



SAP Budgeting Fundamentals

Financial Planning & Analysis

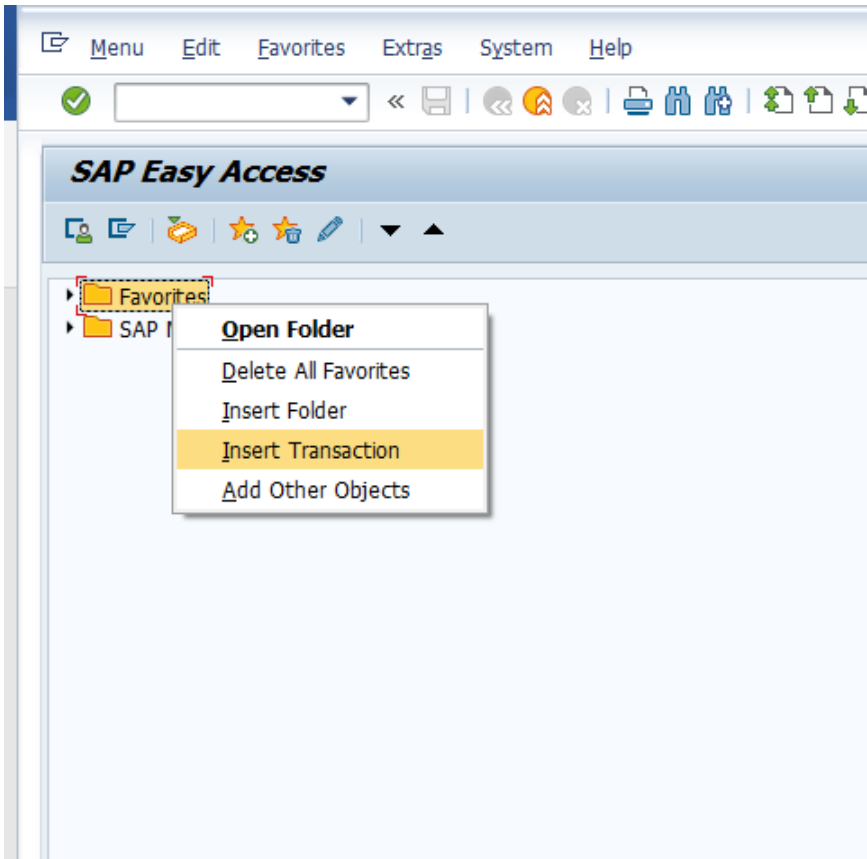
Budgeting Resource

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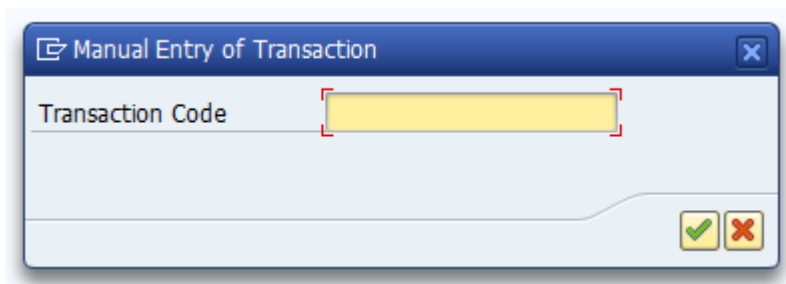
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Exercise 1 – Saving a “Favorite” Transaction in SAP

1. Right-click on the Favorites folder and select Insert Transaction.

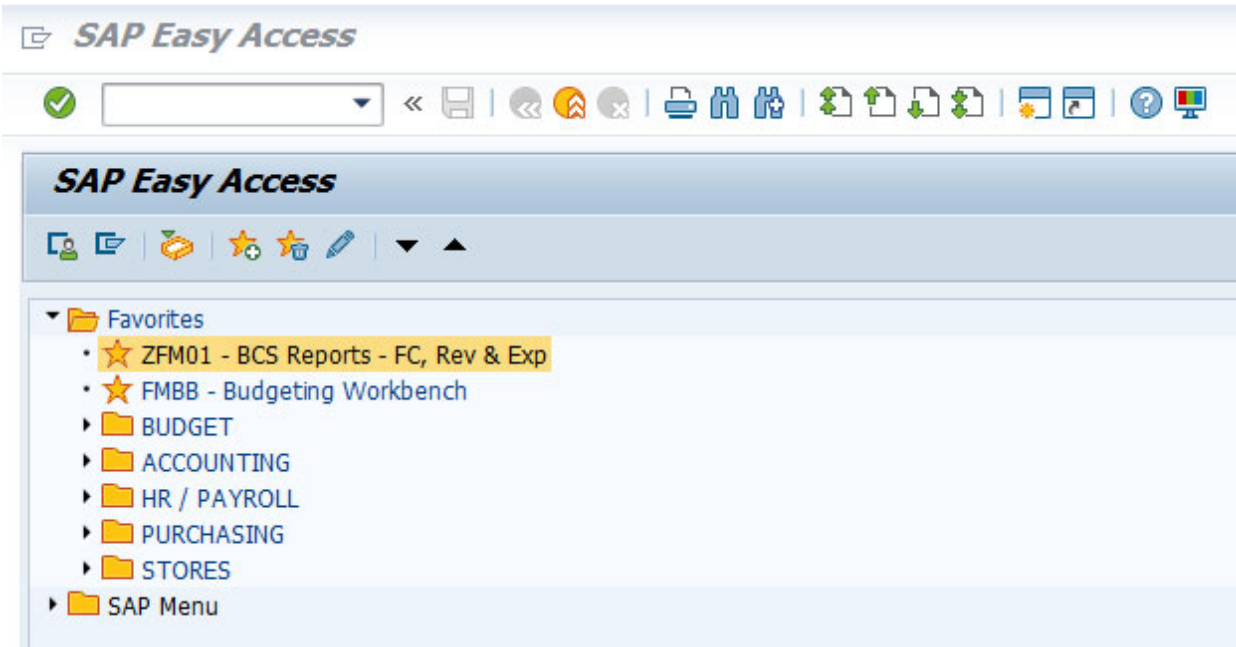


2. When the Manual Entry of Transaction window opens,

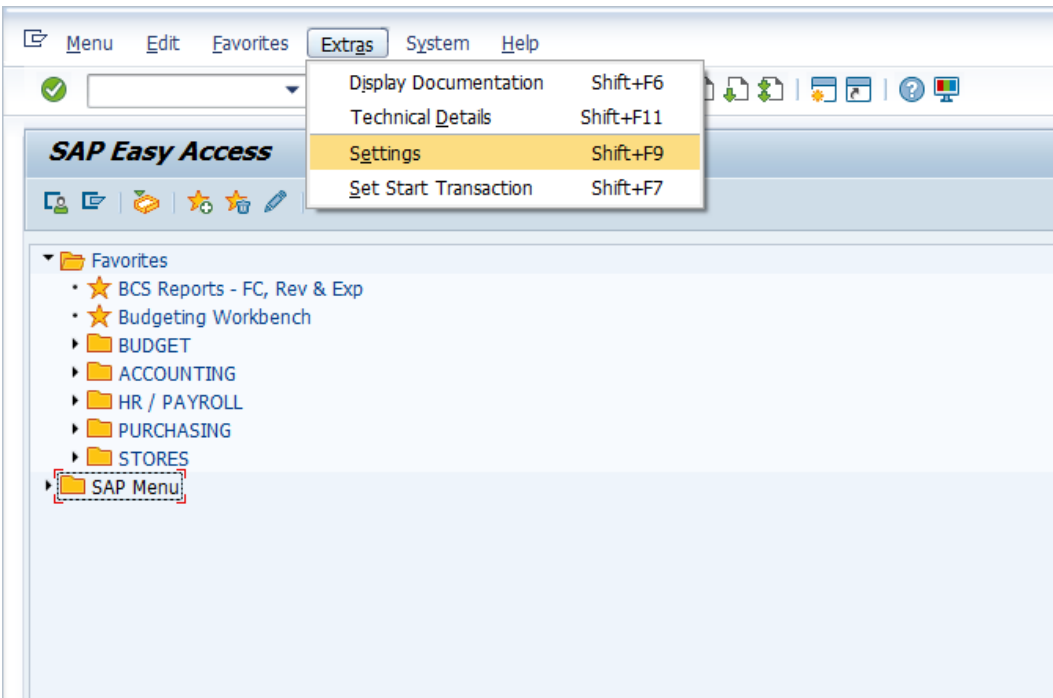


enter “FMBB” and select the green checkmark  to add the Budgeting Workbench to your favorites.

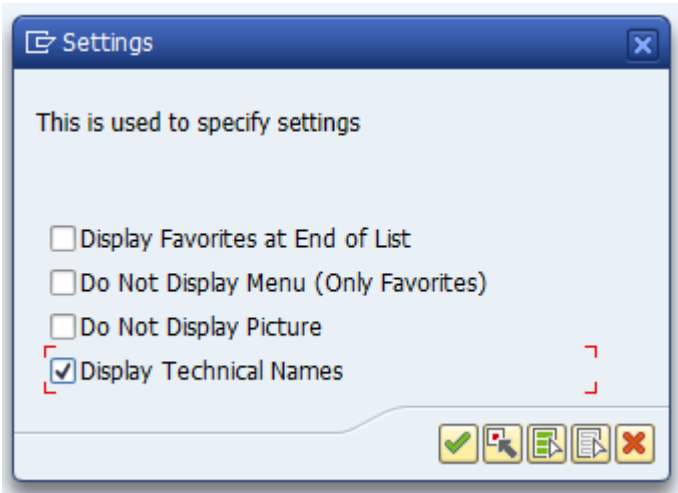
3. Repeat steps 1. & 2. to also add the Transaction Code ZFM01 to your Favorites.



