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Access

2. Complete one or more **Access** courses in NYUiLearn (via NYU Home, Work tab).
   - **FIN 802: UDW+ Access to D02. Comparative Analysis & D04. UDW+ Financial Indicators Dashboard Quiz**
   - **FIN 803 PI: UDW+ Access to D03. Grants Management Dashboard for PI’s Quiz**
   - **FIN 803 DA: UDW+ Access to D03. Grants Management Dashboard for DA’s Quiz**
   - **FIN 804: UDW+ Access to All Dashboards and Standard Reports Quiz**
3. Upon passing a quiz, you will be granted access within 3 business days. You will receive a confirmation email with the subject “**FYI- Your access to NYU’s UDW+ Reporting Environment has been updated (#IRxxx)**” containing important system requirements and helpful links.

Log in/System Requirements

1. To log into UDW+, navigate to [https://udwplus.nyu.edu/analytics](https://udwplus.nyu.edu/analytics) and log with your net id and password.

2. Note that if you’re working outside of the NYU network, you will need to connect to **VPN** prior to logging in.

Data Refresh

UDW+ is refreshed overnight, every night. The refresh time and date will appear at the top of each dashboard or report in the header section as shown in the example below.
00. FAME Chartfield Security Report

**Purpose:** Check your current Financials and Salary Expense chartfield security.

1. Click on the drop-down for *Netid*. Click on *More/Search*...
2. Type in your net id and click “Search”. Highlight it so it turns blue, and then click OK.
3. Click *Apply* to run the report.

---

**FAME Chartfield Security Report**

<table>
<thead>
<tr>
<th>Security Type</th>
<th>Financials</th>
<th>Financials</th>
<th>Salary Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Id</td>
<td>Name</td>
<td>Business Unit Id</td>
<td>Fund Code</td>
</tr>
<tr>
<td>SU13</td>
<td>Ullah, Shoaib</td>
<td>ABU01</td>
<td>74</td>
</tr>
<tr>
<td>72</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
<td>A0000 - ZZZZZ</td>
</tr>
<tr>
<td>73</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
<td>A0000 - ZZZZZ</td>
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<tr>
<td>74</td>
<td>00000 - 99999</td>
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<td>A0000 - ZZZZZ</td>
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<tr>
<td>ACR01</td>
<td>91</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
</tr>
<tr>
<td>ADH01</td>
<td>71</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
</tr>
<tr>
<td>72</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
<td>00000 - ZZZZZ</td>
</tr>
<tr>
<td>73</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
<td>00000 - ZZZZZ</td>
</tr>
<tr>
<td>74</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
<td>00000 - ZZZZZ</td>
</tr>
<tr>
<td>75</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
<td>00000 - ZZZZZ</td>
</tr>
<tr>
<td>76</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
<td>00000 - ZZZZZ</td>
</tr>
<tr>
<td>77</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
<td>00000 - ZZZZZ</td>
</tr>
<tr>
<td>78</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
<td>00000 - ZZZZZ</td>
</tr>
<tr>
<td>79</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
<td>00000 - ZZZZZ</td>
</tr>
<tr>
<td>BRL01</td>
<td>97</td>
<td>00000 - 99999</td>
<td>00000 - ZZZZZ</td>
</tr>
<tr>
<td>EUA01</td>
<td>98</td>
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<td>00000 - ZZZZZ</td>
</tr>
<tr>
<td>FLR01</td>
<td>62</td>
<td>00000 - 99999</td>
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</tr>
<tr>
<td>64</td>
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</tr>
<tr>
<td>LDN01</td>
<td>84</td>
<td>00000 - 99999</td>
<td>00000 - Z9999</td>
</tr>
</tbody>
</table>

**Chartfield Access**

Chartfield security determines results. Any monetary amounts that are displayed will be restricted by your chartfield security. For example, a purchase order may be issued for multiple chartfields. If you are viewing a purchase order that contains chartfields outside of your authorized access, you will not see all of the lines that contribute to the total purchase order amount.

Need to *modify* your Chartfield Access? Go to NYU Home→ Work tab→ Administrative Systems→ Chartfield Access Authorization Form. Contact FinanceLink at askfinancelink@nyu.edu or 212-998-1111 for assistance.
S01. Budget and Balance Summary and Detail Report

**Time Period:** Fiscal Year
**Funds:** All
**Refreshed:** Nightly

**Budget and Balance Summary**

- Use this report to manage budgets and see your current available budget balance
- Shows Revenue and Expense accounts and their budget transactions summarized YTD (aggregated monthly amounts) for a selected chartfield
- Shows Budget, Current Month (Actuals), Year To Date, Inception To Date, Pre-Encumbrance, Encumbrance, Exceptions, and YTD Budget Checked Balance for Budgets and Actuals

* Choose Report: 
- Grants Funds
- Fund Balance Fund
- All Other Funds

Budget Checked Balance = Revised Budget – Inception to Date – Encumbrance – Exception

- Revised Budget
- Year to Date
- Pre-Encumbrance
- Encumbrance
- Exception

= YTD Budget Checked Balance

**Year to Date (YTD) Amounts and Inception to Date (ITD) Amounts**

YTD and ITD columns are displayed for any chartfield combination that is returned in this report. However, since ITD amounts are not necessarily relevant for funds that are budgeted annually, their ITD amounts are simply a copy of the YTD amounts. For example:

- Fund 10 is budgeted annually, therefore the YTD amounts and the ITD amounts are the same.
- Funds 20, 21, 22 (Donor and Management Designated) and Funds 40-47 (Endowment Funds) carry a fund balance and are budgeted annually.

- Drill down into any blue hyperlink to view more detail
Rollup Options

- **Summary Report**: shows a single chartfield combination at a time, down to the project level.
- **Rollup to Fund**: shows all of the financial information selected in the prompts, rolled up to a single fund at a time. For example, if a user selects Fund 24 (foundation and non-federal) and does not filter on a project, they will see all the data for Fund 24 projects aggregated to the fund level.
- **Rollup to Org**: shows all of the financial information selected in the prompts, rolled up to a single Org at a time. This aggregates all of the Projects and Programs within that Org.
- **Rollup to Project**: shows all of the financial information selected in the prompts, rolled up to a single Fund, Org, Program, and Project at a time.
- **Rollup to Program**: shows all of the financial information selected in the prompts, rolled up to a single Fund, Org, and Program at a time. This aggregates all of the Projects within that Program or Orgs.
- **Rollup to Sub-Department**: shows all of the financial information selected in the prompts, rolled up to a single Fund and a single Sub-Department at a time. This aggregates all of the Orgs within that Sub-Department.
- **Display All**: shows a table for each unique chartfield that is available based on the prompts selection.

When checking the budget for a particular fund in the Budget Summary Report, it is important to “rollup” to the member in the organizational hierarchy to which the **Budget Control Rules** are applied.

For example, for a Fund 10, the Budget Control Rules are applied at the sub-department. A sub-department can have several org’s within it, but the expenses are checked against the aggregated activity for the sub-department, not the org. The available budget associated with the entire sub-department is what’s important.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Rollup</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-16 (Operating)</td>
<td>Sub-Department</td>
</tr>
<tr>
<td>20, 22 (Designated)</td>
<td>Project</td>
</tr>
<tr>
<td>21 (Expendable Endowment Income)</td>
<td>Program</td>
</tr>
<tr>
<td>24-25 (Sponsored Programs/Grants)</td>
<td>Project</td>
</tr>
<tr>
<td>52, 56 (Capital)</td>
<td>Project</td>
</tr>
</tbody>
</table>

The **Budget Control Rules** are explained more in depth at the end of the guide.
Budget Detail YTD and Budget Detail Current Month

- Contains detailed information at the journal line level:
  - Description
  - Journal ID
  - Journal Date
  - Source
  - Jrnl Ref/PO/Vchr
  - Vendor
- Shows Revised Budget, Amount Posted to GL, and Encumbrance

<table>
<thead>
<tr>
<th>Description</th>
<th>Journal Id</th>
<th>Journal Date</th>
<th>Source</th>
<th>Jrnl Ref/PO/Vchr</th>
<th>Vendor</th>
<th>Revised Budget</th>
<th>Amount Posted to GL</th>
<th>Encumbrance Amount</th>
</tr>
</thead>
</table>

These dashboard pages “carry-over” the prompts that have been set on the Budget Summary tab. This information should always reconcile to Budget Summary amounts. The Budget Detail Reports are BI Publisher reports that are non-interactive and printer-friendly.

