FIN 855: UDW+ Common Ad Hoc Reports- FUND BALANCE TREND

Trending report showing CY and last three years Opening Balance, Revenue, Expenses, Ending Balance for funds 20, 21, 22. Roll-up by Program or Project and Graph included.

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Rollup</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Project: R1234</td>
<td>Opening Balance</td>
<td>118,506</td>
<td>118,506</td>
<td>118,506</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expense</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ending Balance</td>
<td>118,506</td>
<td>118,506</td>
<td>118,506</td>
</tr>
<tr>
<td></td>
<td>Project: M5678</td>
<td>Opening Balance</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expense</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ending Balance</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Project: X9100</td>
<td>Opening Balance</td>
<td>165,732</td>
<td>211,360</td>
<td>226,200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revenue</td>
<td>48,000</td>
<td>20,000</td>
<td>12,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expense</td>
<td>2,372</td>
<td>5,160</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ending Balance</td>
<td>211,360</td>
<td>226,200</td>
<td>238,200</td>
</tr>
</tbody>
</table>

Graph: Ending Balance

2012  | 2013  | 2014  | 2015
---|---|---|---
0  | 0  | 0  | 0
10,000 | 20,000 | 30,000 | 40,000
50,000 | 60,000 | 70,000 | 80,000
Fiscal Year
1. Create a New Analysis using the Budget Summary subject area.
2. Add the data elements:

   - Accounting Period
   - Active Chartfields
   - Fiscal Year
   - Fund Code
   - Program
   - Project

* It is recommended to use Active Chartfields in your filters and if you’re using prompts in your analysis (it will only display the chartfields a user has access to instead of all chartfields). You can use regular chartfields (or active chartfields) as your columns.

3. Create the following filters:

   - In-Column Filters & Formulas
     Add four (4) fact columns to create formulas for Opening Balance, Revenue, Expense, and Ending Balance.

Since we want the “opening balance” column to only show accounts between 30000 and 39999, we need to create a filter that displays Actuals when the account code falls between 30000 and 39999 only for this column, hence an in-column filter.

**Formula for Opening Balance:** Show YTD Actuals when Account Code is between 30000 and 39999 and Accounting Period is Sept

a. Create in-column filter: Rename the Folder Heading to “Calculated Field” and the Column Heading to “Opening Balance”

b. Click “Insert Filter” This inserts an “in-column filter” expression.
c. From the left hand column, find **Account Code** (under Account) and double click it. Enter value of “Account Code: is between 30000 and 39999”. Click OK.

![Account Code filter](image1)

(d. Next, find **Accounting Period Code** (under Accounting Period) and double click it. Enter value where “Accounting Period Code equal to 0”. Click OK.

(If you clicked OK by mistake, don’t go back into Filter… Just type in AND and bring in Accounting Period Code)

![Accounting Period Code filter](image2)

Result:

![Result](image3)
e. Create formula: Click OK to bring you back to formula window. We have finished creating the in-column filter, and now we must create the formula. Highlight `expr` and replace with "YTD USD"."YTD Actual USD" from the left hand side by clicking the blue arrow.

f. Create IFNULL statement: In order to show $0 if there is no value, place an IFNULL statement around your case statement. Highlight case statement, and go to Insert Function `f(...)`. Under Conversion folder, click IfNull and then OK. Replace value with 0.

Your case statement should look like:

```
IFNULL(FILTER("YTD USD"."YTD Actual USD" USING ("Account"."Account Code" BETWEEN '30000' AND '39999') AND "Accounting Period"."Accounting Period Code" = 0)),0)
```
5. **Revenue**: Show YTD Actuals that are Revenue (Account Code between 40000 and 49999) and where the Accounting Period is not Sept (Accounting Period Code not equal to 0)

Repeat steps a-f, but make “Account Code is between 40000 and 49999” and “Accounting Period Code is not equal to 0”.

Case statement should look like:

\[
\text{IFNULL((FILTER("YTD USD"."YTD Actual USD" USING ("Account"."Account Code" BETWEEN '40000' AND '49999' AND "Accounting Period"."Accounting Period Code" <> 0))),0)}
\]

6. **Expense**: Show YTD Actuals that are Expenses (Account Code between 50000 and 89999) and where the Accounting Period is not Sept (Accounting Period Code not equal to 0)

Repeat steps a-f, but make “Account Code is between 50000 and 89999” and “Accounting Period Code is not equal to 0”.

