Single Funds Center Report

This web-based report provides information for a single funds center. There are other web-based reports that can be used to report on all funds centers for a single responsible person, multiple funds centers, and entire groups (i.e. departments, colleges, divisions, etc.).

The report includes the following information for the current and previous fiscal years:

- Budget Report
- Open Commitments Detail
- Personnel Detail
- Actual Documents Detail
- Budget Documents Detail
- Trends of Actual Balances (since fiscal year 2007)

This document explains the basics of how to use the report. The topics covered in this document are:

- Log on and Execution
- Budget Report
- Drilldown to Line Item Detail
- Commitments Detail
- Actual Documents
- Budget Documents
- Filtering and Navigation Box
- Saving a Personal View
- Exporting to Excel
- Personalization of Variables
- Bookmarking the Report as a Web Link

Log on and Execution

Follow the link:

https://bireports.passhe.edu/sap/bw/BEx?sap-language=EN&bsplanguage=EN&CMD=LDOC&TEMPLATE_ID=Z_40_FUND_CENTER_REPORTS

In the following logon box, type in your SAP user name (remember to include the 40), and your password for the Business Warehouse (this password is not necessarily the same one you use for signing on to the regular SAP system).

If you have forgotten your password (or if you have never received a BW password) you must request a password reset by contacting the IT Support Center at it-support-center@iup.edu. For validation purposes, this request must be made by an e-mail sent from the IUP e-mail address of the user requesting the reset. Be sure to request a "reset of your BW password."

Type in your funds center number and the desired fiscal year as shown below:
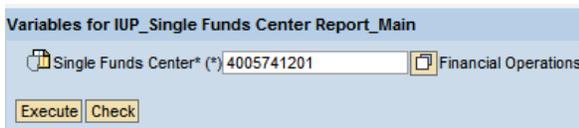
If you click "Check" the system will return the name of your funds center as a double check (this is not a required step). *See the section on Personalization of Variables at the end of this document to learn how to set the fields to automatically return a desired value for your user id.*

Click "Execute" to run the report.

As shown below, the initial display is an information screen about the selected funds center. Click on the tabs at the top of the screen to select a report. Notice that there are separate tabs for the previous year's report. The system will automatically set the current fiscal year each July 1; therefore, after July 1 you will need to refer to the "previous year" tabs to see information on the "old year."

Funds Center Reporting

Information	Actual Trends		
Budget Report	Commitments Detail	Actual Documents	Budget Documents
Previous Year Budget Report	Previous Year Commitments Detail	Previous Year Actual Documents	Previous Year Budget Documents

Funds Center Reporting

This is a set of reports for a single Funds Center.

Choose a report by clicking on a tab at the top of this page.

Personnel Detail by employee for this funds center is avaialbe on the report located at the following link: **Personnel Detail Report**

▽ **Initial Variable Selections**

Single Funds Center*	4005741201
Single Funds Center*	Financial Operations

▽ **Current Fiscal Year:**

Fiscal year	2010

▽ **Master Data of the Funds Center**

Funds Center		User Name	Responsible_Person_Text	Responsible_1	Responsible_2	Responsible_3	Responsible_4	Accountant
4005741201	Financial Operations	40RPWHITE	White, R P	40RPWHITE	40BPENROD	#	#	#

Budget Report

The budget report provides an actual to budget comparison.

Funds Center Reporting

Information	Actual Trends		
Budget Report	Commitments Detail	Actual Documents	Budget Documents
Previous Year Budget Report	Previous Year Commitments Detail	Previous Year Actual Documents	Previous Year Budget Documents

Budget Status Current Year

▽ **Initial Variable Selections**

Fiscal year	2010
Single Funds Center*	4005741201
Single Funds Center*	Financial Operations

`1. Budget Status *` `2. Actuals by Period *` `3. Group Tree *` 🗋

Commitment item [_____] ↪

Note: the filtering and navigation tool is now part of the toolbar below.

