1. **Purpose** – The Balance Detail page allows users to drill, via hierarchies and drill targets, from summary data to detail data for one specific chartfield combination at a time. In addition to standard facts provisioned on the Budget Summary report, this dashboard page integrates pending and exception amounts, fund balances (where relevant), and, in a future release, open advances. For funds that carry a fund balance, budget balance information is separated from fund balance information and is displayed side-by-side for quick reference. Links to standard finance reports are also available to quickly view budget detail and budget control information for the chartfield combination selected.

2. **Fact Amounts** –

   - **Budget Checked Balance:** For year-to-date (YTD) funds, the budget checked balance equals the YTD revised budget minus the sum of YTD actuals, YTD encumbrance balances and current pending amounts. For ITD funds, it equals the ITD revised budget minus the sum of ITD actuals, ITD encumbrance balances and current pending amounts. Balances are calculated through the selected fiscal year and period and are as of the current data warehouse refresh date (as displayed at the top of the page).

   - **Available Budget Balance:** The available budget balance equals the budget checked balance minus the current exception amounts for the selected fiscal year. Balances are calculated through the selected fiscal year and period and are as of the current data warehouse refresh date (as displayed at the top of the page).

   - **Reports:** Results are organized into six distinct sections. Sections are displayed or hidden based on the relevance of the chartfield combination selected.
     - **Note** – A section for AP open advances will be added in a future release.
     - Below is a list of each section, its purpose, and components:

<table>
<thead>
<tr>
<th>Section</th>
<th>Purpose</th>
<th>Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD Budget Balance</td>
<td>Displays revenue and expense amounts for budgets, actuals, encumbrances, as well as pending and exception amounts for annually-budgeted funds.</td>
<td>Users may drill down the account hierarchy from revenue and expense using the YTD pivot table view. As an alternative, the YTD pivot table (expanded) view replaces the account hierarchy with a full list of accounts. Users can drill from the account level into the detailed financial transactions that comprise a posting amount. See <em>Drill to Detail</em> below.</td>
</tr>
<tr>
<td>ITD Budget Balance</td>
<td>Displays revenue and expense amounts for budgets, actuals, encumbrances, as well as pending and exception amounts for funds budgeted from inception.</td>
<td>Users may drill down the account hierarchy from revenue and expense using the ITD pivot table view. As an alternative, the ITD pivot table (expanded) view replaces the account hierarchy with a full list of accounts. Users can drill from the account level into the detailed financial transactions that comprise a posting amount. See <em>Drill to Detail</em> below.</td>
</tr>
<tr>
<td>Report Links</td>
<td>Quick links are provisioned to the budget detail YTD report and the budget control report.</td>
<td>Drilling will display the selected report for the business unit, currency, fund, organization, program, project, fiscal year and period selected in the dashboard filters.</td>
</tr>
<tr>
<td>Project Details</td>
<td>Project details will display for chartfield combinations that do not include the WSQPJ project default.</td>
<td>Project, project manager, project start date, and project end date are displayed.</td>
</tr>
</tbody>
</table>
### Fund Balance

Only management designated and donor designated funds will display a fund balance section.

**Note:** this section displays fund balances for the full chartfield combination only (fund, org, program, project). To roll up fund balances to higher levels of aggregation, run the fund balance report.

- **Opening Fund Balance** = the opening balance amount (the amount in period 0) in account 30000 for the selected fiscal year
- **YTD Revenue Actual** = the sum of all revenue actuals to post to the general ledger as of the selected fiscal year and period
- **YTD Expense Actual** = the sum of all expense actuals to post to the general ledger as of the selected fiscal year and period
- **Current Fund Balance** = opening fund balance + YTD revenue actual - YTD expense actual as of the selected fiscal year and period

Users may drill on the current fund balance amount to the standard fund balance report.

### Endowment Value

Only endowment funds will display an endowment value section.

**Note:** this section displays endowment values for the full chartfield combination only (fund, org, program, project). To roll up balances to higher levels of aggregation, run the fund balance report.

This table summarizes changes in market value during a prior fiscal year or for the current year to date. Change in market value is segregated from additions, deductions, and transfers.

- **Opening Market Value** = the sum of opening balances in accounts 30000, 30100, 30200
- **Additions** = the sum of all YTD actuals in all revenue accounts except 49000 and 43001
- **Deductions** = the sum of all YTD actuals in all expense accounts except 60455
- **Transfers** = the net of all YTD actuals in all transfer accounts
- **Change in market value** = YTD actual in account 43000 and account 43001 minus 60455
- **Current Value** = Opening market value + additions - deductions + transfers + change in market value as of the selected fiscal year and period

**Drill to Detail:** Users have the ability to drill down the account hierarchy from the account class level (revenue, expense, total net assets) to the account level. Users can drill from the account level into the detailed financial transactions that comprise a posting amount.