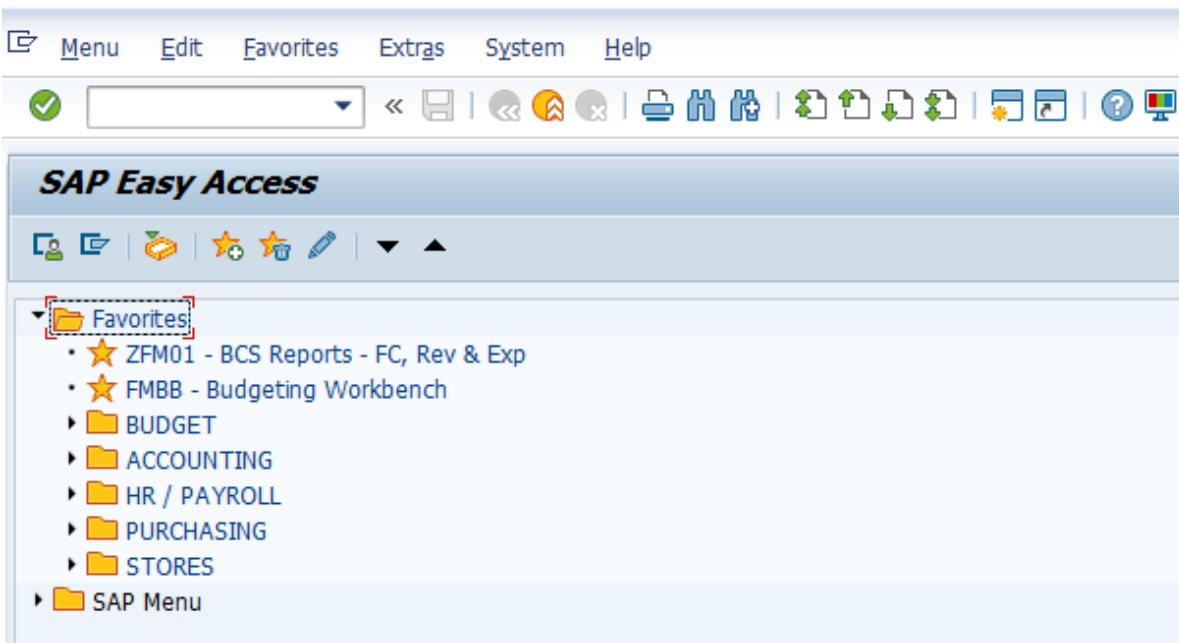
If you are not able to see the codes in front of the descriptions, select Extras and then Settings from the main menu.



When the Settings window opens, check the last box in the list of settings to “Display Technical Names” and select the green checkmark.



You now have the main SAP budgeting transaction codes saved in your Favorites for easy access.



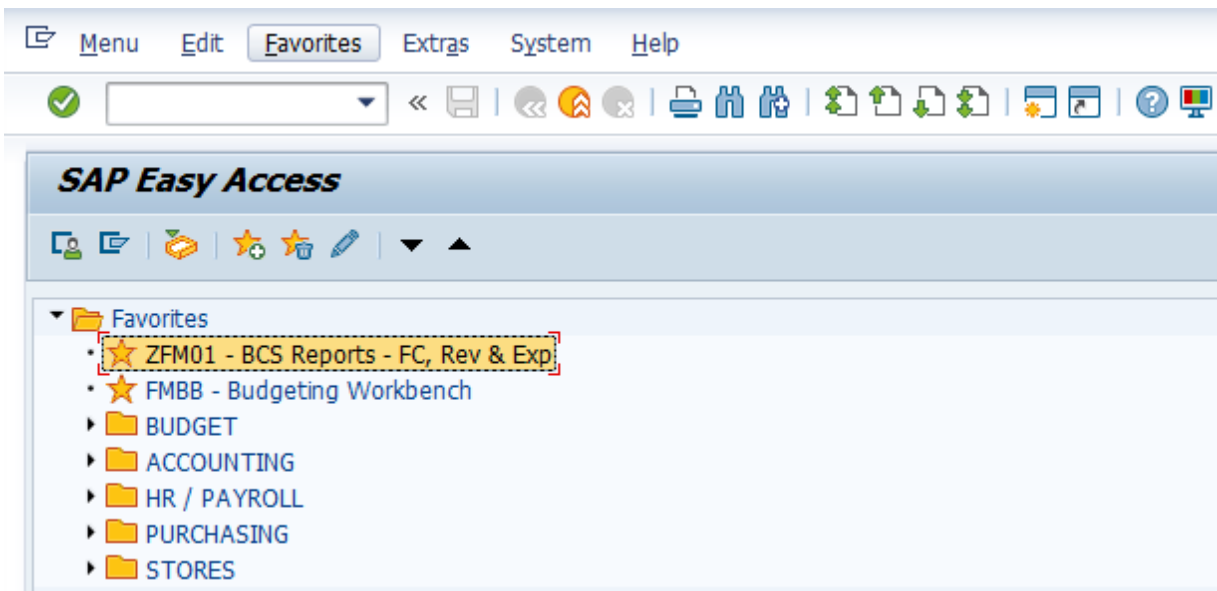
These codes represent:

Transaction Code	Transaction Code Name	Description
ZFM01	BCS Reports – FC, Rev & Exp	Budget Summary Report
FMBB	Budgeting Workbench	Budget Transfer

Exercise 2 – Budget Reports in SAP

Part A. – Running a Budget Report in SAP

1. Double click on the ZFM01 – BCS Reports – FC, Rev & Exp Favorite that we created in Exercise 1.



2. When the FC, Revenue & Expense: Selection window (Variable Entry screen) opens, the Selection values section will be prepopulated with the following selections:

Financial Management Area	=	SSHE
Budget Category	=	9F
Version	=	0
Fiscal Year From	=	2022
Fiscal Year To	=	2022

These values should not change, with the exception of updating the Fiscal Year From and Fiscal Year To field values to reflect a range of fiscal years. Otherwise, the defaults including the current fiscal year should be utilized.

In the Selection groups section, enter a Fund Center in the Or Value(s) field directly underneath the Fund Center field and enter SSHE_2A in the Commitment Item field.

Variable Entry Screen:

The screenshot displays the 'FC, Revenue & Expense: Selection' screen. It features a menu bar with 'Program', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into 'Selection values' and 'Selection groups' sections.

Selection values:

Financial Management Area	SSHE
Budget Category	9F
Version	0
Fiscal Year From	2022
Fiscal Year To	2022

Selection groups:

Budget Type			
Or value(s)		to	
Fund			
Or value(s)		to	
Funds Center			
Or value(s)	7011402000	to	
Commitment Item	SSHE_2A		
Or value(s)		to	
Functional Area			
Or value(s)		to	

A callout box titled 'Multiple Fund Centers' is shown on the right, containing a list of values: 'S.. Single value', '7011402000', and '7011400000'. A green box highlights the 'Multiple Selection' icon (a small box with an arrow) at the bottom right of the callout.

If more than one fund center is needed, select the Multiple Selection field (the little box with arrow) next to the fund center “Or Value(s)” field, and enter the other fund centers. Click the clock to copy the list of multiple fund centers to the variable entry screen.

Click the clock at the top of the Variable Entry screen to run the report.

To print the resulting Budget Summary Report, see section [F. I. – Exporting file from Budget Summary Report](#).

Part B. – Searching for Fund Centers Values in SAP

1. In the Selection groups section, click on the Or Value(s) field underneath the Fund Center field. This will allow you to click on the overlapping squares to open the search menu.

Variable Entry Screen:

The screenshot shows the SAP Variable Entry Screen for 'FC, Revenue & Expense: Selection'. The interface includes a menu bar (Program, Edit, Goto, Environment, System, Help) and a toolbar. Below the title bar, there are navigation options: Variation, Output Parameters..., Data Source..., Extract Parameters..., and Reports... The 'Selection values' section contains the following fields:

Financial Management Area	SSHE
Budget Category	9F
Version	0
Fiscal Year From	2022
Fiscal Year To	2022

The 'Selection groups' section contains the following fields:

Budget Type	
Or value(s)	
Fund	
Or value(s)	
Funds Center	
Or value(s)	
Commitment Item	
Or value(s)	
Functional Area	
Or value(s)	

A green box highlights the 'Or value(s)' field under the 'Funds Center' group, indicating where to click to open the search menu.

