**Budget Summary and Detail**

The first step to run this dashboard is to select values using the dashboard prompts. The dashboard prompts contain 'code + description' values for all chartfields. Having the concatenated code + description fields is particularly useful when searching for values. With the window that opens when doing a search from a dashboard prompt, users can utilize a number of search options to get back results. For example, a user can search for all values that 'Contains' the words 'FAS' in the Org prompt. This would then returns all orgs that have the word 'FAS' in the description. The dashboard prompts also constrain based on the values that have been selected. For example, if a user selects Business Unit equal to WSQ01 - Washington Square and Fund equal to 10 - Current Unrestricted, then they will only see Sub-Departments, Orgs, Programs and Projects that are associated with Washington Square, Fund 10 and their chartfield access.

In July 2018, Account Tree was added as a prompt to the BSR in order to support our global users. Account trees are used to organize the chart of accounts into different hierarchies. A common difference is an account might be an expense in one tree and a contra-revenue in another tree. Having multiple trees allows for the same data to be displayed in a different arrangement for specific uses or audiences. For budgeting purposes, the BSR prompts will default to WSQBC (Washington Square Budget Control). Abu Dhabi users have the option to select ADHTK (Abu Dhabi Tamkeen).

The Budget Detail report is available to run in two different ways, for Current Month and for YTD. These reports are at a different 'grain' compared to Budget Summary. Whereas the Budget Summary report shows aggregated amounts by month, the Budget Detail report shows more detailed information, at the journal line level. This information will usually, but not always, reconcile to Budget Summary amounts. One exception is that Budget Detail excludes period 0 (September Opening Balance) in order to avoid double counting. As a result, it is possible to have an amount on the Budget Summary report for which the drill-through does not generate results. A second exception regarding the Salary Expense Drill is outlined below. For more information in Budget Detail reports, scroll below on this page or [Click Here](#).

**Budget Summary Report**

**Key Business Rules**

There are a few areas to note about the data that is returned in this report. This information should be understood and considered when looking at this financial data. A short list below is provided with insight into the business rules related to the Budget Summary UDW+ report.

**YTD and ITD amounts**

Year-to-Date and Inception-to-Date amounts are displayed for every chartfield combination that is returned in this report. ITD amounts, however, are not necessarily relevant for funds that are budgeted annually. Therefore all Inception-to-Date amounts for Year-to-Date budgeted funds, are simply a copy of the Year-to-Date amounts. For example, the ITD Expense Budgets for a Fund 10, are the same amounts as the YTD Expense Budgets.

**Encumbrance**

Encumbrance data is sourced from PeopleSync for FY17 and beyond for Business Unit WSQ01 - NYU Washington Square. Please note that Anticipated Spend from Workday is now reflected in the Encumbrance column for salary accounts for 2016 and prior. For more detail on Anticipated Spend, please refer [here](#).

**Pre-Encumbrance**

Please note Pre-Encumbrance data is sourced from PeopleSync for FY17 and beyond for position Managed positions for Business Unit WSQ01 - NYU Washington Square

**Drills Available from the Budget Summary Report**

<table>
<thead>
<tr>
<th>Drill Report</th>
<th>Drill From</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised Budget Drill</td>
<td>Revised Budget Column</td>
<td>This drill shows all of the journal line budget transactions (budget journals) that have been uploaded. This level of information is also available on the Budget Detail reports (YTD and Current Month).</td>
</tr>
<tr>
<td>Current Month Drill</td>
<td>Current Month Column</td>
<td>This drill shows all of the actual journal line transactions (revenue or expense) that have occurred in the given month selected in the dashboard prompts. This level of information is also available on the Budget Detail reports (YTD and Current Month).</td>
</tr>
</tbody>
</table>
### Revenue Less Expense Calculations

The current Brio reports show Revenue Less Expense calculations on the bottom line of the reports. UDW+, however, displays these calculation at the top of each section report. The calculations that are currently displayed include **Original Budget Revenue Less Expense, Revised Budget Revenue Less Expense, YTD Actual Revenue Less Expense and ITD Actual Revenue Less Expense**.

### Roll-up Options

After running the report, there are a number rollup options to view the results. The rollup options are listed below:

- **Summary Report** *(default)*. This report shows a single chartfield combination at a time, down to the project level (based on the dashboard prompts that were selected earlier). The table with results below it shows all Revenue and Expense accounts and the relevant financial data for that chartfield.
- **Rollup to Fund**: This view shows all of the financial information selected in the prompts, rolled up to a single fund at a time. For example, if a user select multiple Fund 24 (foundation and non-federal) projects with their dashboard prompts and rolls them up to Fund, they will see all of those projects’ financial data aggregated to the fund level.
- **Rollup to Sub-Department**: This view shows all of the financial information selected in the prompts, rolled up to a single Fund and Sub-Department at a time. Please note that this will aggregate all of the Orgs that are children of the sub-department (or that have been selected in the prompts).
- **Rollup to Org**: This view shows all of the financial information selected in the prompts, rolled up to a single Fund and Org at a time.
- **Rollup to Program**: This view shows all of the financial information selected in the prompts, rolled up to a single Fund, Org and Program at a time.
- **Rollup to Project**: This view shows all of the financial information selected in the prompts, rolled up to a single Fund, Org, Program and Project at a time.
- **Display All**: This view shows a table for each unique chartfield that is available based on the prompts selection. Please note that because 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.
Budget Detail Report (Current Month and YTD)

The Budget Detail report is available for the Current Month and Year to Date. This report is built in an application called BI Publisher, which returns data in a format similar to Brio. It is more granular in the information that is returned and therefore has the potential to return a lot of records. BI Publisher is used so that all of these records can be printed easily and in a 'pixel-perfect' formatted view.

Either of these dashboard pages will 'carry-over' the prompts that have been set on the Budget Summary tab, meaning that if a Budget Summary report has been run for a specific set of chartfields and Fiscal Year / Accounting Period, then by just clicking on either of the Budget Detail reports, the pages will run automatically for those criteria.

The Report is Running!

As mentioned earlier, this report is built in an application called BI Publisher. This tool works slightly differently than UDW+. One of the differences is what is displayed when a report is running. For the Budget Detail report, it is not explicit when a report is being executed. The best way to see if a report is running is to check the UDW+ icon in the top right of the screen to see if it's turning. Additionally, check to see if the web browser is loading anything. If No Results are being displayed, the likelihood is that the report is running and simply hasn't yet returned the data to the screen.

Known Issues

There is a known issue with the drill to student financial detail. This occurs for Tandon for Fall 2014 and is related to the conversion from Tandon chartfields to WSQ01 chartfields.

Fund 21 ITD amounts are not available in fame. YTD amounts are displayed in the ITD column for Fund 21.