Budget Status Report

This web-based report provides information for single funds centers. The report can be run for one funds center or multiple single funds centers.

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

- Available funds in key areas
- Budget Statement
- Open Commitments Detail
- Actual Documents Detail
- Budget Documents Detail

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

- Log on and Execution
- Budget Statement
- Commitments Detail
- Actual Documents
- Budget Documents
- Drilldown to Line Item Detail
- 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

The report can be found on the standard menu of reports found at the following link:

https://bireports.passhe.edu/sap/bw/BEx?sap-language=EN&bsplanguage=EN&CMD=LDOC&TEMPLATE_ID=Z40_RPTDIR

Alternatively, you can go directly to the report with the following link:

https://bireports.passhe.edu/sap/bw/BEx?sap-language=EN&bsplanguage=EN&CMD=LDOC&TEMPLATE_ID=Z40_FCSTATUS_SELYR

In the 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 are not sure if your account has been activated, or if you have forgotten your BW password, you must contact submit a request to the IT Support Center using the Ihelp system accessible via the following link, https://ihelp.iup.edu. Be sure to request a "reset of your BW password."

The Budget Status report will appear on the menu as follows:

Welcome | Funds Centers | Responsible Person | Funds Center Groups | General Reports | Announcement Archive | Discontinued

Reports for Single or Multiple Funds Centers

Budget Status Reports - Balances and transactions for budget, actual (spent/received), and commitments for single or multiple funds centers.

--- Budget Status (for a selected year)

--- Budget Status (preselected for curent and prior year)

Payroll Reports - Personnel charges for the selected funds centers. A single funds center or multiple single funds centers may be selected. The report has views by employee/date, and by date/employee.

--- Payroll Report (for selected years)

--- Payroll Report (preselected for current and prior year)

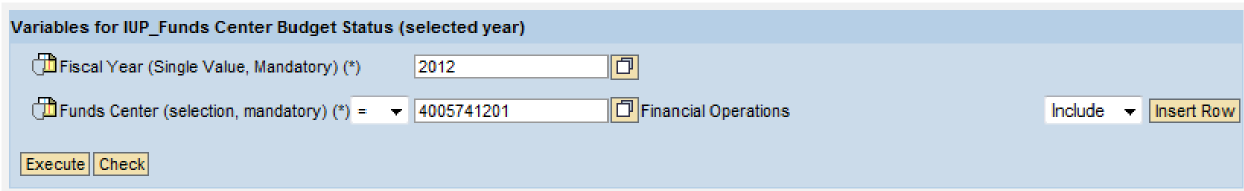
Other Reports -

-- Actual Balances History - A History of actual balances for a selected range of years for single or multiple funds centers.

-- Funds Center Status Reports (A Single Funds Center) - This report is being phased out and replaced with the "Budget Status Reports."

Click on the link for the report to access the variables screen.

Type in your funds center number as shown below:



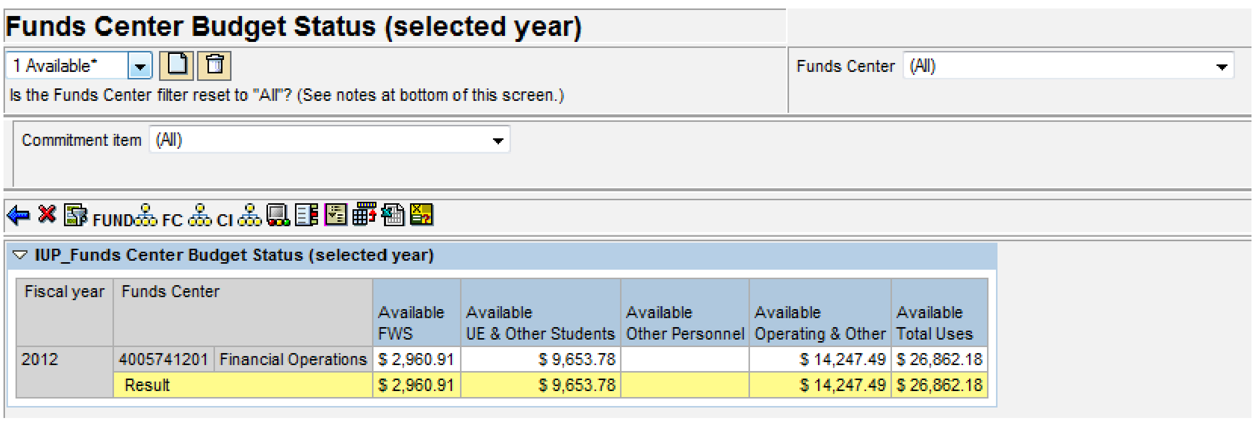
To include additional funds centers click the "Insert Row" button, and a new funds center box will appear.