2. The search menu will open to the default search - Search Using Name

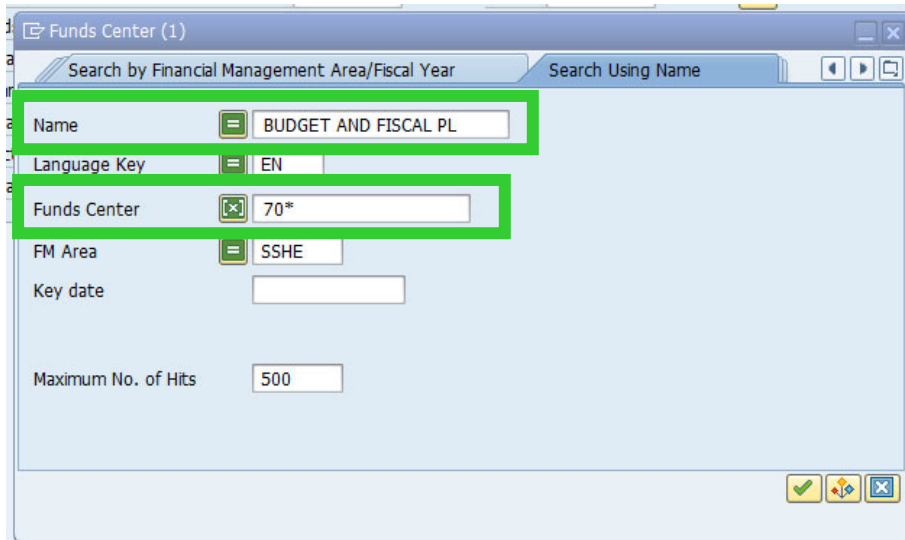
The screenshot shows the SAP Funds Center search menu. The title bar reads 'Funds Center (1)'. The menu is titled 'Search by Financial Management Area/Fiscal Year' and has a tab labeled 'Search Using Name' highlighted with a green box. The search criteria are as follows:

Name	
Language Key	EN
Funds Center	
FM Area	SSHE
Key date	
Maximum No. of Hits	500

At the bottom right, there are three buttons: a green checkmark, a blue search icon, and a blue close icon.

3. Enter 70* in the Fund Center field. Enter the name of the Fund Center you are searching for in the Name field.

Note: If the Fund Center field is left blank, the results will include fund centers belonging to other PASSHE institutions.

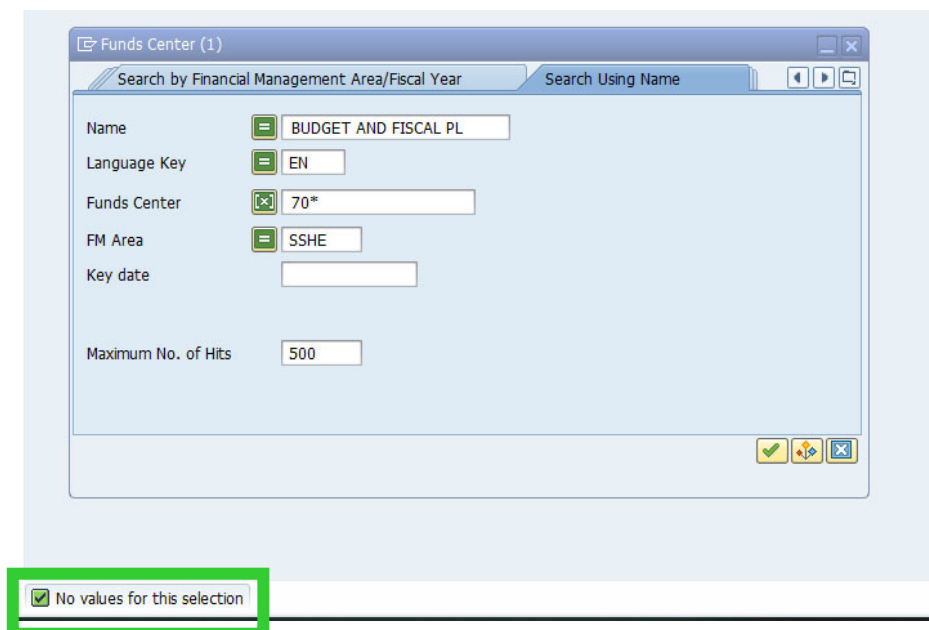


The screenshot shows the SAP 'Funds Center (1)' search window. The search criteria are as follows:

Field	Value
Name	BUDGET AND FISCAL PL
Language Key	EN
Funds Center	70*
FM Area	SSHE
Key date	
Maximum No. of Hits	500

The 'Name', 'Language Key', and 'Funds Center' fields are highlighted with a green box. The 'Funds Center' field contains the text '70*'.

If there are no fund centers that match the criteria exactly, a message indicating “No values for this selection” will appear in the lower left-hand corner of the SAP window.



The screenshot shows the same SAP 'Funds Center (1)' search window as above, but with a message box in the lower left corner. The search criteria are identical:

Field	Value
Name	BUDGET AND FISCAL PL
Language Key	EN
Funds Center	70*
FM Area	SSHE
Key date	
Maximum No. of Hits	500

The message box in the lower left corner contains the text: No values for this selection. This message box is highlighted with a green box.

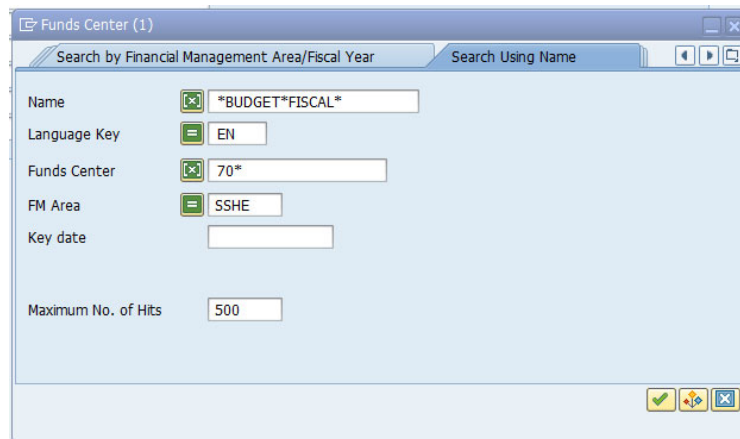
In that case, you can try using a combination of a keyword and the * as a wildcard symbol, such as:

- Find keyword at the beginning of a field: Budget*
- Find keyword at the end of a field: *Budget
- Find keyword anywhere in a field: *Budget*

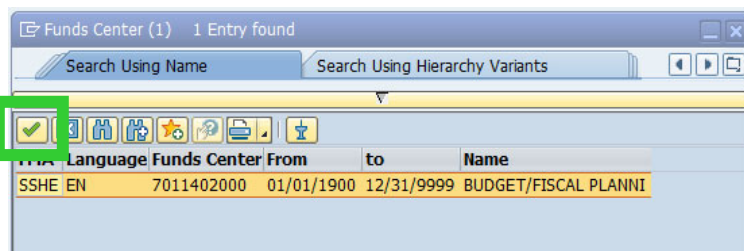
Also, note that the Name field is quite short. Depending on your search, you may also try alternate text or common abbreviations:

- Replace "AND" with "&"
- Replace "BUDGET" with "BUD"

In this case we'll use *BUDGET*FISCAL* because I know both words are in the name of the fund center and they will appear in that order.



4. After adjusting the search parameters, the result is the BUDGET/FISCAL PLANNI fund center 7011402000



5. Select the Fund Center, and click the green checkmark.

Part C. – Understanding a Budget Report in SAP

A Budget Summary Report (ZFM01) reflects current fiscal year commitments and actual expenses in relation to current fiscal year budget.

Report Group: FC, Revenue & Expense		Date: 11/29/2021				
Report Name: BUDSTAI_w/CF_FC		Page: 1/ 1				
FM Area		SSHE State System				
Budget Category		9F FM Payment Budget				
Fund		*				
Funds Center/Group		7011402000 BUDGET/FISCAL PLANNI				
Commitment Item		SSHE_2A Flat - Master per CI Hierarchy				
Fiscal Year		2022				
Funds center/commitment item	Current Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Available
FdsCtr/CmntItem	287,954.24	287,954.24	107.47	73,717.31	73,824.78	214,129.46
7011402000 BUDGET/FISCAL PLANNI	287,954.24	287,954.24	107.47	73,717.31	73,824.78	214,129.46
2-EXP Expenses	253,573.75	253,573.75	107.47	73,717.31	73,824.78	179,748.97
PERS Personnel	245,664.29	245,664.29		70,893.21	70,893.21	174,771.08
501310 State Sys Mana	164,324.53	164,324.53		48,250.60	48,250.60	116,073.93
513300 Other Pay - Ma				540.00	540.00	-540.00
540300 Management - M	2,325.23	2,325.23		678.38	678.38	1,646.85
541300 Management - S	9,942.11	9,942.11		2,900.69	2,900.69	7,041.42
550300 Management - R	24,982.91	24,982.91		10,044.08	10,044.08	14,938.83
554300 Management - R	6,319.03	6,319.03		1,157.70	1,157.70	5,161.33
555300 Management - R				-277.90	-277.90	277.90
558300 Management - G	272.46	272.46		80.40	80.40	192.06
560300 Management - H	1,703.66	1,703.66		469.00	469.00	1,234.66
561300 Management - H	27,268.16	27,268.16		4,655.26	4,655.26	22,612.90
562310 Management - A	8,526.20	8,526.20		2,395.00	2,395.00	6,131.20
NON-PERS Non-Personnel	7,909.46	7,909.46	107.47	2,824.10	2,931.57	4,977.89
NON-PERSONNEL Non-Personnel	7,909.46	7,909.46				4,977.89
610100 Printing & Dup			27.00	43.60	70.60	
615110 Training/Devel				249.00	249.00	
620300 Network			32.49	39.79	72.28	
620305 Hardware-Compu				63.49	63.49	
620310 EndPoint Devic				1,126.00	1,126.00	
620315 Audio-Visual				42.80	42.80	
620320 IT Peripherals			47.98	228.49	276.47	
660100 Office Supplie				12.49	12.49	
660130 Furniture & Fu				918.97	918.97	
660405 Building Suppl				99.47	99.47	
7-RESERVE Reserves	34,380.49	34,380.49				34,380.49
902 Operating Expe	34,380.49	34,380.49				34,380.49

Each row represents a commitment item group or specific account number. Most fund centers do not have revenue, so the first commitment item group listed is usually expenses or 2-EXP. Expenses are further broken down into two separate categories – PERS (Personnel) and NON-PERS (Non-Personnel).