- **Export**: Go to the Data tab. Click on the three lines located in the middle of the screen, towards the right. Use Data > Export > CSV. Choose Save File (not Open with Notepad); then open in Excel.

Budget Summary Historical, Budget Detail Current Month Historical, and Budget Detail YTD Historical

- A copy of the Budget Summary Report, Budget Detail Current Month, and Budget Detail YTD for data from 1998 to 2008
**S02. Budget Control Reports**

**Time Period:** Fiscal Year  
**Funds:** All  
**Refreshed:** Every 15 minutes

- Reflects near 'real-time' activity  
- Includes **Pending** Amount and Expenses Budget Checked  
- Pulls data from UDW

These reports provide budget information detailing the budget position for the chartfields selected for either fiscal year or inception based budgets.  

**Pending** = amounts that have passed the budget-checking rules, but have NOT yet posted to the General Ledger (GL). These pending transactions will affect the available balance that is displayed in the report.  

The **Pending** amount on the Budget Control Reports will likely *not* reconcile with the Pending amount on the Financial Operations dashboard or any of the ad hoc subject areas. The reason for that is *timing*. As mentioned before, the Pending amount is refreshed every fifteen minutes for the Budget Control Reports and is refreshed nightly for Financial Operations dashboard and the ad hoc environment.

\[
\text{Revised Budget} \\
- \text{Expenses Budget Checked (Amount Posted to GL + Pending [Expenses Only])} \\
- \text{Encumbrance [Expenses Only]} \\
= \text{Balance}
\]

The **Balance** amount on the Budget Control Reports may not reconcile with the Balance amount on the Budget Summary Report because it takes into consideration pending amounts which have not yet posted to the General Ledger.
**S03. Fund Balance and Change in Funds Reports**

**Time Period:** Fiscal Year  
**Funds:** 20, 21, 22 (Management and Designated Funds) and 40, 41, 42 (Endowment Funds)  
**Refreshed:** Nightly

- Used to see balance and budget information for a given project or program  
- Shows the Opening Fund Balance and the revenue and expense actuals that have been applied in the current year, which equals the Current Fund Balance

**Current Fund Balance** = YTD Actuals (Opening Fund Balance) + YTD Revenue - YTD Expenses  
**Year to Date** = Opening Fund Balance for that FY  
**Balance** = Fund balance for that FY

### Fund Balance

![Fund Balance Report](image)

**Change in Funds**

- Shows high-level changes in the fund balance by Revenue and Expense Categories  
- Shows the Opening Fund Balance and the revenue and expense actuals that have been applied in the current year, which equals the Current Fund Balance

**Current Fund Balance** = YTD Actuals (Opening Fund Balance) + YTD Revenue - YTD Expenses

![Change in Funds](image)
S05. Accounts Payable and Purchase Order Reports

Time Period: Fiscal Year
Funds: All
Refreshed: Nightly

Once you input the chartfield in one report, it carries over to the other reports.

Payment Status

- Reflects the status of all payments made via check, wire transfer, or Automated Clearing House to a vendor or through a manual payment process; Contains detailed information at journal line level
- Option to view by Vendor Name, Check Number, Invoice Number or chartfield (default)

Disbursement Amount = Total amount of check across all chartfields
Voucher Amount Paid = Amount paid to vendor

Purchase Order Summary

- Use this report to determine your PO Encumbrance Balance
- Summarizes the Purchasing and Accounts Payable transactions by account and PO ID

- Drill down on PO ID to view additional detail
**Purchase Order Detail**

- **Details** of each Purchasing and Accounts Payable transaction by PO ID and Voucher ID
- Shows vouchers paid against the PO

<table>
<thead>
<tr>
<th>PO Id</th>
<th>Transaction Date</th>
<th>PO / Voucher ID</th>
<th>Account</th>
<th>PO Activity (Encumbrance)</th>
<th>AP Activity (Expense)</th>
<th>PO Activity (Enc. Role)</th>
<th>PO Enc Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>IE00059092</td>
<td>2/22/2017</td>
<td></td>
<td>53110 - Office Supplies</td>
<td>81.29</td>
<td>0.00</td>
<td></td>
<td>81.29</td>
</tr>
<tr>
<td>IE00059092</td>
<td>2/22/2017</td>
<td></td>
<td>53110 - Office Supplies</td>
<td>0.00</td>
<td>81.29</td>
<td></td>
<td>81.29</td>
</tr>
</tbody>
</table>

- Drill down on PO ID to view additional detail

**UPS Summary Report**

- Shows UPS invoices rolled up to Fund and Org, displaying their date range and payment status
- Includes the tracking number of the UPS package in the Description column

**Unpaid AP Items**

- Shows Unpaid PO and Non-PO vouchers that have been approved and processed
- Expenses have posted but vendor has not been paid yet
- Grouped by Vendor

**Payment Status Historical**

- Reflects the status of all payments made via check, wire transfer, or Automated Clearing House to a vendor or through a manual payment process from 1998 to 2008
### SO6. Budget Exceptions

**Time Period:** Current Information  
**Funds:** All  
**Refreshed:** Nightly

- Identifies expense (PS & OTPS) transactions that have **failed the Budget Control Process** due to insufficient available funds
- Only reports the **most currently updated information** and does not provide historical data

The Budget Exception Report reflects budget fails for transactions from the **General Ledger, Purchase Order,** and **Voucher** (Accounts Payable) modules when the transactions are fed to the Commitment Control module (where budgets reside). When a transaction has a budget fail status, it will not proceed until the budget exception is resolved.

There are two Budget Exception error messages:

- **No Budget Exists** = a budget has not been submitted for the chartfield
- **Exceeds Budget Tolerance** = there are insufficient funds in the chartfield to support the transaction

It is important to note that budget exceptions only exist in the current accounting period. If an accounting period closes, then the budget exceptions carry-over into the next, open accounting period. The only scenario when a budget exception exists in two separate accounting periods, is near the time of the fiscal year-end closing process. When this happens, there are possible scenarios when a budget exception exists in the fiscal year which is closing, and in the next fiscal year which is open. This is especially important when running reports that contain Budget Exception information. For example, when using the Financial Operations dashboard, Budget Exceptions will only be displayed when the current accounting period/fiscal year is selected with the dashboard prompts.
**S07. AP Open Advance Payment**

**Time Period:** Fiscal Year  
**Funds:** All  
**Refreshed:** Nightly

- Shows Open Advance Amount and Advance Ref Number, grouped by Vendor  
- Rollup options By Advance Number or By Division and Advance Number

**S08. Cash Balance Report**

**Time Period:** Fiscal Year  
**Funds:** All  
**Refreshed:** Nightly

- Shows Actuals for All Cash Balance Accounts [10xxx]

**Cash Balance Summary**

**Cash Balance Detail**
S11. Salary Expense Report

Time Period: Fiscal Year
Funds: All
Refreshed: Nightly

- Provides gross pay history by employee or chartfield

Data is sourced from two main information systems:

- Data from payroll processing as of 3/31/14 is sourced from PeopleSync.
- Data from payroll processing prior to 3/31/14 is sourced from legacy PD3 payroll processing tables in UDW, which are fed data from HRIS.