If you click "Check" the system will return the names of your selected funds centers as a double check (this is not a required step).

Click "Execute" to run the report.

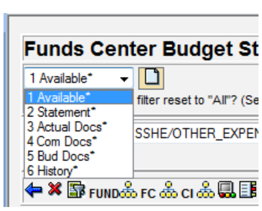
Available Report

As shown below, the initial display is a summary of available balances.



Fiscal year	Funds Center		Available FWS	Available UE & Other Students	Available Other Personnel	Available Operating & Other	Available Total Uses
2012	4005741201	Financial Operations	$ 2,960.91	$ 9,653.78		$ 14,247.49	$ 26,862.18
	Result		$ 2,960.91	$ 9,653.78		$ 14,247.49	$ 26,862.18

Just under the report title you will find a drop-down menu of additional views.



Available View

This view shows the available budget balance (budget less commitments and actuals), for the major groups of expense commitment items (accounts).

Statement View

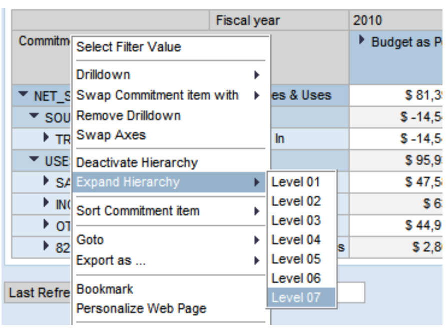
This view provides an actual to budget comparison for all commitment items.

IUP_Funds Center Budget Status (selected year)

Fiscal year	Funds Center		Commitment item		Budget	Actual	Commitments	Variance	% of Budget
2012	4005741201	Financial Operations	NET_SOURCES_USES	Net Sources & Uses	$ 88,869.28	$ 62,007.10		$ 26,862.18	69.8 %
			USES	Uses	$ 88,869.28	$ 62,007.10		$ 26,862.18	69.8 %
			SALARIES_AND_WAGES	Salaries and Wages	$ 44,580.00	$ 31,965.31		$ 12,614.69	71.7 %
			INCREMENTAL_BENEFITS	Incremental Benefits	$ 810.28	$ 810.28			100.0 %
			OTHER_EXPENSES	Other Expenses	$ 40,675.00	$ 27,585.78		$ 13,089.22	67.8 %
			820	Chargeback Expenses	$ 2,804.00	$ 1,645.73		$ 1,158.27	58.7 %
	Result				$ 88,869.28	$ 62,007.10		$ 26,862.18	69.8 %

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:



Actual Docs View

This view shows all the financial documents (actual transactions, not orders). You can use the Commitment item drop-down box to isolate on a specific commitment item.

IUP_Funds Center Budget Status (selected year)