Note: Personnel expenditures will post regardless of budget availability; however, non-personnel expenditures require sufficient budget availability.

In addition to expenses, some fund centers also have reserves which is reflected as a separate commitment item group 7-Reserves. Reserves represent prior fiscal year unspent budget carried forward to the current fiscal year.

Note: carryforward of budget savings is not guaranteed and should not be relied upon for normal operations.

Financial Planning & Analysis
Budgeting Resource

Report Group: FC, Revenue & Expense		Date: 11/29/2021				
Report Name: BUDSTAI_w/CF_FC		Page: 1/ 1				
FM Area	SSHE State System					
Budget Category	9F FM Payment Budget					
Fund	*					
Funds Center/Group	7011402000	BUDGET/FISCAL PLANNI				
Commitment Item	SSHE_2A	Flat - Master per CI Hierarchy				
Fiscal Year	2022					

Funds center/commitment item	Current Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Available
FdsCtr/CmntItem	287,954.24	287,954.24	107.47	73,717.31	73,824.78	214,129.46
7011402000 BUDGET/FISCAL PLANNIN	287,954.24	287,954.24	107.47	73,717.31	73,824.78	214,129.46
2-EXP Expenses	253,573.75	253,573.75	107.47	73,717.31	73,824.78	179,748.97
PERS Personnel	245,664.29	245,664.29		70,893.21	70,893.21	174,771.08
501310 State Sys Manag	164,324.53	164,324.53		48,250.60	48,250.60	116,073.93
513300 Other Pay - Man				540.00	540.00	-540.00
540300 Management - Me	2,325.23	2,325.23		678.38	678.38	1,646.85
541300 Management - So	9,942.11	9,942.11		2,900.69	2,900.69	7,041.42
550300 Management - Re	24,982.91	24,982.91		10,044.08	10,044.08	14,938.83
554300 Management - Re	6,319.03	6,319.03		1,157.70	1,157.70	5,161.33
555300 Management - Re				-277.90	-277.90	277.90
558300 Management - Gr	272.46	272.46		80.40	80.40	192.06
560300 Management - H/	1,703.66	1,703.66		469.00	469.00	1,234.66
561300 Management - Ho	27,268.16	27,268.16		4,655.26	4,655.26	22,612.90
562310 Management - An	8,526.20	8,526.20		2,395.00	2,395.00	6,131.20
NON-PERS Non-Personnel	7,909.46	7,909.46	107.47	2,824.10	2,931.57	4,977.89
NON-PERSONNEL Non-Personnel	7,909.46	7,909.46				4,977.89
610100 Printing & Dupl			27.00	43.60	70.60	
615110 Training/Develo				249.00	249.00	
620300 Network			32.49	39.79	72.28	
620305 Hardware-Comput				63.49	63.49	
620310 EndPoint Device				1,126.00	1,126.00	
620315 Audio-Visual				42.80	42.80	
620320 IT Peripherals			47.98	228.49	276.47	
660100 Office Supplies				12.49	12.49	
660130 Furniture & Fur				918.97	918.97	
660405 Building Suppli				99.47	99.47	
7-RESERVE Reserves	34,380.49	34,380.49				34,380.49
902 Operating Expen	34,380.49	34,380.49				34,380.49



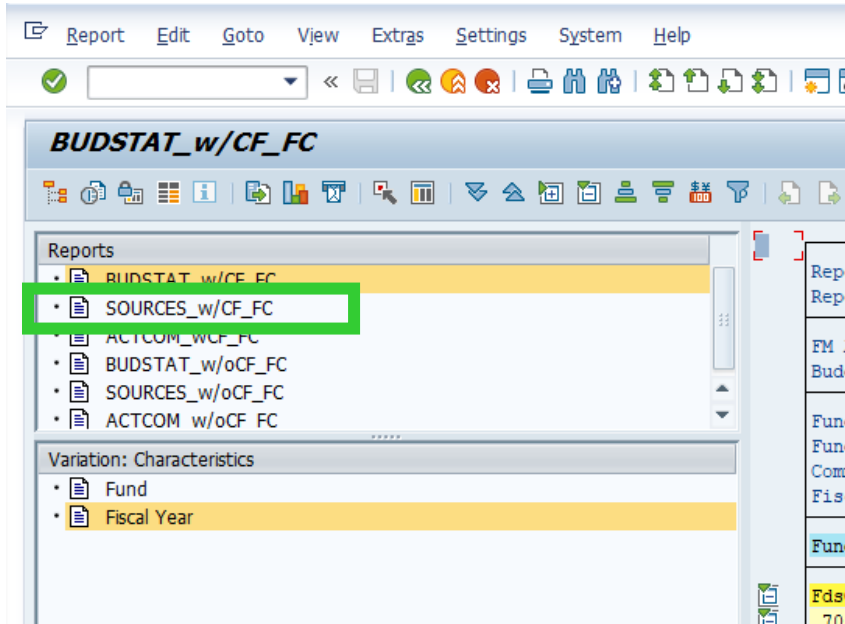
Each column represents a category of activity – Budget, Commitment, Actual, Available. Here is a brief description of each column:

Category	Description
Current Budget	current fiscal year budget
Consumable Budget	same as Current Budget
Commitment	current encumbrances for outstanding items, including: <ul style="list-style-type: none"> • Funds Reservations • Travel Requests • Purchase Requisitions • Purchase Orders
Actuals	actual expenses spent
Tot ComAct	commitments + actuals
Available	available remaining budget

Current Budget - Commitments - Actuals = Available



There are several different budget transactions that could be making up the **Current Budget**. To see the details, select the SOURCES_w/CF_FC report from the menu area to the left of the report.



Switching to this view you are now able to determine what is making up the current budget. In the case of Budget and Fiscal Planning, the original budget was \$252,594.29 and there was \$35,359.95 that was carried forward from the prior fiscal year for a total of \$287,954.24. There was also Supplement activity.

Report Group: FC, Revenue & Expense		Date: 11/29/2021						
Report Name: SOURCES_w/CF_FC		Page: 1/ 1						
FM Area: SSHE State System								
Budget Category: 9F FM Payment Budget								
Fund: *								
Funds Center/Group: 7011402000 BUDGET/FISCAL PLANNI								
Commitment Item: SSHE_2A Flat - Master per CI Hierarchy								
Fiscal Year: 2022								
Funds center/commitment item	Original	CF from LY	CF to NY	Supplements	Returns	Transfers	RIB	Total Budget
FdsCtr/CmntItem	252,594.29	35,359.95						287,954.24
7011402000 BUDGET/FISCAL PLANNI	252,594.29	35,359.95						287,954.24
2-EXP Expenses	252,594.29	978.46		1.00				253,572.75
PERS Personnel	245,664.29							245,664.29
501310 State Sys Manag	164,324.53							164,324.53
540300 Management - Me	2,325.23							2,325.23
541300 Management - So	9,942.11							9,942.11
550300 Management - Re	24,982.91							24,982.91
554300 Management - Re	6,319.03							6,319.03
558300 Management - Gr	272.46							272.46
560300 Management - H/	1,703.66							1,703.66
561300 Management - Ho	27,268.16							27,268.16
562310 Management - An	8,526.20							8,526.20
NON-PERS Non-Personnel	6,930.00	978.46		1.00				7,909.46
NON-PERSONNEL Non-Personnel	6,930.00	978.46		1.00				7,909.46
7-RESERVE Reserves		34,381.49						34,380.49
902 Operating Expen		34,381.49		-1.00				34,380.49

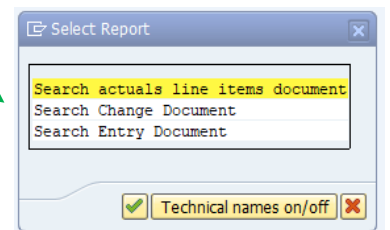
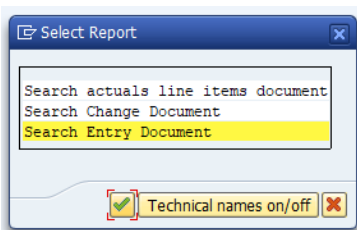
Part D. – Drilling into Budget Report Detail in SAP

- The underlying detail making up the figures appearing on the Budget Report can be accessed by double-clicking on the figure and selecting the corresponding document search:

Budget Figures – select “Search Entry Document”

Actual Figures – select “Search actuals line items document”