Salary Expense Report

The SER displays gross pay amounts per pay period by financial accounting period, with the ability to aggregate totals by fiscal year or by other optional time periods. The following amounts are available for reporting:

- Gross Pay
- Base Amount
- Overtime Amount
- Extra Amount
- Transfer Amount
- Fiscal Year to Date Amount
- Encumbrance Balance (Anticipated Spend Amount for data from April 2014 to August 2016)
- Total Annual Earnings
- Pay Period Fringe (Note: Data available after FY 2017 and beyond)
- YTD Fringe (Note: Data available after FY 2017 and beyond)
- Encumbrance Fringe (Note: Data available after FY 2017 and beyond)
- Fringe Total (Note: Data available after FY 2017 and beyond)
- Grand Total(Fringe Total + Total Annual Earnings)
Roll up options:

- Drill down on Encumbrance to access the Encumbrance Drill Report

<table>
<thead>
<tr>
<th>Total Gross</th>
<th>Encumbrance</th>
<th>PYTD Expense</th>
<th>Total Annual Earnings (Encumbrance + Expenses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>254.25</td>
<td>0.00</td>
<td>508.00</td>
<td>2,986.75</td>
</tr>
<tr>
<td>0.00</td>
<td>254.25</td>
<td>2,986.75</td>
<td>3,495.25</td>
</tr>
<tr>
<td>508.50</td>
<td>254.25</td>
<td>3,495.25</td>
<td>3,495.25</td>
</tr>
</tbody>
</table>

- Drill down on Encumbrance Amount – Initial to access the Encumbrance Initial Report

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>NYU Id</th>
<th>Position Id</th>
<th>Accounting Period</th>
<th>Encumbrance Amount Initial</th>
<th>Encumbrance Amount Reliefs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>September</td>
<td>3,279.00</td>
<td>3,005.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>October</td>
<td>0.00</td>
<td>2,732.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>November</td>
<td>0.00</td>
<td>2,459.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>December</td>
<td>0.00</td>
<td>2,186.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>January</td>
<td>0.00</td>
<td>1,912.75</td>
</tr>
</tbody>
</table>

- Drill down on Encumbrance Adjustment to access the Encumbrance Adjustments Report

- Drill down on Encumbrance Amount Relief to access the Encumbrance Reliefs Report
Additional Salary Reporting

- Year-to-Date report and Multi-Fiscal-Year report

Reasons that reports based on the general ledger (i.e. Budget Detail, Budget Summary, etc) may not reconcile with the Salary Expense reports.

<table>
<thead>
<tr>
<th>Salary Expense Report (SER)</th>
<th>Pulls data from</th>
<th>PD3 tables in UDW (fed from HRIS) and tables fed from Peoplesync</th>
<th>Refreshes every 15 min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Summary Report (BSR)</td>
<td>Pulls data from</td>
<td>General Ledger (GL) in UDW+</td>
<td>Refreshes nightly</td>
</tr>
</tbody>
</table>

1. These reports come from two separate sources.

- The Budget Detail and Budget Summary Reports come from the General Ledger.
- The Salary Expense Report comes from HRIS.
- The General Ledger requires that all entries made in it be budget checked and have a valid chartfield.
- In general, HRIS does not.
- This can lead to payments posting to a budget fail or edit suspense account in the General Ledger, but posting to the originally requested chartfield in the Salary Expense Report.
- The reports are sourced from two sources because they represent the same type of data in different ways:
  o The General Ledger is aggregated up to the chartfield level
  o The Salary Expense Report consists of transactions on the employee level

2. The ledger and salary reports, by nature, are not meant to reconcile immediately.

- The salary expense report will show any payments made once they are processed by University Payroll.
- The journal, when being processed to post to the ledger, may take another day before posting and showing on the Budget Detail/Summary reports.
• For example, a payment with an end date of May 31st, would post to the ledger with a journal date of June 1st.

Because UDW+ is refreshed nightly, if HRIS posts a payment, and the General Ledger posts that journal the next day, it will be reflected in UDW+’s reports the following day. The Ledger and Salary Expense Reports, by nature, are not meant to reconcile immediately as they serve different purposes. Any discrepancies between the reports that persist beyond two business days, should be reported to the Decision Support Group for further investigation, or this dashboard can be used to troubleshoot issues."

3. Payments posted to a fail or suspense account on the ledger.

• To mitigate issues related to budgets and chartfields, if an expense pushes a balance into a negative amount, rather than have the expense post to the ledger under that chartfield and create a situation of consistent budget failure, the payment will post to a budget fail account (12850).
• Thus, the expense exists, is reflected on the ledger, but is flagged as an exception and appears on the Budget Exception report.
• If a PASS or AMI action is submitted on a chartfield that is invalid (for example, the entire chartfield does not exist) its expenses will post to account 12820.
• If part of the chartfield is invalid, the expense will post to account 12830. Both of these are called Suspense Accounts.
S13. Student Petty Cash

**Time Period:** Fiscal Year  
**Funds:** All  
**Refreshed:** Nightly

- Detailed information for Student Petty Cash

<table>
<thead>
<tr>
<th>Student NYU Id</th>
<th>Student Name</th>
<th>Account Code</th>
<th>Fund Code</th>
<th>Org Code</th>
<th>Program Code</th>
<th>Project Id</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

S14. Student Financials Reports

**Time Period:** Fiscal Year  
**Funds:** All  
**Refreshed:** Nightly

- Access, track, and reconcile information relevant to specific transactions that post to the General Ledger (GL) from the SIS Student Financials module

**Tuition Report**
- Detailed tuition data from the two fame journal sources which extract data from new SIS Student Financials:
  - SF: direct journal generate from Student Financials [Accounts 411xx]
  - CSF: Controller’s Student Financials tuition sweep [Accounts 261xx]

Note that other journal sources which hit tuition accounts are not included in this detail as they are not sourced from New SIS directly (e.g., JEMS journals posted for Balance of Trade purposes).

**Financial Aid Report**
- Detailed financial aid data from new SIS Student Financials
  - SF: direct journal generate from Student Financials [Accounts 61xxx]

Note that all financial aid transactions are loaded directly from the new SIS Student Financial module to fame journal tables. There are no manual sweeps for financial aid transactions.

**Fame to SF Reconciliation**
- Chartfield summary level comparison of:
  - Tuition – fame journal sources (SF & CSF) to Student Financials
  - Financial Aid – fame journal source (SF) to Student Financials
- Column identifying any variances is also included.

**SF Term Based Report**
- All Student Financials activity based on the chartfield security profile for the specified Term
- The first three reports include business unit, chartfield and fiscal year parameter selections. The fourth report (SF Term Based Report) includes only a term parameter selection. All reports include a Pivot section and permit export to Excel of all results.
D01. Financial Operations Dashboard

Time Period: Fiscal Year
Funds: All
Refreshed: Nightly

- Primary dashboard to track budgets, balances, and expenditures across all funds
- Includes pending transactions and exceptions
- track activity through the Accounts Payable pipeline (Purchase Order-->Invoice-->Voucher-->Payment)

This dashboard is intended for users who have the responsibility to monitor and manage budgets and financial transactions but for whom accounting and financial management may not be their primary responsibility. It combines information that is currently available across a number of standard finance reports (Budget Summary, Budget Detail, Fund Balance, Budget Exception, Budget Control, AP reports) into one central source for monitoring budget balances and related activity; users who currently utilize the standard finance reports may find this dashboard to be a valuable tool.

Balance Overview

- Displays an overview of budget and balance information, taking into account budget exceptions and pending transactions, for all funds within your chartfield security rights

The Balance Overview page is designed to run without the need for any additional prompt filtering. It is intended to give you a quick snapshot of budget and balance information for all funds within your chartfield security rights. If you have access to all or a large number of chartfield sets, use the prompts to limit results to a more manageable data set. It is designed to meet three key goals:

1. Provide a point of entry into deeper budget detail information
2. Provide the ability to roll-up data to summary level views above the full chartfield combination
3. Present financial information logically by grouping funds, presenting only relevant data elements for each fund, and by respecting Budget Control Rules (see pages 13-14)

Pending= amounts that have passed the budget-checking rules, but have NOT yet posted to the General Ledger (GL)

Exception= transactions that have failed Budget Control Rules

YTD Budget-Checked Balance= Revised Budget – (YTD Actual+ Encumbrance + Pending)
{For ITD funds it equals the ITD Revised Budget – (ITD Actuals + ITD Encumbrance + Pending)}

YTD Available Balance= YTD Budget Checked Balance – Exceptions

All 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 right corner of the dashboard).
The “Select Reports” prompt lists fund groupings that represent the reports available to view. Each view is determined by the Budget Checking Rules. By default, only the Undesignated Funds report is selected. You can select more than one report but it is recommended to display only what you need to work with.

