Bloomsburg University of Pennsylvania
Bloomsburg, Pennsylvania

SAP
Funds Management
Budget Training Packet

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This manual replaces all previous SAP Funds Management Budget Training materials

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# TABLE OF CONTENTS (TOC)

## GENERAL INFORMATION
- Navigation of this Training Manual (PDF Format) ................................................. 5
- Setup/Managing Folders/Additional SAP Screen ..................................................... 6
- Review of Parked Transfers .................................................................................... 7
- Fiscal Year ............................................................................................................... 8
- Common Transactions ............................................................................................. 8
- Entering a Purchase Request or Funds Reservation ............................................... 8
- Numbering of SAP Funds/Cost Center .................................................................. 9

## FUNDS MANAGEMENT REPORTS .............................................................................. 10

## MASTER DATA ............................................................................................................ 10
- FM2G  View a Listing Of Funds Centers ................................................................. 11
- FM3G  Commitment Item Hierarchy ....................................................................... 12
- S_KI4_38000034 Index of Commitment Items ...................................................... 13
- S_KI4_38000038 Index of Funds Centers ............................................................... 13
- S_KI4_38000039 Index of Funds .............................................................................. 14

## FUNDS MANAGEMENT REPORTS .............................................................................. 15

## RECOMMENDED REPORTS TO USE ........................................................................ 15
- ZBUDSOURCE_CF  Budget Sources W/CFRWD To Next Year ................................ 16
- ZBUDSOURCE_NO CF  Budget Sources NOCFRWD To Next Year ....................... 17
- ZBUDSTAT_CF  Budget Status WCFRWD To Next YR .......................................... 18
- ZBUDSTAT_NOCF  Budget Status NOCFRWD To Next YR ..................................... 19
- FMRP_RFFMEP1AX  All Actuals – Document Journal .......................................... 20
- FMRP_RFFMEP1BX  Annual Budget: Line Items by Document Number .............. 21
- FMRP_RFFMAV03X  Budget Deficits for Expenditures ........................................ 22
- S_P99_41000147  Earmarked Funds Journal ....................................................... 23

## OTHER REPORTS ........................................................................................................ 24
- ZBUDSOURCE_EX_CF  Exp Budget Sources W/CFRWD To Next YR ................... 25
- ZBUDSOURCE_EX_NOCF  Exp Budget Sources NOCFRWD To Next YR ............. 26
REPORT FUNCTIONS

Report Generation And Drilling Down To Commitment Item Level
Pulling Multiple Fiscal Years
Drilling Down When Pulling Multiple Funds Centers
Drilling Down By Fiscal Periods
Drilling Down By Budget Type
Drilling Down to Access Documents
Drilling Down to Access Line Item Documents
Report Icons
How to Print Reports and to Print a Screen Only

REPORT LAYOUT

Changing the Layout
To Save a Layout
To Delete a Layout

REPORT VARIANTS

Setting Up Report Variants
How to Save a Variant
How to Access a Report Variant
How to Display a Report Variant
How to Delete a Report Variant

EXPORTING REPORTS TO EXCEL
GENERAL INFORMATION
**Navigation of this Training Manual (PDF Format)**

**Table of Contents**
The table of contents contains clickable links. Position your cursor over a line item in the Table of Contents. Click on a line to go directly to that page in the manual.

To return to the Table of Contents, click on the tab along the side of the PDF document called Bookmarks. You will see different sections of the TOC. Click on the section you would like to return to.

**Saving/Printing this Manual**
If you have the PDF training document open, click on File-Save As. Choose where you would like to save the document….then save it. Print the manual by clicking File-Print.

**Navigation Toolbar for Saved PDF files**
If you save the PDF document to your computer, a toolbar is available for easy navigation. Click on View-Toolbars. Click on the item called “Navigation.” You will now have a toolbar available that contains a green back button. Once you click on an item in the Table of Contents, you will be positioned on the proper page for that line item. Click on the green back button to return to the Table of Contents. *(Note: You can also use the bookmarks as noted above; this is just one extra navigational tip!)*

**Setup/Managing Folders/Additional SAP Screen**

**Saving Favorites**
You should have a budget folder under your favorites. Any Budget reports or budget transactions can be saved in this folder. If you would rather create a separate folder for reports, follow the instructions below.

**Opening a New Folder under Favorites**
Right Click on “Favorites” – when the drop down menu appears, click on ‘insert folder’ – when the pop-up box appears, name your “new folder”. Hit “Enter” on your keyboard or click the green checkmark.

**Adding transactions to a folder:**
You can add reports or transaction codes in the following way:
1. Right click on the desired folder and then click on ‘Insert Transaction.’
When the pop-up box appears, type in the name of your report or transaction code, ex. ZBUDSTAT_CF, and hit Enter or green checkmark.

Deleting a report from Folder
1. Click once on report to highlight it
2. Hit your delete key on keyboard.

Revise name of transaction (to be more recognizable)
1. Right click on transaction to be changed (Ex. FMRP_RFFMEP1AX)
2. Choose “change favorite”
3. You can add wording to the report name to help identify it. (Ex. FMRP_RFFMEP1AX – Expenses or S_P99_41000147 –Fund Reservations) Note: Don’t delete the report name.

Navigation: in SAP there are multiple ways to access a screen.
➢ From the SAP Easy Access Main Menu, input the transaction code into the command field (blank box at top left side of screen). Example: FR69
➢ If you are not at the Easy Access Main Menu, (if you are in a report) you can input /n and the transaction desired (Example: /nFR69) in the command field. Hit enter or the green checkmark.
➢ Use the starburst icon to access another SAP screen. You can have up to 6 screens open at one time.

**Review of Parked Transfers**

The Budget Office staff will review Parked Transfers three times a day:
9:00 AM
1:00 PM
3:00 PM
If you need a transfer updated before the scheduled time, call or email Audra H. #4700 or Barb M. #4029.

Transactions update real-time. This means when your transfer is posted by the Budget Office, it will occur immediately.
Fiscal Year


Common Transactions

FR69 - Park Budget Transfer
FR71 - Undo Parked Budget Document
FR72 - Display Parked Budget Document
FR73 - Change Parked Document – (Text only)
FMX1 - Create Funds Reservation
FMX2 - Change Funds Reservation
FMX3 - Display Funds Reservation
FM2G - Fund Center Hierarchy
FMG3 - Display Commitment Item Group

Entering a Purchase Request or Funds Reservation

Prior to entering a purchase request or funds reservation, check for funds availability in the commitment items to be used. Park a budget transfer to transfer funds from a commitment item with available funds to the commitment item number needing funds.

If you did not check your funds availability prior to entering a purchase request or funds reservation and realize you don’t have funds in the commitment item where you need it:
- park the budget transfer and
- exit your purchase request or funds reservation document so that your budget transfer can be approved. Otherwise, SAP will lock us out and we will not be able to approve the budget transfer.
Costs center/funds center numbers have a different name within the SAP Funds Management and Materials Management modules, but equal the same 10 numeric characters, with the 3rd and 4th characters equal to the fund indicator. Funds Center = Cost Center or WBS element

Funds Centers are used to look at Budget information, transfers and reports
Cost Centers are used on your purchase requisition.
WBS Elements are for grants and projects and have a .1 or .2 at the end

**NUMBERING METHODOLOGY FOR E&G (EDUCATION AND GENERAL) FUNDS CENTERS.**

10 11 02 05 16

- **Business Area** - Bloomsburg University – will always be 10.
- **Fund** – Fund Code. Uses character’s 3 and 4 of the fund “10” character field.
- **Division** - Below are the different levels within the university.
  - 01 President
  - 02 VP, Academic Affairs
  - 03 VP, Administration
  - 04 VP, University and Student Affairs
- **Deans/Dir** - Within each division are the Deans/Directors.
- **Department** – The final level has all the departments or cost centers under the Deans/Directors.
FUNDS MANAGEMENT REPORTS

MASTER DATA
The following display screens allow you to see an overview of the existing funds centers within your node (reporting structure). These are hierarchical structures only and do not show budget figures.

1. FM Area is SSHE
2. Fiscal Year is 2006
3. Type 10 in “funds center” space
4. Hit enter or click green check
5. Click on the + in front of the 10 to expand
6. Click on to expand to all funds centers.

Or, click on + in front of the areas you want to Drill down on until you get to the level you want.
This example is from clicking on the +10, +1002, +100209
**Commitment Item Hierarchy**

**TRANSACTION: FM3G**

**For a listing of all commitment items**

1. FM Area is SSHE
2. Enter fiscal year
3. Variant-let blank
4. Commitment Item-let this blank to see all commitment items
5. Click on the green check or hit enter

**To find a commitment item when you know the description**

(1-3 are the same)

4. Click on the dropdown (if the dropdown isn’t visible, click on the white entry area)
5. Enter the name of the commitment item you are trying to find.
6. Click on the green check or hit enter

**1. Click on the + sign in front of the area you wish to view.**
2. At any point you can click on the [expander] to drill down or collapse

Example: If you click on “expenses” and then “non-personnel” you can click on the down arrows [expander] to drill down to all “non-personnel” commitment items. This saves some clicking. The up arrows [expander] will collapse the commitment items again.
**S_KI4_38000034  Index of Commitment Items**

**TRANSACTION: S_KI4_38000034**

For a listing of all commitment items

1. FM Area is SSHE
2. Click to execute

For a range of commitment items

1. FM Area is SSHE
2. Enter a commitment item range (i.e. for operating area – enter 600 to 900)
3. Click to execute

---

**S_KI4_38000038  Index of Funds Centers**

**TRANSACTION: S_KI4_38000038**

This report lists Funds Centers and Fund Number

For a listing of all Funds Centers

1. FM Area is SSHE
2. Type 10* in Funds Center field
3. Click to execute

Or you can type any combination of #s if you only want to see a specific range of FCs – ie. 1011*, 101101*, 1013*, etc.
**S_KI4_38000039**  
**Index of Funds**

**TRANSACTION:** S_KI4_38000039

---

**Alpha**

**For a listing of all Funds**

1. FM Area is SSHE  
2. Type 10* in Fund field  
3. Click to execute

Or you can type any combination of #s if you only want to see a specific range of Funds – ie. 1011*, 1012*, 1013*, etc.