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▽ **Budget Status for a Single Funds Center Current Year**

Commitment item		Fiscal year	2010					
			▶ Budget as Posted	Budget as Grouped	▼ Actual and Commited			Available
						Actual	Commitments	
▼ NET_SOURCES_USES	Net Sources & Uses		$ 81,399.63	$ 81,399.63	$ 39,558.93	$ 39,016.59	$ 542.34	$ 41,840.70
▼ SOURCES	Sources		$ -14,540.00	$ -14,540.00	$ -14,540.00	$ -14,540.00		$ 0.00
▶ TRANSFERS_IN	Transfers In		$ -14,540.00	$ -14,540.00	$ -14,540.00	$ -14,540.00		$ 0.00
▼ USES	Uses		$ 95,939.63	$ 95,939.63	$ 54,098.93	$ 53,556.59	$ 542.34	$ 41,840.70
▶ SALARIES_AND_WAGES	Salaries and Wages		$ 47,580.00	$ 47,580.00	$ 28,233.37	$ 28,233.37		$ 19,346.63
▶ INCREMENTAL_BENEFITS	Incremental Benefits		$ 634.79	$ 634.79	$ 634.79	$ 634.79		$ 0.00
▶ OTHER_EXPENSES	Other Expenses		$ 44,919.84	$ 44,919.84	$ 23,100.43	$ 22,558.09	$ 542.34	$ 21,819.41
▶ 820	Chargeback Expenses		$ 2,805.00	$ 2,805.00	$ 2,130.34	$ 2,130.34		$ 674.66

Last Refreshed	02/04/2010 15:05:26

The commitment items are shown in a hierarchy view. You can open the display levels one at a time by clicking the arrow heads, or you can directly open to a given level (or all levels) by using a RIGHT CLICK on the Commitment Item column heading and selecting the desired level.

Choose the highest level to display all items as shown below:

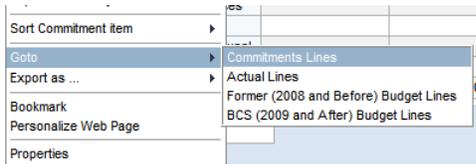# Drilldown to Line Item Detail using the Goto Command

Reports have been created for Commitment, Actual, and Budget documents; however, you can go directly to the specific documents for a row item on any report. The Budget Report will be used as an example.

RIGHT CLICK, while pointing to a row under "Commitment item" column. Choose the Goto option on the munu and you will see options for Commitment Lines, Actual Lines, Budget Lines for FY 2008 and before, and Budget Lines for FY 2009 and after. *The separate budget line reports are necessary due to a system change in FY 2009.*

In the example below, a RIGHT CLICK was executed while pointing to the top level row of OTHER_EXPENSES.

Choose the type of item for which you want detailed information. In the example below, Commitment Lines was chosen:

Sort Commitment item	▶	
Goto	▶	Commitments Lines
Export as ...	▶	Actual Lines
		Former (2008 and Before) Budget Lines
Bookmark		BCS (2009 and After) Budget Lines
Personalize Web Page		
Properties		

A line item report is generated in a separate window as shown below:

▽ FM Commitment Line Items (jump)