Please note that when combining the Select Report filter with a Fund filter, the Funds selected must correspond to the Select Report grouping selected; otherwise you will not retrieve any results. For example, if you were to select Undesignated Fund, and then select Fund 52, you would receive a warning message stating that there are no results.

Sections can be expanded/collapsed using the plus/minus symbol. At the account level, drills are available which provide a point of entry into deeper budget detail information. When expanding the Account hierarchy to drill into details, wait for table to reload before scrolling; upon reloading the page will return to display the section into which you drilled.

Note that you will receive no results if the Pending transaction has posted to fame since the last nightly refresh of UDW+. The Pending transaction should be recorded as an Actual amount or an Exception amount after the next refresh of UDW+.

The accounts in the Financial Operations Dashboard are limited to the following:

- Revenue accounts (41000-49990)
- Expense accounts between 50000 and 89999
- Total Net Asset accounts 30000, 30100, and 30200
Reports may be rolled up to summary views and may be viewed at the full chartfield level by using the drop-down menu.

The default view for each report is determined by the budget-checking rules for the grouping of funds. For example, the “Roll up to project” view is the default view for Management Designated Funds (20) as they are budget-checked at the project level.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Rollup default view</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-16 (Undesignated Funds)</td>
<td>Sub-Department</td>
</tr>
<tr>
<td>20 (Management Designated Funds)</td>
<td>Project</td>
</tr>
<tr>
<td>21 (Expendable Endowment Income)</td>
<td>Program</td>
</tr>
<tr>
<td>22 (Donor Designated)</td>
<td>Project</td>
</tr>
<tr>
<td>24-25 (Sponsor Funds)</td>
<td>Project</td>
</tr>
<tr>
<td>40 (Endowment Funds)</td>
<td>Program</td>
</tr>
<tr>
<td>52 &amp; 56 (Capital Funds)</td>
<td>Project</td>
</tr>
</tbody>
</table>

Use the Print and Export options under each report section; the output will only contain data for the corresponding report section.

**DRM Fund Hierarchy**

The Fund Hierarchy is sourced from the Oracle Hyperion Data Relationship Management (DRM) application and is maintained by the Budget Office.

To view a current list of Fund Hierarchy groupings go to:

“About this dashboard” ➔
Balance Overview ➔
DRM Fund Hierarchy Details.

See [DRM Fund Hierarchy Details](#) for specific funds

<table>
<thead>
<tr>
<th>Fund Group</th>
<th>Fund Class</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undesignated Funds</td>
<td>Agency Funds</td>
<td>19 - Agency</td>
</tr>
<tr>
<td></td>
<td>Auxiliary Operations Funds</td>
<td>02 - Pre-paid expenses Fund 14</td>
</tr>
</tbody>
</table>
Balance Detail

- Displays balance detail for one specific chartfield, taking into account budget exceptions and pending transactions

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.

This table also provides the ability to expand the Account Hierarchy from the Account Class level of Revenue or Expense to the Account level where you can drill into the detailed financial transactions that comprise a posting amount. You can expand the hierarchy for one Account Class at a time or you can change the view to “Expanded.”
The section on the right contains links to the **Budget Detail YTD Report** and **Budget Control Report** for quick reference.

The **Project Details** section displays additional project details when a project has been created.

The **Fund Balance** displays for **Management and Designated Funds (20, 21, and 22)**. Budget balance information on the left is separated from fund balance information on the right for a side-by-side comparison.

The **Current Fund Balance** amount drills to the Fund Balance Report.

The **Endowment Value** section displays for **Endowment Funds (40, 41, 42)**.

The **Current Value** amount drills to the Fund Balance Report.

Note: this section displays fund balances for the full chartfield combination only (Fund, Org, Program and Project). To roll up fund balances to higher levels of aggregation, use the S03. Fund Balance Report.
Vendor Search

For a specific vendor, this page shows:

- Contact Information
- Purchase Orders (dispatched and completed)
- Invoices received
- Payments issued

The Vendor Search page is designed to track Purchase Orders created, Invoices processed, and Payments issued to vendors. It presents data for one vendor at a time, based on an initial search by vendor name or vendor ID. Results can be further limited by chartfield or date data elements.

Note: Vendor activity only can be viewed for one vendor at a time. To identify a list of purchase orders, invoices, or payments for multiple vendors using chartfield filters, use S05. Accounts Payable and Purchase Order Reports.

- Displays the Vendor Name and ID
- Drill down to Contact information for non-individual vendors

Note: Vendor contact information is not available for person entities, such as employees, students or independent contractors. Also, the vendor contact information may be different from the Payee Name and Remit To address for a specific payment.

Links are provided to run Interactive Standard Reports. These report links allow you to quickly view other related activity for the vendor and chartfield combination selected.
● Shows all **Purchase Orders** grouped by **status** (Dispatched or Completed)
● Sorted in reverse chronological order so the most recent purchase order is first

For year-to-date purchase orders or purchase orders created for funds budgeted annually, a list of all purchase orders for the selected fiscal year will be returned. For inception-to-date purchase orders or purchase orders created for funds budgeted from project inception that remain open across fiscal years, a list of all purchase orders from inception through the fiscal year will be returned.

**Note:** There is no ability to limit purchase order searches by Accounting Period.

**PO ID** drills to the PO Search page for additional details.

**Dispatched** = POs that have been budget-checked and are considered **open** in the accounts payable system
**Completed** = POs are considered **closed** in the accounts payable system

**Open PO Balance** = current remaining encumbrance balance

To view a snapshot of PO balances for a specific fiscal year and period, run the S05. Accounts Payable and Purchase Order Reports → Purchase Order Summary and Detail.

**Total Paid to Vendor** = amount that has been invoiced, vouched and disbursed in payments to the vendor.

To identify unpaid amounts, use the S05. Accounts Payable and Purchase Order Reports → Unpaid AP Items.
Invoices

- Displays a list of invoices that have been received and entered into accounts payable through the current accounting period of the current fiscal year
- Sorted in reverse chronological order by Invoice Date so that the most recent invoices display first

By default, invoices through the current Accounting Period will be returned; this can be modified using the prompt for Period.

The Invoice Amount column includes the currency code to the right. This is the currency in which the invoice was submitted.

The Total Paid to Vendor column shows the portion of the invoice for which payment has been distributed to the vendor. This amount may be in a different currency than the Invoice Amount and is limited to your chartfield security access.

Invoice ID links to Invoice Detail report, which displays the corresponding voucher information recorded in the accounts payable system.

PO ID drills to the PO Search page for additional details.

If a voucher is distributed across multiple chartfields, a section will be displayed for each chartfield combination (fund, org, program, project). Below each section grouping, a row will be displayed for each voucher line and expense account distribution.
Displays all payments have been issued to this vendor through the current accounting period of the current fiscal year

Sorted by Payment Date in reverse chronological order

By default, payments through the current Accounting Period will be returned; this can be modified locally using the prompt for Period.

The following filters are available to refine payment results:

- Period
- Check # (Payment Id Reference)
- Payment Date
- Invoice Id
- Voucher Id
- Payment Amount (Check Amount)

The Check # drills to a limited payment status report with additional details.

You can see the payment method of:

CHK: check distribution
ACH: automated clearinghouse payment
EFT: electronic funds transfer
MAN: manual payments made via wire transfer

The Reconciled Date is the date payment was reconciled to NYU’s bank and recorded in the accounts payable system.
PO Search

- Displays purchase order header and line details for a single purchase order at a time
- Includes information that originated from e Req (or another source system) and from the accounts payable module in fame

The PO Search page is designed to track Purchase Orders. It presents data for one Purchase Order at a time, based on an initial search by Business Unit and PO Id number. Results can be further limited by chartfield or date data elements.