---

<table>
<thead>
<tr>
<th>Report Object</th>
<th>FM Area</th>
<th>Fund</th>
<th>to</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SSHE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FUNDS MANAGEMENT REPORTS

RECOMMENDED REPORTS TO USE
This report allows revenue and expense commitment items to be viewed for the budget. It summarizes all budget transactions by commitment item – including the carryforward from last year and the carryforward to the next year.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

To Generate the Report:
1. Enter 10* for Fund
2. Enter Funds Center #
3. Enter Commitment item or range (or leave blank to view all commitment items)
4. Enter Fiscal year (currently this is 2006)
5. Select “classic drilldown report” under “Output Type”
6. Click on to execute the report.

Then drill down to see commitment items:
1. Click on Commitment Item under Navigation
2. Click on Commitment Item after it moves to the right
3. Click on the Mountain icon

See “Reporting Functions” section for additional information on entering required fields, executing, drilling down, and other features.
This report allows revenue and expense commitment items to be viewed for the budget. It summarizes all budget transactions by commitment item – including the carryforward from last year. This report is similar to the ZBUDSOURCE_CF report except that it does not include the carryforward to the next year.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.

---

**Execute Budget Sources NoCfrwd to Next Year: Overview**

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Original</th>
<th>CF Frx LY</th>
<th>Returns</th>
<th>Transfers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SSHE/75PS_OUT-OTHER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SSHE/8935600</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SSHE/844_TRANSNS-IN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SSHE/85PS_IN-OTHER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SSHE/913</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SSHE/8185600</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SSHE/765-CHARGEBACK-EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SSHE/8201BB</strong></td>
<td>125 88</td>
<td>50.26</td>
<td></td>
<td></td>
<td>308 88</td>
</tr>
<tr>
<td><strong>SSHE/8202BB</strong></td>
<td>200 60</td>
<td>49.43</td>
<td>5.59</td>
<td></td>
<td>255 22</td>
</tr>
<tr>
<td><strong>SSHE/8203BB</strong></td>
<td>200 60</td>
<td>5.32</td>
<td></td>
<td></td>
<td>200 60</td>
</tr>
<tr>
<td><strong>SSHE/8204BB</strong></td>
<td>200 60</td>
<td>26.11</td>
<td></td>
<td></td>
<td>200 60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7,122 90</td>
<td>2,095.21</td>
<td>32,872 42</td>
<td>291 82</td>
<td>22,038.59</td>
</tr>
</tbody>
</table>


Transaction: ZBUDSOURCE_NOCF

Recommended to use with the ZBUDSTAT_NOCF

Replaces the Y_DV2_04000006
This report allows revenue and expense commitment items to be viewed by total budget, commitments, actuals, and the available amount. The Budget column includes the original budget, carry forward from last year, supplements, returns, and transfers. The Commitment column includes encumbrances for payment that carried forward from last year. At the end of the fiscal year, the Budget and Commitment columns are adjusted for any amounts that carry forward to next year.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.
This report allows revenue and expense commitment items to be viewed by total budget, commitments, actuals, and the available amount. It is similar to the ZBUDSTAT_CF report except that the Budget and Commitment columns are not adjusted for the amounts that carried forward to next year. The Budget column does include the amount carried forward from last year.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.
This report will provide you with line item details on your expenses such as purchase request, fund reservations, and profit transfers (charge backs) in the same way that “Extras” “Line Items” will do in the BUDSTAT/BUDSOURCE reports.

**Input**
1. FM Area is SSHE
2. Enter Fund as 10*
3. Enter Funds Center
4. Enter Commitment Item or a range (specific commitment item or range ex. 600 to 900)
5. Verify Fiscal Year/Period is (2006 1) to (2006 12) or appropriate year. You can run report for previous year or combination of years. You can also request periods. Refer to the explanation of periods
6. Remove 500 from Maximum No. of hits (if you have more than 500, they won’t be displayed with this limit)
7. Click on Execute

The report will look somewhat like this.

1. Reference Document number is not the same as your parked transfer document number. It is a number assigned by SAP for each entry. Profit Transfers (chargebacks) are the same number as the reference document.
2. Item is the line number. For example, the document shown above has line one for $884.28 and line 2 for 495.00.
3. Val. Type Text shows you what type of transaction occurred.
4. Amt Type is a numbering for the transactions that occurred. You won’t need to reference this number
5. Prd is short for Period. This shows the period the payment occurred in. (Refer to the explanation of periods)
6. FM Pstg. D-is short for Funds Management Posting Date. This is the date the document was posted.
7. Pymt Bdgt-This is the amount of the document.
8, 9, 10 self explanatory
11. Text. This is the Hat text from the document.

Reference the Report Functions section - Drilling down to Access Line Item Documents for information on sorting and subtotaling.
This report will show you your original allotments, carry forwards, supplements, returns and transfers by commitment item. It is useful in viewing whether transfers were made in or out of your account. It provides the same information as “Extras” “Line Items” will do in the BUDSTAT/BUDSOURCE reports.

**Input**
1. FM Area is SSHE
2. Enter fund or 10*
3. Enter funds center
4. Enter commitment item or range (ex. 600 to 900)
5. Make sure year is correct. You can do a range of years- ex. 2004 to 2006.
6. Click on Execute

---

**Original budget** - These are the original budgets posted from the download. This is your original (or base) budget.

**Transfers** - You will see both sender and receiver entries listed. These are commitment item to commitment item transfers within your fund center or transfers into or out of your fund center.

**Supplements** - Increases to a commitment item. This can also be entries to record revenue or transfers between funds centers etc.

**Returns** – Decreases to a commitment item. Sometimes a return is done if an entry had incorrect amount and couldn’t be reversed.

**Carryforward** – This is your carryforward from the prior fiscal year by commitment item. Use subtotal icon to see total amount.

Reference the Report Functions section - Drilling down to Access Line Item Documents for information on sorting and subtotaling.
This report is useful when checking deficits in large funds centers or multiple funds centers. You can input multiple funds centers and receive a report with deficits by funds center. Only commitment items with deficits are listed.

**Note:** If you receive the message “No suitable records were found” then you didn’t have any deficits.

**Input:**
1. Fund or 10*
2. Funds Center or multiple funds centers (Click on Arrow to input multiple funds centers)
3. Commitment Items 600-900. Note: Ignore any deficit or surplus in 820900 or 830900
4. Fiscal Year-use current FY
5. Execute

When the report comes up it will list the deficits by funds center. There is no need to drill down.

**Checking Deficits**

You should check deficits at least once a month during months of July through March. Keep in mind you want to move enough money to cover the deficit AND any future charges (you don’t want to have to keep moving money for the same items all year long!)

In April, May and June you should check weekly as commitment item balances are low towards year end.

There cannot be any deficits at year end because deficits cause problems if they are carried forward to the next year.

Self Supporting Areas are responsible for checking the salary and benefit area for deficits in addition to the operating area. If you have questions on covering deficits in the salary/benefit area, contact Barb #4029 or Audra #4700.
This report displays Earmarked funds as specified in the data selection. There are several different scenarios you can generate your report on to narrow your output. The more criteria entered, the more defined the output. Once in the report you can drilldown on the output to go into the funds reservation screen and the reservations usage records and other displays.

For example, if you are trying to find a document and have no knowledge of the number, then use this report to find it.

1. Enter document date range of 7/1/XX to current date
2. Enter Fund 10*
3. Enter Funds Center
4. Execute report.

See Example of report below.

Open Amt-Zero means it was paid in full or set to complete.

Orange line is description of items in peach area. Blue line is description of items in light blue area
FUNDS MANAGEMENT REPORTS

OTHER REPORTS
This report is similar to the ZBUDSOURCE_CF report except that it automatically excludes Revenue commitment items (400000-499999) and Transfer In commitment items (811000, 812000, and 813000). The report allows only expense commitment items to be viewed for the budget. It summarizes all budget transactions by commitment item – including the carryforward from last year and the carryforward to the next year.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.
This report is similar to the ZBUDSOURCE_NOCF report except that it automatically excludes Revenue commitment items (400000-499999) and Transfer In commitment items (811000, 812000, and 813000). The report allows only expense commitment items to be viewed for the budget. It summarizes all budget transactions by commitment item – including the carryforward from last year. It does not include the carryforward to the next year.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.

---

### Execute Exp Budget Sources NoCfwd to NextYr: Overview

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Original</th>
<th>CF FYLY</th>
<th>Applier</th>
<th>Returns</th>
<th>Transfers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sshe/866000 Educational Supplies</td>
<td>114.00</td>
<td>7.00</td>
<td></td>
<td></td>
<td></td>
<td>121.00</td>
</tr>
<tr>
<td>Sshe/866332 Chemicals</td>
<td>880.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>880.00</td>
</tr>
<tr>
<td>Sshe/866400 Maintenance Supplies</td>
<td></td>
<td></td>
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<tr>
<td>Sshe/866400 Transfers-Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sshe/866400 Transfers-Out-Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sshe/866400 Transfers-Out-On</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sshe/866400 Transfers-Out-On-Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sshe/8003000 Tfrs Out-Other</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sshe/8003000 Tfrs Out-Other-Other</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sshe/8003000 Tfrs Out-Other-On</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sshe/8003000 Tfrs Out-Other-On-Other</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sshe/8003000 Chargeback Expenses</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sshe/802000 Printing C/F Exp</td>
<td>125.00</td>
<td>50.25</td>
<td></td>
<td>50.25</td>
<td>300.00</td>
<td>454.25</td>
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<td>Sshe/802000 Postage C/F Exp</td>
<td>289.00</td>
<td>40.54</td>
<td>9.54</td>
<td>399.09</td>
<td>442.99</td>
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<tr>
<td>Sshe/802000 Telephone C/F Exp</td>
<td>388.00</td>
<td>50.11</td>
<td>9.52</td>
<td>457.63</td>
<td>523.22</td>
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</tr>
<tr>
<td>Sshe/802000 Mileage C/F Exp</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>7,122.00</td>
<td>2,925.01</td>
<td>2,554.05</td>
<td>2,002.21</td>
<td>12,609.50</td>
<td></td>
</tr>
</tbody>
</table>

This report allows revenue and expense commitment items to be viewed for the budget. It summarizes all budget transactions by commitment item – including the carryforward from last year and the carryforward to the next year. It is similar to the ZBUDSOURCE_CF and also includes many subtotals. This report is useful if the user is looking for subtotals but needs to be viewed carefully to avoid confusion.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.
This report is similar to the ZBUDSOURCE_CF_T report except that it automatically excludes Revenue commitment items (400000-499999) and Transfer In commitment items (811000, 812000, and 813000). The report allows only expense commitment items to be viewed for the budget. This report is useful if the user is looking for subtotals but needs to be viewed carefully to avoid confusion.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.
This report is similar to the ZBUDSOURCE_CF_T report except that it does not include the carryforward to the next year. This report is useful if the user is looking for subtotals but needs to be viewed carefully to avoid confusion.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.
This report is similar to the ZBUDSOURCE_NOCF_T report except that it automatically excludes Revenue commitment items (400000-499999) and Transfer In commitment items (811000, 812000, and 813000). The report allows only expense commitment items to be viewed for the budget. This report is useful if the user is looking for subtotals but needs to be viewed carefully to avoid confusion.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.

