

# Display Budget Entry Documents

SAP Transaction  
FMEDDW

Purpose

This report displays budget activity for an account by fiscal year.

## Step 1

Run the FMEDDW transaction in SAP with the following criteria:

- Budget Category: **9F**
- Fiscal Year
- Fund
- Funds Center

Additional criteria such as specific commitment items may be used to narrow the search.

The screenshot displays the SAP 'Entry Document' search screen. The interface includes a menu bar (Program, Edit, Goto, Environment, System, Help) and a toolbar with various icons. The main area is a table with search criteria. The 'Budget Category' is set to '9F', 'Fiscal Year' is '2008', and 'Funds Center' is '1322120000'. Other fields are empty. A 'Layout Selection' section at the bottom shows 'Layout' is empty.

FM Area	754		
Budget Category	9F	to	
Entry Document Number		to	
Created by		to	
Original Application		to	
Created on		to	
Document Date		to	
Person Responsible		to	
Text Name		to	
BCS Value Type		to	
Version		to	
Fiscal Year	2008	to	
Budgeting Period		to	
Int. Bdgt. Process		to	
Budget Type		to	
Entry Document Type		to	
Document Status		to	
Reversal status		to	
Entry Document Line		to	
Grant		to	
Fund	2000011008	to	
Funds Center	1322120000	to	
Commitment Item		to	
Functional Area		to	
Funded Program		to	

Layout Selection  
Layout

Image 1

## Step 2

Your initial results will appear such as in Image 2.

Year	Doc. Date	Entry Docu	Document Status	Doc. Ty...	Process	Budg...	Fund...	Fund	Cmmt Ite...	Fun...	Σ	Amount LC	Text	Entry Document Header Text
2008	07/10/2007	100000582	Posted	ORIG	Enter	PERM...	132...	2000...	670140	NR		16,241.00		Load FY 2008 Original Budget-Expen...
2008	07/10/2007	100000582	Posted	ORIG	Enter	PERM...	132...	2000...	671000	NR		6,200.00		Load FY 2008 Original Budget-Expen...
2008	07/10/2007	100000582	Posted	ORIG	Enter	PERM...	132...	2000...	672000	NR		12,643.42		Load FY 2008 Original Budget-Expen...
2008	07/27/2007	1100005302	Posted	BD01	Receive	PERM...	132...	2000...	670140	NR		1,366.95	Student Wage Inc...	Student Wage Increase-FY 2008 bas...
2008	09/19/2007	1100005745	Undone	BD01	Receive	TEMP...	132...	2000...	672000	NR		74,093.00	Course fee transfer	Course Fee Transfers
2008	09/19/2007	1100005757	Preposted Posted	BD01	Receive	PERM...	132...	2000...	672000	NR		74,093.00	Course fee transfer	Course Fee Transfers
2008	09/24/2007	1100005780	Posted	BD01	Receive	TEMP...	132...	2000...	671000	NR		7,200.00	FY 2008 SUPPLE...	FY 2008 SUPPLEMENTAL FACULTY ...
2008	10/30/2007	1100006071	Preposted Posted	BD01	Send	TEMP...	132...	2000...	671000	NR		3,100.00	Transfer for resea...	Travel to research account
2008	12/18/2007	1100006453	Preposted Posted	BD01	Receive	TEMP...	132...	2000...	672000	NR		1,000.00	Faculty Search	Faculty Searches
2008	02/20/2008	1100006745	Preposted Posted	BD01	Send	TEMP...	132...	2000...	671000	NR		8,300.00	Transfer m&o trav...	Transfer travel funds
2008	02/20/2008	1100006746	Preposted Posted	BD01	Send	TEMP...	132...	2000...	672000	NR		14,000.00	Transfer to reseat...	Transfer to research
2008	10/17/2007	1700001863	Posted	YEBB	Supplement	TEMP...	132...	2000...	673100	NR		21,750.61		PRIOR YEAR BDGTBAL CARRYFWD...
2008	10/19/2007	1700001938	Posted	YEBB	Supplement	TEMP...	132...	2000...	673100	NR		49,218.01		PRIOR YEAR BDGTBAL-E&G OPERA...
2008	10/29/2007	1700001976	Posted	YEBB	Supplement	TEMP...	132...	2000...	673100	NR		1,925.00		CF from FY 2007-E&G (UGIA postings)
												<b>240,330.99</b>		

FMEDDW Results

Image 2

For a more organized view you can subtotal by any column, for example by commitment item as seen in Image 3. To subtotal, click to highlight the Commitment Item column and then select the subtotal icon