Note: PO search results can be viewed for one purchase order at a time. To identify a list of purchase orders using chartfield filters, use S05. Accounts Payable and Purchase Order Reports.

- **Dispatched** = POs that have been budget-checked and are considered open in the accounts payable system
- **Completed** = POs are considered closed in the accounts payable system

**Open PO Balance** = current remaining encumbrance balance

Links are provided to run the standard finance reports for the purchase order and chartfield combination selected in the dashboard filter prompts.

Remember that the PO Amount is based on your chartfield security and does not necessarily represent the total purchase order amount dispatched to the vendor. The list of PO IDs is not limited to your chartfield security access but selecting a PO outside of your chartfield security will yield no results.
• **PO Line Details** itemizes activity for each purchase order line

**Open Balance Amount** = amount that remains encumbered  
**Total Invoice Posted Amount** = amount recorded in Accounts Payable

Details for each purchase order line are displayed in a separate section. By default, the PO Line Number filter displays all values. You can limit the view to just one specific line number using the PO Line Number drop-down arrow. Beneath each line number section, all distribution lines will be displayed by chartfield and amount. Note that the lines and distribution lines available for display are limited to a user’s chartfield security access.

The **Budget Detail** drill can be used to view the actual journal posting for the expense. The **Invoice Detail** drill can be used to view additional voucher distribution details (as shown in the Vendor Search page).

To view a different purchase order, use the Clear My Customization option from the Page Options button to reset the entire page.
D02. Comparative Analysis Dashboard

Time Period: Fiscal Year  
Funds: All  
Refreshed: Nightly

- View **trend** spending against budget  
- View **forecasting** and projection data for **multiple fiscal years**  
- **Account Tree Name** required prompt

The Comparative Analysis Dashboard is intended to provide users with the ability to trend and forecast different financial measures and dimensions. This dashboard primarily uses aggregate year-to-date and monthly data from the Budget Summary Subject Area. Users can trend a number of financial measures such as Budget, Actuals and *Balance* and this information can be analyzed by Time (Fiscal Years), Account, Program and Project. If a user does not select specific funds, it will aggregate ALL funds together, including YTD and ITD funds.

**Summary**

- Displays metrics based on **Expense** and **Revenue** accounts for Budget, Actuals and Balance  
- Shows the most **recently closed accounting period** and compares that period against the same time last year and against the previous three fiscal years
Time Comparison

- Provides the users with flexible options to look at their financial data by **Time** (Fiscal Year)
- Designed for users to look at financial performance by the same time in other accounting periods in different years
- the ability to look at either Monthly amounts or YTD (Year-To-Date) amounts
Account Comparison

- Provides the users with flexible options to look at their financial data by Account, using the Account Hierarchy/Account Tree Name
- Designed for users to look at financial performance by the same time in other accounting periods in different years

All of the hierarchies have the same amount of levels. The hierarchy levels are as follows:

- **Account Class** - Expense, Revenue, Asset, Liability
- **Account Category** - PS, OTPS, OTPS Uncontrollable, Financial Aid
- **Account Subcategory** - Fringe Benefits, Computer Hardware/Software, Gifts
- **Account** - 51100, 43112

Account Hierarchies/Account Tree Names:

- **WSQBC**: WSQ Budget Control
- **WSQFP**: WSQ Financial Plan
- **ADHTK**: Abu Dhabi (used for government reports)

Budget Control (BC)

- *Financial Aid* is grouped as an OTPS Expense
- *Transfers* are grouped as either Revenue or Expense
- *College Work Study* is grouped as a Personnel Salary Expense

Financial Plan (FP)

- *Financial Aid* is grouped as a Contra-Revenue
- *Transfers* are grouped as its own category at the Account Class level
- *College Work Study* is grouped as Financial Aid Revenue

![Account Category Trending](image)

All Facts for Multiple Years
Project Comparison

- Provides the users with flexible options to look at aggregate financial data for **multiple projects at a time**
- Ability to look at either **Monthly** amounts or **YTD** (Year-To-Date) amounts. Does not display **ITD** (Inception to Date) amounts.

Program Comparison

- Provides the users with flexible options to look at aggregate financial data for **multiple programs at a time**
- Ability to look at either **Monthly** amounts or **YTD** (Year-To-Date) amounts. Does not display **ITD** (Inception to Date) amounts.

Variance

- Allows users to **compare different facts against each other**. For example, a user would come to this page to look at their schools 2012 OTPS YTD Original Budget compared to the 2012 OTPS Revised Budget
- Can be helpful to identify and investigate changes to budget and for forecasting a spend rate by comparing budget to actual.

Variance: Same Fact by Same Time Last Fiscal Year

Variance Fact Comparison within Fiscal Year
D03. Grants Management Dashboard

PI Summary page

The PI Summary page answers the questions of “How much money is left on my projects?”. This page will automatically update to display inception-to-date financial information for all of your active projects. If needed, you may limit the displayed grants using the available prompts. You may also view financial information for ‘Other Fund Sources’ (such as faculty start-up funds and gifts).

The following information is displayed for your grants:

- Sponsor
- Award #
- Project: You may drill to view additional details, such as ‘Everyone Paid From This Grant’.
- Cost Share: if the column contains a “Y”, you may drill to view the Cost Share obligations from the dept.
- PI: Primary PI
- Project Start Date and Project End Date
- Total Award Amount: by grant year from the sponsoring agency (including monies not yet received for future grant years). You may drill to see the expected budget to be received by Grant Year.
- Total Authorized Budget: the dollars that have been received and can be spent against. You may drill to see all the expense budgets.
- Committed Dollars: the sum of expenses, encumbrances, pending, and total projected indirect cost. You may drill to see a detailed report. Important note: Committed Dollars does NOT include salaries beyond current fiscal.
- Exception Amount: transactions that have failed due to an insufficient remaining balance.
- Remaining Balance: the Total Authorized Budget minus Committed Dollars minus Exceptions.
- % of Budget Remaining
- Low Budget indicator: quickly determine which grants have a low remaining balance.

The following tables are available on the bottom of the PI Summary page:

- Flagged Projects: projects at Risk (grants authorized by the University to start spending money although funding from the sponsor may have not yet been received). Or projects that are Underspending (grant has 30% or more of budget remaining with less than 6 months left on grant).
- Projects Coming to an End: contains projects that have 6 months (180 days) or less remaining.
- When Are My Reports Due: displays reports that are due within 120 days (such as progress or financial reports).
Expense Breakdown page

The Expense Breakdown page profiles expenses for a specific project.

This page includes basic demographics and project attributes such as the Sponsor, primary PI, Project Team members, Award #, Current Overhead Rate, and more.

As well as a graphical representation of inception-to-date amounts for payment received, total direct, total indirect costs and total expenses (sum of direct and indirect costs). The table at the bottom of the page contains financial information grouped by expense accounts such as Personnel Expense, Other Than Personnel Expense (OTPS) and Indirect Cost.

Grant Budget Detail page

The Grants Budget Detail page shows financial information for a project viewable in Fiscal Year, Grant Year, or Calendar Year.

The graph displays Authorized Budget (monies received in a certain grant year) versus Committed Dollars (expenses and costs).

The table groups financial information based on the time selected. You may drill on amounts for additional information.

Alerts page

The Alerts page displays projects that require your attention (such as Projects with Exceptions, Underspending Projects, Projects in Risk, and/or Projects with Low Budget).

Drilling for additional details

Links are indicated by blue text. These links allow you to drill down into the report for more detail or navigate to a related report.

1. Click on a blue link to drill down.

2. A menu of options or action links will display. These options change depending on the report element selected and your access.

