Introduction

Process and Trigger

Use this report to display a summary view of designated, grant and non-grant restricted accounts for one or more Funds Centers. The report provides a snapshot of balance carry-forward from prior year, income/expense actuals, payroll actuals and commitments. In addition, it includes unexpended budget and percent of budget expended. Data is displayed for fiscal year-to-date through the period specified.

Drill-down is available to: (1) detailed General Ledger/Commitment Item information, (2) detailed income and expenses, (3) actuals with pay detail (if user has proper authorization), and (4) detailed commitments.

Prerequisites

None

Menu Path

BUworks Central → Reporting → Accounting (FI) → Funds Management (Distributed) → Designated/Restricted Balance & Activity

Tips and Tricks

- Drill-down capability is available from the *Designated / Restricted Balance & Activity* report to view additional detail in the *Designated / Restricted Balance & Activity – GL/CI Detail* report.
- Drill-down capability is available from the *GL/CI Detail* report to view:
  - Revenue and expense detail in the report *Transaction detail – Actuals*.
  - Payroll detail in the report *Actuals with Pay Detail* (**user must have authority to view payroll)**.
  - Commitment detail in the report *Transaction Detail – Commitments*.
- Each of the detail reports that can be drilled to are also available for direct execution on the portal.
- Data is displayed for fiscal year-to-date through the fiscal period specified.
- The Boston University fiscal year runs from July through June. Thus, period 001 corresponds to July, period 002 to August, etc.
- As of January, 2016, a change was made to the *Designated / Restricted Balance & Activity* and *Designated / Restricted Balance & Activity – GL/CI Detail* reports so that Internal Orders that do not have a Beginning Balance and have no Revenue, Expense, or Commitment activity in the fiscal year being queried will no longer appear on the BW reports. This will greatly reduce any confusion on the Open/Closed Status of Internal Orders. If you want to be absolutely confident about the Status of an Internal Order, we encourage you to use the ECC Task KO03.
- The **Document Control Number** is extracted from selected Financial Affairs forms, e.g., disbursement requests, and entered into SAP by Accounts Payable staff. This control number is available in these drill-down reports: *Transaction detail – Actuals, Transaction Detail – Commitments, and Transaction Detail – Budget Entries.* This Characteristic is also available in the transaction detail reports available for direct execution from the portal: *Transaction Detail* and *Transaction Detail w/ Payroll Detail*.
- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the **CTRL** key while clicking.

Reports

None

Relevant Online Help Documents/Videos

- How to - Specify Report Dates
- How to Run - FM Unrestricted Budget to Actual by Fund Center Report
- How to Save and Use a View
- How to Filter Report Data
- How to Add a Result-Subtotal Line
- How to Use the Search Function (Information Lookup)
- How to Export BW Report Data to Excel
- How to Save and Use a Variant
- How-to Drill from one report to another report containing greater detail

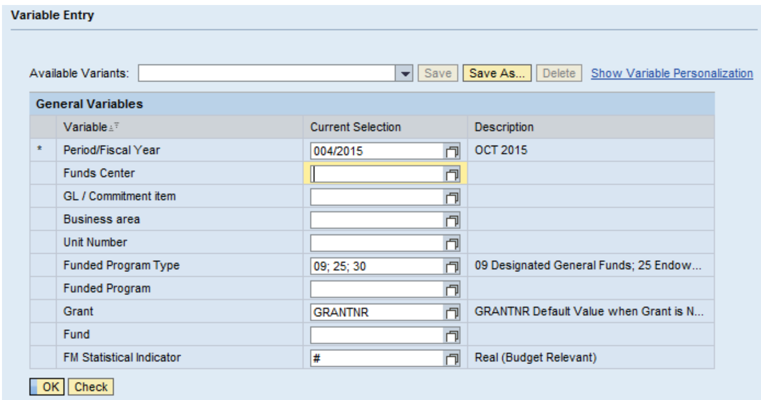
Procedure

Executing the Report

Step Name	Description of Step
Step 1: Specify the selection criteria	Use the Variable Entry screen to define the parameters to execute the report.
Step 2: Drill-down to report details, as necessary: *GL/Commitment Item Detail* *Transaction detail – Actuals* *Actuals with Pay Detail* *Transaction Detail – Commitments*	Drill-down reports provide additional detail information. Note: payroll information is restricted to authorized users.
Definitions - Characteristics and Key Figures: *Designated / Restricted Balance & Activity* *Transaction Detail – Actuals* *Actuals with Pay Detail*	Selected definitions of Key Figures and Characteristics, listed by report.