### Execute Tot-Exp Bdgt Sources NoCfrwd to NYr: Overview

<table>
<thead>
<tr>
<th>Committee Item</th>
<th>Expenses</th>
<th>Original</th>
<th>GF Frm LY</th>
<th>Supplants</th>
<th>Returns</th>
<th>Transfers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHE/2-EXPENSES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHE/NON-PERSONNEL</td>
<td>Non-Personnel</td>
<td>8,597.95</td>
<td>2,756.80</td>
<td>2,342.26</td>
<td>1,208.51</td>
<td>10,595.53</td>
<td></td>
</tr>
<tr>
<td>SHE/OPERATING</td>
<td>Operating</td>
<td>8,597.95</td>
<td>2,756.80</td>
<td>2,342.26</td>
<td>1,208.51</td>
<td>10,595.53</td>
<td></td>
</tr>
<tr>
<td>SHE/OTHEREXPENSES</td>
<td>Other Expenses</td>
<td>8,597.95</td>
<td>2,756.80</td>
<td>2,342.26</td>
<td>1,208.51</td>
<td>10,595.53</td>
<td></td>
</tr>
<tr>
<td>SHE/605</td>
<td>Postage/Freight</td>
<td>70.00</td>
<td>70.00</td>
<td>70.00</td>
<td>70.00</td>
<td>210.00</td>
<td></td>
</tr>
<tr>
<td>SHE/85110</td>
<td>Postage</td>
<td>50.00</td>
<td>50.00</td>
<td>50.00</td>
<td>50.00</td>
<td>170.00</td>
<td></td>
</tr>
<tr>
<td>SHE/85130</td>
<td>Freight/Shipping</td>
<td>20.00</td>
<td>20.00</td>
<td>20.00</td>
<td>20.00</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>SHE/606</td>
<td>Subscriptions</td>
<td>83.00</td>
<td>83.00</td>
<td>83.00</td>
<td>83.00</td>
<td>253.00</td>
<td></td>
</tr>
<tr>
<td>SHE/20110</td>
<td>Subscriptions</td>
<td>83.00</td>
<td>83.00</td>
<td>83.00</td>
<td>83.00</td>
<td>253.00</td>
<td></td>
</tr>
<tr>
<td>SHE/608</td>
<td>Memberships</td>
<td>180.00</td>
<td>180.00</td>
<td>180.00</td>
<td>180.00</td>
<td>540.00</td>
<td></td>
</tr>
<tr>
<td>SHE/615</td>
<td>Travel &amp; Transportation</td>
<td>2,700.00</td>
<td>1,355.60</td>
<td>1,355.60</td>
<td>1,355.60</td>
<td>5,411.20</td>
<td></td>
</tr>
<tr>
<td>SHE/615100</td>
<td>General Travel</td>
<td>1,350.00</td>
<td>680.00</td>
<td>680.00</td>
<td>680.00</td>
<td>3,710.00</td>
<td></td>
</tr>
<tr>
<td>SHE/615110</td>
<td>Training/Develop Travel</td>
<td>500.00</td>
<td>750.00</td>
<td>750.00</td>
<td>750.00</td>
<td>2,050.00</td>
<td></td>
</tr>
<tr>
<td>SHE/616</td>
<td>Conference Reg Fee</td>
<td>300.00</td>
<td>358.96</td>
<td>358.96</td>
<td>358.96</td>
<td>1,037.88</td>
<td></td>
</tr>
<tr>
<td>SHE/615000</td>
<td>Conference/Seminar Reg</td>
<td>300.00</td>
<td>358.96</td>
<td>358.96</td>
<td>358.96</td>
<td>1,037.88</td>
<td></td>
</tr>
</tbody>
</table>
This report allows revenue and expense commitment items to be viewed by commitments and actuals. The commitments include items that were committed (encumbered) for payment that carried forward to the current year. The report includes many subtotals that may be helpful to the user but needs to be viewed carefully to avoid confusion.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.
This report is similar to the ZACTCOM_CF_T report except that it automatically excludes Revenue commitment items (400000-499999) and Transfer In commitment items (811000, 812000, and 813000). The report allows only expense commitment items to be viewed. This report is useful if the user is looking for subtotals but needs to be viewed carefully to avoid confusion.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.
This report is similar to the ZACTCOM_CF_T report except that it does not include any commitments that carried forward to the next year.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.
This report is similar to the ZACTCOM_NOCF_T report except that it automatically excludes Revenue commitment items (400000-499999) and Transfer In commitment items (811000, 812000, and 813000). The report allows only expense commitment items to be viewed. This report is useful if the user is looking for subtotals but needs to be viewed carefully to avoid confusion.

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.
This report is similar to the ZBUDSTAT_CF report except that it automatically excludes all Revenue commitment items (400000-499999) and Transfer In commitment items (811000, 812000, and 813000).

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.

---

### Expense Budget Status W/CFRWD To Next YR

**Transaction:** ZBUDSTAT_EX_CF  
(Replaces FMRP_2FMB4002)

---

### Execute Exp Budget Status w/CFRwd to Next Yr: Overview

<table>
<thead>
<tr>
<th>Budget Version</th>
<th>Variant</th>
<th>Fund 10' to 10'</th>
<th>From Funds Center '01' to '08'</th>
<th>To Funds Center '01'</th>
<th>Commitment Items</th>
<th>ONLY EXPENSE TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>400000 - 999999</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Budget</th>
<th>Commit</th>
<th>Actuals</th>
<th>Tot ContAct</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSHE/838225</td>
<td>496.50</td>
<td>329.09</td>
<td>329.00</td>
<td>176.50</td>
<td></td>
</tr>
<tr>
<td>SSHE/660</td>
<td>1,500.38</td>
<td>492.31</td>
<td>402.11</td>
<td>1,098.27</td>
<td></td>
</tr>
<tr>
<td>SSHE/660200</td>
<td>206.97</td>
<td>121.29</td>
<td>121.29</td>
<td>85.68</td>
<td></td>
</tr>
<tr>
<td>SSHE/660300</td>
<td>121.68</td>
<td>16.45</td>
<td>16.46</td>
<td>105.42</td>
<td></td>
</tr>
<tr>
<td>SSHE/660330</td>
<td>580.00</td>
<td>51.96</td>
<td>51.96</td>
<td>530.04</td>
<td></td>
</tr>
<tr>
<td>SSHE/660400</td>
<td>50.00</td>
<td>41.29</td>
<td>41.29</td>
<td>6.71</td>
<td></td>
</tr>
<tr>
<td>SSHE/5-CHARGEBACK-EXPENSES</td>
<td>Chargeback Expenses</td>
<td>484.26</td>
<td>289.04</td>
<td>289.04</td>
<td>194.42</td>
</tr>
<tr>
<td>SSHE/820</td>
<td>121.68</td>
<td>16.45</td>
<td>16.46</td>
<td>105.42</td>
<td></td>
</tr>
<tr>
<td>SSHE/820200</td>
<td>442.25</td>
<td>206.31</td>
<td>206.31</td>
<td>235.94</td>
<td></td>
</tr>
<tr>
<td>SSHE/820300</td>
<td>9.22</td>
<td>5.32</td>
<td>5.32</td>
<td>9.32</td>
<td></td>
</tr>
<tr>
<td>SSHE/820400</td>
<td>1,222.32</td>
<td>1,220.79</td>
<td>1,220.79</td>
<td>1.53</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12,277.08</td>
<td>4,721.03</td>
<td>4,721.03</td>
<td>7,686.09</td>
<td></td>
</tr>
</tbody>
</table>

---

*Generated by: JOMMYER on 12/05/2005 - 14:21:34 in PROJ 300 Report: ZBUDSTAT*
This report is similar to the ZBUDSTAT_NOCF report except that it automatically excludes all Revenue commitment items (400000-499999) and Transfer In commitment items (811000, 812000, and 813000).

Below is a sample of the report. Note that it is only a screen shot and does not show all commitment items that would be on the printed version of the report. Pull the report for your own Funds Center if you wish to compare totals or line items on various reports.

See “Reporting Functions” section for assistance in entering required fields, executing, and drilling down.
This report shows total original allotments, carry forwards, supplements, returns, and transfers by commitment item. It does not include detail (all transfers, document #s, etc.) information and you cannot drill down to specific documents. You may want to reference the ZBUDSOURCE_CF report which contains similar information but the format of the report may be easier to read. If you want to see detail documents and be able to drill down, use the FMRP_RFFMEP1BX Report.

Reference the FMRP_RFFMEP1BX report for assistance in entering required fields. Reference the Reporting Functions section - Drilling down to Access Line Item Documents for information on sorting and subtotaling.
This report shows all open and closed Funds Reservations, Purchase Requisitions, and Purchase Orders. You can drill down to the document by double-clicking on the line item. If you wish to see payments and invoices you should use the FMRP_RFFMEP1AX Report.

Reference the FMRP_RFFMEP1AX report for assistance in entering required fields. Reference the Reporting Functions section - Drilling down to Access Line Item Documents for information on sorting and subtotaling.
This report shows the distributable budget for each commitment item and the description of the type of reduction (Purchase Order, Funds Reservation, Invoice, Payment, and Profit Transfer Posting). You can drill down to the document level by double-clicking on the line-item. The report contains data similar to that in the FMRP_RFFMEP1AX Report but in a different format. This report also shows the distributable budget which is not on the FMRP_RFFMEP1AX Report.

Caution: This can be a lengthy report as it prints each commitment item on separate pages.

Reference the FMRP_RFFMEP1BX report for assistance in entering required fields.
This report identifies the type of commitment and actual transactions. You can drill down to the document level by double-clicking on the line. The FMRP_RFFMEP1AX Report is very similar to this but provides additional information – such as document # and text.

Reference the FMRP_RFFMEP1AX report for assistance in entering required fields. Reference the Reporting Functions section - Drilling down to Access Line Item Documents for information on sorting and subtotaling.
This report can be used if you park a budget transfer and did not write down the number of the document. Enter your SAP User ID and execute the report.