3. Select the detail that you wish to view.

4. The link will open in a separate window. To return to the prior report, use the “Return” link (if available), or close the newly created browser window.
D04. Financial Indicators Dashboard

Time Period: Fiscal Year
Funds: All
Refreshed: Nightly

- Provides deans, department chairs, division and department heads with quick access to summary metrics of financial activity, generally in graphical form
- Unless otherwise indicated, dashboard analyses are presented using the Washington Square Financial Plan reporting hierarchy, which groups financial aid as an offset to tuition revenue.
- Places current information in context with prior year comparisons.

Summary

- **Direct operating revenue and expense:** To profile the revenue and expense that support the general operations of a division or department, this dashboard uses the categories Direct Operating Revenue and Direct Operating Expense. They include all undesignated funds plus donor and management designated funds (20, 21 and 22) and exclude transfers. The excluded funds are endowment, sponsored program, capital and others whose use is restricted to very specific purposes.
- **Net tuition and fees revenue** = sum of tuition, fee, and financial aid actual revenue. Financial aid is considered an offset to revenue; the sign for these accounts is reversed to calculate a net revenue amount.
- **Bar Graphs** have the drill to detail feature.
- **Timing** may result in the relative understatement of current-year data, especially early in the month. Current year data are to-date while prior-year data are as of the end of the current accounting period.
Revenue

- Profiles revenue for the **current and prior years**. By default this page is limited to the Undesignated Funds group, but all Direct Operating Funds or only the Designated Funds that are included may be selected.
Tuition

- Profiles **tuition revenue**, by student type, over time and compared to budget. It also provides detail on undergraduate financial aid and balance of trade transfers.

**Gross Tuition** = revenue in the Account Categories Tuition-Fall, Tuition-Spring, and Tuition-Summer, Tuition-Non Credit, and Tuition Adjustments. These categories include mandatory fees but exclude optional student fees. Gross Tuition differs in two ways from the Net Tuition and Fee category used on the Revenue page. Net Tuition and Fees includes all student fee revenue but deducts institutional financial aid from gross tuition.

**Financial Aid** = only funds from NYU institutional sources. For example tuition payments funded by federal Pell Grants contribute to net tuition, not financial aid. This distinction is implemented by counting as institutional financial aid only the amounts from the Financial Aid Account Category in Undesignated, Management Designated, and Donor Designated funds and excluding aid from funds 24 and 25. Financial aid does not include loans.

**Undergraduate Tuition Discount Rate** = ratio of Institutional Financial Aid to Gross Tuition.
**Expendable Fund Balance**

- Profiles the balances available to be spent in Management Designated and Donor Designated Funds: Funds 20, 21 and 22.

**Opening Expendable Fund Balance: Prior and Current Fiscal Years:** shows the long-term trend in available fund balance by tracking the amount available at the beginning of each fiscal year.

**Expendable Fund Balances: Fiscal Year Opening Balance and Current:** shows how the available balance in the Accounting Period selected differs from the beginning of the fiscal year.

**Change in Fund Balance:** summarizes changes responsible for the difference between the opening and “current” fund balance as additions, deductions, and net transfers. For the current fiscal year that is the balance as of the Accounting Period selected or, for if a future month is selected, the current balance. For prior years it is the balance as of year-end; for a prior year where final close has not yet been recorded, it is the year-to-date balance.
Endowment

- Profiles **Expendable Endowment Income (Fund 21)** and **Endowment Fund Balances (Funds 40-46)**.


**Endowment book value** = the opening balance amount of Account 30000 (the actual amount in Period 0 for the selected fiscal year).

**Endowment funds** = received from external donors with the restriction that the principal must be retained in perpetuity and cannot be spent.

**Quasi endowment funds** = must retain the purpose and intent specified by their source, but the capital and earnings may be expended.
Expense

- Profiles expenses for the current and prior years.

Direct operating expense = total expense shown on this page includes all undesignated funds plus donor and management designated funds (20, 21 and 22) and excludes transfers. The excluded funds are endowment, sponsored program, capital and others whose use is restricted to very specific purposes. Net Tuition and Fees includes Financial Aid as an offset to revenue.

Budget-checked expense = sum of actual expense, encumbrances, and pending amounts recorded as of the data refresh displayed at the top of the page.
Sponsored Programs

- Profiles sponsored program expense and activity. It can display all expense in funds 24, 25 and 73, but the default filter selects research-related projects.

**Expense** = Actual Expense. Encumbrance and pending amounts are not included.

**Active projects** = identified as those with financial activity during a fiscal year.

**Sponsor type** = summarizes sponsored program funding sources. The types are Federal, Foreign Government, Industry, Other, Private and State/Local Government.

Capital Projects

- Provides summary information on capital projects and debt service payments.
D05. Position Management Dashboard

Time Period: Fiscal Year
Funds: All
Refreshed: Nightly

- Designed to view Position Managed type positions (not job managed positions) for FY 2017 and beyond where user can view data by Chartfield or Position IDs
- This report shows Budget Amount, Pre-Encumbrance Amount, Encumbrance Amount, Fiscal Year To Date (FYTD) Expense and Available Balance for a specific Position by a Fiscal Year/Accounting Period. This report excludes Fringe accounts.

View data by:

- Chartfield, Fiscal Year, and Accounting Period OR
- Position ID, Fiscal Year, and Accounting Period.

Budget Amount:

- Drill to "Budget Detail" to view Original Budget Amount, Budget Amendment Amount, and Budget Revised YTD Amount.
- There will be no Position level budget for Job Management type jobs.
- There will be no Position level budgets for Stipends, Adjuncts, Overtime and One-time Payments in PeopleSync.

Pre-Encumbrance Amount:

- Drill to "Pre-Encumbrance Detail" to view Original, Amendment and YTD Amount.
- Pre-Encumbrance Amount is a new data type as a result of Position Management associated with a position with an open requisition.
- Job Management Position will not have Pre-Encumbrance.
- For position with an open job requisition, Pre-Encumbrance is calculated based on Target Hire date.

Encumbrance Amount:

- Drill to "Encumbrance Detail" to view Initial, Adjustment, Reliefs and running total Encumbrance Amount.
- Students and Stipends will not have Encumbrance.
- FY2016 and prior will have Anticipated Spend data instead of Encumbrance.
- Encumbrance is calculated based on Hire Date for a new employee.

FYTD Expense (Actual) Amount:

- Drill to "Salary Expense Detail" to view Base Pay (Pay Period Amount), Overtime, Extra, Total Gross and FYTD Expense.
- All jobs and Positions will have Actuals.
- Actuals will be visible in UDW+ reports once Payroll has been run for a given accounting period.
- Salary Amount can be changed mid-Fiscal Year due to compensation changes.
Data returned at Top-Level of Position Management Report:

- Position ID
- Business Title
- Employee Name
- Position Status
- Full Chartfield
- Budget Amount
- Pre-Encumbrance Amount
- Encumbrance Amount
- FYTD Expense
- Available Balance

USER NOTES

- Prior to FY2017 the available balance will be negative since position budgets do not exist prior to FY2017.
- Position Status displays latest status of a Position as per the last day of the selected Accounting Period.
- There will be no position level budget for Job Management type jobs, or Stipends, Adjuncts, Overtime and One-Time payments. All jobs and positions will have Actuals.
- Students and Stipends will not have encumbrances.

D06. Invalid Costing Allocations and Payroll Suspense Dashboard

| Time Period: | Fiscal Year |
| Fund: | All |
| Refreshed: | Nightly |

Purpose

Invalid Costing Allocations and Payroll Suspense Dashboard is intended to inform fiscal officers and other users with the information necessary to identify positions with invalid chartfield combinations. This dashboard provides two reports, the Invalid Costing Allocations and Payroll Suspense. The Invalid Costing Allocations helps identify positions that might result in suspense if the corresponding chartfield error(s) are not corrected before the payroll cycle runs. In addition, the Payroll Suspense report’s intended purpose is to provide users the availability of viewing invalid costing assignments that have been already deemed suspended.