Funds center/commitment item	Current Budget	Consumable Budget	Commitment	Actuals	Tot ComAct	Available
FdsCtr/CmntItem	287,954.24	287,954.24	107.47	82,841.56	82,949.03	205,005.21
7011402000 BUDGET/FISCAL PLANNI	287,954.24	287,954.24	107.47	82,841.56	82,949.03	205,005.21
2-EXP Expenses	253,573.75	253,573.75	107.47	82,841.56	82,949.03	170,624.72
PERS Personnel	245,664.29	245,664.29		79,961.75	79,961.75	165,702.54
501310 State Sys Manag	164,324.53	164,324.53		54,700.10	54,700.10	109,624.43
513300 Other Pay - Ma				540.00	540.00	-540.00
540300 Management - M	2,325.23	2,325.23		769.70	769.70	1,555.53
541300 Management - S	9,942.11	9,942.11		3,291.14	3,291.14	6,650.97
550300 Management - E	24,982.91	24,982.91		11,068.99	11,068.99	13,913.92
554300 Management - P	6,319.03	6,319.03		1,389.24	1,389.24	4,929.79
555300 Management - E				-277.90	-277.90	277.90
558300 Management - C	272.46	272.46		90.84	90.84	181.62
560300 Management - P	1,703.66	1,703.66		534.14	534.14	1,169.52
561300 Management - P	27,268.16	27,268.16		5,150.50	5,150.50	22,117.66
562310 Management - A	8,526.20	8,526.20		2,705.00	2,705.00	5,821.20
NON-PERS Non-Personnel	7,909.46	7,909.46	107.47	2,879.81	2,987.28	4,922.18
NON-PERSONNEL Non-Personnel	7,909.46	7,909.46				4,922.18
610100 Printing & Dup			27.00	99.31	126.31	
615110 Training/Develo				249.00	249.00	
620300 Network			32.49	39.79	72.28	
620305 Hardware-Comput				63.49	63.49	
620310 EndPoint Device				1,126.00	1,126.00	
620315 Audio-Visual				42.80	42.80	
620320 IT Peripherals			47.98	276.47	276.47	
660100 Office Supplies				12.49	12.49	
660130 Furniture & Fix				918.97	918.97	
660405 Building Suppl				99.47	99.47	
7-RESERVE Reserves	34,380.49	34,380.49				34,380.49
902 Operating Expe	34,380.49	34,380.49				34,380.49



2. From the budget report above, below is the line item detail making up the \$42.80 Actuals balance reflected in account 620315 (Audio-Visual).
3. To print the line item detail report, see section F. II. – Exporting file from Budget Detail Report.

Document Journal

Document Journal

FM Area SSHE
Year Commitment Item 620315
Commitment item 620315
Funds Center 7011402000
Fund Layout /SAP
User 70EPRADA
Date/Time 12/10/2021 10:05:54

RefDocNo	Item	Value type	Amt type	Prd	FM pstg d.	=Pymt	Bdgt	Commnt	bdgt	Commnt	item	Funds Center	Fund	G/L Acc	Text	CoCode	Vendor	C/f level	F	Stat.	Ind.	Customer	Order		
5000402093	1	Invoices	0100	1	07/21/2021	42.80	0.00	620315	7011402000	7011001000		620315	7011402000	7011001000	620315	Logitech C920S Pro 1080p HD Webcam, Blac	SSHE	81000041							
5101569376	2		0100	1		42.80	0.00	620315	7011402000	7011001000		620315	7011402000	7011001000	200190	LOGITECH C920S PRO 1080P HD WE	SSHE	91000012							
						42.80																			

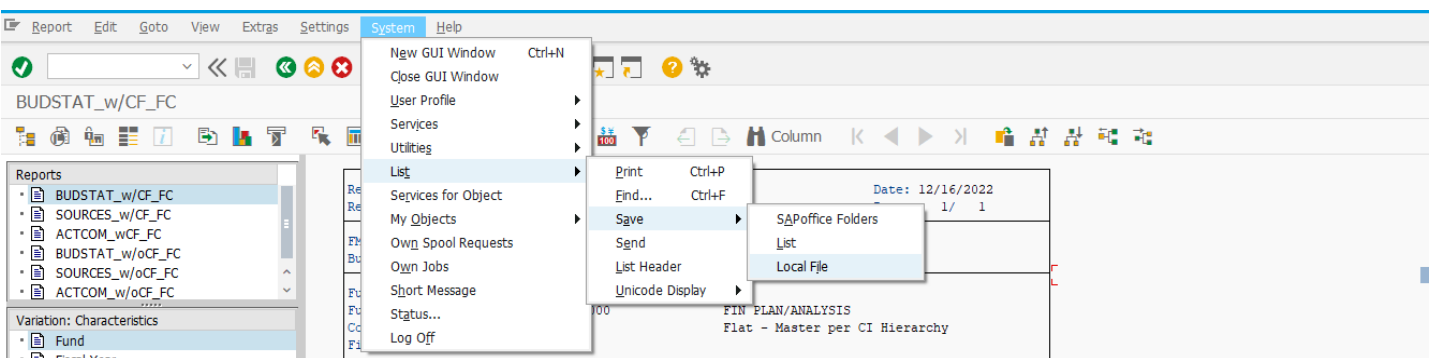
Part E. – Printing from SAP

1. The budget summary report can be directly printed from SAP, but the formatting is unable to be changed and can be difficult to read when printed. It is recommended to export or copy/paste the report into another application, and then printed from there. See Part F for the following options:
 - I. Export to Excel file – Budget Summary Report
 - II. Export to Excel File – Budget Detail Report
 - III. View the report in Excel mode and copy/paste into a new Excel file.
2. A screen shot or image snipping tool may also capture screen image, to be copy/pasted into another application, such as Word, PowerPoint, or Excel.

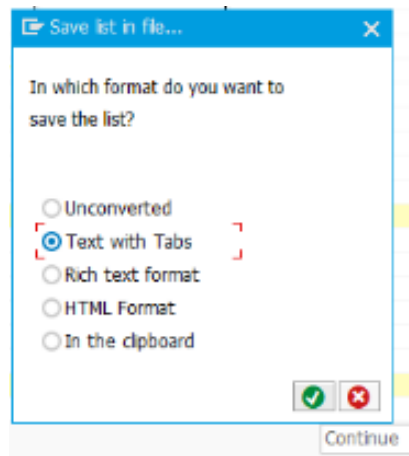
Part F. – Exporting from SAP to Excel

I. Budget Summary Report Export

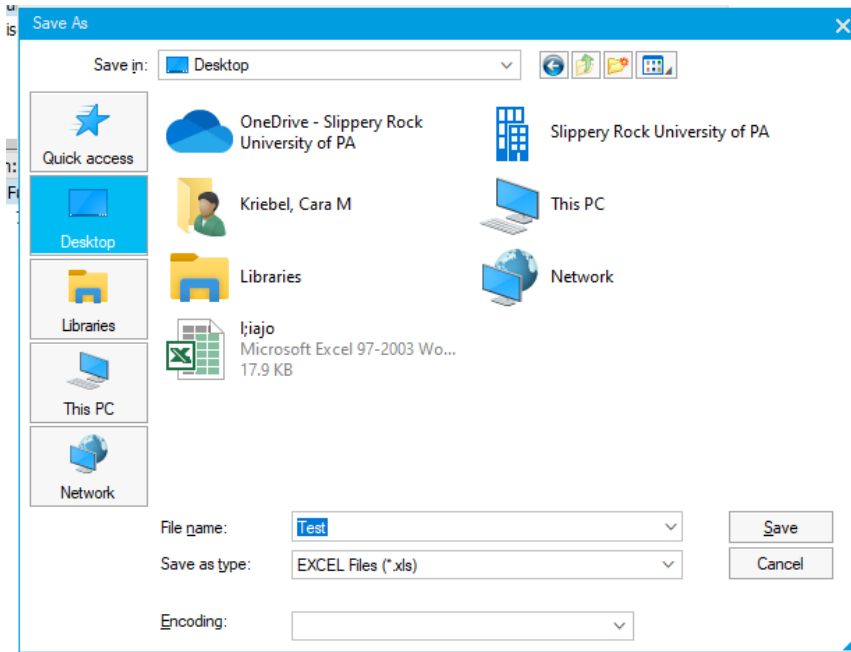
1. Export the Budget Summary Report to an Excel file.
 - a. From the SAP report menu, select System/List/Save/Local File



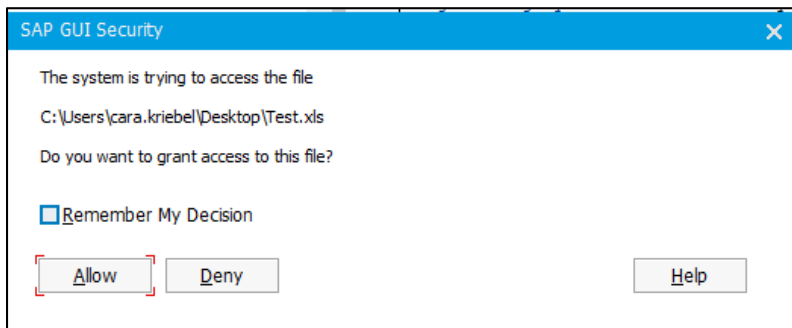
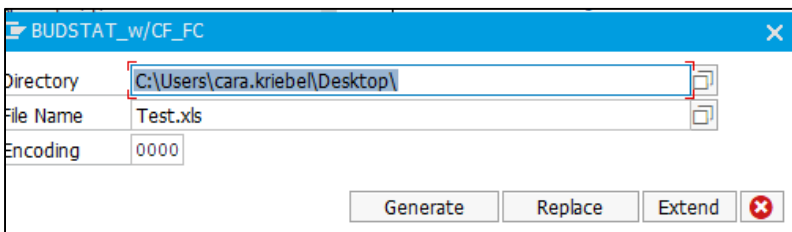
2. Select Text with Tabs, Green Check to continue.