This will provide the document number. If desired, you can drill down to the document level by double-clicking. This report also shows the status of the document. The status of “not approved” indicates the Budget Office has not yet approved the parked document. Once the document is approved it will no longer show under the original user name that created the document. It will then be listed under the Budget Office person that approved the document.
REPORT FUNCTIONS
Report Generation And Drilling Down To Commitment Item Level
(Applicable to ZBUDSTAT and ZBUDSOURCE Reports)

TO GENERATE THE REPORT:
1. Enter 10* for Fund
2. Enter Funds Center #
3. Enter Commitment item or range (or leave blank to view all commitment items)
4. Enter Fiscal year (currently this is 2006)
5. Select “classic drilldown report” under “Output Type”
6. Click on to execute the report.

Note: This report has the capability to view more than one fiscal year at a time. (See next page)

Then drill down to see commitment items:

1. Click on Commitment item under Navigation.
2. Click on Commitment item after it moves to the right.
3. Click on Mountain icon
Pulling Multiple Fiscal Years
(Applicable to ZBUDSTAT and ZBUDSOURCE Reports)

Enter the Fiscal Years (and all other required fields). Execute the report.

1. Click on Fiscal Year under Navigation
2. Click on Commitment item.
3. Click on Commitment item after it moves to the right.
4. Click on Mountain icon
5. Use the arrows to toggle back and forth between the fiscal years.
Drilling Down When Pulling Multiple Funds Centers
(Applicable to ZBUDSTAT and ZBUDSOURCE Reports—see page 51 for FMRP drill down)

Whether pulling multiple Funds Centers by entering a range, using a Variant, etc., drill down to the Funds Center level as follows:

1. Click on Funds Center under Navigation

2. Click on Funds Center after it moves to the right.

3. Click on Mountain icon
Drilling Down When Pulling Multiple Funds Centers
Cont’d

4. Click on Hierarchy

5. Click on “Expand all”

6. Doubleclick on Funds Center

7. Use arrow to go back

A dropdown box (shown below) will appear.
Drilling Down By Fiscal Periods
(Applicable to ZBUDSTAT and ZBUDSOURCE Reports)

Many of the new reports provide the capability of drilling down to see revenues and expenses by fiscal period (i.e. Period 1 = July, Period 2 = August, Period 3 = September……..Period 12 = June. See Appendix B). The instructions below are for viewing by commitment item in each period. The following page has instructions for viewing a summary for all periods.

1. Input required fields and execute the report.
2. Use the arrows and scroll down/up until you see Period
3. Click on Period
4. Click on Commitment item.
5. Click on Commitment item after it moves to the right.
6. Click on Mountain icon
7. Click on arrows to toggle between periods.
It is also possible to obtain a summary of all periods as shown below.

To do this, proceed as follows:

1. Follow Steps 1 – 3 above.
2. Click on Period after it moves to the right.
3. Click on Mountain Icon
Drilling Down By Budget Type
(Applicable to ZBUDSTAT and ZBUDSOURCE Reports)

Users can also drill down by Budget Type. See the instructions on prior pages for Drilling Down by Fiscal Periods. Follow Steps 1-3 but instead of selecting “Periods” under the Navigation Area, select “Budget Type”. The report will look like this:

Double click on the Budget Type to drill down to Commitment Item level.
Drilling Down to Access Documents
(Applicable to ZBUDSTAT and ZBUDSOURCE Reports)

Users have the capability to drill down when using the
- ZBUDSTAT report on Budget, Commitments, or Actuals to access additional information.
- ZBUDSOURCE report on Original, CF from LY, CF to NY, Supplements, Returns, Transfers to access additional information.

After the report is generated and commitment items are displayed, follow the instructions below to access detailed information.

1. Click on the dollar amount for which additional information is desired.
2. Click on “Extras” at the top of the screen in the dark blue area.
3. Choose “Line Items” from the drop down menu.
Drilling Down to Access Documents
Cont’d

Example of detail report after drilling down on a dollar amount in the Actuals column:

You can double click on any line in the report to drill down to view the original document.

Example document:

Use the back arrow to get back to the report you were viewing.
**Drilling Down to Access Documents**

**Cont’d**

You can also click on the column header at the top of the report or on the Total amount at the bottom for the Budget, Commitment, or Actual columns. Follow the same steps as above to drill down. This will take a few seconds longer because it is gathering all the data in that column.

You cannot do this function on the Total Comm/Actuals or the Available amount because they are calculated columns.

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Budget</th>
<th>Commitments</th>
<th>Actuals</th>
<th>Tot Cost</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSHE/TRS_OUT-OTHER</td>
<td>Tfrs Out-Other</td>
<td>160.89</td>
<td>160.89</td>
<td>160.89</td>
<td></td>
</tr>
<tr>
<td>SSHE/003</td>
<td>Tfrs Out-Other</td>
<td>160.89</td>
<td>160.89</td>
<td>160.89</td>
<td></td>
</tr>
<tr>
<td>SSHE/4-TRANSFERS-IN</td>
<td>Transfers-In</td>
<td>35,917.27</td>
<td>35,917.27</td>
<td>35,917.27</td>
<td></td>
</tr>
<tr>
<td>SSHE/TRS_IN-OTHER</td>
<td>Tfrs In-Other</td>
<td>35,917.27</td>
<td>35,917.27</td>
<td>35,917.27</td>
<td></td>
</tr>
<tr>
<td>SSHE/813</td>
<td>Tfrs In-Other</td>
<td>35,917.27</td>
<td>35,917.27</td>
<td>35,917.27</td>
<td></td>
</tr>
<tr>
<td>SSHE/5-CHARGEBACK-EXPENSES</td>
<td>Chargeback Expenses</td>
<td>22,038.38</td>
<td>22,038.38</td>
<td>22,038.38</td>
<td></td>
</tr>
<tr>
<td>SSHE/820</td>
<td>Chargeback Expenses</td>
<td>22,038.38</td>
<td>22,038.38</td>
<td>22,038.38</td>
<td></td>
</tr>
<tr>
<td>SSHE/020100</td>
<td>Printing C/B Exp</td>
<td>484.25</td>
<td>200.04</td>
<td>200.04</td>
<td>184.42</td>
</tr>
<tr>
<td>SSHE/020200</td>
<td>Postage C/B Exp</td>
<td>400.00</td>
<td>210.89</td>
<td>210.89</td>
<td>225.19</td>
</tr>
<tr>
<td>SSHE/020300</td>
<td>Telephone C/B Exp</td>
<td>9.32</td>
<td>9.32</td>
<td>9.32</td>
<td></td>
</tr>
<tr>
<td>SSHE/020400</td>
<td>Mileage C/B Exp</td>
<td>1,220.79</td>
<td>1,220.79</td>
<td>1,220.79</td>
<td>1,53</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>22,038.38</td>
<td>22,038.38</td>
<td>22,038.38</td>
<td>22,038.38</td>
</tr>
</tbody>
</table>

Using this method to drill down gives you the same line item details as using the FMRP_RFFMEP1AX (for commitments and actuals) or the FMRP_RFFMEP1BX (for budget).
Drilling Down to Access Line Item Documents
(Applicable to FMRP Reports – see prior pages for ZBUDSTAT & ZBUDSOURCE drilldown)

### Layout
You can customize the layout for the 1AX and 1BX reports. See section on Layout.

### Filter
1. Click on column name, 2. click filter, 3. input item to filter (transfers*) 4. click check. To undo, repeat #1&2 and take out “transfers* or sorting text), 4. click check and you will return to the report. This icon is useful if there are a lot of documents and you want to view all of one type at a time.

You will notice that a dollar amount will be repeated because every entry is recorded.

### Subtotals
Click on the gray area with the title of the column you want to subtotal and then click on . Very useful on Commitment Item column.

### To get to the actual transfer document on 1BX report
1. Double click on line you want to view the document for. On 1AX report you will be in the document. On 1BX report you need to get to entry document. See step 2.
2. On Display Document screen, click on .
3. You will then be in actual transfer and can click on the text box to view reason for transfer. To return, click on the back arrow to return to the FMRP_RFFMEP1BX report

### Viewing Funds Reservations on the 1AX report
On 1AX report, view the right side of the screen to see the status. X is set to complete (with or without payment), F is final or paid, blank is OPEN.
Report Icons

Print icon. If white, click on it to print. See printing instructions for help.

Use to view reports. Double arrow goes to top or bottom of report. Single arrow goes up/down 1 screen at a time.

Customizing of Local Layout - used to change font, activate history feature

To start a new session allowing up to 6 open sessions.

Execute. Use to generate a report.

If green back arrow doesn’t get you out of report, use yellow, if that fails, red X will exit!

Hat icon give additional detail on some documents.

Click on any item and then this “choose” icon and it will show the document for that line item.

Sort Ascending/Sort Descending. Very useful on line items (1AX, 1BX, Extras-Line Items) to sort by date, amount, doc type etc.

Detail Line Item-On Funds Reservation takes you to detail screen

Filter-to focus on selected data. See section on filtering.

On Funds Reservation takes you to Overview screen. Used in reports to drilldown.

Sum-click on column & then sum

Subtotal-breaks out by item selected, click on column, then the subtotal icon. Use on line item reports (1AX, 1BX, Extras-Line Items)

Mail report to someone via SAP e-mail

Change Layout (reference layout section)

Select Layout (reference layout section)

Save Layout (reference layout section)

Use arrows to move around report easily

Hierarchy- used in zbudstat/zbudsourceto drill down
How to Print Reports and to Print a Screen Only

Prior to printing, you must go through the steps to ensure your printer is set up properly in SAP. These steps are listed on the website http://ot.bloomu.edu/SAP/index.php

- Click on the “Set-Up and Navigation” under “SAP Training” on the right
- Click on Set-Up and Navigation again to access the packet
- The printer setup instruction is located on pages 7 and 8 of that document.

After your software is properly set up to print, use the following instructions.

To print report,
1. Click on print icon
2. Choose “All Columns” (window doesn’t always appear)
3. This window will appear, just click on

How to print Screen only:
1. Click on (customizing of local layout)
2. Choose “hardcopy”
REPORT LAYOUT
Changing the Layout

If you are using a report and it doesn’t show you information in the way that you prefer to see it, if the layout icons are available you can change the appearance. This is for reports other than the ZBUDSTAT or ZBUDSOURCE reports.

Below are the three icons used to change layout.

When you choose, “Change Layout this window appears.