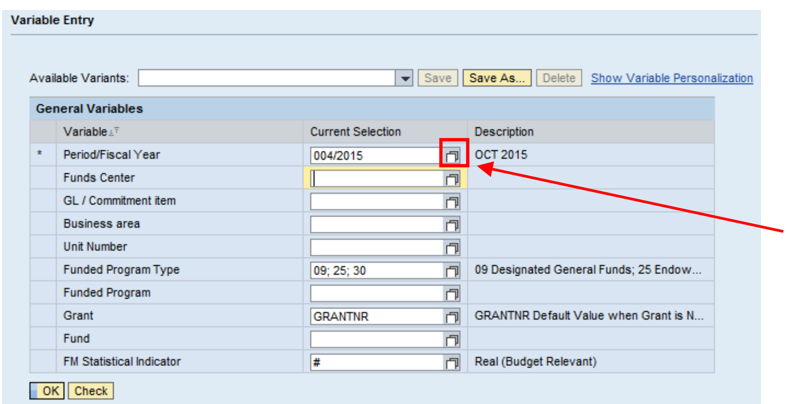
1. Enter selection criteria via the displayed *Variable Entry* screen.

This report displays year-to-date activity for the current fiscal year based on specification of **Period/Fiscal Year,** the only required field. Specification of remaining variables is optional. Entering additional criteria will narrow the scope of data returned by the query that populates the report.



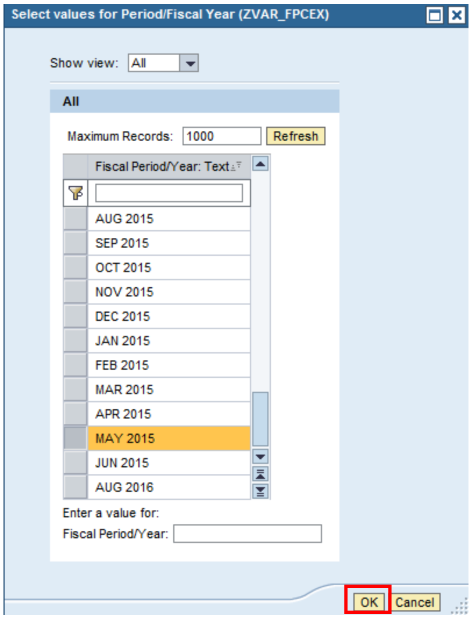
In addition to **Fiscal Period/Year**, report data can be limited to one or more **Fund Centers**, by **Funded Program** or **Funded Program Type**, by **Fund**, etc.

How to specify **Fiscal Period / Year**:



Tip: by default, the **Period/ Fiscal Year** field is initially populated with the current period and fiscal year. To execute the report with this period, skip to [Execute the Report](#) below.

To specify a **Period/Fiscal Year** other than the current one, enter the new period and year directly in the input field or click on the white "matchcode" box (also referred to as the "**Search** box.") and select the period and year you want.

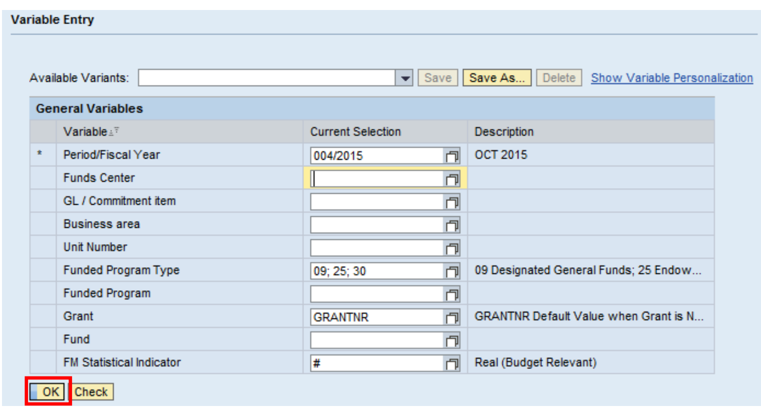


Select period and Fiscal Year

Note: although the displayed list shows fiscal periods as months, each entry represents a fiscal period and year. For example, *DEC 2015* represents period 6 in Fiscal Year 2015 and not December, 2014.

