



## Dashboard: Balance Sheet Transaction Detail Report

### What is the Balance Sheet Transaction Detail Report?

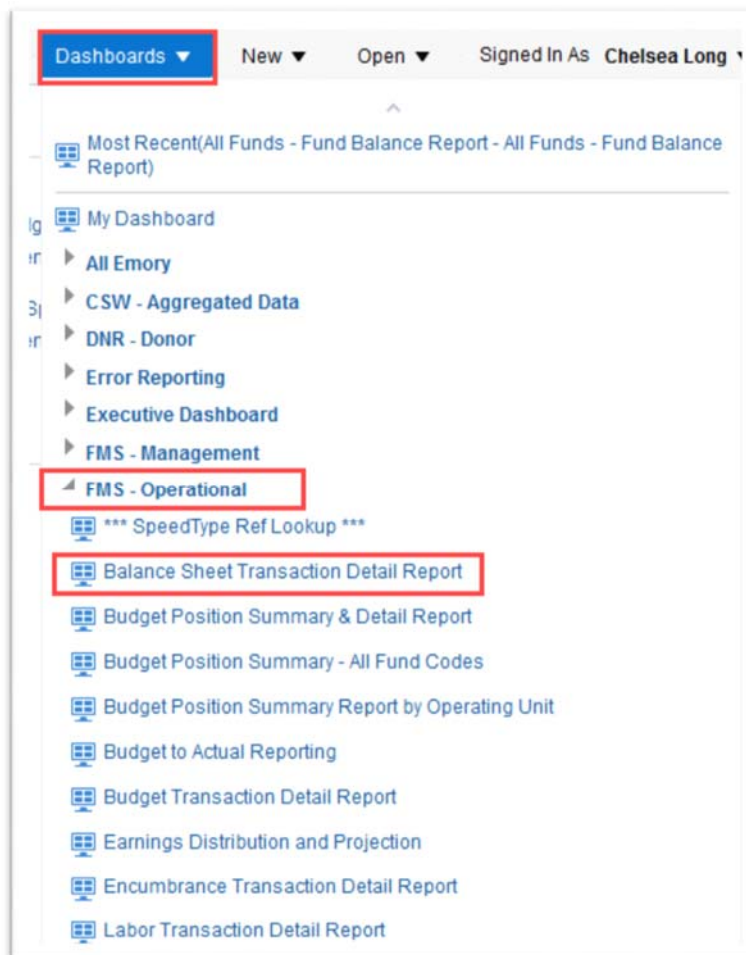
The Balance Sheet Transaction Detail Report provides detailed information for transactions that have posted to the Balance Sheet account codes. This includes accounts codes 1XXXX, 2XXXX, and 3XXXX.

### 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.





## Dashboard: Balance Sheet Transaction Detail Report

### Selecting Prompts for the Report

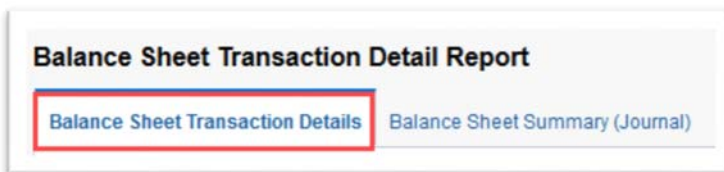
1. Select the Reporting Begin Date and Reporting End Date. The default Begin Date is September 1 of the current fiscal year. The default End Date is today's date.
2. If an entire Operating Unit is needed, select a value in the Operating Unit prompt. Otherwise, set it to "All Column Values" and select 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.

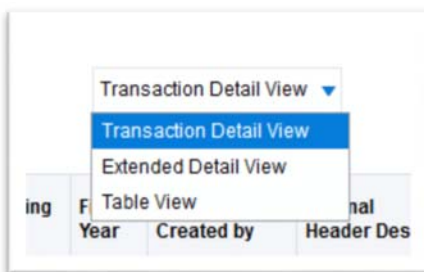
**TIP:** Remember, required prompts are indicated by a \* in front of the prompt name.

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

### Balance Sheet Transaction Details View Options



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.





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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.

Account	Department	Project	Fund Code	Program	Event	Journal Id	Journal Date	Accounting Period	Fiscal Year	Journal Created by	Journal Header Desc	Journal Line Desc	Journal Line Ref	Expense Report Traveler	Vendor Desc	PO ID	Voucher Id	Invoice Num	Monetary Amount (\$)
11000-Claim On Internal Cash	837070-ECAS: Ctr Study Human Health	00058394-Mechanistic Studies on Staphyl	5200	-	-	0000825887	9/12/2017	1	2018	MSHULL	Transferring lab supply from Q	Claim On Internal Cash	-	-	-	-	-	-	(152.50)
11000-Claim On Internal Cash	837070-ECAS: Ctr Study Human Health	00058394-Mechanistic Studies on Staphyl	5200	-	-	0000830482	9/14/2017	1	2018	MSHULL	F&A Adjustment from RO1 Quave	Claim On Internal Cash	-	-	-	-	-	-	0.12
11000-Claim On Internal Cash	837070-ECAS: Ctr Study Human Health	00058394-Mechanistic Studies on Staphyl	5200	-	-	APP0827154	9/6/2017	1	2018	-	AP Payments	AP Payments	-	-	FEDERAL EXPRESS CORPORATION	-	00863048	346477059 - 159749915	(81.13)

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.

**Balance Sheet Transaction Detail Report**

[Balance Sheet Transaction Details](#) [Balance Sheet Summary \(Journal\)](#)

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.

Operating Unit	Award	Project	Department	Account	Fund	Class	Event	Program	Activity	Monetary Amount (\$)	
10000- Emory College	0000036821- Mechanistic Studies on Staphyl	00058394- Mechanistic Studies on Staphyl	837070- ECAS: Ctr Study Human Health	11000- Claim On Internal Cash	5200	-	-	-	-	8,342.83	
									GRANT	(195.91)	
				14550- AR - Sponsored Research	5200	A220	0000	00000	GRANT	(8,258.95)	
				14560- AR - Unbilled Sponsored Rsrch	5200	A220	0000	00000	GRANT	0.00	
				21000- AP - Vouchered	5200	A220	0000	00000	GRANT	81.13	
	00058394- Mechanistic Studies on Staphyl Total									0.00	
	0000036821- Mechanistic Studies on Staphyl Total									0.00	
	0000043455- ACCESSING EDIBLE PLANTS FOR TH	00070393- ACCESSING EDIBLE PLANTS FOR TH	837070- ECAS: Ctr Study Human Health	11000- Claim On Internal Cash	5700	-	-	-	-		(23,224.91)
									YR001	12,513.72	
				14550- AR - Sponsored Research	5700	A220	0000	00000	YR001	0.00	
14560- AR - Unbilled Sponsored Rsrch				5700	A220	0000	00000	YR001	10,858.93		



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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.