The items in the left box are the items currently displayed on the report. The items in the right box are the items you can choose to display on the report (Hidden fields).

Note: If you click on “Column Name” it will alphabetize the list to make it easier to find what you want.

Using arrows
- Moves chosen items to Hidden Fields
- Moves chosen Hidden items to report layout

To delete items on the report that you don’t want to see
1. Click on the item description in the left box.
2. Click on the arrow pointing to the right.
This moves the item off the report to the Hidden fields box.
3. Remove all items you do not wish to see. (examples: Subtype, FMAC, FMA)
4. You now have room to add fields from the Hidden box that you wish to view.

To add items from Hidden Fields to report.
1. To arrange the items in the order you prefer, click on the item you wish it to precede on the left side. This item will now be highlighted.
2. Then click on the Hidden field you wish to add from the right side.
3. Click on the single left arrow.
The field you chose will be located directly before the one you had highlighted.
To deselect a highlighted field, click it a second time and the highlight disappears. When you are finished rearranging items and want to view what you have done, click on the green check at the lower left side of the screen. The report will now be displayed in the format you chose.
To Save a Layout

1. Go into change layout
2. Click on the save icon  (after you have made your changes)
3. In window shown on right, under “save layout” enter 10 and your user id
4. Under “name” enter a name unique to you.
5. Click on the green check.
   You will have to choose your layout each time you open the report
OR
5A. IF you want your report to always appear in the way you set it up, at step 4 put a check in the “default setting”. This affects only your computer.
6. Then click the green check.
7. If you are asked if you want to overwrite existing layout, click yes.

To Delete a Layout

1. Go into report that has the layout
2. Click on “settings” in the dark blue area
3. Choose “Layout”
4. Then choose “Manage”
5. Click on the gray square prior to the layout you want to delete.
6. Click on the garbage can icon
The unneeded layout is deleted.
REPORT VARIANTS
Setting Up Report Variants

A variant is a set way of bringing up a report that is unique to you. A variant is also unique to a report. That means that you must set your variant up in each report that you want to view it in. It is best if you take the time to determine what your needs are and exactly which report would be the best to use. You will want to have all needed information such as funds centers and commitment items available before you start to set up the variant. Once you set up a variant, you must choose that variant before you run a report. A variant saves a lot of time if you need to look at several funds centers regularly. If you don’t know if a variant would be useful to you, call the budget office and we can let you know if it could save you time or make your job easier.

Example #1: You have 5 funds centers you are responsible for and review them once a week. Currently you bring one funds center up at a time, review it, close it and move to the next funds center.

A variant will allow you to view the funds centers one at a time and go on to the next one without re-running the report, saving a lot of time. It will also show the total of the combined funds centers.

Example #2: You work in a VP Office and receive requests for additional state student wages for a department in your area. You need an idea of who may have extra funds.

You could set up and save a variant listing all funds centers in your area, showing commitment item 510580 student wages only. When you get a request, you run the report with your variant and you can see the available balance in 510580 in all fund centers in your VP area.

Example #3: You are responsible for several funds centers and want to check them for deficits.

You can set up a variant in the FMRP_RFFMAV03X deficit report listing all your funds centers, and commitment items 600 to 900. When you run the report with the variant you can see all deficits in all your funds centers at one time.
First
Input 10* for fund

You can input any range of funds centers or commitment items. You can input just one particular funds center or commitment item in the first box and the report will be for that one FC/CI.

To identify multiple funds centers. Click on the arrow to the right of the “to” funds center.

To identify multiple Commitment Items (CI’s) Click on arrow to right of the “to” commitment item.

This window will appear…

1^st Tab-Single Val- Single Value input. Individual FC or CI

2^nd Tab-Ranges If you have a range (from FC or to FC or From Comm item (CI) to CI)

3^rd Tab-(red) Single Val- This is to Omit a single Value (Funds center or commitment item)

4^th Tab-(red) Ranges – This omits a range (Fc or Comm Item)

When done inputting, click on clock
An example: a department has four funds centers and they are not in sequential order, so a range is not helpful. Input would be as follows.

Once you click on the clock, you will return to the “selection” screen. Notice only the first fund center is displayed. The green square below the arrow indicates additional data is selected.

Once you have selected your funds centers and commitment items, you need to save this variant for future use. You must do this before you run the report.

**How to Save a Variant**

1. Click on “go to” at the very top (dark blue)
2. Choose Variants
3. Choose Save as Variant.

   a. Choose variant name- ex. 10ah COB
   b. Meaning-ex. COB CI 600-900
   c. Click box in “Protect Variant”
   d. Click save icon at top

You will receive confirmation that it was saved and you will be back on the “selection” screen. You can now run this report by clicking on the clock.
How to Access a Report Variant

If you want to run a report variant that you created previously, you must choose the variant. Remember the variant exists only in the report that it was created in. Example: If you created the variant in the ZBUDSTAT_CF and now you want to view the same funds centers/comm. items in the ZBUDSOURCE_CF, the variant will not be available. You must create it in that report. See previous pages for instructions on creating a variant. Note: You can have several different variants in a report. You can then choose which one to use.

To Use a Variant
1. Open report to “selection” page
2. Click on “Go To” at the very top (dark blue)
3. Choose variant
4. Choose “Get” variant
4. A box will come up and should have your user id in “created by” Click on Execute.
If you only have one variant it will return to the “selection” screen with variant information input and ready to run.

If you have more than one variant established, they will all be displayed.
5. Choose the variant that you wish to use (you can create several different variants in same report.)
6. Click green checkmark
7. Click “execute” icon to run report.

How to Display a Report Variant

1. Open report to “selection” page
2. Click on “Go To” at the very top (dark blue)
3. Choose “variant”
4. Choose “Display” variant
5. A box will come up and should have your user id in “created by” Click on Execute.
If you only have one variant it will return to the “selection” screen with variant information input and ready to run.

If you have more than one variant established, they will all be displayed.
6. Choose the variant that you wish to use (you can create several different variants in same report.)
7. Click green checkmark
The next window will show all information contained in your variant.

How to Delete a Report Variant

At step four from above, choose delete, choose the variant you wish to delete.
EXPORTING REPORTS TO EXCEL
Exporting ZBUDSOURCE And ZBUDSTAT Reports

1. Click on System, List, Save, Local File
2. Click on Spreadsheet & green check

Notes: If you choose to use the HTML format instead of “spreadsheets” you will receive a good copy, but the format cannot be changed.

Save it to your desktop and there will be 4 documents. Use the one that looks like this.

3. Click on the Dropdown box under Directory to identify where you want to save the document. This window will appear.

You can choose Desktop or My Documents.
4. Create a file name at the bottom—the name must end with .xls.
5. Under Save As Type, click on “Excel files”
6. Click Save.
7. The window above will appear again. Click “Generate”
8. You can now use Excel to open the document.
9. On the “Text Import Window”, click on “Finish” (bottom right)

You will have to reformat the information, moving information, deleting columns, reformatting etc. to get it in the format that you desire.
1. Click on “List” in the dark blue area at the top of the report

2. Click on Export

3. Choose “Spreadsheet”

4. Click on green check

5. Choose “Table”, click green check

6. Click on Microsoft Excel (there is a short wait)

7. You are then prompted to save the data in the spreadsheet. Do NOT click on the green check! You MUST first go to Excel and use “Save Copy As” to save the file. Once the file is saved, you can go back to the window in SAP and click on the green check that you have saved the data. You can format the Excel file as you desire (taking off the color, rearranging the columns etc).
BUDGET TRANSFERS
If you need to transfer funds, you will enter a Parked Budget Transfer request (FR69) and save it. It is then “parked”. **The budget office will review the “parked” documents at approximately 9:00 a.m. 1:00 p.m. and 3:00 p.m. daily (we also check more often as time allows).** If the parked transfer is approved, it will be updated. Once updated, the funds will be available in the funds center involved. **Note:** You will see the money as soon as you park your document, but it is not available until the parked document is updated (approved).

If you need a transfer approved immediately, call Audra at #4700 or Barb at #4029 and we will review and update it at that time.

**A parked transfer can be used for:**
- A budget transfer from one funds center to another.
- A transfer from one funds center to multiple funds centers. For instance, multiple funds centers within a Dean’s area have requested travel funds. The Deans office could park one budget transfer from the Dean’s funds center in the amount of $1,000.00 to four department funds centers in individual amounts for each department.
- To move money in your own funds center from one or several commitment items to other commitment items.
- Multiple transfers can be put on one document if you desire to do so. Just state the reason for each in text.

**To Enter Parked Budget Transfer: FR69**

When you double click the FR69, the following box may appear.

If it appears, just enter SSHE for the FM area and click the green check.

You will then see the **Park Budget Transfer: Initial Screen**

<table>
<thead>
<tr>
<th><strong>Fixed Budget Dimensions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Input the Sender Fund</strong></td>
</tr>
<tr>
<td><strong>Input the Receiver Fund</strong></td>
</tr>
</tbody>
</table>

Sender and receiver fund should be the same, if they are not, you must be very specific as to why you are transferring between funds.

- **Budget Subtype.** Leave blank, not applicable

**General Parameters**
- **FM Area** This is always SSHE.
- **Version** This can be left blank.
- **Input the Sender Year and Receiver Year** *(The 2005/2006 FY is referred to as 2006)*

**Sender and receiver year must be the same**

Click on **Green Check**
Fund Notes:
If you click on the dropdown box and look at the funds available, you will recognize other funds you use. Some other funds that you may use are: camp accounts, conference accounts, academic enhancement, action plans, faculty development travel, and project accounts. Each of these areas is a different fund. If you have a question on what fund to use:
- 1st: Reference transaction S_KI4_38000038 Index of Funds Centers or the SAP Fund/Cost Center List on the SAP Website at http://ot.bloomu.edu/SAP/funds.php
- 2nd: If you still have a question on what fund to use, call Audra Halye #4700 or Barbara Meyer #4029 in the Budget Office.

You will now see the Park Budget Transfer: Entry Screen

1. Enter text using Hat icon (for longer text use the pencil/pad icon also). See the next page for detailed instructions on text.
2. Click on S for sender and enter your Sender fund center
3. Enter the commitment item
4. F Ar is always BDGT, you can select it from history feature
5. Enter amount
6. On line 2 enter receiver by clicking on R for receiver (or S if applicable) Proceed as above.

When done, click on Save

If the senders/receivers don’t balance, you will receive an error
Fix the error and save the document. See section on Warning Documents
Once the document is saved you will receive a document number.
Record the document number from the bottom left of screen.