Click the **OK** button

Execute the Report



Click the **OK** button to execute the report

Sample Output – Initial View[1]

Funds Center	Funded Program Typ	Funded Program		FY 2015 Beginning Balance $	FY 2015 Revenue Per. 01-04 $	FY 2015 Expenses Per. 01-04 $	FY 2015 Ending Balance as of Per. 04 $	FY 2015 Commitments Per. 01-04 $	FY 2015 Net w/ Commitments as of Per. 04 $	% Balance Expended (Exp+Comm) / (Bal+Rev)
[illegible]	Designated General Funds	[illegible]	[illegible]	(1,610.48)		500.00	(1,110.48)		(1,110.48)	31.0
		[illegible]	[illegible]	(4,999.83)			(4,999.83)	137.64	(4,862.19)	2.8
		[illegible]	[illegible]	(6,358.57)	(850.00)	1,480.62	(5,727.95)	1,376.28	(4,351.67)	39.6
		[illegible]	[illegible]	(23,679.71)		448.99	(23,230.72)		(23,230.72)	1.9
		[illegible]	[illegible]	(9,123.00)			(9,123.00)	1,060.00	(8,063.00)	11.6
		[illegible]	[illegible]	(37,423.93)			(37,423.93)		(37,423.93)	
		[illegible]	[illegible]	(60,584.54)		1,215.98	(59,368.56)		(59,368.56)	2.0
	2	Result		(143,780.06)	(850.00)	3,645.59	(140,984.47)	2,573.92	(138,410.55)	4.3
	Gift	[illegible]	[illegible]	0.00			0.00		0.00	
		[illegible]	[illegible]	(31,238.76)		252.86	(30,985.90)	551.10	(30,434.80)	2.6
		[illegible]	[illegible]	(49,952.53)	(70.00)		(50,022.53)		(50,022.53)	
3		Result		(81,191.29)	(70.00)	252.86	(81,008.43)	551.10	(80,457.33)	1.0
Overall Result				(224,971.35)	(920.00)	3,898.45	(221,992.90)	3,125.02	(218,867.88)	3.1

The initial display contains data for the current Fiscal Year through whatever Fiscal period was specified. This example, for which period 4 of Fiscal Year 2015 was specified, displays data for periods 1-4.

> **Tip**: beginning balances are credits, so are therefore represented as negative amounts.

Elements of the display

1. The black triangles indicate these columns are hierarchical displays. Click on a triangle to expand/compress a column to show more/less data. In the example below, the cumulative **Revenue** and **Expenses** columns have been expanded to show additional information; in this case, the revenue and expenses for the current fiscal period.

2. The *Result* line in a BW report indicates a subtotal.
3. A Grand Total for the entire report is indicated by *Overall Result*.

[1] The data in this document have been deliberately obscured.

Selected Definitions – Designated/Restricted Balance & Activity

Key Figures	Description
FY 20xx Beginning Balance	Carry-forward balance for each Funded Program listed.
FY 20xx Revenue Per. 01-XX	Current fiscal year-to-date revenue postings for each Funded Program listed.
FY 20xx Revenue Per. XX	Revenues posted during the specified fiscal period for each Funded Program listed.
FY 20xx Expenses Per. 01-XX	Cumulative fiscal year-to-date expense postings for each Funded Program listed.
FY 20xx Expenses Per. XX	Expenses posted during the specified fiscal period for each Funded Program listed.
FY 20xx Ending Balance as of Per. XX	Calculation: **Beginning Balance** plus cumulative **Revenue** minus cumulative **Expenses**.
FY 20XX Commitments Per. 01-XX	Cumulative commitments for the Fiscal Year from period 01 through the specified period.
Commitments Per. XX	Commitments recorded during the fiscal period selected.
FY 20XX Net w/ Commitments as of Per. XX	Calculation: **Ending Balance** plus cumulative **Commitments**.
% Balance Expended	Calculation: **Net with Commitments** as a percentage of **Beginning Balance**.