Doc. Number	Predecessor doc.no.	Vendor	Document item	Document Text	Funds Center	Commitment item	Amount type	Commitment	Purchase Orders
							Fiscal year	2010	
10253897	#	ZZ_DNU_DELL MARKETING, L.P.	1	DELL ULTRASHARP MONITOR	4005741201	660215	0100	$ 907.20	
							0200	$ -907.20	
			2	GRAPHICS ADAPTER	4005741201	660215	0100	$ 1,058.40	
							0200	$ -1,058.40	
		Result							
10253899	#	LENOVO	1	LENOVO THINKVISION	4005741201	660215	0100	$ 182.00	
							0200	$ -182.00	
		Result							
10266522	#	ZZ_DNU_DELL MARKETING, L.P.	1	LICENSE - ADOBE ACROBAT PROFESSIONAL 9	4005741201	620200	0100	$ 307.26	
							0200	$ -307.26	
		Result							
4500227966	10223885	ZZ_DNU_DELL MARKETING, L.P.	1	SOFTWARE, ACROBAT PROF 9 NEW LICENSE	4005741201	620200	0350	$ 204.84	$ 204.84
4500251652	#	COMPUCOM, INC.	1	APPXTENDER/WEBXTENDER SOFTWARE LICENSE	4005741201	630200	0100	$ 268.03	$ 268.03
							0200	$ -268.03	$ -268.03
			2	PEGASUS SCANFIX - 25 USER LICENSE	4005741201	630200	0100	$ 12.72	$ 12.72
							0200	$ -12.72	$ -12.72
			3	PLASMON JUKEBOX - 2 DRIVES	4005741201	630200	0100	$ 58.75	$ 58.75
							0200	$ -58.75	$ -58.75
			4	DISKXTENDER FOR WINDOWS 1TB (BANNER)	4005741201	630200	0100	$ 35.63	$ 35.63
							0200	$ -35.63	$ -35.63
			5	DISKXTENDER - FILE SYSTEM MGR SERVER	4005741201	630200	0100	$ 45.12	$ 45.12
							0200	$ -45.12	$ -45.12
			9	FUJITSU SCANNERS	4005741201	630200	0100	$ 1,598.00	$ 1,598.00
							0200	$ -1,598.00	$ -1,598.00
		Result							
4500252760	10253899	LENOVO	1	LENOVO THINKVISION L1900P LCD DISPLAY	4005741201	660215	0100	$ 182.00	$ 182.00
							0200	$ -182.00	$ -182.00
		Result							
4500252808	10253897	ZZ_DNU_DELL MARKETING, L.P.	1	DELL ULTRASHARP MONITOR	4005741201	660215	0100	$ 907.20	$ 907.20
							0200	$ -907.20	$ -907.20
			2	GRAPHICS ADAPTER	4005741201	660215	0100	$ 1,058.40	$ 1,058.40
							0200	$ -1,058.40	$ -1,058.40
		Result							
4500264204	10266522	ZZ_DNU_DELL MARKETING, L.P.	1	ADOBE ACROBAT PROFESSIONAL 9 FOR WIN	4005741201	620200	0100	$ 307.26	$ 307.26
							0200	$ -307.26	$ -307.26
		Result							
4500272048	#	IMR LIMITED	1	MAINTENANCE SUPPORT AGREEMENT	4005741201	630100	0100	$ 337.50	$ 337.50
Overall Result								$ 542.34	$ 542.34

This report can be modified by using the toolbar at the top of the report.

For more information on this toolbar see the Filtering and Navigation Box section of this document.

The reports for Actual Lines and Budget Lines work in the same manner; however, the Commitment Line report has an additional drilldown to purchase order information.

While pointing to a row that contains a purchase order, choose Goto on the menu, and then select PO Details for Commitments

A report will be produced in a separate window that provides additional information on the selected purchase order.

Please note, this report will only work for Purchase Orders. An error will display if you selected a document that is not a PO.

The report will display information for the entire PO, not just for the selected funds center.

PO Details for FM to MM (jump)

Vendor	Doc Date	Doc #	Item	Product Desc.	Req #	Final Invoice	PO Quantity	Received Quantity	Invoiced Quantity	Open Invoice Quantity	PO Line Amount	Invoiced Amount	Open Invoice	Open Commitments
COMPUCOM, INC.	07/17/2009	4500251652	1	APPXTENDER/WEBXTENDER SOFTWARE LICENSE	#	X	1 AU	1 AU	1 AU	0.00 AU	$ 7,505.00	$ 7,505.00	$ 0.00	$ 0.00
			2	PEGASUS SCANFIX - 25 USER LICENSE	#	X	1 AU	1 AU	1 AU	0.00 AU	$ 356.00	$ 356.00	$ 0.00	$ 0.00
			3	PLASMON JUKEBOX - 2 DRIVES	#	X	1 AU	1 AU	1 AU	0.00 AU	$ 1,410.00	$ 1,410.00	$ 0.00	$ 0.00
			4	DISKXTENDER FOR WINDOWS 1TB (BANNER)	#	X	1 AU	1 AU	1 AU	0.00 AU	$ 855.00	$ 855.00	$ 0.00	$ 0.00
			5	DISKXTENDER - FILE SYSTEM MGR SERVER	#	X	1 AU	1 AU	1 AU	0.00 AU	$ 1,083.00	$ 1,083.00	$ 0.00	$ 0.00
			6	SCANXTENDER 3 USER LICENSE - TSC	#	X	1 AU	1 AU	1 AU	0.00 AU	$ 285.00	$ 285.00	$ 0.00	$ 0.00
			7	DISKXTENDER FOR WINDOWS 1TB - TSC	#	X	1 AU	1 AU	1 AU	0.00 AU	$ 855.00	$ 855.00	$ 0.00	$ 0.00
			8	DISKXTENDER - FILE SYSTEM MGR SERVER-TSC	#	X	1 AU	1 AU	1 AU	0.00 AU	$ 1,083.00	$ 1,083.00	$ 0.00	$ 0.00
			9	FUJITSU SCANNERS	#	X	1 AU	1 AU	1 AU	0.00 AU	$ 7,587.00	$ 7,587.00	$ 0.00	$ 0.00
Overall Result							9 AU	9 AU	9 AU	0.00 AU	$ 21,019.00	$ 21,019.00	$ 0.00	$ 0.00