You can transfer funds in many ways. You can have 1 sender line and multiple receivers, multiple senders and 1 receiver or multiple sender/receivers. The only stipulations are: Line 1 must be a Sender and the total dollars for Senders and total for Receivers must balance to zero.
Transferring Between Funds

If you need to move money between funds, you may do so but you must be very specific in explaining why in the text area. You must also be careful to enter the correct “Fund” number on the initial screen of the transfer.

Keeping Record of Transfers

You may want to create some sort of log to record your documents numbers in. It should contain the funds centers/commitment items and dollar amounts involved as well as the document number and status. This sheet could be kept instead of printing screens which uses a lot of ink as well as paper. A sample document is located on the S drive under BU Documents. The document name is SAP Transfer Document Log.
NOTE: SEE QUICK GUIDE SECTION FOR A QUICK GUIDE ON TRANSFERS

**Parked Document Text**

A message identifying the reason for the transfer is required for all transfers. This is a great tool and is easy to use. You can fill in the text at any point but we suggest you do it at the beginning just so you get in the habit of doing it.

There are two ways to enter text. One uses the Hat icon. The second used the pencil/pad icon.

The Hat icon needs to be completed. Text entered in this manner shows is reflected on the document journals and will be displayed on reports (such as the FMRP_RFFMEP1BX which shows transfers, supplements, and returns). This eliminates the need to enter the document to see the reason for a transfer and saves time. Text entered in this manner is also retained by the history feature which maintains recent entry information. Example: If you have multiple transfers to “cover deficits”, you won’t have to retype that text but just choose it from the history.

If you have a long explanation, use the hat icon for a brief description and the pad/pencil icon for the longer explanation.

**Example #1 (New 1/06)**

**Text using Hat icon**
- a. Click on the “HAT” icon
- b. Click on Person Resp. and enter your name
- c. Click on “Text” box, enter text.
- d. Click on green check or hit enter.

Now you are back on the entry screen ready to input your transfer information.

Note: This text will appear on reports. It also has the history feature.

**Example #2 (Original method)**

**Long text using Pad/Pencil Icon**
- a. Click on Long Text in the menu bar
- b. Type your message. The * is just the end of the line.
- c. Click the Save icon. **It’s very important you save the text!**
- d. Click on the back arrow after saving to return to transfer screen.

Now you’re back on the entry screen ready to input your transfer information.

Note: this text DOES NOT appear on any reports.
New way of using pad/pencil icon

You can cut/paste information from another Source (Excel, Word, Email etc) to a parked Document as your explanation instead of Re-typing the information.

1. Go to Excel, Word, Email memo etc
2. Copy text
3. Go to parked document
4. Click on pad/pencil icon
5. Click on paste icon

Change Parked Document: FR73

Use this screen to add text after the document has been parked. If you forgot to enter text, you will receive an email from us saying you must add text before we can approve the document.

When the initial screen comes up, enter your document number and click the green arrow.

This will take you back into your document.
1. Click on the hat icon and add your text.
2. Click on green check or hit enter
3. Click on the save icon to save the document.

Note: If you used the pad/pencil to create Long text
1. Click on the pad/pencil and add your text.
2. Click on the save icon to save text
3. Click on back button to return to document.
4. Click on the save icon to save the document.
You must save the document as well as the text to save changes.
Display Parked Budget Document: FR72

Look at the Document Status line. #1 status is “not approved” which means the transfer has not been approved by the Budget Office. In example #2, the status is “updated” which means the document has been approved. Your money is now transferred and available.

The green check at the bottom left of the screen will say “Document XXXX is not a parked document”. This means it is not “parked” but “posted”.

To Undo a Parked Budget Document: FR71

If you decide you don’t want your parked transfer to occur, you may be able to “undo” the transfer. Perhaps you entered the wrong information or discovered the transfer wasn’t needed.

● The first screen that appears, you must input your Document Number, then click the .
● Check to be sure the document status is “not approved”. If status is “updated” you can’t undo the document.
● It will display your parked document (as above). Check to be sure this is the information you want to delete.

● Then check the “undo” button .
A screen then comes up with your document number on it and at the bottom left it should say Parked Document “number” reversed.
Payment Budget Almost Exhausted Message

SAP gives a warning message when you are at 80% of your budget. This notifies you that your funds are low. This error is not a hard stop such as the “payment budget exceeded” message. To get rid of the warning there are four steps, they are described below.

If you get this message…

1. Click the green check on the bottom left side of the error box
2. Click your back arrow
   A window will appear asking if you want to save the document
3. Choose Yes
4. An error window will appear again, click the green check

You will receive your document number at the bottom left side of the screen.

Note:
If the last line of the message has a red square, it is telling you that you don’t have enough money to complete the transfer. This is a hard stop and you must correct any errors and/or recheck your budget availability. If you don’t have available funds, you will have to move funds from a different area.

Warning Messages: Check Environment/Check Messages

This message tells you where to look
1. Click on Environment – it is at the very top of the screen in dark blue
2. Choose Check Messages
3. Click on the green check.
4. Click the back arrow- A window will appear asking if you want to save the document
5. Choose Yes
6. If the error reappears, click the green check.

You will receive your document number at the bottom left side of the screen.
QUICK GUIDES
Parked Budget Transfer Quick Guide

When done, click “enter”
Or green check.

Input “Sender” Fund  Input “Receiver” Fund

Let Blank

Input “Sender” Year  “Same as “Sender” Year

Don’t forget TEXT!

Hat Icon Window

First line must be “sender” bdgt
Reports Quick Guide Part #1

Input is basically the same for all reports.

- Input 10* for fund
- “to” not needed
- Let Hierarchy Var blank
- Input Funds Center
- Click on arrow to input multiple funds centers
- Input one CI # or 600 to 900 for operating
- Or leave blank for all CI’s or a range of CI’s
- Click on arrow to input or omit specific CI’s
- You may input a range of fiscal years
  EX: Previous & Current fiscal year

Classical drilldown is recommended

To view what makes up an expense total in a particular commitment Item, click on the dollar amount, choose Extras (dark blue area at top) and Line Items. A document journal comes up, you can click on a line item to see the document. The same thing can be done for an amount in the “Budget” column.

The document journal looks and works the same way as the FMRP_RFFMEP1AX and FMRP_RFFMEP1BX reports. See report notes for specific information.

Periods: July is #1 thru June #12. Closing periods 13-16
Reports Quick Guide Part #2

Breakdown for the New Report Names:
Source-the source of your budget total. Ex: Original, Carryforward, supplement, returns, and transfers.
Stat-the current status of your budget. Ex: Your budget minus commitments and actuals equals your available amount.
CF-Both CF from Last Year and CF to Next Year will be included in separate columns.
NOCF-These reports do not include carry forward to the next FY (fiscal year). There will be carry forward from LY (last year)
EX-Reports with EX in name Exclude Revenue.
EX_CF-Will exclude revenue but will have CF from LY and CF to NY
EX_NOCF-Will exclude revenue and CF to NY but will have CF from LY

The ZBUDSOURCE_CF and the ZBUDSTAT_CF reports are recommended to use together to view budget sources and the status of your budget, commitments, actuals and available funds.
To view your original operating budget or your carry forward amount – Use ZBUDSOURCE_CF
To view the current status of your budget with carry forward – Use ZBUDSTAT_CF

The ZBUDSOURCE_NOCF and the ZBUDSTAT_NOCF reports are recommended to use together to view budget sources and the status of your budget, commitments, actuals and available funds.
To view your original budget without the CF from the previous fiscal year - Use ZBUDSOURCE_NOCF
To view the current status of your budget without the CF from the previous fiscal year - Use ZBUDSTAT_NOCF

Another report liked by users is the ZBUDSTAT_EX_CF. This report does not show revenue.

To view Funds Reservations – Use S_P99_41000147.

To view just the deficits in a funds centers or group of funds centers – Use FMRP_RFFMAV03X

To view all line item expenses – Use FMRP_RFFMEP1AX
To view all lien item allotments – Use FMRP_RFFMEP1BX
Drilling Down Quick Guide
ZBUDSOURCE/ZBUDSTAT REPORTS

Drilling down to Commitment Item
1. Click on Commitment Item under Navigation
2. Click on Commitment Item after it moves to the right
3. Click on the Mountain icon

Drilling Down to Multiple Fiscal Years
1. Click on Fiscal Year under Navigation
2. Click on Commitment Item
3. Click on Commitment Item after it moves to the right
4. Click on the Mountain icon
5. Use arrows to toggle between fiscal years

Drilling Down to Multiple Funds/Funds Centers
1. Click on Fund under Navigation
2. Click on Funds Center
3. Click on Funds Center after it moves to the right
4. Click on the Mountain icon
5. Click on Hierarchy icon
6. Click on Expand All
7. View funds centers from listing
8. Use back arrow to return to list
9. Can also use arrows to move between funds to view other funds centers

Drilling Down by Fiscal Periods
1. Click on Period
2. Click on Commitment Item
3. Click on Commitment Item after it moves to the right
4. Click on Mountain icon
5. Toggle on arrows to toggle between periods.

For summary of periods, when opening report,
1. Click on period,
2. Click on it again after it moves to right, and
3. Click on Mountain icon.
APPENDICES
APPENDIX A - Document Numbers

Number ranges for various types of documents

**FI**
Funds Management (9 digits)
- Funds reservations: 100000000 thru 199999999
- Pre-commitments: 400000000 thru 499999999
- Budget documents: 500000000 thru 599999999

**Material Management**
Purchase Orders (10 digits) (except RO and SPR = 10 characters)

Document type =
- CC: Construction contract, 39XXXXXXXX
- NB: Standard purchase order, 45XXXXXXXX
- SP: Service purchase contract, 40XXXXXXXX
- RO: Rush order (emergency), ROXXXXXXXX

External number range

**Purchase Requisitions (8 digits)**

Document type =
- NB: Purchase requisition, 1XXXXXXXX, Internal #
## APPENDIX B - Fiscal Periods

<table>
<thead>
<tr>
<th>Posting Period</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>July</td>
</tr>
<tr>
<td>2</td>
<td>August</td>
</tr>
<tr>
<td>3</td>
<td>September</td>
</tr>
<tr>
<td>4</td>
<td>October</td>
</tr>
<tr>
<td>5</td>
<td>November</td>
</tr>
<tr>
<td>6</td>
<td>December</td>
</tr>
<tr>
<td>7</td>
<td>January</td>
</tr>
<tr>
<td>8</td>
<td>February</td>
</tr>
<tr>
<td>9</td>
<td>March</td>
</tr>
<tr>
<td>10</td>
<td>April</td>
</tr>
<tr>
<td>11</td>
<td>May</td>
</tr>
<tr>
<td>12</td>
<td>June</td>
</tr>
<tr>
<td>13</td>
<td>Closing period 1</td>
</tr>
<tr>
<td>14</td>
<td>Closing period 2</td>
</tr>
<tr>
<td>15</td>
<td>Closing period 3</td>
</tr>
<tr>
<td>16</td>
<td>Closing period 4</td>
</tr>
</tbody>
</table>
APPENDIX C - Funds Management - Revenue CI# 813000 Transfers In-Other and Expense CI# 803000 Transfers Out-Other

Revenue commitment item 813000 Transfers In-Other and expense commitment item 803000 Transfers Out-Other are used in the SAP Financial system to maintain system integrity between the funds management and general ledger modules.