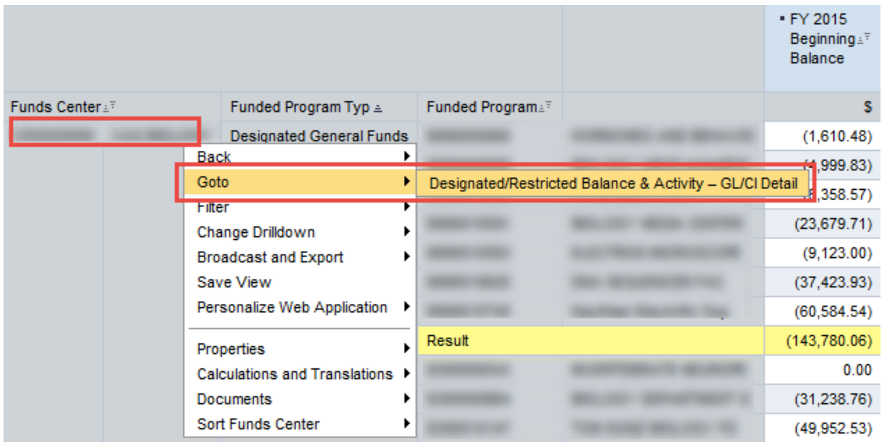
Characteristics	Description
Commt/Actual Detail	Categories of commitments and actuals transactions, e.g., purchase orders and invoices.
Fund	Source of funding.
Funded Program (Internal Order)	A data element used to record budget, track postings of revenue and expense, control postings and monitor the performance of internal projects. In most cases, Funded Program will be linked one to one with Internal Orders.
Funded Program Type	The type of Funded Program, e.g., General, Designated, Gift.
GL/Commitment item	Includes revenues (lab fees, gifts, etc.) and expenses (salaries for full or part-time faculty or staff, etc.); initially presented in this report as a compressed hierarchy. For purposes of this report, GL accounts and Commitment Items are treated as being identical.
Internal Order Category	Category into which an Internal Order is placed, e.g., Designated – Journals/Publications, Designated – Internal Awards, Gift – Research.
Period/Fiscal Year	Fiscal month and year. The BU Fiscal Year runs from July 1 through June 30. Thus, July is the first fiscal period and is represented as period 001 in SAP. August is period 002, and so forth.

2. Drill-down to View GL/Commitment Item Detail

This report provides the ability to drill-down from a ***Designated/Restricted Balance & Activity*** report element to the ***Designated/Restricted Balance & Activity – GL/CI Detail*** report to display detailed entries by GL account / Commitment Item.

For help with drilling from one report to another, refer to the document "[How-to Drill from one report to another report containing greater detail.](#)"

Drill-down Example



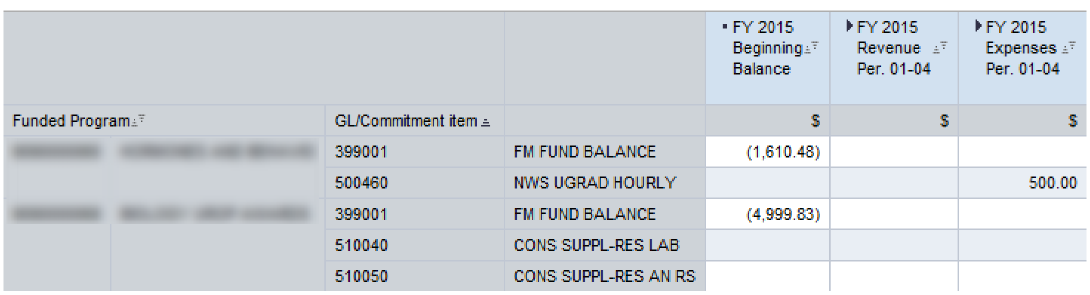
In this example, a **Funds Center** is the object for which we want to display more detail.

Right-click on the **Funds Center** to display the *context* menu.

Release the mouse button and slide the cursor down to *Goto*.

Click on **Designated/Restricted Balance & Activity – GL/CI Detail** to drill to this detail level.