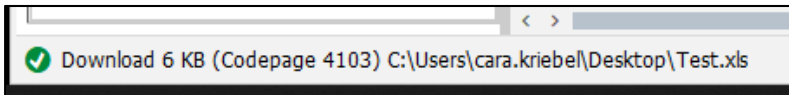
3. Next, select the location where the file will be saved. Name the file and select "Excel Files (*.xls)" as the file Type, select "Save".



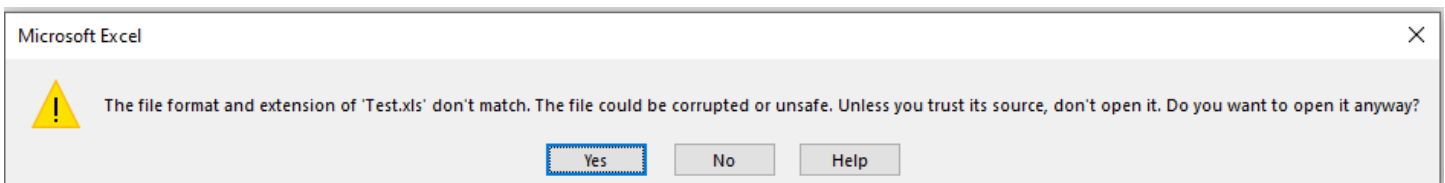
4. Select "Generate" to create the file. Select "Allow" at the security screen.



5. A message with a green check will appear at the bottom of the Budget Summary report screen notifying that the file has been downloaded to the location.



6. Go to the location where the file was saved, (in this example it is the desktop), and open the newly created Excel file. Excel will give a warning asking if it is safe to open. Select "Yes".



7. After the Excel file opens, format columns and rows and set printing preferences, then print or email to share.

- It is recommended that if the file is going to be emailed for sharing, to save formatting changes by selecting:
- File/Save As/Location/File Name/File Type: **Microsoft Excel**, (change the file type to Microsoft Excel).
Select "Save" to change the file type prior to emailing.

Report Group: FC, Revenue & Expense		Date: 12/16/2022			
Report Name: BUDSTAT_w/CF_FC		Page: 1/ 1			
FM Area	SSHE State System				
Budget Category	9F FM Payment Budget				
Fund	*				
Funds Center/Group	7011402000 FIN PLAN/AN				
Commitment Item	SSHE_2A Flat - Master pe				
Fiscal Year	2023				
Funds center/commitment item	Current Budget				
FdsCtr/CmmtItem		272,749.82			
7011402000 FINANCIAL PLANNING &		272,749.82			
2-EXP Expenses		263,121.77			
PERS Personnel		256,884.76			
501310 State Sys Manag		181,628.60			
513300 Other Pay - Man					
531310 Annual Lv-Mgmt					
540300 Management - Me		2,571.89			
541300 Management - So		10,996.46			
550300 Management - Re		29,459.79			
554300 Management - Re		6,345.17			
558300 Management - Gr		272.48			
560300 Management - H/		1,700.16			
561300 Management - Ho		14,618.61			
562310 Management - An		9,291.60			
NON-PERS Non-Personnel		6,237.01			
NON-PERSONNEL Non-Personnel		6,237.01			
610100 Printing & Dupl					
620300 Network					
620320 IT Peripherals					
660320 Audio-Visual Ma					
665125 Special Food Se					
7-RESERVE Reserves		9,628.05			
902 Operating Expen		9,628.05			
			Tot ComAct	Available	
			91,094.24	181,655.58	
			91,094.24	181,655.58	
			91,094.24	172,027.53	
			90,651.88	166,232.88	
			59,028.00	122,600.60	
			540	-540	
			3,608.78	-3,608.78	
			881.79	1,690.10	
			3,770.36	7,226.10	
			12,584.99	16,874.80	
			995.63	5,349.54	
			84.58	187.9	
			527.64	1,172.52	
			5,906.31	8,712.30	
			2,723.80	6,567.80	
			442.36	5,794.65	
				5,794.65	
			109.43		
			46.59		
			62.75		
			223.59		
				9,628.05	
				9,628.05	

Save As

This PC > Desktop

Organize New folder

Quick access

Microsoft Excel

Creative Cloud Files

OneDrive - Slippery Rock University of PA

Slippery Rock University of PA

Budget & Fiscal Planning - Budget Internal Do

This PC

3D Objects

Desktop

Documents

Downloads

Music

Pictures

Videos

Local Disk (C:)

finance\$ (\\\m

Enrollment Pr

Network

Excel Workbook

Excel Macro-Enabled Workbook

Excel Binary Workbook

Excel 97-2003 Workbook

CSV UTF-8 (Comma delimited)

XML Data

Single File Web Page

Web Page

Excel Template

Excel Macro-Enabled Template

Excel 97-2003 Template

Text (Tab delimited)

Unicode Text

XML Spreadsheet 2003

Microsoft Excel 5.0/95 Workbook

CSV (Comma delimited)

Formatted Text (Space delimited)

Text (Macintosh)

Text (MS-DOS)

CSV (Macintosh)

CSV (MS-DOS)

DIF (Data Interchange Format)

SYLK (Symbolic Link)

Excel Add-in

Excel 97-2003 Add-in

PDF

XPS Document

Strict Open XML Spreadsheet

OpenDocument Spreadsheet

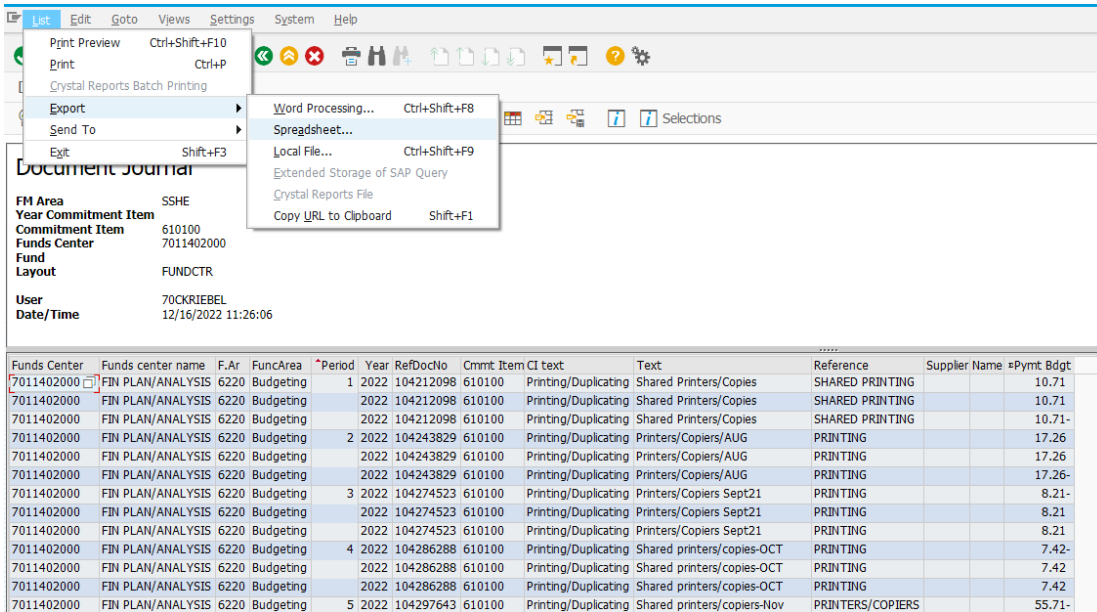
Unicode Text

File name:

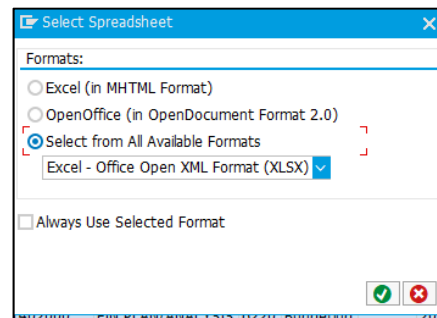
Save as type:

II. Budget Detail Report Export

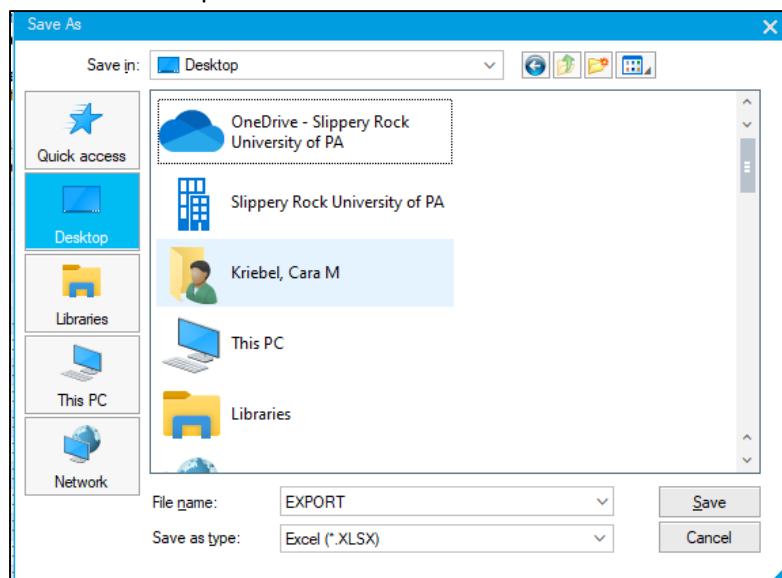
1. Export the Budget Detail Report to an Excel file.
 - a. From the SAP report menu, select List/Export/Spreadsheet.



