



**Balance Sheet Dashboard Page**

The Balance Sheet dashboard page allows you to view account balance and activity for balance sheet accounts for a selected period.

The screenshot shows the 'GL General' dashboard with the 'Balance Sheet' tab selected. The 'Prompts' section includes:

- \* Period: MAR 2018-18
- ENT Parent Level: A
- ENT Parent #/Desc: A0 ALL OHIO U ENTITIES
- SRC Parent Level: --Select Value--
- SRC Parent #/Desc: --Select Value--
- ORG Parent Level: --Select Value--
- ORG Parent #/Desc: --Select Value--
- ACTV Parent Level: --Select Value--
- ACTV Parent #/Desc: --Select Value--
- OBJ Parent Level: --Select Value--
- OBJ Parent #/Desc: --Select Value--
- Entity Between: [ ]
- Source Between: [ ]
- Organization Between: [ ]
- Activity Between: [ ]
- Object Between: [ ]

Buttons for 'Apply' and 'Reset' are visible at the bottom right of the prompts area.

Hierarchy Prompts

Segment Values Prompts

**Prompts Definition**

Prompts	Definition
*Period	*(Asterisk) indicates this is a required field. The accounting period.
ENT Parent Level	The parent level (letter) of the Entity hierarchy.
SRC Parent Level	The parent level (letter) of the Source hierarchy.
ORG Parent Level	The parent level (letter) of the Organization hierarchy.
ACTV Parent Level	The parent level (letter) of the Activity hierarchy.
OBJ Parent Level	The parent level (letter) of the Object hierarchy.
ENT Parent #/Desc	The Entity parent number with description.
SRC Parent #/Desc	The Source parent number with description.
ORG Parent #/Desc	The Organization parent number with description.
ACTV Parent #/Desc	The Activity parent number with description.
OBJ Parent #/Desc	The Object parent number with description.
Entity Between	A specific range of Entity values.
Source Between	A specific range of Source values.
Organization Between	A specific range of Organization values.
Activity Between	A specific range of Activity values.
Object Between	A specific range of Object values.



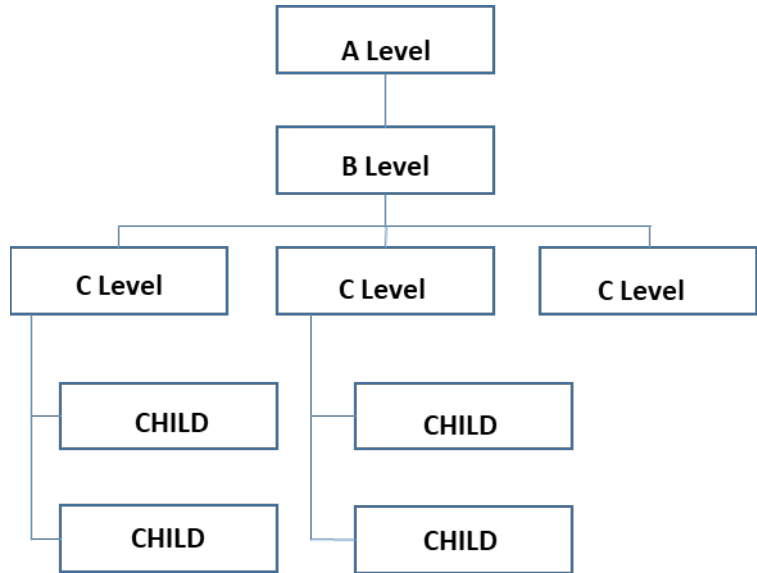
### Hierarchy

**Hierarchies:** Structure for summarizing segment values.

**Parent values** summarize child values for reporting purposes. Values begin with a letter followed by numbers but length varies depending on segment length.

- These can only be used for reporting

**Child values** are used for posting transactions and entering budgets and are always numbers, but length varies depending on segment length. Child values are where individual transactions are recorded.



### Using the Hierarchy Prompts

Use the Hierarchy Prompts in the middle to pull data specific to a hierarchy level.