Fiscal year	Funds Center		Commitment item		Posting Date	Actual Doc #	Document Text	Actual
2012	4005741201	Financial Operations	510580	Univ Funded Std Empl	07/01/2011	101800503	6/30/11 YEAR-END PAYROLL ACCRUAL REVERSAL	$ -415.98
						201030604	BA0040 PPE 07/01/2011 PAY # 201114 PAID 07/15/2011	$ 462.22
					07/15/2011	201032614	BA0040 PPE 07/15/2011 PAY # 201115 PAID 07/29/2011	$ 286.40
					07/29/2011	201034582	BA0040 PPE 07/29/2011 PAY # 201116 PAID 08/12/2011	$ 485.79
					08/12/2011	201036444	BA0040 PPE 08/12/2011 PAY # 201117 PAID 08/26/2011	$ 493.05
					08/26/2011	201038209	BA0040 PPE 08/26/2011 PAY # 201118 PAID 09/09/2011	$ 348.03
					09/09/2011	201040006	BA0040 PPE 09/09/2011 PAY # 201119 PAID 09/23/2011	$ 266.44
					09/23/2011	201043669	BA0040 PPE 09/23/2011 PAY # 201120 PAID 10/07/2011	$ 315.37
					10/07/2011	201047895	BA0040 PPE 10/07/2011 PAY # 201121 PAID 10/21/2011	$ 64.11
					10/21/2011	201052279	BA0040 PPE 10/21/2011 PAY # 201122 PAID 11/04/2011	$ 60.19
					11/04/2011	201056713	BA0040 PPE 11/04/2011 PAY # 201123 PAID 11/18/2011	$ 61.24
					11/18/2011	201061083	BA0040 PPE 11/18/2011 PAY # 201124 PAID 12/02/2011	$ 67.41
					12/02/2011	201065330	BA0040 PPE 12/02/2011 PAY # 201125 PAID 12/16/2011	$ 36.93
					12/16/2011	201069327	BA0040 PPE 12/16/2011 PAY 201126 PAID 12/30/2011	$ 55.04
					12/30/2011	201073208	BA0040 PPE 12/30/2011 PAY 201201 PAID 01/13/2012	$ 34.77
					01/13/2012	201074736	BA0040 PPE 01/13/2012 PAY 201202 PAID 01/27/2012	$ 28.26
					01/27/2012	201076178	BA0040 PPE 01/27/2012 PAY 201203 PAID 02/10/2012	$ 41.31
					02/10/2012	201079282	BA0040 PPE 02/10/2012 PAY 201204 PAID 02/24/2012	$ 44.92
					02/24/2012	201083124	BA0040 PPE 02/24/2012 PAY 201205 PAID 03/09/2012	$ 42.08
					03/09/2012	201087076	BA0040 PPE 03/09/2012 PAY 201206 PAID 03/23/2012	$ 44.24
					03/23/2012	201090984	BA0040 PPE 03/23/2012 PAY 201207 PAID 04/06/2012	$ 53.99
					04/06/2012	201094771	BA0040 PPE 04/06/2012 PAY 201208 PAID 04/20/2012	$ 50.41
					Result			$ 2,926.22
			510591	Fed Work Stdy Wages	07/01/2011	101800503	6/30/11 YEAR-END PAYROLL ACCRUAL REVERSAL	$ -1,952.70
						201030604	BA0040 PPE 07/01/2011 PAY # 201114 PAID 07/15/2011	$ 2,169.75

Com Docs View

This view shows all the open commitment documents (purchase requisitions and orders).

IUP_Funds Center Budget Status

Fiscal year	Funds Center		Vendor	Com Doc #	Commitment item		Document Text	Posting Date	Commitments	Requisitions	Orders
2012	4005270101	DEAN, NAT SCI & MATH	DELL MARKETING LP	4500349003	660215	Computer Comp/Suppl	COMPUTER, LAPTOP	02/17/2012	$ 1,598.99		$ 1,598.99
			FISHER SCIENTIFIC CO LLC	4500349099	740000	Equip & Machinery	FREEZER, UPRIGHT FORMA 900 SERIES	02/20/2012	$ 22,311.24		$ 22,311.24
							FUEL SURCHARGE	02/20/2012	$ 5.50		$ 5.50
							INSIDE DELIVERY - INSTALLATION	02/20/2012	$ 745.00		$ 745.00
			APPLIED HEALTH PHYSICS, INC.	4500330773	625100	Professional Servcs	STANDARD CALIBRATION OF SURVEY METERS	07/14/2011	$ 1,297.50		$ 1,297.50
			HENRY HALL TECHNICAL SERVICES	4500339746	630225	Contr Maint Ofc Eqp	#14-21 NAT. SCIENCE/MATH, WEYANDT 305	10/01/2011	$ 452.17		$ 452.17
			PORTER, LIZANNE, ELLEN	4500310250	625100	Professional Servcs	SERVICE, VETERINARIAN	07/01/2011	$ 500.00		$ 500.00
				4500335838	625100	Professional Servcs	SERVICE, VETERINARIAN	10/17/2011	$ 500.00		$ 500.00
			VERSTEEL	4500342399	605100	Postage/Freight/Ship	DELIVERY/INSTALLATION CHARGE	11/30/2011	$ 800.00		$ 800.00
					660130	Noncap Furn/Frnshngs	TABLE, OCTAGON	11/30/2011	$ 19,659.75		$ 19,659.75
	Result								$ 47,870.15		$ 47,870.15