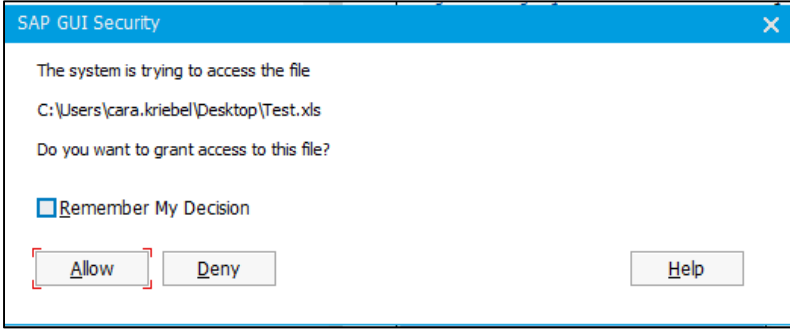
2. Select Excel as the file format, select the green check.



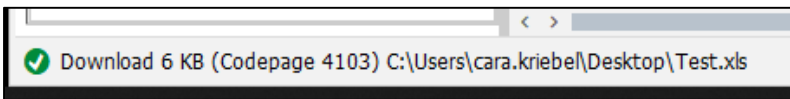
3. Select the location to save the file. In this example it is the desktop. Name the file and be sure that Excel is the file type. Select "Save".



- Select "Allow" at the security screen.



- A message with a green check will appear at the bottom of the Budget Detail Report screen notifying that the file has been downloaded to the location.

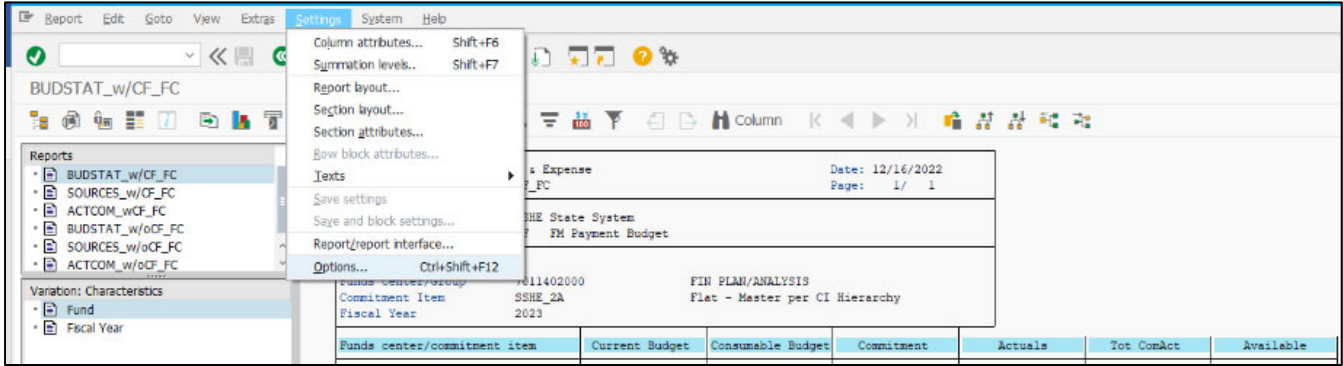


- Go to the location where the file was saved, (in this example it is the desktop), and open the newly created Excel file. The file is saved in Excel format and can be formatted for printing, and printed or shared via email.

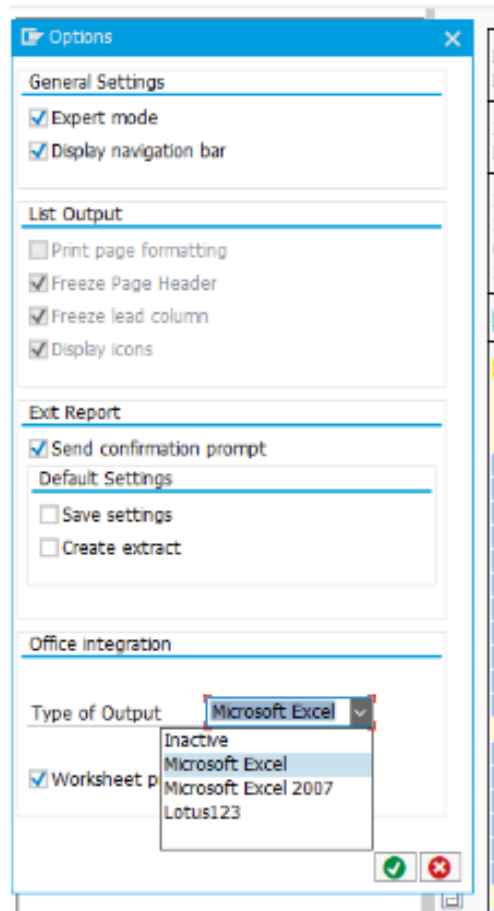
Funds Center	Funds center name	Functional Area	Name of the functional area	Posting period	Fiscal Year	Reference Document Number	Commitment Item	Commitment item name	Text	Reference	Supplier	Name 1	Amount to be checked against payment bud
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	5	2022	104297643	610100	Printing/Duplicating	Shared printers/copiers-Nov	PRINTERS/COPIERS			-55.71
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	5	2022	104297643	610100	Printing/Duplicating	Shared printers/copiers-Nov	PRINTERS/COPIERS			55.71
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	5	2022	104297643	610100	Printing/Duplicating	Shared printers/copiers-Nov	PRINTERS/COPIERS			55.71
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	6	2022	104311469	610100	Printing/Duplicating	Shared Printers/Copiers Dec 21	PRINTERS/COPIERS			3.22
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	6	2022	104311469	610100	Printing/Duplicating	Shared Printers/Copiers Dec 21	PRINTERS/COPIERS			3.22
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	6	2022	104311469	610100	Printing/Duplicating	Shared Printers/Copiers Dec 21	PRINTERS/COPIERS			-3.22
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	7	2022	104343712	610100	Printing/Duplicating	Shared Printers/Copiers Jan 22	PRINTERS/COPIERS			20.81
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	7	2022	104343712	610100	Printing/Duplicating	Shared Printers/Copiers Jan 22	PRINTERS/COPIERS			-20.81
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	7	2022	104343712	610100	Printing/Duplicating	Shared Printers/Copiers Jan 22	PRINTERS/COPIERS			-20.81
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	8	2022	104365614	610100	Printing/Duplicating	Shared Printers/Copiers Feb 22	PRINTERS/COPIERS			-30.44
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	8	2022	104365614	610100	Printing/Duplicating	Shared Printers/Copiers Feb 22	PRINTERS/COPIERS			30.44
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	8	2022	104365614	610100	Printing/Duplicating	Shared Printers/Copiers Feb 22	PRINTERS/COPIERS			30.44
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	9	2022	104380217	610100	Printing/Duplicating	Shared Printers/Copiers Mar 22	PRINTERS/COPIERS			33.83
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	9	2022	104380217	610100	Printing/Duplicating	Shared Printers/Copiers Mar 22	PRINTERS/COPIERS			33.83
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	9	2022	104380217	610100	Printing/Duplicating	Shared Printers/Copiers Mar 22	PRINTERS/COPIERS			-33.83
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	10	2022	104392864	610100	Printing/Duplicating	Shared Printers/Copiers Apr 22	PRINTERS/COPIERS			66.29
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	10	2022	104392864	610100	Printing/Duplicating	Shared Printers/Copiers Apr 22	PRINTERS/COPIERS			66.29
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	10	2022	104392864	610100	Printing/Duplicating	Shared Printers/Copiers Apr 22	PRINTERS/COPIERS			-66.29
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	11	2022	104414322	610100	Printing/Duplicating	Shared Printers/Copiers May 22	PRINTERS/COPIERS			-9.96
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	11	2022	104414322	610100	Printing/Duplicating	Shared Printers/Copiers May 22	PRINTERS/COPIERS			9.96
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	11	2022	104414322	610100	Printing/Duplicating	Shared Printers/Copiers May 22	PRINTERS/COPIERS			9.96
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	12	2022	104422052	610100	Printing/Duplicating	Shared Printers/Copiers June 22	PRINTERS/COPIERS			-6.05
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	12	2022	104422052	610100	Printing/Duplicating	Shared Printers/Copiers June 22	PRINTERS/COPIERS			6.05
7011402000	FIN PLAN/ANALYSIS	6220	Budgeting	12	2022	104422052	610100	Printing/Duplicating	Shared Printers/Copiers June 22	PRINTERS/COPIERS			6.05
													269.91