Results in a detailed display like this:



Funded Program	GL/Commitment item		FY 2015 Beginning Balance $	FY 2015 Revenue Per. 01-04 $	FY 2015 Expenses Per. 01-04 $
	399001	FM FUND BALANCE	(1,610.48)		
	500460	NWS UGRAD HOURLY			500.00
	399001	FM FUND BALANCE	(4,999.83)		
	510040	CONS SUPPL-RES LAB			
	510050	CONS SUPPL-RES AN RS			

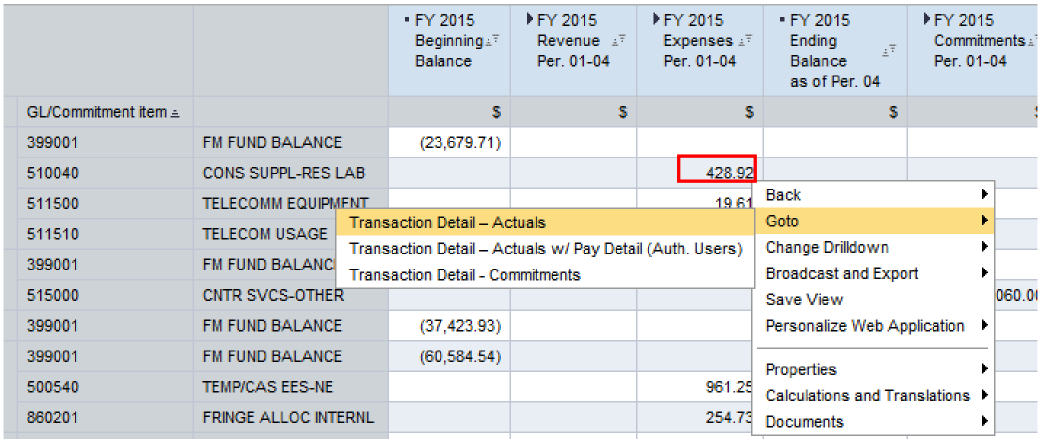
The **Funds Center** detail includes multiple **Funded Program Types**, each of which contains one or more **Funded Programs**.

Each **Funded Program** displays income, expense and commitment activity by ***GL Account / Commitment Item***.

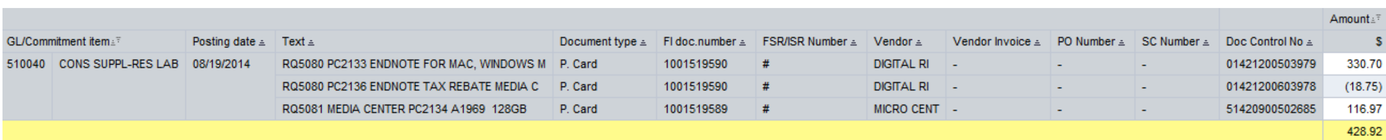
A. Drill-down to View Transaction Details - Actuals Detail.

It is possible to drill-down from an entry in the ***Designated/Restricted Balance & Activity – GL/CI Detail*** report to the ***Transaction Details - Actuals*** report to display detailed entries for actuals – income and expenses.

Drill-down Example



Results in a detailed display like this:



GL/Commitment item		Posting date	Text	Document type	FI doc.number	FSR/ISR Number	Vendor	Vendor Invoice	PO Number	SC Number	Doc Control No	Amount $
510040	CONS SUPPL-RES LAB	08/19/2014	RQ5080 PC2133 ENDNOTE FOR MAC, WINDOWS M	P. Card	1001519590	#	DIGITAL RI	-	-	-	01421200503979	330.70
			RQ5080 PC2136 ENDNOTE TAX REBATE MEDIA C	P. Card	1001519590	#	DIGITAL RI	-	-	-	01421200603978	(18.75)
			RQ5081 MEDIA CENTER PC2134 A1969 128GB	P. Card	1001519589	#	MICRO CENT	-	-	-	51420900502685	116.97
												428.92