Commitments Detail

Click on the Commitments Detail tab to display this report. The Commitments Detail report shows all the open commitments (purchase requisitions and purchase orders) for your funds center.

Funds Center Reporting

Information	Actual Trends		
Budget Report	Commitments Detail	Actual Documents	Budget Documents
Previous Year Budget Report	Previous Year Commitments Detail	Previous Year Actual Documents	Previous Year Budget Documents

Open Commitments Current Year

Initial Variable Selections

Fiscal year	2010
Single Funds Center*	4005741201
Single Funds Center*	Financial Operations

1. Comitments by Item *   2. Comitments by Vendor *   3. All Documents by Vendor *

Commitment item (All)

Note: the filtering and navigation tool is now part of the toolbar below.

Budget Status for a Single Funds Center Current Year

Commitment item	Date	Vendor	Comm Doc #	Comm. Line	Doc. Line Text	Fiscal year 2010	
						Commitments	Commitments Carried Forward
620200 Software	01/08/2009	ZZ_DNU_DELL MARKETING, L.P.	4500227966	1	SOFTWARE, ACROBAT PROF 9 NEW LICENSE	$ 204.84	
	Result					$ 204.84	
630100 Maintenance/Repairs	01/27/2010	IMR LIMITED	4500272048	1	MAINTENANCE SUPPORT AGREEMENT	$ 337.50	
	Result					$ 337.50	
Overall Result						$ 542.34	

The default view of the report is in commitment item order. You can display the report in Vendor name order by clicking on the Commitments by Vendor button.

You can also use the previously explained right click Goto command to isolate documents and obtain additional information.

Actual Documents

The Actual Documents report displays all financial postings related to the actual column on the budget report.

You can limit the display to a single commitment item by using the dropdown box. Only commitment items with postings for the selected funds center are included in the dropdown selections. See the following example for selecting the commitment item 606100 – Telephone and Telecom:

You can also use the previously explained right click Goto command to isolate documents and obtain additional information.

Budget Documents

The Budget Documents report displays budget entries related to the selected funds center. The documents are grouped in logical sets that are similar to the budget groupings used by SAP for budget checking.

You can use a dropdown box to select a group of commitment items, or a specific item.

The group dropdown will include all groups whether or not the group appeared on the report.

The specific commitment item dropdown only includes commitment items with postings.

One disadvantage to the grouped view is that the system will not provide an overall total of the budget. The "All in 1 Group" view will overcome this drawback by showing all the commitment items in one group as shown below:

You can also use the previously explained right click Goto command to isolate documents and obtain additional information.

Filtering and Navigation Box

You can choose to only present certain information on a report. The best way to manage the report filtering and display is to use the Filtering and Navigation Box. You can find the Filtering and Navigation icon on the toolbar shown below:

Clicking on this icon will reveal the box:

You can leave the box displayed after your selections are made, or you can close it to maximize the display of data.

Next to each item you will see one or more of the following icons:

 Includes the selected item in the report display as a row.

 Includes the selected item in the report display as a column.

 Removes the selected item from the report display.

 Filters selected values of the item (i.e. excludes all other values not part of the filter).

 Deletes a selected filter (returns all values to the report for the selected item).

The following is an example of a selection box that is presented after clicking the filter icon :


Since the commitment items have the hierarchy active you may need to open the items by clicking **on the arrow heads** in order to get to you desired selection. In the above example all items under "Other Expenses" were selected by checking the box next to that item. To apply the filter click the "Transfer" button at the bottom of the box.