Bud Docs View

This view shows the budget documents used to post your allocation.

IUP_Funds Center Budget Status (selected year)

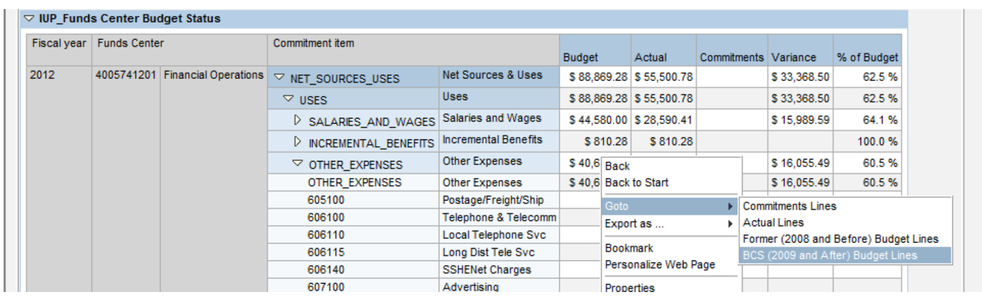
Fiscal year	Funds Center		Commitment item		Bud Doc Date	Bud Doc #	Bud Doc Text	Budget
2012	4005741201	Financial Operations	510580	Univ Funded Std Empl	06/24/2011	1000221005	FINANCIAL OPERATIONS - UE STATE - STUDENT EMPL	$ 12,580.00
					Result			$ 12,580.00
			510591	Fed Work Stdy Wages	06/24/2011	1000221005	FINANCIAL OPERATIONS - FEDERAL WORK STUDY	$ 32,000.00
					Result			$ 32,000.00
			54X5	FICA-Other	07/18/2011	1000233226	ALLOCATE STUDENT BENEFITS	$ 20.31
					08/01/2011	1000240860	ALLOCATE STUDENT BENEFITS	$ 187.19
					08/11/2011	1000245377	ALLOCATE STUDENT BENEFITS	$ 223.27
					08/24/2011	1000247822	ALLOCATE STUDENT BENEFITS	$ 203.28
					09/07/2011	1000249085	ALLOCATE STUDENT BENEFITS	$ 176.23
					Result			$ 810.28
			820	Chargeback Expenses	06/24/2011	1000221005	FINANCIAL OPERATIONS - PRINTING CHARGEBACK	$ 2,804.00
					Result			$ 2,804.00
			OTHER_EXPENSES	Other Expenses	06/24/2011	1000221005	FINANCIAL OPERATIONS - OPERATING	$ 30,175.00
					11/21/2011	1000256691	FY 12 ADDITIONAL FUNDING NEEDS	$ 10,500.00
					Result			$ 40,675.00
Overall Result								$ 88,869.28

Drilldown to Line Item Detail using the Goto Command

As an alternative to the doc views, 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, and Budget Lines. *For budget lines, use the BCS Budget lines option, the separate budget line reports were 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.