Fund 1011000000 E&G General Funds includes all funds centers that are funded through revenue streams supported by state appropriation and tuition dollars received. The major divisions of Bloomsburg University E&G General Funds are: President, Academic Affairs, Administration, and University and Student Affairs. Multiple funds centers are established within each of these divisions to carry on normal operating procedures. Besides tracking salaries/benefits for budget and actual expenditures, these funds centers include commitment item numbers for operating and equipment budgets and actual expenses.

SAP Funds Management monitors budget (original, carry forwards, supplements, returns, transfers), commitments, actual expenses, and any remaining available funds. Reference the following SAP reports to view this information:

- ZBUDSOURCE CF: Budget Sources with Carry forward to Next Year
- ZBUDSTAT CF: Budget Status with Carry forward to Next Year
- ZBUDSOURCE NOCF: Budget Sources without Carry forward to Next Year
- ZBUDSTAT NOCF: Budget Status without Carry forward to Next Year

Funds management is the link between budget and the general ledger.

Simplified, remaining available funds reflect the following:
1. For budget purposes, available funds are how much you have left to spend.
2. For general ledger purposes, fund balance is the cumulative net number between revenues and expenses in the fund used for accounting and reporting purposes.
3. Budget available funds equal general ledger fund balance less commitments.

The next page displays screen prints using commitment item numbers 803000 and 813000, along with explanations.

The pages titled “EXAMPLE 1 – BUDGET OFFICE ORIGINATES TRANSFER” AND “EXAMPLE 2 – BUDGET MANAGER (HOLDER) PARKS BUDGET TRANSFER” walks you through the process of transfers and displays the steps as they would appear in the budget and actual numbers. Both examples use a "transfer of funds" from funds center 1011030100 to 1011030400. Examples 1 and 2 produce the same results. The steps vary pending who originates the transfer: budget office or departmental budget holder.
When reviewing accounts prior to the carry forward we discovered that transfers between fund centers should be handled in the same way as transfers between funds. That is, they are entered through Transfers In 813000 and Transfers Out 803000. By doing this, it provides a clearer picture of how funds have been used. Now that we are doing transactions in this manner, you may notice a difference in the budget reports.

A fund center with a “transfer in” would look like this…Note the Budget/Actual/Tot ComAct columns reflect the negative in 813000.

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Budget 4 USD</th>
<th>Compliment 4 USD</th>
<th>Totals 4 USD</th>
<th>Ist Comact 4 USD</th>
<th>Available 4 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>84</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The actual balances are reflected below on the same report with the 813000 commitment item excluded. This department truly has $8,000 budget and actuals of $4,961.63. The available amount remained the same when viewed either way.

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Budget 4 USD</th>
<th>Compliment 4 USD</th>
<th>Totals 4 USD</th>
<th>Ist Comact 4 USD</th>
<th>Available 4 USD</th>
</tr>
</thead>
</table>
To view a report without 813000, (ZBUDSTAT_CF or others) input information as you normally do. When you input your range for the commitment items (600 to 899) click on the arrow just to the right of the dropdown box.

* click just to the right of the dropdown box.

(click on the first commitment box and the arrow will be visible)
After you click on the arrow, you will see the screen below.

1. You want to click on the RED Single Vals tab. This tab allows you to exclude commitment items from your report.

2. Then input 813000 as a commitment item to be excluded

3. Then click on the Copy icon

4. Click on Execute. Your report will come up excluding the 813000 “transfers in” commitment item.
EXAMPLE 1 - BUDGET OFFICE ORIGI NATES TRANSFER

A "transfer of funds" from funds center 1011030100 to 1011030400. Examples 1 and 2 produce the same results. The steps vary pending who originates the transfer; budget office or departmental budget holder.

Step 1
From CI# 615100 to CI#803000.
Budget transfer Preparation for general ledger transfer of funds.
From 1011000000 1011030100 615100 $ 1,500.00
To 1011000000 1011030100 803000 $ 1,500.00

Step 2
GL transfer of funds from (sender) FC# 1011030100 to (receiver) This transfer decreases the amount of available funds for FC#1011030100 and increases the amount of funds for FC#1011030400.
General Ledger entry
FC# 1011030400. Think of CI#803000 transfer out-other as expense
CI#803000 transfer in-other as revenue, the source of funds.

Step 3
To reflect the general ledger transfer of funds. The budget
The budget supplement for CI# 615100 increases FC#1011030400 spending authority equal to the dollars transferred in.

SENDER FUND/FUNDS CENTER
Fund 1011000000 E&G General Funds
Funds Center 1011030100 VP for Admin
Commitment Item Number/Name Orig CF Suppleme n Returns Transfers Budget Com Act Com/Act Available
Revenue
813000 Transfers In-Other: Trnsf in orig budget. Worksheet entry only.
(30,000.00)
(30,000.00)
(30,000.00)
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EXAMPLE 2 - BUDGET MANAGER (HOLDER) PARKS BUDGET TRANSFER

A "transfer of funds" from funds center 1011030100 to 1011030400. Examples 1 and 2 produce the same results. The steps vary pending who originates the transfer: budget office or departmental budget holder.

Step 1
Parked budget transfer
This transfer decreases the amount of available funds for FC#1011030100 and for FC#1011030400 increases the spending authority for CI#615100.

Budget Transfer
From 1011000000 1011030100 615100 $1,500.00
To 1011000000 1011030400 615100 $1,500.00

Step 2
GL transfer of funds from (sender) FC#1011030100 to (receiver)
This transfer decreases the amount of available funds for FC#1011030100 and increases the amount of funds for FC#1011030400.

Budget Supplements
Supplements for CI#803000/813000 reflects the "budget" dollars associated with the GL transfer.

Step 3
To reflect the general ledger transfer of funds. The budget

<table>
<thead>
<tr>
<th>SENDER FUND/FUNDS CENTER</th>
<th>BUDGETS</th>
<th>COMMITMENT/ACTUAL EXPENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund 1011000000 E&amp;G General Funds</td>
<td>Commitment Item Number/Name</td>
<td>Orig</td>
</tr>
<tr>
<td>Revenue</td>
<td>813000 Transfers In-Other: Trnsf in orig budget. Worksheet entry only.</td>
<td>(30,000.00)</td>
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<tr>
<td></td>
<td>813000 Transfers In-Other</td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>605110 Postage</td>
<td>1,000.00</td>
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<td>615100 General Travel</td>
<td>4,000.00</td>
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<td></td>
<td>625300 Specialized Services</td>
<td>3,000.00</td>
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<tr>
<td></td>
<td>630225 Contr Maint Ofc Esp</td>
<td>2,000.00</td>
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<tr>
<td></td>
<td>660100 Office Supplies</td>
<td>4,000.00</td>
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<td></td>
<td>660125 Noncapital Equip</td>
<td>15,000.00</td>
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<td></td>
<td>660330 Chemicals</td>
<td>1,000.00</td>
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<td></td>
<td>Sub total Operating Expenses</td>
<td>30,000.00</td>
</tr>
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<td></td>
<td>803000 Transfers Out-Other</td>
<td>-</td>
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<tr>
<td></td>
<td>Sub total Transfers Out</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Total Revenue Transfers In</td>
<td>(30,000.00)</td>
</tr>
<tr>
<td></td>
<td>Total Expenses</td>
<td>30,000.00</td>
</tr>
<tr>
<td></td>
<td>Net Available Funds (deficit)</td>
<td>500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECEIVING FUND/FUNDS CENTER</th>
<th>BUDGETS</th>
<th>COMMITMENT/ACTUAL EXPENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund 1011000000 E&amp;G General Funds</td>
<td>Commitment Item Number/Name</td>
<td>Orig</td>
</tr>
<tr>
<td>Revenue</td>
<td>813000 Transfers In-Other: Trnsf in orig budget. Worksheet entry only.</td>
<td>(8,000.00)</td>
</tr>
<tr>
<td></td>
<td>813000 Transfers In-Other</td>
<td>-</td>
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<tr>
<td></td>
<td>Total Revenue Transfers In</td>
<td>(8,000.00)</td>
</tr>
<tr>
<td>Expenses</td>
<td>605110 Postage</td>
<td>200.00</td>
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<td>615100 General Travel</td>
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<td>Sub total Transfers Out</td>
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<td>Total Expenses</td>
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<td>Net Available Funds (deficit)</td>
<td>500.00</td>
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APPENDIX D - Frequently Asked Questions

Q: Can I transfer money between funds?
A: Yes, most funds are okay. We will contact you if the transfer is inappropriate. Be careful, you must have the correct “fund” number when doing your parked transfer.

Q: How do I know if my transfer is “between” funds?
A: The first four numbers in a fund center indicate the fund. Example: E&G is 1011000000. If the other fund center starts with anything other than 1011, it is a different fund. Example: 1012, 1013, 1033 etc

Q: What is the difference between a transfer and a charge back?
A: A charge back is the reimbursement of an expense. Expense is moved rather than moving budget.
Charge Back Example: Some position advertisements are paid by Human Resources when the ad is placed. Then the department is sent a note explaining how much they owe for the ad. This is a true charge back. Human Resources paid for something that is really an expense for your department not Human Resources.
Transfer Example: A dean area wants to give a department funds to help them cover an expense. That expense truly belongs to the department not to the dean area. This is a transfer of funds.

If you’re not sure whether it is a charge back or a transfer, contact the Budget Office (#4700 or #4029).

Q: I parked a transfer and it looks like the money has been moved, why won’t it let me use the money?
A: It does look like the money left the “sender” area but the “receiver” area cannot use the funds until we update/(approve) the parked document.