Case statement should look like:

\[
\text{IFNULL((FILTER("YTD USD"."YTD Actual USD" USING ("Account"."Account Code" BETWEEN '50000' AND '89999' AND "Accounting Period"."Accounting Period Code" <> 0))),0)}
\]

7. **Ending Balance**: Opening Balance + Revenue – Expense

Case statement should look like:

\[
((\text{IFNULL((FILTER("YTD USD"."YTD Actual USD" USING ("Account"."Account Code" BETWEEN '30000' AND '39999') AND "Accounting Period"."Accounting Period Code" = 0))), 0)) + (\text{IFNULL((FILTER("YTD USD"."YTD Actual USD" USING ("Account"."Account Code" BETWEEN '40000' AND '49999' AND "Accounting Period"."Accounting Period Code" <> 0))),0})) - (\text{IFNULL((FILTER("YTD USD"."YTD Actual USD" USING ("Account"."Account Code" BETWEEN '50000' AND '89999' AND "Accounting Period"."Accounting Period Code" <> 0))),0)))
\]
8. **Case Statement**
Create a case statement that will *show Projects when the fund code is 20 or 22 and Programs when the fund code is 21*.

a. Bring in **Project**, from Project folder. Edit formula. Rename the **Folder Heading** to “Calculated Field” and the **Column Heading** to “Rollup”.

b. Highlight formula and click on **Insert Function**, choose **Expressions > Case (If)**. Click OK.

This automatically replaces **expr1** with **Project**.

```
CASE WHEN request_condition1 THEN expr1 ELSE expr2 END
```

c. Highlight **request_condition1** and replace with **Fund Code** (from Fund folder). Type **IN (20, 22)** after Fund Code.

d. Highlight **expr2** and replace with **Program** (from Program folder). Click OK.

Case statement should look like:

```
CASE WHEN "Fund"."Fund Code" IN (20, 22) THEN "Project"."Project" ELSE "Program"."Program" END
```
9. **Repository Variable**
   Dynamically update fiscal years.
   a. Create filter to show the current fiscal year and the three prior fiscal years. Under “Add More Options” choose **Repository Variable**. Enter **THREE_FY_PRIOR** in repository variable field.  
      - Fiscal Year is greater than or equal to @THREE_FY_PRIOR

   ![Repository Variable Filter](image)

   b. Create filter to show current fiscal year
      - Fiscal Year is equal to / is in @CURRENT_FY

c. Create filter for Accounting Period Code is equal to 0 and current accounting period.
   - Accounting Period Code is equal to / is in 0; @CURRENT_PERIOD

d. Create filter for Fiscal Year is less than current FY.
   - Fiscal Year is less than @CURRENT_FY

e. Create filter for Accounting Period Code is equal to 0 and 998.
   - Accounting Period Code is equal to / is in 0; 998
   (*If you would like to show prior YTD Actuals instead of Sept-Aug actuals, use Accounting Period Code is equal to 0 and current accounting period.)

10. **And/Or Logic**
    Group the last four filters according to the logic below:
    a. When the fiscal year is the current FY, you want the accounting period to be equal to the current accounting period and September Opening Balance (0).

    ![And/Or Logic](image)

    b. However, when the fiscal year is anything prior to the current year, you want the accounting period to be equal to the September Opening Balance (0) and August Final Adjustment (998).

    *When working with and/or logic, create all filters first, and then work from the outside in to change the and/or.
    Filters should look like:

    1. Fiscal Year is equal to / is in @CURRENT_FY
    2. Accounting Period Code is equal to / is in 0; @CURRENT_PERIOD
    3. Fiscal Year is less than @CURRENT_FY
    4. Accounting Period Code is equal to / is in 0; 998
11. Delete Table. Add a **Pivot Table**. Edit Uncheck **Display Results**.
   - Move Fiscal Year to **Columns**
   - Move Program and Project to **Excluded**
   - Move Measure Labels to Rows
   - **Measures** should contain all fact amounts

![Pivot Table Image]

12. **Aggregation Rule**
In order for the actuals to roll up correctly, the **aggregation rule** for *each calculated field* needs to be changed to **Sum**. This is found in the Layout Pane/Edit mode.

![Aggregation Rule Image]
   - Move Fund Code, Project, Program to Prompts
   - Move Rollup, Opening Balance, Revenue and Expense to Excluded
   - Group By (Horizontal Axis) should be Fiscal Year
Authorized Analyses - DSG

- Visit Catalog → Shared Folders → School and Administrative Folders → Authorized Analyses - DSG → Financial Reporting → Common Reports/ Templates for useful ad hoc reports and templates.
- Choose More → Copy.

Then go to My Folders and either Right-Click and choose Paste or choose the Paste icon in the Catalog header.

- Remember to change the filters on the report to suit your needs.

Contact

The Decision Support Group (DSG) is here to help!

- Email: askDSG@nyu.edu
- Phone: 212-998-2900
- Web: www.nyu.edu/datawarehouse/dsg
  - UDW+ Functionality Video
  - UDW+ FIN 850 Ad Hoc Reports Guide
  - UDW+ Ad Hoc Reports Video Tutorials
  - UDW+ Ad Hoc Common Reports/ Templates