The information is provided in a separate window:

IUP_BCS (>=2009) Budget Lines

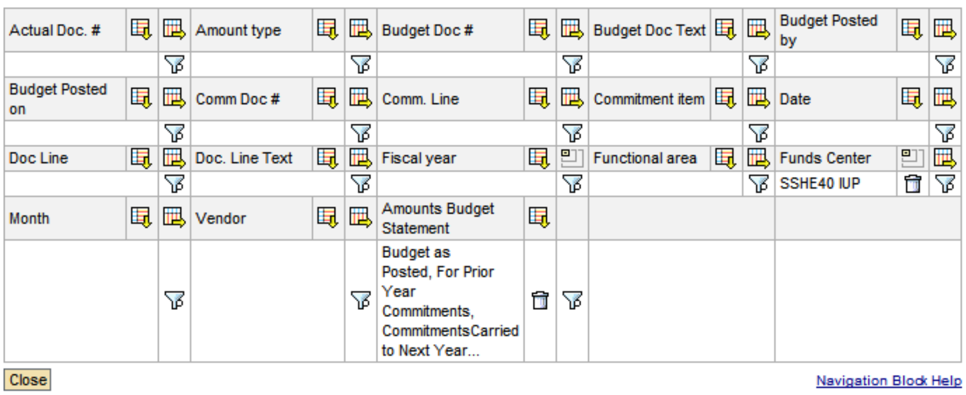
Fiscal year	Version	Fund		Funds Center		Commitment Item		Entry Document	Process	Item Text	Line Item	Created by	Created on	Budget
2012	0	4011050000	Regular Allocation	4005741201	Financial Operations	OTHER_EXPENSES	Other Expenses	1000221005	Enter	FINANCIAL OPERATIONS - OPERATING	427	40KADUNLOP	06/24/2011	$ 30,175.00
								1000256691	Receive	FY 12 ADDITIONAL FUNDING NEEDS	10	40LLBERTIG	11/21/2011	$ 10,500.00
	Result													$ 40,675.00

Drilldown reports for actual and commitment documents work in the same manner. All the reports can be modified by using the toolbar at the top of the report.

Filtering and Navigation Box

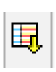
You can choose to only present certain information on a report. The best way to manage the report filtering and display is to use the Filtering and Navigation Box. You can find the Filtering and Navigation icon  on the toolbar shown below:

Clicking on this icon will reveal the box:

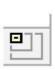


You can leave the box displayed after your selections are made, or you can close it to maximize the display of data.

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.

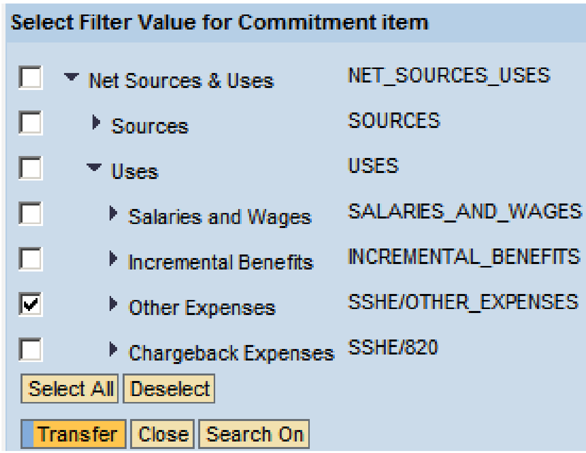
 Includes the selected item in the report display as a column.

 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).

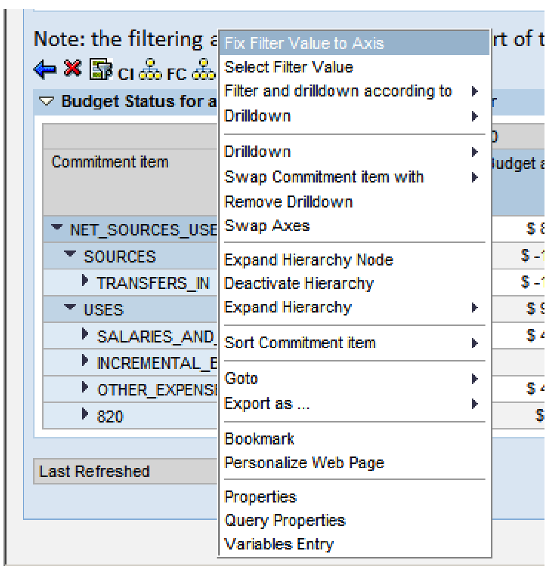
 Deletes a selected filter (returns all values to the report for the selected item).