Q: I am expecting another department to transfer money to my Funds Center. What report can I use to verify that the money has been transferred?
A: Use the ZBUDSOURCE_CF report, click on “Transfers” column and drill down (Extra, Line Items) to see the details or use the FMRP_RFFMEP1BX.

Q: How frequently does the Budget Office review and approve parked documents for budget transfers?
A: The Budget Office will review parked documents at approximately 9:00 a.m., 1:00 p.m., and 3:00 p.m. daily. We also check more often when time allows. If you need a transfer approved immediately, call Audra at #4700 or Barb at #4029 and we will review and update it at that time.
Q: What if I forgot to write down my document # when I park a budget transfer?
A: Use S_KI4_38000056 report. This will only show documents that have not been approved/updated.

Q: When entering a funds reservation I received a message that it was “blocked”. What does this mean?
A: You cannot enter information for the same funds center, same commitment items in two different documents at one time. Example: We cannot approve a parked transfer if you have a purchase request or funds reservation open using the same funds center and commitment items.

Q: How do I know what is “blocking” my entry?
A: If you double click on the black text in the message window a larger window will appear listing the user that is blocking the document.

Q: Is it possible to have more than one SAP session open at a time?
A: Yes, you can have up to six sessions open at one time. Click on the starburst icon to open another session.

Q: When I try to pull up my budget report I get a large window called “Overview of Report Parameters”. What does that mean?
A: Most often it means that your “fund” didn’t match your “funds center”. It is best to use 10* for fund to avoid this error.

Q: Please explain the report column titles such as Original, Carry forwards, Supplement, Returns, Transfers
Original budget - These are the original approved budgets posted from the download. This is your original (or base) budget.

Carryforward – This is the approved available balance at the end of a fiscal year that is “carried forward” to the new year. Note: Some reports show both CF from LY and CF to NY. LY is last year, NY is new year.

Supplements - Increases to a commitment item. This can also be entries to record revenue or transfers between funds centers etc.

Returns – Decreases to a commitment item. Sometimes a return is done if an entry had incorrect amount and couldn’t be reversed.

Transfers - You will see both sender and receiver entries listed. These are commitment item to commitment item transfers within your fund center or transfers into or out of your fund center.

Q: Can I get rid of all the zeros on the budget report I’m using?
A: Yes, just click on “Settings” in the dark blue area at the top and choose “Zeros On/Off”. Printing your report will take less paper now.

Q: When I bring up my budget status report I only see a total. What is wrong?
A: You must choose “commitment” in the navigation area, then “commitments” again and then the mountain/sun icon.

Q: Why should I use ZBUDSTAT_CF instead of using the ZBUDSTAT_EX_CF report?
A: The ZBUDSTAT_EX_CF does not show revenue or transfers in. You will not be able to monitor the collection of revenue.
Q: Can I use the ZBUDSTAT_EX_CF report instead of the ZBUDSTAT_CF report?
A: As long as your funds center doesn’t bring in revenue, then it is okay to use this report. Many people like it because it excludes 813000 transfers in (because transfers in is a revenue)

Q: What is 813000 Transfers In and 803000 Transfers Out?
A: When money is transferred between funds centers, it is processed through “transfers out” in the “sender” funds center and “transfers in” in the “receiver” funds center.

Q: What reports show original budget and carry forward amounts?
A: All the reports starting with ZBUDSOURCE show the original budget and carry forward budget in separate columns.

Q: What reports show expenses?
A: All the reports starting with ZBUDSTAT and ZACTCOM show commitments and actuals. If you are looking for expenses by line item, you would use FMRP_RFFMEP1AX.

Q: What report shows allotment line items?
A: The FMRP_RFFMEP1BX report shows original, carry forward, supplements, returns, and transfers. You can also use the ZBUDSOURCE_CF report by clicking on the total of a column, then click on extra’s and choose line items. See section on drilling down for assistance.

Q: What is the report that shows funds reservations?
A: The report is S_P99_41000147

Q: What is the transaction for the Deficit report?
A: FMRP_RFFMAV03X

Q: I ran the budget deficit report (FMRP_RFFMAV03X) and the message was “no suitable records were found” What does that mean?
A: Think of “suitable records” as deficits. The report looked for deficits but none were found.

Q: I had variants established in the old Y_DV2 reports. Will they be available in the new reports?
A: No they will not be available. You will have to recreate any variants in the new reports. See section on Variants.

Q: How do I set my history feature to appear faster?
A: Go to the Customize local layout icon , choose “options” and set the History button to “immediately”, click apply, then OK.
Q: Why do I have to scroll right to see the rest of my report?
A: Your font size is too large. Go to Customize local layout icon, choose “new visual design” and move slide to 88%. Click apply and then OK. This new font will not be visible until you log off SAP and log back on.

Q: What report can I use if I want to see my budget, actuals, and available balances but don’t want to see CI 813000 Transfer In?
A: Use the ZBUDSTAT_EX_CF

Q: Why would I want to use the ZBUDSTAT_NOCF report that does not include the carry forward to next year?
A: At times it is necessary to view the status of last year’s funds before the commitments and residual balances were carried forward to the current year. This is especially useful at the beginning of the new fiscal year when you want to look at the prior year.

Q: On the ZBUDSTAT_CF report, why doesn’t the amount in the “Budget” column match the budgeted allotted to my department at the start of the Fiscal Year?
A: The Budget on this report is cumulative of the original budget, carry forward, transfers, supplements, and returns that have transpired during the fiscal year. The “Budget” column on the ZBUDSTAT_CF report equals the “Total” column on the ZBUDSOURCE_CF report.

Q: How do I find the detail for the actual expenditures that show on the ZBUDSTAT reports?
A: Use any of the ZBUDSTAT reports and click on the “Actuals” column and drill down (Extra, Line Items) to see the details or use the FMRP_RFFMEP1AX. You can then drill down to the document level by double clicking on the line item. You can also use the FMRP_RFFMAV01X report.

Q: What are the most frequently used reports:
A: ZBUDSTAT_CF used in conjunction with ZBUDSOURCE_CF  
   ZBUDSTAT_NOCF used in conjunction with ZBUDSOURCE_NOCF  
   FMRP_RFFMEP1AX and FMRP_RFFMEP1BX
APPENDIX E - SAP Terminology

Budget Return – Decrease to a budget allotment.

Budget Supplement – Increase to a budget allotment.

Business Area – Each University is called a Business Area. Each University is assigned a 2 digit numeric Business Area. The business area for Bloomsburg University is 10.

Commitment Item – For Funds Management the terminology is Commitment Item, for Materials Management the terminology is G/L Account Number. This is a 6 digit number defined specifically to identify type of revenues, expenses, transfers out, transfers in, chargeback expense, chargeback revenues.

For commitment item listings reference the following sources:
- transaction S_K14_38000034 Index of Commitment Items
- on the web at http://ot.bloomu.edu/SAP/funds.php

Commonly Used Abbreviations - Put in alphabetical order
The following abbreviations are often used to shorten text.

CB-Charge Back
CF-Carry forward
CI- Commitment Item
FC-Funds Center
FR-Funds Reservation
FY-Fiscal Year
PO-Purchase Order
PR-Purchase Request
Current Budget
The current budget is derived from the following budget types:

- Original budget
- Plus Supplements
- Minus Returns
- Plus/minus Transfers
- Plus Year-end closing budget transfer (carryforwards)
- Equal Current budget

Earmarked Funds (FI-Funds Management module)
These are transactions within Funds Management which can reserve (commit) budget for anticipated expenditures. Distinguishing characteristics for earmarked funds: they commit the budget, application of funds by specification, legal obligations associated with them. Currently at Bloomsburg University we use Funds Reservations.

Fiscal Year (FY) - The fiscal year is the ending year. Example: fiscal year 2005-2006, is referenced as 2006.

Fund – Is a 10 digit numeric character number identifying the funding source for a specific group of funds centers. Use transaction S_KI4_38000039 to view all funds. Fund numbers are not the same as the Funds/Cost Center Numbers.

Example:
The E&G (Educational & General) general fund is Fund 1011000000 only. The E&G general fund is the day to day departmental funds. Budget and Actuals include personnel compensation, operating, equipment, chargebacks and transfers. All fund centers within this fund, start with the same first 4 numbers (1011).

The E&G general fund is broken down by President/Vice Presidential area as follows:
101101 - President’s Area,
101102 - VP Academic Affairs,
101103 - VP Administration,
101104 - VP University and Student Affairs.

If you are in the academic area, your E&G funds center numbers start with 101102 and are followed by four (4) more numbers. The next four (4) numbers are identifiers for the Dean/Director area and the Department.

If you have a funds center that starts with something other than 1011, it is not in the E&G fund 1011000000. A fund center starting with 1012 is not E&G funds. Other fund numbers are used for specific categories of funds centers.

Reports can be run by Fund which will pull all fund centers within that fund. For example: All the sports camps are under one fund. If the director wants to see the status of each camp, a budget report run for the Fund would show overall balances as well as allow viewing or printing of each funds center by commitment item without running individual reports.
Funds/Cost Center (FC or CC) – Department or responsibility area for budget and accounting purposes

Fund Center = Cost Center or WBS element

Fund Centers are used to look at budget information.
Cost Centers are used on your purchase requisition and in the general ledger
WBS Elements are used for grants and projects.
For funds/cost center listings reference the following sources:
- transaction S_K14_38000038 Index of Funds Centers
- on the web at http://ot.bloomu.edu/SAP/funds.php

Original Budget

The original budget is the budget originally allocated before any updates. The original budget is your fiscal year budgeted amount.

Parked Budget Transfers - Enables the employee responsible for managing a Funds Center to transfer available budget:
- between commitment items within the same funds center or
- between commitments items within different funds centers

The Budget Office will review the parked transfers for accuracy and then will approve or disapprove the transfer for processing.

SAP Business Area Codes

<table>
<thead>
<tr>
<th>10</th>
<th>Bloomsburg</th>
<th>55</th>
<th>Mansfield</th>
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<tr>
<td>50</td>
<td>Lock Haven</td>
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</table>

With Carryforward Values

This term means the report includes commitments and residual budgets that carried forward from the prior fiscal year to the current fiscal year.
If all commitments and residual budgets are carried forward from the prior fiscal year, the ZBUDSTAT_CF report will show a zero available balance for the prior fiscal year.

Without Carryforward Values

This term means that the report will not include commitments and residual budgets that carried forward from the prior fiscal year to the current fiscal year.