#### Organization Hierarchy Example

The example below shows ORG Segment Value Level "C" (which is where all Planning Units begin, equivalent filter in previous FA View would be Org Level 6) for the ORG Parent & Description: **C10000 Arts and Sciences**

ENT Parent Level	<input type="text" value="C"/>	ENT Parent #/Desc	<input type="text" value="C1 OHIO UNIVERSITY"/>
SRC Parent Level	<input type="text" value="--Select Value--"/>	SRC Parent #/Desc	<input type="text" value="--Select Value--"/>
ORG Parent Level	<input type="text" value="C"/>	ORG Parent #/Desc	<input type="text" value="C10000 ARTS AND SCIENCES"/>
ACTV Parent Level	<input type="text" value="--Select Value--"/>	ACTV Parent #/Desc	<input type="text" value="--Select Value--"/>
OBJ Parent Level	<input type="text" value="--Select Value--"/>	OBJ Parent #/Desc	<input type="text" value="--Select Value--"/>

#### Common ORG Hierarchy breakdown:

- C = Planning Unit,
- D = Extension Campus (if applicable to Planning Unit),
- E = Department.



### Using Segment Values Prompts

Use the Segment Values Prompts to pull data either for a specific Entity, Source, Organization, Object, Activity or, for a range of values. In the example below (a), the data pulled is for object codes between 155000 and 399999 for entities 10 to 31. To filter all balance sheet accounts (all object codes starting with 1 to 3) for a specific Entity say, Entity 20 only, put Entity 20 on both boxes in the 'Entity Between' line and leave the 'Object Between' line blank see example (b).

(a)

(b)

Entity Between	<input type="text" value="10"/>	-	<input type="text" value="31"/>	Entity Between	<input type="text" value="20"/>	-	<input type="text" value="20"/>
Source Between	<input type="text"/>	-	<input type="text"/>	Source Between	<input type="text"/>	-	<input type="text"/>
Organization Between	<input type="text"/>	-	<input type="text"/>	Organization Between	<input type="text"/>	-	<input type="text"/>
Activity Between	<input type="text"/>	-	<input type="text"/>	Activity Between	<input type="text"/>	-	<input type="text"/>
Object Between	<input type="text" value="155000"/>	-	<input type="text" value="399999"/>	Object Between	<input type="text"/>	-	<input type="text"/>

### Using Balance Sheet and Views

To pull balance sheet data:

1. Go to GL general dashboard
2. Select 'Balance Sheet' tab
3. On the prompts:
  - \*Choose Period (required field)
  - \*Select Hierarchy
  - \*Enter Segment value or range of segment values (must fill out both columns if using segment values).
  - \*Click apply

There are three different balance sheet views available (see sample views below):

- Financial statement
- Board Reporting
- Entity view



# GL General: Balance Sheet

Balance Sheet Views **Financial Statement** ▼

	MAR 2019-19	Prior Year Period	Variance	June of Prior Year	YTD Variance
▲ <b>ASSETS (A10000)</b>	<b>72,820.00</b>	<b>70,588.00</b>	<b>2,232.00</b>	<b>67,670.00</b>	<b>5,150.00</b>
▲ <b>CURRENT ASSETS (B10000)</b>	<b>72,820.00</b>	<b>70,588.00</b>	<b>2,232.00</b>	<b>67,670.00</b>	<b>5,150.00</b>
▲ <b>CASH AND CASH EQUIVALENTS (C10000)</b>	<b>72,820.00</b>	<b>70,588.00</b>	<b>2,232.00</b>	<b>67,670.00</b>	<b>5,150.00</b>
▶ <b>CASH (D10100)</b>	<b>72,820.00</b>	<b>70,588.00</b>	<b>2,232.00</b>	<b>67,670.00</b>	<b>5,150.00</b>

Sample 'Financial Statement' view

The 'Prior Year Period' in this example is MAR 2018-18. The 'Variance' is the difference between current period (MAR 2019-19) vs. prior year period (MAR 2018-18). The 'June of Prior Year' in this example is June 2018-18 and 'YTD Variance' is the difference between current period (MAR 2019-19) vs. June of prior year (June 2018-18).