- **The following drills are provisioned for all reports on this page:**

<table>
<thead>
<tr>
<th>Drill from</th>
<th>Drill into</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised Budget</td>
<td>Budget Detail</td>
<td></td>
</tr>
<tr>
<td>Monthly Actual</td>
<td>Budget Detail</td>
<td></td>
</tr>
<tr>
<td>Monthly Actual</td>
<td>Salary Expense Report</td>
<td>Limited to the following accounts: 51000;51100;51101;51102;51103;51104;51106;51107;51110;51111;51112;51113;51114;51115;51116;51117;51118;51119;51120;51121;51130;51131;51140;51141;51150;51155;51156;51157;51158;51163;51164;51165;51166;51167;51542;51600;51601;51603;52200;52201;52203;52204;52205;52206;52207;52210;52211;52214;52216;52217;52221;52260;52270;53100;53410;53500;54311;54444;61010;61015;61016;61020;61021;61022;61025;61030;61031;61032;61035;61036;61037;61038;61040;61045;61046;61047;61050;61051;61052;61055;61056;61057;61060;61070;61075;61500. Note: drill may yield no results if there were not postings to the Monthly Actual amount from Payroll directly; check the Budget Drill for postings from other sources.</td>
</tr>
</tbody>
</table>
### Monthly Actual Salary Expense Report

Limited to the following accounts:

- 51000;51100;51101;51102;51103;51104;51106;51107;51110;51111;51112;51113;51114;51115;51116;
- 51117;51118;51119;51120;51121;51130;51131;51140;51141;51150;51155;51156;51157;51158;51163;
- 51164;51165;51166;51167;51542;51600;51601;51603;52200;52201;52203;52204;52205;52206;
- 52207;52210;52211;52214;52216;52217;52221;52226;52227;53100;53410;53500;54311;54444;
- 61010;61015;61016;61020;61021;61022;61025;61030;61031;61032;61035;61036;61037;61038;
- 61040;61045;61046;61047;61050;61051;61052;61055;61056;61057;61060;61070;61075;61500

Note: drill may yield no results if there were not postings to the Monthly Actual amount from Payroll directly; check the Budget Drill for postings from other sources.

### Monthly Actual Student Reconciliation Detail (via the budget drill)

To access Student Financial Reconciliation Detail, first drill into a tuition, fee, or financial Account using the Budget Detail link. From the Budget Detail report drill to any Journal transaction where the Source = SF or CSF. Student Financial Reconciliation Detail is unavailable for transactions posted from other Sources (e.g. JEMS). Student Financial Reconciliation Detail is unavailable for balance of trade Accounts.

### YTD Actual Salary Expense Report

Limited to the following accounts:

- 51000;51100;51101;51102;51103;51104;51106;51107;51110;51111;51112;51113;51114;51115;51116;
- 51117;51118;51119;51120;51121;51130;51131;51140;51141;51150;51155;51156;51157;51158;51163;
- 51164;51165;51166;51167;51542;51600;51601;51603;52200;52201;52203;52204;52205;52206;
- 52207;52210;52211;52214;52216;52217;52221;52226;52227;53100;53410;53500;54311;54444;
- 61010;61015;61016;61020;61021;61022;61025;61030;61031;61032;61035;61036;61037;61038;
- 61040;61045;61046;61047;61050;61051;61052;61055;61056;61057;61060;61070;61075;61500

Note: drill may yield no results if there were not postings to the Monthly Actual amount from Payroll directly; check the Budget Drill for postings from other sources.

### YTD Actual Student Financial Reconciliation Detail

To access Student Financial Reconciliation Detail, first drill into a tuition, fee, or financial Account using the Budget Detail link. From the Budget Detail report drill to any Journal transaction where the Source = SF or CSF. Student Financial Reconciliation Detail is unavailable for transactions posted from other Sources (e.g. JEMS). Student Financial Reconciliation Detail is unavailable for balance of trade Accounts.

### Encumbrance Salary Expense Report

Limited to the following accounts:

- 51000;51100;51101;51102;51103;51104;51106;51107;51110;51111;51112;51113;51114;51115;51116;
- 51117;51118;51119;51120;51121;51130;51131;51140;51141;51150;51155;51156;51157;51158;51163;
- 51164;51165;51166;51167;51542;51600;51601;51603;52200;52201;52203;52204;52205;52206;
- 52207;52210;52211;52214;52216;52217;52221;52226;52227;53100;53410;53500;54311;54444;
- 61010;61015;61016;61020;61021;61022;61025;61030;61031;61032;61035;61036;61037;61038;
- 61040;61045;61046;61047;61050;61051;61052;61055;61056;61057;61060;61070;61075;61500

Note: drill may yield no results if there were not postings to the Monthly Actual amount from Payroll directly; check the Budget Drill for postings from other sources.