Please note:

- Payroll suspense consists of salaries associated with invalid costing allocations in PeopleSync, invalid chartfield combinations related to payroll accounting adjustments, and cost transfers processed through the Effort Reporting System (ERS).
- It will be incumbent upon each school and department to review the report and process the necessary journal entry to correct the payroll edit suspense transactions. Schools and departments will also need to review the “Invalid Costing Allocations” report to determine if the PeopleSync costing allocation needs to be corrected.
- A delay in correcting the suspense may result in a significant financial burden to the school or department from an erroneous balance available associated with an operating, discretionary, or sponsored account. Additionally, in the case of a sponsored project, the award may expire and the ability to invoice the sponsor for the salaries, fringe and associated overhead may be lost.
Invalid Costing Allocations Page

Invalid Costing Allocations Dashboard is designed to inform fiscal officers and other users with the information necessary to identify positions with invalid chartfield combinations. Upon review of this report, the user will need to correct the chartfield data element(s) in Workday based on the error message. This dashboard identifies positions that might result in suspense if the corresponding chartfield error(s) are not corrected before payroll cycle runs.

An invalid chartfield is either an invalid value for individual chartfield data element (business unit, fund, account, project, program, org) or combination of chartfield data elements (e.g. fund and project combination is not valid, fund and account combination is not valid, etc.).

The chartfield validation process takes place in FAME. UDW+ receives this information from FAME on daily basis at midnight.

View data by: Components of the Chartfield, Fiscal Year, Fiscal Officer, Employee ID, or Position ID.

**Status** = 'Corrected' vs 'Not Corrected'. Displays the latest status whether the chartfield was corrected or not. Invalid Costing Allocations dashboard defaults to 'Not Corrected' status, however it could be ran for corrected status as well. The report displays a Correction Date which tells a user when an error was fixed.

**Cost Start Date** - Date the costing allocation takes effect

**Cost End Date** - Date the costing allocation ends

**Creation Date** - Date when the position fed into FAME from Workday

**Correction Date** - Date when the chartfield on the position was corrected and validated in FAME
Payroll Suspense

The Payroll Suspense report’s intended purpose is to provide users the availability of viewing invalid costing assignments that have been already deemed suspended. This report will provide a visual for FOs/Department Administrators/Payroll/SPA to take the necessary corrective measures.

Please Note:

- An invalid chartfield is either an invalid value for individual chartfield data element (business unit, fund, account, project, program, org) or combination of chartfield data elements (e.g. fund and project combination is not valid, fund and account combination is not valid, etc.). The chartfield validation process takes place in FAME.
- All records exposed in this report are associated with Washington Square.
- The Business Unit prompt’s default case is Washington Square and Status prompt's default case is Not Corrected.

Data Sources and Update Frequency

UDW+ receives this information from FAME. The data is refreshed daily, as indicated by the date/time stamp in the upper right hand corner of each dashboard page.

Explanation of ‘Status’ Logic

Status = Corrected

For the status to be noted as corrected in the report, the following columns need to have a corresponding adjustment record that nets the original record to zero: ‘Regular’, ‘Expense Transfer’, ‘Overtime’ and ‘Extra’.

Ex: If the field ‘Regular’ Amount has a value of $200 there needs to be an adjustment record of -$200. So that the amount nets to zero. If this is the case and all the corresponding fields (Expense Transfer, Overtime, and Extra) have a net total amount of zero then the record will be deemed corrected.

Status = Not Corrected

If the status is Not Corrected in the report, the following columns do not have a corresponding adjustment record that nets the total amount to zero: ‘Regular’, ‘Expense Transfer’, ‘Overtime’ and ‘Extra’.

Please Note: The report includes a field entitled 'Last Updated Date' to display when an adjustment (if any) was made to the record.
**Budget Control Rules**

**Fund**

The first factor to consider when planning, evaluating or analyzing a budget or budget report is the Fund. The following factors of a budget are determined by the fund:

- Time period for the budget
- Budget Control rules
- Whether the fund balances roll over to subsequent years
- The account category at which a budget must be maintained

**Time period**

At NYU, the fund determines the time period that a budget may include. Some funds are budgeted for a single fiscal year. Others are budgeted for multiple fiscal years. For example, Fund 10 is the Operating Fund, and is budgeted for the current Fiscal Year only with no carryover from one year's budget to the next. Fund 25 are Sponsored Programs, also known as grants. Fund 25 is not limited to a single fiscal year, and the budget can span multiple fiscal years. Fund 25 budgets may start and end at any time throughout the fiscal year.

**Rollup**

At NYU, the fund determines the member in the organizational hierarchy that the Budget Control rules are applied. For example, for a Fund 25, the Budget Control rules are applied to the project. This means that the Budget Control rules are checked against the aggregated activity for a project. A project may be associated with different Orgs or Programs, but those Orgs and Programs are disregarded for the purposes of the Budget Control rules for a Fund 25 project. The available budget and the spending associated with the entire project is all that matters for budget checking.

For a Fund 10, the Budget Control rules are applied to a sub-department. This is important because there might be an expense that looks like it should pass at the Org level, but when you rollup to Sub-department you can see why the transaction would fail.

For example:

Sub-Department Episteme has two Orgs: 12345 and 12346. Someone is trying to purchase a computer for $3,000 for Org 12345. Org 12345 has an OTPS available budget of $10,000. It seems the transaction should pass, but it fails. Org 12346 has an OTPS available balance of -$8,000. When these two are aggregated, or rolled up to the sub-department level, it becomes obvious why the transaction fails.

<table>
<thead>
<tr>
<th>Org 12345 Budget Balance</th>
<th>$10,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org 12346 Budget Balance</td>
<td>- $8,000</td>
</tr>
<tr>
<td>Rollup to Sub-Department Episteme</td>
<td>= $2,000</td>
</tr>
<tr>
<td>Attempted Computer Purchase</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

The purchase exceeds the available budget for the sub-department. It does not matter that one of the Orgs has sufficient budget. For a Fund 10, only the available balance at the sub-department level matters.

When checking available balance, one must follow the Budget Control rules and rollup to the appropriate level so that the correct aggregated balance is used to evaluate the expense.
Account Category

Budgets may be checked at different account categories. For example, a Fund 25 grant will be budget checked against the total expense budget remaining, including both PS and all OTPS. A Fund 10 will be budget checked separately against Personnel Expense, Controllable OTPS, and Uncontrollable OTPS. This means that a Fund 10 Sub-Department might have available budget in Controllable OTPS and zero dollars in Uncontrollable OTPS. If this sub-department attempts to spend against a Uncontrollable OTPS account, the transaction will fail.

The Account Categories available for budget checking are:
- Personnel Expense
- Controllable OTPS
- Uncontrollable OTPS
- Total Expense

The Fund determines the account category at which the budget check occurs. It is important to note that Revenue is never budget checked. Only expense items, or spending, are budget checked.

Summary Table

The following table summarizes the Budget Control Rules by Fund:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Rollup</th>
<th>Time Period</th>
<th>Account Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-16 (Operating)</td>
<td>Sub-Department</td>
<td>Current Fiscal Year</td>
<td>Personnel Expense, Controllable OTPS, and Uncontrollable OTPS.</td>
</tr>
<tr>
<td>20, 22 (Designated)</td>
<td>Project</td>
<td>Current Fiscal Year</td>
<td>Total Expense</td>
</tr>
<tr>
<td>21 (Expendable Endowment Income)</td>
<td>Program</td>
<td>Current Fiscal Year</td>
<td>Total Expense</td>
</tr>
<tr>
<td>24-25 (Sponsored Programs/Grants)</td>
<td>Project</td>
<td>Inception to Date</td>
<td>Total Expense (Account 76450 is budget checked separately)</td>
</tr>
<tr>
<td>52, 56 (Capital)</td>
<td>Project</td>
<td>Inception to Date</td>
<td>Total Expense</td>
</tr>
</tbody>
</table>

More information on Budget Control Rules can be found at: NYU.edu→Employees→Resources and Services→Financial Services and Reporting→Budget Resources→Budget Control Rules.
Navigation/Catalog

Home Page

The Home Page is the default start page for UDW+. It is comprised of several sections to help you find the content most useful to you.