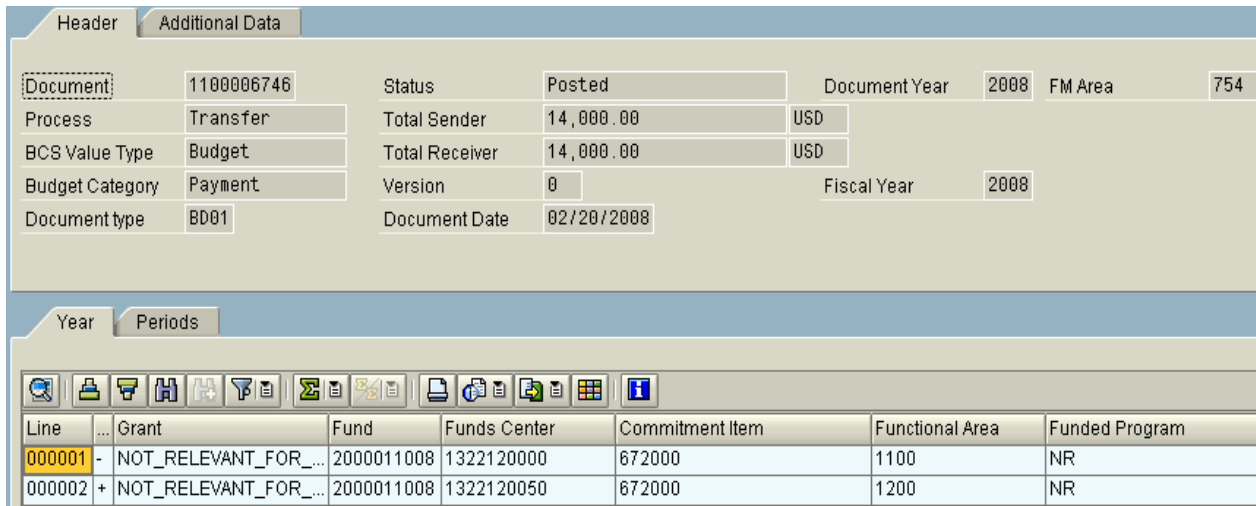


Year	Doc. Date	Entry Docu	Document Status	Doc. Ty...	Process	Budg...	Fu...	Fund	Cmmt Ite...	Fund...	Σ	Amount LC	Text	Header Text	User
2008	07/10/2007	100000582	Posted	ORIG	Enter	PERM...	13...	2000011008	670140	NR		16,241.00		Load FY 20...	DB02
2008	07/27/2007	1100005302	Posted	BD01	Receive	PERM...	13...	2000011008		NR		1,366.95	Student Wage Increase-FY 2...	Student Wa...	CG04
										<b>670140</b>		<b>17,607.95</b>			
2008	07/10/2007	100000582	Posted	ORIG	Enter	PERM...	13...	2000011008	671000	NR		6,200.00		Load FY 20...	DB02
2008	09/24/2007	1100005780	Posted	BD01	Receive	TEMP...	13...	2000011008		NR		7,200.00	FY 2008 SUPPLEMENTAL FA...	FY 2008 S...	CG04
2008	10/30/2007	1100006071	Preposted Posted	BD01	Send	TEMP...	13...	2000011008		NR		3,100.00	Transfer for research travel e...	Travel to re...	MW08
2008	02/20/2008	1100006745	Preposted Posted	BD01	Send	TEMP...	13...	2000011008		NR		8,300.00	Transfer m&o travel to resear...	Transfer tra...	MW08
										<b>671000</b>		<b>2,000.00</b>			
2008	07/10/2007	100000582	Posted	ORIG	Enter	PERM...	13...	2000011008	672000	NR		12,643.42		Load FY 20...	DB02
2008	09/19/2007	1100005745	Undone	BD01	Receive	TEMP...	13...	2000011008		NR		74,093.00	Course fee transfer	Course Fe...	RO02
2008	09/19/2007	1100005757	Preposted Posted	BD01	Receive	PERM...	13...	2000011008		NR		74,093.00	Course fee transfer	Course Fe...	RO02
2008	12/18/2007	1100006453	Preposted Posted	BD01	Receive	TEMP...	13...	2000011008		NR		1,000.00	Faculty Search	Faculty Sea...	RO02
2008	02/20/2008	1100006746	Preposted Posted	BD01	Send	TEMP...	13...	2000011008		NR		14,000.00	Transfer to research account	Transfer to ...	MW08
										<b>672000</b>		<b>147,829.42</b>			
2008	10/17/2007	1700001863	Posted	YEBB	Supplement	TEMP...	13...	2000011008	673100	NR		21,750.61		PRIOR YEA...	DB02
2008	10/19/2007	1700001938	Posted	YEBB	Supplement	TEMP...	13...	2000011008		NR		49,218.01		PRIOR YEA...	DB02
2008	10/29/2007	1700001976	Posted	YEBB	Supplement	TEMP...	13...	2000011008		NR		1,925.00		CF from FY ...	DB02
										<b>673100</b>		<b>72,893.62</b>			
												<b>240,330...</b>			

Subtotaled by Commitment Item.

Image 3

Double-click on an Entry Document number to drill down and view detailed information on that transaction.



Drilldown Detail

Image 4

## Additional Reporting Functionality

To accomplish these functions use the following report parameters along with your account numbers.

### Identify Permanent Budget

Report Parameters:

- Budget Category: 9F
- Fiscal Year
- Budget Type: PERM
- Fund
- Funds Center

### Identify which Funds are Mapped to a Fund Center

Report Parameters:

- Budget Category: 9F
- Fiscal Year
- Funds Center

With the fund parameter left blank, the report will display all funds containing budget that are linked to the funds center you enter.

### Identify Carryforward Transactions

Report Parameters:

- Budget Category: 9F
- Fiscal Year
- Entry Document Type: YEBB
- Fund
- Funds Center

## Verify Revenue Budgets

### *Report Parameters:*

- Budget Category: 9F
- Fiscal Year
- Entry Document Type: AUGM
- Fund
- Funds Center
- Commitment Item: 64\* (used to view Revenue Budget only)

## Check for Preposted Documents

### *Report Parameters:*

- Budget Category: 9F
- Fiscal Year
- Document Status: 2 (Preposted)
- Fund
- Funds Center



**TIP:** View our instructional document on [SAP Reporting Fundamentals](#) for additional information about viewing, arranging, and manipulating data in everyday reports and transactions in SAP. These instructions and many others are located on the [Budget Office website](#).