You can also quickly make a filter selection by use of the RIGHT CLICK context menu. RIGHT CLICK on any item in the body of the report and select "Fix Filter Value to Axis" as shown below:
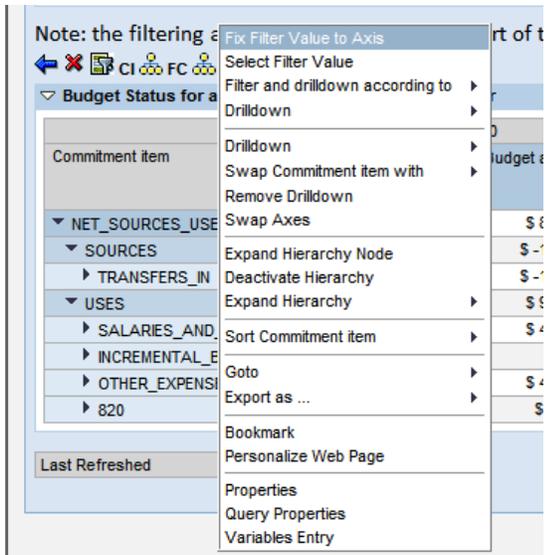
This will automatically place the selected value in the filter. If you choose "Select Filter Value" the filter selection box will appear which will allow you to choose multiple values. The RIGHT CLICK method can be used without opening the navigation box.

Saving a Personal View

You can save personalized views of data for each report. Once saved, the display will be available even if you use the report to select a different funds center.

The basic procedures work the same for all the reports. The following shows a report which has been filtered to include only "Other Expenses." and the columns related to Budget as posted have been eliminated.
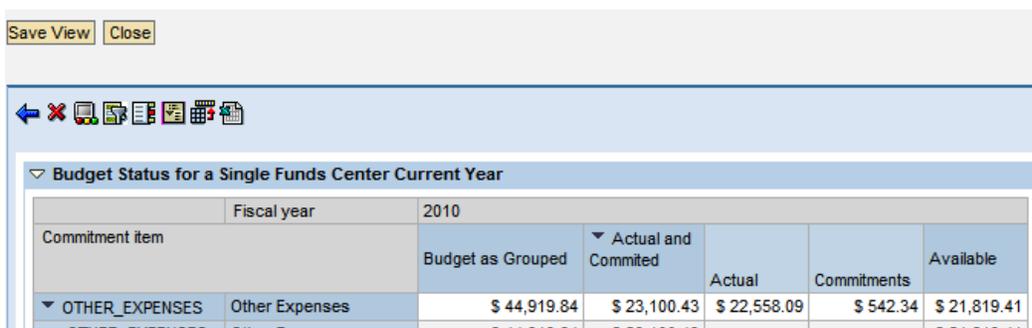
Budget Status for a Single Funds Center Current Year

Commitment item		Fiscal year 2010				
		Budget as Grouped	Actual and Commited			Available
				Actual	Commitments	
▼ OTHER_EXPENSES	Other Expenses	$ 44,919.84	$ 23,100.43	$ 22,558.09	$ 542.34	$ 21,819.41
OTHER_EXPENSES	Other Expenses	$ 44,919.84	$ 23,100.43			$ 21,819.41
605100	Postage/Freight/Ship			$ 7,670.25		
606100	Telephone & Telecomm			$ 561.00		
606110	Local Telephone Svc			$ 1,639.88		
606115	Long Dist Tele Svc			$ 167.58		
606140	SSHENet Charges			$ 460.40		
608100	Subscriptions/Books			$ 379.46		
609100	Memberships/Dues			$ 155.00		
615120	Admin Travel			$ 997.56		
620200	Software			$ 307.26	$ 204.84	
625100	Professional Servcs			$ 37.00		
630100	Maintenance/Repairs				$ 337.50	
630200	Contracted Services			$ 2,018.25	$ 0.00	
660100	Office Supplies			$ 5,977.85		
660215	Computer Comp/Suppl			$ 2,147.60	$ 0.00	
660400	Maintenance Supplies			$ 39.00		

The next step is to click the create view icon found next to the preset views as shown below:
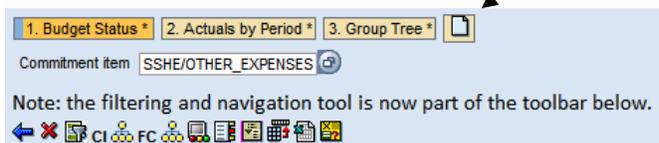
The report will be displayed in a separate window, at which time you will need to click the "Save View" button.

