaluate the expense.
**Account Category**

Budgets may be checked at different account categories. For example, a Fund 25 grant will be budget checked against the total expense budget remaining, including both PS and all OTPS. A Fund 10 will be budget checked separately against Personnel Expense, Controllable OTPS, and Uncontrollable OTPS. This means that a Fund 10 Sub-Department might have available budget in Controllable OTPS and zero dollars in Uncontrollable OTPS. If this sub-department attempts to spend against a Uncontrollable OTPS account, the transaction will fail.

The Account Categories available for budget checking are:

- Personnel Expense
- Controllable OTPS
- Uncontrollable OTPS
- Total Expense

The Fund determines the account category at which the budget check occurs. It is important to note that Revenue is never budget checked. Only expense items, or spending, are budget checked.

**Summary Table**

The following table summarizes the Budget Control Rules by Fund:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Rollup</th>
<th>Time Period</th>
<th>Account Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-16 (Operating)</td>
<td>Sub-Department</td>
<td>Current Fiscal Year</td>
<td>Personnel Expense, Controllable OTPS, and Uncontrollable OTPS.</td>
</tr>
<tr>
<td>20, 22 (Designated)</td>
<td>Project</td>
<td>Current Fiscal Year</td>
<td>Personnel Expense, Controllable OTPS, and Uncontrollable OTPS.</td>
</tr>
<tr>
<td>21 (Expendable Endowment Income)</td>
<td>Program</td>
<td>Current Fiscal Year</td>
<td>Personnel Expense, Controllable OTPS, and Uncontrollable OTPS.</td>
</tr>
<tr>
<td>24-25 (Sponsored Programs/Grants)</td>
<td>Project</td>
<td>Inception to Date</td>
<td>Total Expense*&lt;br&gt;Account 76450 is budget checked separately</td>
</tr>
<tr>
<td>52, 56 (Capital)</td>
<td>Project</td>
<td>Inception to Date</td>
<td>Total Expense</td>
</tr>
</tbody>
</table>

More information on **Budget Control Rules** can be found at: NYU.edu→Employees→Resources and Services→Financial Services and Reporting→Budget Resources→Budget Control Rules.