**Home:** to return you to the Home page  
**Catalog:** folder directory containing your personal folder as well as shared folders  
**Favorites:** allows you to save most commonly viewed dashboard pages as your favorites  
**Dashboards:** list of available dashboards and analyses available to you  
**New:** opens a list of ad hoc content objects that you are eligible to create

Catalog

The Catalog contains shared folders for dashboards and reports that other schools and departments have developed. Please note that shared folders are based on security permissions, and your access will likely vary from the example shown below.

You may view any shared reports for a subject area that you have access to view. Please contact the Decision Support group for the school or department representative for shared content.

Open a Dashboard or Standard Report

From the Header, select **Dashboards**.

The **Dashboards** menu displays a list of Dashboards and Standard Reports that you can access. Your login, chartfield access and training completion status determine which links display. From the menu, select the Dashboard or Standard Report that you wish to access.

Each Dashboard can contain many different pages, which are represented by tabs. Page tabs display below the dashboard name. To navigate to the next page, click on the corresponding tab.
“About this Dashboard” and “About this Page” Metadata

Below the title of each dashboard, there are two links that provide access to the metadata and wiki pages about the selected dashboard.

About this Dashboard
About this Page

“About this dashboard” opens a DSG Wiki page with an overview of the dashboard.

“About this page” opens a DSG Wiki page with detailed metadata, useful information, and use notes about each report and graph displayed on the selected page.

It is highly recommended to reference these pages whenever you have any questions about the data on the dashboard.

Prompts
Select from Dropdown Box

Dashboard pages contain prompts in order to filter the result data. Required prompts are indicated by the asterisk (*) to the left of the prompt name.
To view the available prompt selections, click on the drop-down arrow. Make a selection from the available options. Then step off of the prompt by clicking in the whitespace. If you do not make any selection, then it will bring back all of the chartfields that you have access to. Remember to select on option for the prompts with an asterisk (*). Then click the “Apply” button to generate your results.

Search

The Search option is useful when a prompt has a long list of choices, when you want to search for your selection, or when you want to select multiple values. Click the dropdown arrow, and then the Search...

To begin your search, choose your search function ("Starts","Contains","Ends","is Like"), and then type in your search terms. Click the "Search" button. The "Name" box will populate with your results. Be sure to uncheck “Match Case” as it is case-sensitive.
Once you find your value, highlight it so it turns blue and click the "Move" arrow to move your value to the "Selected" area. You may move multiple values individually, or you may click the "Move All" double arrows to move the entire returned list. Click "OK" when you have selected all of the needed values.

When the desired values are selected, click OK. Then click Apply to view your results. Please note that the “Apply” button will be grayed out until all required prompts are set.

More Search Options
Check this box if you would like additional prompts to search by.
Drill/Rollup/Sort/Rearrange Columns

Drilling
Most sections of the page allow users to drill down into the student list to see the corresponding student population. Links are indicated by blue text.

Click on a blue link to drill down. The report will open in a separate window. To return to the prior report, use the “Return” link (if available), or close the newly created browser window.

Roll-ups
Some dashboards and reports provide the ability to "roll up" or display the data based on Fund, Org, Project or Program or other chartfields. For example, if you roll up to Program, you will display that Program aggregated at the Program level. If you roll up to Fund, it will aggregate all of the chartfields at the Fund level.

Sort
A report can be sorted by any column. Hover your mouse over the column and two arrows will appear, one pointing up for an ascending sort, and one down for a descending sort.

You may also right-click the column, which will bring up the menu shown in the image below. The second item listed on the menu is the “Sort” feature. This also allows you to sort by multiple columns by choosing the "Add Ascending Sort" or "Add Descending Sort" to the additional columns in your sort.
Rearrange Columns

1. Hover over the column or prompt to be moved, which will display the handlebar.

   Registrations by Degree Level by School
   (Total Distinct Headcount)

<table>
<thead>
<tr>
<th>Student Reporting School</th>
<th>Degree Level</th>
<th>Registration Status</th>
<th>Student Academic Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD Office of the Provost</td>
<td>Undergraduate</td>
<td>Enrolled</td>
<td>NYU Abu Dhabi</td>
</tr>
<tr>
<td>CUSP</td>
<td>Graduate</td>
<td>Enrolled</td>
<td>Ctr for Urban Sci and Progress</td>
</tr>
<tr>
<td>Centers and Institutes</td>
<td>Graduate</td>
<td>Enrolled</td>
<td>Graduate School Arts &amp; Science</td>
</tr>
</tbody>
</table>

2. **Grab** the handlebar or prompt and **drag** it to its new location. A light blue line will display, showing you where the column will land as see in the image below.

3. **Release** the column and the report will rerun to display the results in the manner you have chosen.

Exclude Columns

1. **Right click** on the column you would like to “hide” and choose “Exclude Column.”
**Breadcrumbs**

Assist users in knowing their current location in UDW+. Breadcrumbs are active links that can be ‘clicked’ to return to the place from which the user navigated (most useful when navigating and drilling in a dashboard into other reports).

![Breadcrumbs Image](image)

**Print**

Print the entire dashboard page

1. Printing from the Page Options menu will print the entire dashboard as displayed on your screen. On the right hand side of the screen, underneath the Global Header, there is a three line icon that is the "Page Options" menu.
2. From this menu, select to Print.

![Page Options Menu](image)

3. Print format options include either in **Printable PDF** (requires Adobe Acrobat plug-in) or **HTML**.
4. It is recommended to use this print option, as it will print the entire dashboard page, including the prompt selections. So it is clear on the print-out what parameters were used to display the data.
Print an individual report or graph

1. Beneath a report or graph, there is a link to "Print".

2. Print format options include either in Printable PDF (requires Adobe Acrobat plug-in) or HTML.
3. When printing a table, be sure to display all rows first.

4. Printing using this method will not print the entire dashboard. It will only print the component of the dashboard immediately above the Print link. Unlike the dashboard print options, it does not include the prompt selections. This could cause other users to misinterpret the data if they do not know the parameters that were used. We therefore always recommend printing the entire dashboard page so that it is clear what parameters were used to display the data.

Print from BI Publisher

Several reports (such as the Budget Summary report) are created in BI Publisher. Unlike other Dashboard reports, this type of report is non-interactive and static in order to produce printer-friendly reports. Such reports are indicated with "PDF" in the page name.

To print a BI Publisher report, click the Print icon that displays when you hover over the report.

*Problems with BI Publisher- Any field with a "+" symbol will cause the BI Publisher report to not yield any results. This is because the "+" symbol is stripped out when run in the BI Publisher report's SQL, which yields no results.
Export from a PC

1. Beneath a report or graph, there is a link to "Export".

![Export options](image)

2. Export options include:
   a. **PDF**. Exporting is limited to 200,000 records.
   b. **Excel** - Formatting will be maintained. Exporting is limited to 200,000 records.
   c. **PowerPoint 2003** or **2007**
   d. **Web Archive**
   e. **Data** >
      i. **CSV Format** (Comma Separated Values). Limit of 5000,000 records with max limit of 2,000,000 across formats.
      ii. **Tab delimited Format** - Best Practice. Brings over the raw data (not formatting). Total row count exported.
Exporting to Excel from a Mac

1. Use the "Export > Data > Tab delimited Format" option and open the file in Excel.

The “Export > Excel” feature is not available for Mac users. The UDW+ export to Excel data type is not XLS (even though the file extension is), but is actually an MHTML file with XLS extension. Mac Office doesn’t read MHTML correctly, as Windows versions of Office can read MHTML.

2. For BI Publisher reports, such as the Budget Detail Reports and Budget Summary Report PDF, Go to the Data tab and click on the three lines located in the middle of the screen, towards the right. Use Export > CSV. Choose Open with Microsoft Excel or Save File.
Contact the Decision Support Group

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

- Email: askdsg@nyu.edu
- Phone: 212-998-2900
- Web: Decision Support Group