Balance Sheet Views **Board Reporting** ▼

	MAR 2019-19	Prior Year Period
▲ <b>ASSETS (A10000)</b>	<b>72,820.00</b>	<b>70,588.00</b>
▲ <b>CURRENT ASSETS (B10000)</b>	<b>72,820.00</b>	<b>70,588.00</b>
▶ <b>CASH AND CASH EQUIVALENTS (C10000)</b>	<b>72,820.00</b>	<b>70,588.00</b>

Sample 'Board Reporting' view

Balance Sheet Views **Entity View** ▼

	MAR 2019-19					JUN 2018-18					MAR 2018-18										
	10 GENERAL	20 ICA	21 CULINARY	22 HOUSING	23 PARKING & TRANSPORTATION	24 PRINTING	50 CLIF GENERAL	10 GENERAL	20 ICA	21 CULINARY	22 HOUSING	23 PARKING & TRANSPORTATION	24 PRINTING	50 CLIF GENERAL	10 GENERAL	20 ICA	21 CULINARY	22 HOUSING	23 PARKING & TRANSPORTATION	24 PRINTING	50 CLIF GENERAL
▲ <b>ASSETS (A10000)</b>	46,620.00	5,000.00	20,700.00	0.00	0.00	0.00	500.00	42,470.00	5,000.00	19,700.00	0.00	0.00	0.00	500.00	44,388.00	5,000.00	20,700.00	0.00	0.00	0.00	500.00
▲ <b>CURRENT ASSETS (B10000)</b>	46,620.00	5,000.00	20,700.00	0.00	0.00	0.00	500.00	42,470.00	5,000.00	19,700.00	0.00	0.00	0.00	500.00	44,388.00	5,000.00	20,700.00	0.00	0.00	0.00	500.00
▶ <b>CASH AND CASH EQUIVALENTS (C10000)</b>	46,620.00	5,000.00	20,700.00	0.00	0.00	0.00	500.00	42,470.00	5,000.00	19,700.00	0.00	0.00	0.00	500.00	44,388.00	5,000.00	20,700.00	0.00	0.00	0.00	500.00

Sample 'Entity' view

The amounts would be the same regardless which view is used, the columns/report presentation would be different.

Click on the 'triangle' icon in the balance sheet line item category to expand or condense the object code levels built into the balance sheet. Click on any of the blue numbers to drill to object code detail and transaction detail.



The following is a Sample drill for Change fund (OC 101020)

(When clicking on the 'triangle' icon, it allows to expand and collapse lines. When clicking on the blue number, it provides options to drill by Object Summary with Cost Center with Activity, Object Summary with Cost Center, Object Summary with Organization, Object Summary with Entity):

Balance Sheet Views Financial Statement ▼

	MAR 2019-19	Prior Year Period	Variance	June of Prior Year	YTD Variance
▲ <b>ASSETS (A10000)</b>	<b>72,820.00</b>	<b>70,588.00</b>	<b>2,232.00</b>	<b>67,670.00</b>	<b>5,150.00</b>
▲ <b>CURRENT ASSETS (B10000)</b>	<b>72,820.00</b>	70,588.00	2,232.00	67,670.00	5,150.00
▲ <b>CASH AND CASH EQUIVALENTS (C10000)</b>	<b>72,820.00</b>	70,588.00	2,232.00	67,670.00	5,150.00
▲ <b>CASH (D10100)</b>	<b>72,820.00</b>	70,588.00	2,232.00	67,670.00	5,150.00
<b>CHANGE FUND (101020)</b>	<b>72,820.00</b>	70,588.00	2,232.00	67,670.00	5,150.00

Refresh - Print - Export

- 🚩 Object Summary W Cost Center W...
- 🚩 Object Summary W Cost Center
- 🚩 Object Summary W Org
- 🚩 Object Summary W Entity

The amounts should be the same regardless of Object Summary option selected. Selection depends on one's preference and type of information needed.

For example, if Object Summary W Org is selected, this is the view generated:



## GL General: Balance Sheet

Organization	ORG Desc	Object	OBJ Desc	YTD Actuals	June of Prior FY	YTD Variance
150331	THEATER	101020	CHANGE FUND	400.00	0.00	400.00
150400	MUSIC	101020	CHANGE FUND	0.00	0.00	0.00
151190	TANTRUM THEATER	101020	CHANGE FUND	0.00	0.00	0.00
160499	REHAB COMM CONVERSION OTHER	101020	CHANGE FUND	0.00	0.00	0.00
180021	AFR - AFRICAN STUDIES	101020	CHANGE FUND	0.00	0.00	0.00
319037	EA THEATER	101020	CHANGE FUND	0.00	0.00	0.00
510100	INSTRUCTIONAL INNOVATION	101020	CHANGE FUND	0.00	0.00	0.00
510101	OLD ORG LLL CONFERENCE MGMT 18020	101020	CHANGE FUND	0.00	0.00	0.00
520010	LIBRARY OPERATIONS	101020	CHANGE FUND	0.00	0.00	0.00
520020	CLOSED MEDIA SERVICES	101020	CHANGE FUND	0.00	0.00	0.00
520111	LIBRARY RESOURCE ACCESS SERVICES	101020	CHANGE FUND	0.00	0.00	0.00
540040	STUDENT FINANCIAL AID	101020	CHANGE FUND	0.00	0.00	0.00
660110	ATHLETIC DIRECTOR	101020	CHANGE FUND	0.00	0.00	0.00
660130	ICA BUSINESS ADMIN	101020	CHANGE FUND	5,000.00	5,000.00	0.00
660225	FACILITIES OHSAA EVENTS	101020	CHANGE FUND	0.00	0.00	0.00
660999	ICA CONVERSION	101020	CHANGE FUND	0.00	0.00	0.00
700200	SAVP DEVELOPMENT	101020	CHANGE FUND	0.00	0.00	0.00
700900	FOUNDATION CENTRAL ACCOUNTING	101020	CHANGE FUND	500.00	500.00	0.00

*Not all rows are included for purpose of condensed presentation. Last two lines shown below to present Grand Total for this Object Code.*

950000	CENTRAL ACCOUNTING	101020	CHANGE FUND	45,470.00	41,720.00	3,750.00
950099	CENTRAL POOL CONVERSION ORGN	101020	CHANGE FUND	0.00	0.00	0.00
<b>Grand Total</b>				<b>72,820.00</b>	<b>67,670.00</b>	<b>5,150.00</b>

For further drilldown to transaction level detail see below.



(When clicking on the blue-colored field on first line above for \$400, it displays the Beginning Balance—Beg Bal and activity for the year only):

Center	10-100000-150331	Cost Center Desc	GENERAL - UNRESTRICTED - THEATER - FINE ARTS TICKET OFFICE - UNSPECIFIED					
Account	10-100000-150331-2440-00-101020	Obj #/Desc	101020 CHANGE FUND	Beg Bal 0.00				
Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net
OCT 2018-19	10/03/2018	03-OCT-2018 Misc Receipts USD	Journal Import 7669160:	Receivables	Misc Receipts	5575619 College of fine arts box office Receipt Number - 2071493 Document Number -		400.00
								400.00

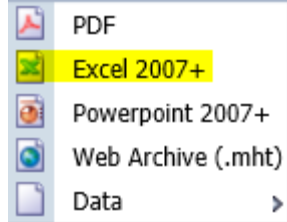
In the example above, Beginning Balance is zero. Net activity for the year totals \$400. Note that the total under 'Accounted Net' column will not include beginning balance. So if there is beginning balance amount for this account, it should be added to 'Accounted Net' total amount to get the ending balance for the account.

### Export

The Export prompt is available at the bottom of the screen (see highlighted in yellow).

The screenshot shows the 'GL General' interface with the 'Balance Sheet' tab selected. The 'Prompts' section contains various dropdown menus for filtering data, such as 'Period' (set to MAR 2018-18), 'ENT Parent Level', 'SRC Parent Level', 'ORG Parent Level', 'ACTV Parent Level', and 'OBJ Parent Level'. There are also 'Entity Between', 'Source Between', 'Organization Between', 'Activity Between', and 'Object Between' fields. At the bottom, the 'Balance Sheet Views' section shows a table with columns for 'MAR 2018-18', 'PRIOR YEAR PERIOD', 'Variance', 'JUNE OF PRIOR YEAR', and 'YTD Variance'. The table lists 'ASSETS (A10000)' with a value of 5,000.00, 'CURRENT ASSETS (B10000)' with 5,000.00, and 'CASH AND CASH EQUIVALENTS (C10000)' with 5,000.00. At the bottom left, there are buttons for 'Refresh', 'Print', and 'Export'.

To export data to Microsoft Excel, click **Export** and then click **Excel 2007+**. Upon confirmation (when you see 'Export Process is complete' on the screen), click **Open** to open the Microsoft Excel spreadsheet. The export to Excel will maintain the original OBI formatting.



## Questions

For more information, visit the Chart of accounts website at <https://www.ohio.edu/finance/coa>  
And for questions, please contact your CFAO or their delegate(s) or the FSE Project Team at [coa@ohio.edu](mailto:coa@ohio.edu)