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 **<u>on the arrow heads</u>** 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:

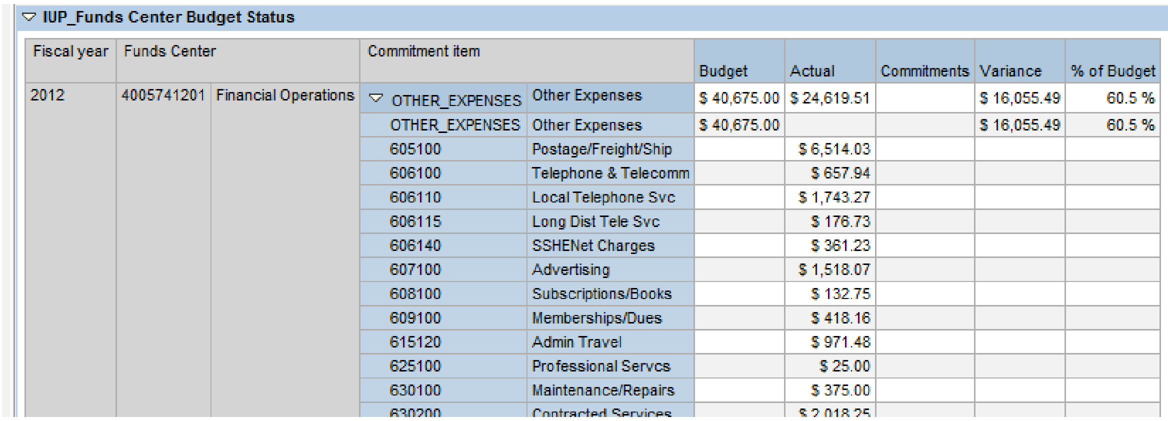


This will automatically place the selected value in the filter. If you choose "Select Filter Value" the filter selection box will appear which will allow you to choose multiple values. The RIGHT CLICK method can be used without opening the navigation box.

<u>Saving a Personal View</u>

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.

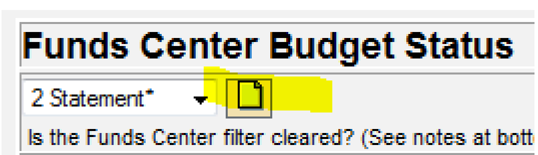
The basic procedures work the same for all the reports. The following shows a report which has been filtered to include only "Other Expenses." and the columns related to Budget as posted have been eliminated.