Selected Definitions – Transaction Details - Actuals

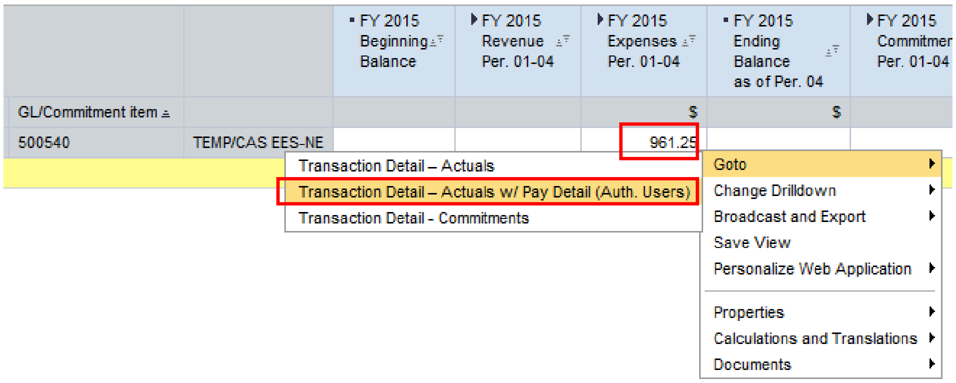
Characteristics	Description
Customer	Name of customer; associated with revenue items.
Doc Control No	Document Control Number. Number on Disbursement Forms to track payment activities.
Document Type	Key that identifies to which group of documents this document will be assigned. Documents of the same type contain common information. Examples of document types include: Alumni Gifts, Customer Credit Memo, Customer Invoice, etc.
FI Doc Number	The unique identification value assigned to a transaction as it is processed in the FI module. The system automatically creates and assigns document numbers as each document is posted.
FM Doc Number	The unique identification value assigned to a business event as it is processed in the FM module; the system automatically creates and assigns document numbers as each document is posted.
FSR/ISR Number	If this transaction is associated with a Facilities Service Request or an Internal Service Request, this field will contain the associated number.
PO Number	Purchase order number.
Posting Date	Date that financial transaction was posted in FI.
SC Number	Shopping cart number.
Text	Free text field describing an actual revenue or expense; field may be populated from multiple sources, e.g., PO description or p-card purchase description.
Vendor Invoice	Number on invoice submitted by vendor.

B. Drill-down to View Transaction Detail – Actuals w/ Pay Detail

It is possible to drill-down from an entry in the ***Designated/Restricted Balance & Activity – GL/CI Detail*** report to the ***Transaction Detail – Actuals w/ Pay Detail*** report. Detail includes employee name and BUID, payment date, and wage type. Payroll information is available by GL/Commitment Item and includes full- and part-time faculty and staff as well as graduate and undergraduate students.

This drill-down report is available only to users authorized to view payroll data.

Drill-down Example

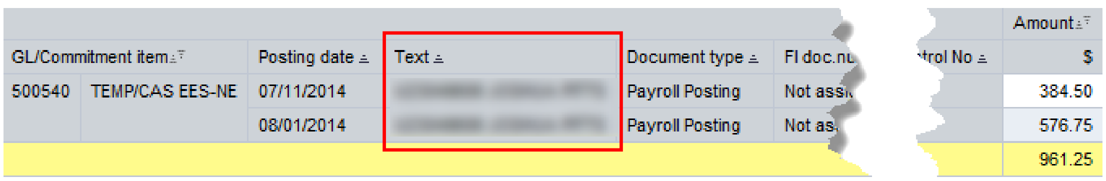


Right-click on a payroll entry to display the context menu.

Release the mouse button and slide the cursor down to *Goto*.

Click on *Transaction Detail – Actuals w/ Pay Detail.*

Results in a detailed display like this:



The **Text** field contains employee name and BUID.

Selected Definitions – Transaction Detail – Actuals w/ Pay Detail

Characteristics	Description
Document Type	Indicates type of transaction; "Payroll Posting" is the document type for payroll transactions.
End Date of For-Per	End date of period for which an employee is paid. For-Per and In-Per will be the same unless a salary adjustment was made.
End Date of In-Per	End date of period in which an employee is paid.
Period/Fiscal Year	Fiscal month and year. The BU Fiscal Year runs from July 1 through June 30. Thus, July is the first fiscal period and is represented as period 001 in SAP. August is period 002, and so forth.
FM Doc Number	The unique identification value assigned to a business event as it is processed in the FM module; the system automatically creates and assigns document numbers as each document is posted.
FSR/ISR Number	If this transaction is associated with a Facilities Service Request or an Internal Service Request, this field will contain the associated number.
Payment Date	Date an employee was paid.
Posting Date	Date that financial transaction was posted in FI.
SC Number	Shopping cart number.
Text	Employee name and BUID.
Wage Type	Code assigned to a payment or deduction.