### Pending Real-time Budget Control Detail

Pending amounts are recorded as of the last data warehouse refresh. For insight into the current amount in Pending, use the drill to the Real-time Budget Control detail.

Note: when drilling from a Pending amount on the Financial Operations Dashboard into real-time Budget Control detail, you will receive no results if the Pending transaction has posted to fame since the last nightly refresh of UDW+. The Pending transaction that appears on the Financial Operations Dashboard should be recorded as an Actual amount or an Exception amount after the next refresh of UDW+.
3. Examples –

4. User Notes – Please note that anticipated spend from workday is now reflected in the encumbrance column for salary accounts. Also, note that the Balance Detail page is best suited for financial managers who have access to a limited number of chartfield sets as they can easily select from a list of values in the chartfield filter prompt to run a specific report. The Balance Overview page might be better suited for users with all chartfield access or with access to a large number of chartfield sets are advised to use the filters at the top of the page to limit the chartfield filter prompt to a more manageable list of values. Use the print and export options under each report section; the output will only contain data for the corresponding report section.

- **Dashboard Prompt Filters:** The Balance Detail page is intended to be run for one chartfield combination at a time. At a minimum, users must select one value from the chartfield prompt. By default, the values in the prompt are limited to user's chartfield security access. Additional filters may be applied to limit the number of values in the chartfield prompt. Each time a new filter is selected, a value in the chartfield prompt must be selected before the filters can be applied. The reports return results through the selected period as of the warehouse refresh date. Only one fiscal year and period can be selected at a time. The filters default to the current period and fiscal year (as displayed at the top of the page).

- **The following dashboard prompts are available for filtering results:**

<table>
<thead>
<tr>
<th>Filter</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Required field. The dashboard may be run only for one business unit at a time. By default, WSQ01 - NYU Washington Square is selected.</td>
</tr>
<tr>
<td>Currency Code</td>
<td>Required field. The currency selected will display at the top of each report section. Note that all report columns display monetary amounts without currency.</td>
</tr>
<tr>
<td>Fund</td>
<td>Select a fund or funds or leave blank to select all funds within your chartfield security access.</td>
</tr>
<tr>
<td>Org</td>
<td>Select an organization/s or leave blank to select all organizations within your chartfield security access.</td>
</tr>
<tr>
<td>Program</td>
<td>Select a program or programs or leave blank to select all programs within your chartfield security access.</td>
</tr>
<tr>
<td>Project</td>
<td>Select a project or projects or leave blank to select all projects within your chartfield security access.</td>
</tr>
<tr>
<td>Account</td>
<td>The account hierarchy organizes accounts into one of four predetermined groupings:</td>
</tr>
<tr>
<td>Hierarchy</td>
<td><strong>WSQBC</strong> Washington Square Budget Control hierarchy</td>
</tr>
<tr>
<td></td>
<td><strong>WSQFP</strong> Washington Square Financial Plan hierarchy</td>
</tr>
<tr>
<td></td>
<td><strong>ADHBC</strong> Abu Dhabi Budget Control hierarchy*</td>
</tr>
<tr>
<td></td>
<td><strong>ADHFP</strong> Abu Dhabi Financial Plan hierarchy*</td>
</tr>
</tbody>
</table>

*pending further definition by Abu Dhabi*  
By default, the WSQBC hierarchy is selected. This hierarchy is used to group accounts in all standard finance reports. An alternate hierarchy can be selected.

<table>
<thead>
<tr>
<th>Chartfield</th>
<th>Required field. The values in this filter represent chartfield combinations in the following order: Fund (code + description) - Org (code + description) - Program (code) - Project (code). Users must select one—and only one—value from the chartfield prompt. By default, the values in the prompt are limited to user’s chartfield security access. Additional filters may be applied to limit the number of values in the chartfield prompt. Each time new filters are selected, a value in the chartfield prompt must be selected before the filters can be applied.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>Required field. Only one fiscal year can be selected at a time. The filters default to the current period and fiscal year (as displayed at the top of the page).</td>
</tr>
<tr>
<td>Period</td>
<td>Required field. The reports return results through the selected period as of the warehouse refresh date. Only one period can be selected at a time. The filters default to the current period and fiscal year (as displayed at the top of the page).</td>
</tr>
</tbody>
</table>

5. Additional Reports – More detail on anticipated spend can be found on the Anticipated Spend Reporting Impact page.