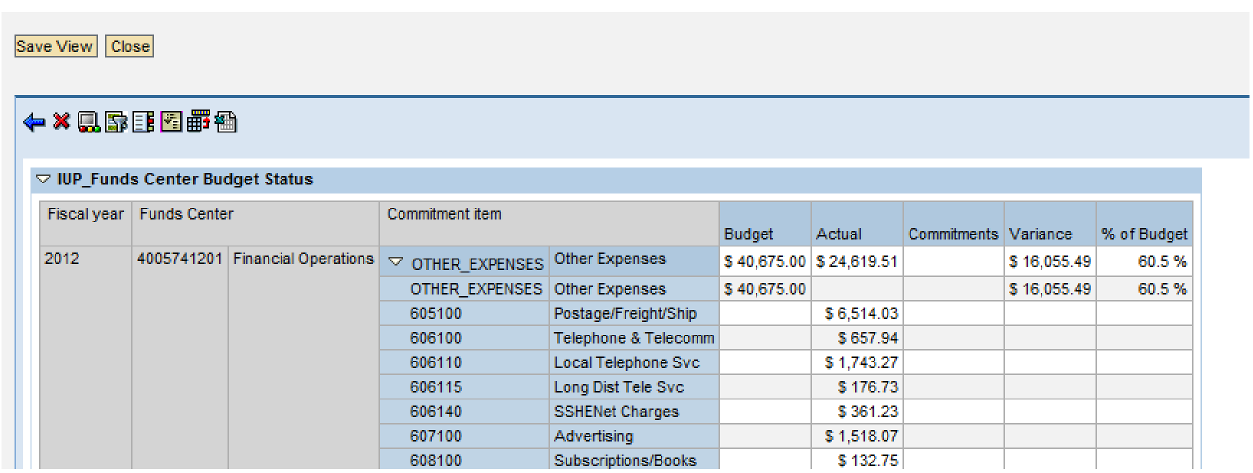
IUP_Funds Center Budget Status

Fiscal year	Funds Center		Commitment item		Budget	Actual	Commitments	Variance	% of Budget
2012	4005741201	Financial Operations	OTHER_EXPENSES	Other Expenses	$ 40,675.00	$ 24,619.51		$ 16,055.49	60.5 %
			OTHER_EXPENSES	Other Expenses	$ 40,675.00			$ 16,055.49	60.5 %
			605100	Postage/Freight/Ship		$ 6,514.03			
			606100	Telephone & Telecomm		$ 657.94			
			606110	Local Telephone Svc		$ 1,743.27			
			606115	Long Dist Tele Svc		$ 176.73			
			606140	SSHENet Charges		$ 361.23			
			607100	Advertising		$ 1,518.07			
			608100	Subscriptions/Books		$ 132.75			
			609100	Memberships/Dues		$ 418.16			
			615120	Admin Travel		$ 971.48			
			625100	Professional Servcs		$ 25.00			
			630100	Maintenance/Repairs		$ 375.00			
			630200	Contracted Services		$ 2,018.25			

The next step is to click the create view icon  found next to the preset views as shown below:



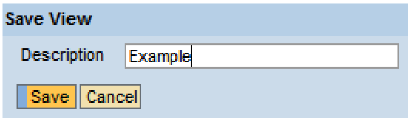
The report will be displayed in a separate window, at which time you will need to click the "Save View" button.



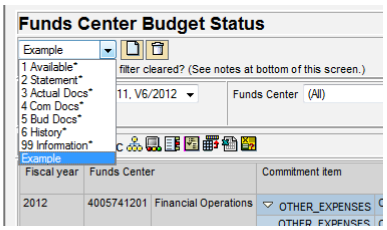
IUP_Funds Center Budget Status

Fiscal year	Funds Center		Commitment item		Budget	Actual	Commitments	Variance	% of Budget
2012	4005741201	Financial Operations	OTHER_EXPENSES	Other Expenses	$ 40,675.00	$ 24,619.51		$ 16,055.49	60.5 %
			OTHER_EXPENSES	Other Expenses	$ 40,675.00			$ 16,055.49	60.5 %
			605100	Postage/Freight/Ship		$ 6,514.03			
			606100	Telephone & Telecomm		$ 657.94			
			606110	Local Telephone Svc		$ 1,743.27			
			606115	Long Dist Tele Svc		$ 176.73			
			606140	SSHENet Charges		$ 361.23			
			607100	Advertising		$ 1,518.07			
			608100	Subscriptions/Books		$ 132.75			

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 selection appears in your menu. This selection will be available even if you run the report using a different funds center; however, 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.

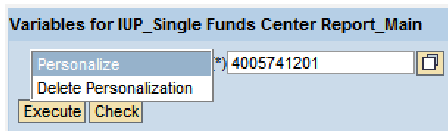
The system will automatically open the Excel file and give it a machine generated "nonsense" name, but you can save it under the name of your choice. Note that the exported data is static (i.e. it cannot be updated from the exported workbook).

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

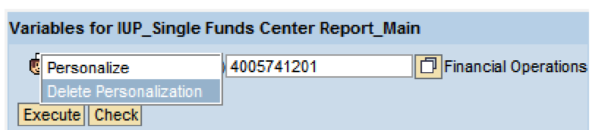
You can set the funds center to appear automatically every time you use this report. This is good if you will be using this report for the same funds center every time. Use “personalization” to set the funds center. Right click on the icon to the left of the label “Single Funds Center,” and choose “Personalize”.



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.

LAST PAGE OF DOCUMENT