You will then be prompted to provide a name for your view. Type in a name and click the "Save" button. *Note: The name of preset views are followed by an asterisk (*). To avoid confusion, do not use an asterisk in naming your personal views.*

The new view button appears in your report. This button will be available even if you run the report using a different funds center. The view is only available under your user ID.

If at some point you want to delete the view, you would first select the view by clicking on the button for that view, and then click the trash can icon . You cannot delete preset views.

Exporting to Excel

Exporting any view to Excel is very easy.

Click on the Excel icon on the toolbar.

The system will automatically open the Excel file and give it a machine generated "nonsense" name, but you can save it under the name of your choice. Note that the exported data is static (i.e. it cannot be updated from the exported workbook).

Sometimes the data in the report will exceed the allowable number of rows or columns for a screen. You can navigate to this information using page arrows; however, for exporting to Excel, **you do not have to navigate to the rows and columns that exceed the screen display**. The export will include all data, even the data that exceeds the display of the current screen.

When exporting displays that are in hierarchy form, the hierarchy will only be exported to the extent that the levels are opened. If opening a hierarchy level caused the data to exceed the screen display, the export will still pick up all the data for the levels that are opened. Because the exported data is static, you cannot open or close the hierarchy levels in the exported Excel file.

Personalization of Variables

You can set the funds center to appear automatically every time you use this report. This is good if you will be using this report for the same funds center every time. Use "personalization" to set the funds center. Right click on the icon to the left of the label "Single Funds Center," and choose "Personalize".
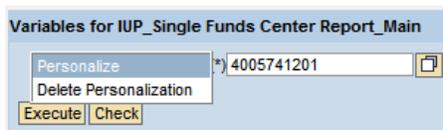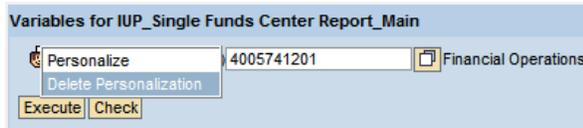

Notice that the Personalization Icon is now illuminated.

Now every time you execute the report it will preselect the personalized funds center. You can type in a different funds center at any time and run the report without losing the personalization. Perhaps you have a funds center that you use very often, and other funds

centers that are used less frequently. You can personalize the primary funds center, and just type in another funds center number when necessary.

To remove a personalization, right click on the personalization icon and select "Delete Personalization" as shown below:

Note that the personalization icon is no longer illuminated.

Bookmarking the Reports as Web Links

The entire set of reports can be bookmarked as a web link. The link will bring the reports back with all the selections and navigations in place when the bookmark was created; however, the data itself will be refreshed. The bookmark will also avoid the need to fill in the funds center number at the opening variable screen.

You can save as many bookmarks as you want, each representing a unique selection of data. If you have more than one funds center, this is a good way to quickly retrieve the data for each one.

1) From any report click on the bookmark icon on the toolbar.

2) The report will appear in a new window.

3) From this new window save the bookmark to your internet favorites as you would any other web page.

4) Name the link the name that you want, and save it to the folder of your choice:

A Note of Caution: In the future, if additional tabs are developed and added to the report, these new tabs will contain no data when accessed through your bookmark. The tabs in existence at the time the bookmark was created should be fine, but the new tabs will contain no data. To access the new tabs you would have execute the original link as described in the beginning of this document. After doing this you could recreate the bookmark to include the new tabs.

Other Information:

Web-Based SAP Financial Reports (IUP web page)	http://www.iup.edu/page.aspx?id=63569
Help Documents	http://www.iup.edu/page.aspx?id=65845
Menu of all Reports (requires BW logon)	https://bireports.passhe.edu/sap/bw/BEx?sap-language=EN&bsplanguage=EN&CMD=LDOC&TEMPLATE_ID=Z40_RPTDIR
Support for Web-Based Reports	mailto:rleblanc@iup.edu

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