III. View Reports in Excel Mode

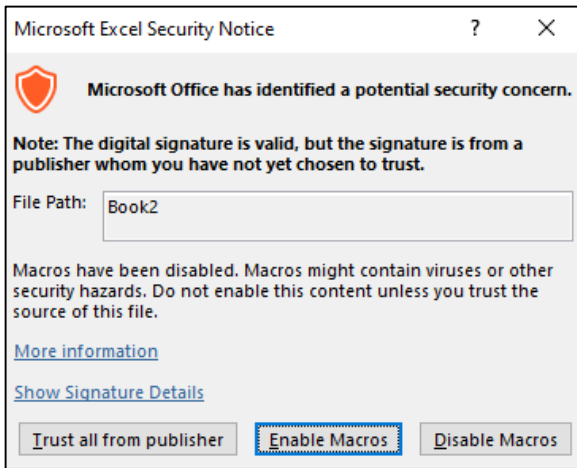
1. View the Budget Summary report in Excel mode and copy/paste into another Excel file.
 - a. From the SAP report menu, select Settings/Options



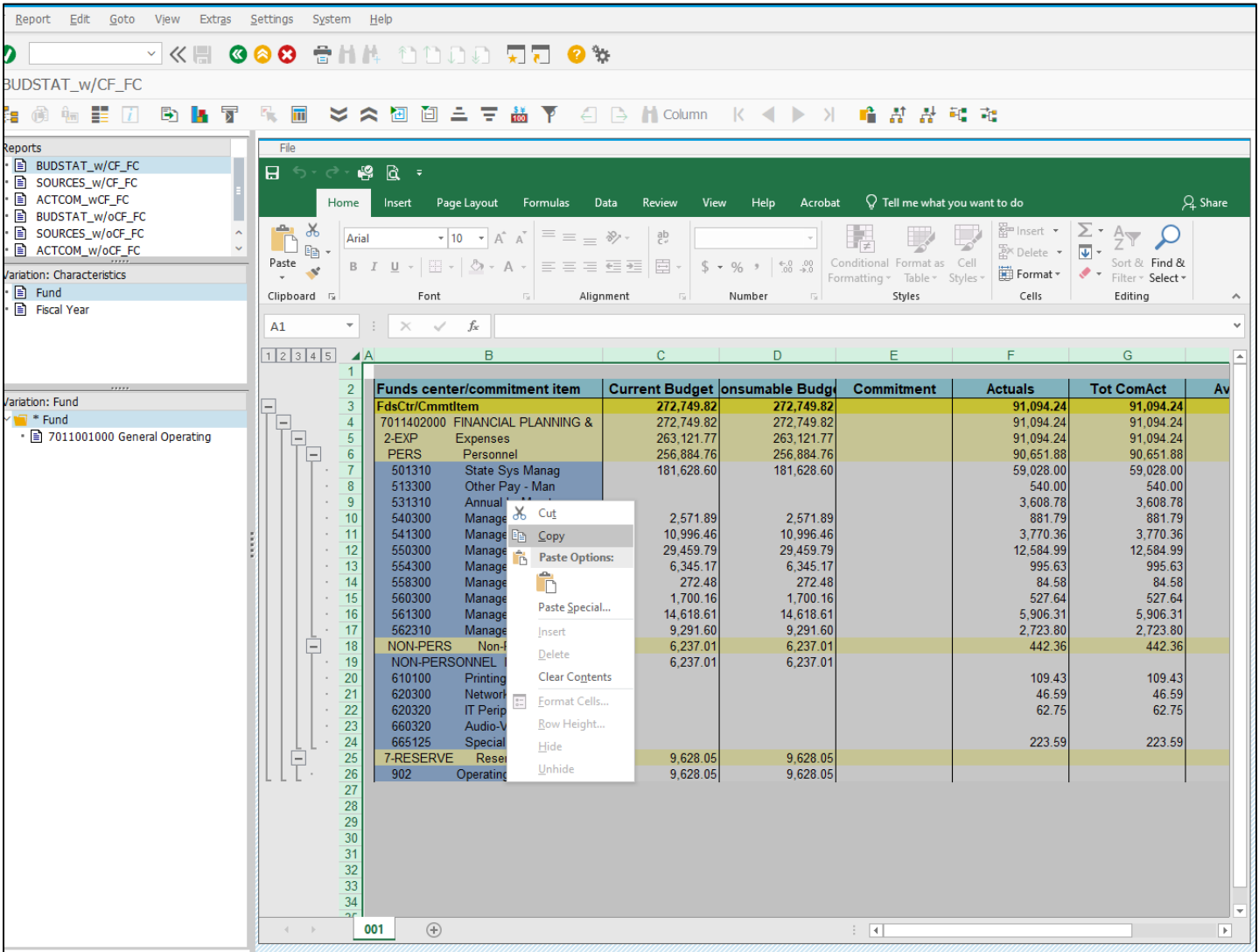
- b. From the Options screen, select the type of Output/Microsoft Excel
 - c. Select the green check to execute.



2. Open Microsoft Excel. At the Security screen, select "Enable Macros".



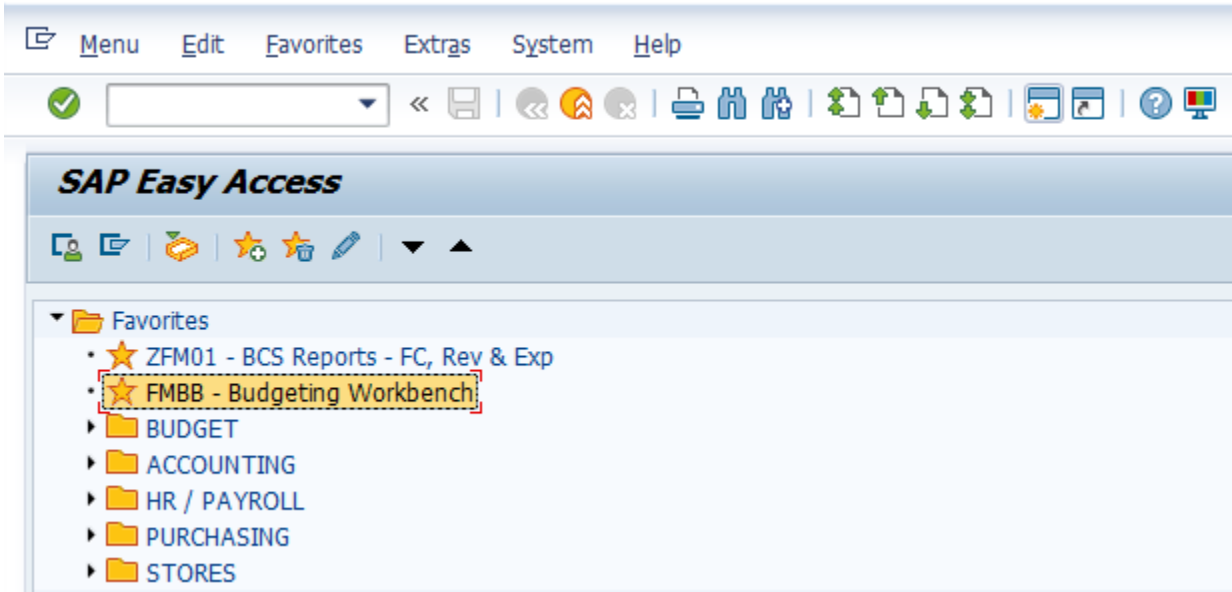
- The Budget Summary Report in SAP will change to Microsoft Excel. This entire SAP report can now be copied/pasted by selecting all cells in the report, right click in the body, select "Copy", and paste into a new Excel file. Paste by right clicking in the body of the new Excel file and select "Paste".




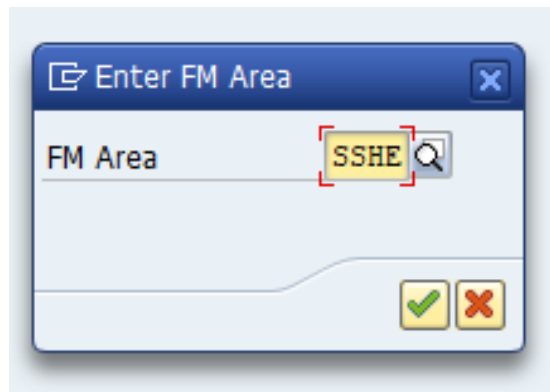
- Save the new Excel file. Format for printing and print or share via email.
- It is recommended to turn off the SAP Excel view option when finished with the report. Similar to step 1a and 1b, from the SAP report menu, select Settings/Options/Type of Output/**Inactive**. Click the green check to execute the report in SAP list view, or Inactive, mode.

Exercise 3 – Pre-Posting a Budget Transfer in SAP

1. Double click on the FMBB – Budgeting Workbench Favorite that was created in Exercise 1.



2. The first time you open the Budgeting Workbench during an SAP session, you will be prompted to Enter FM Area, enter SSHE and click on the green checkmark. 



- When the Budgeting Workbench – Create Document for FM Area SSHE window opens, the Process will be the default value - Supplement. Click on the dropdown arrow and select Transfer.

Budgeting Workbench - Create Document for FM Area SSHE

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log | i

Document: [] Status: Initial

Header Data | Additional Data

Process: Supplement (dropdown menu open showing: Carry Over, Enter, Revenues Increasing the Budget, **Transfer**, Return, Supplement, 2022)

Document type: []
Version: []
Document Date: []
Fiscal Year: 2022
Budget Type: []

Payment Budget

Expenditures	0.00
Revenues	0.00

Payment Budget

Master Data | Key Fig.

Lines

Line	Fund	Funds Center	Name of a Funds Center	Commitment item	Functional Area	Amount (USD)	Text

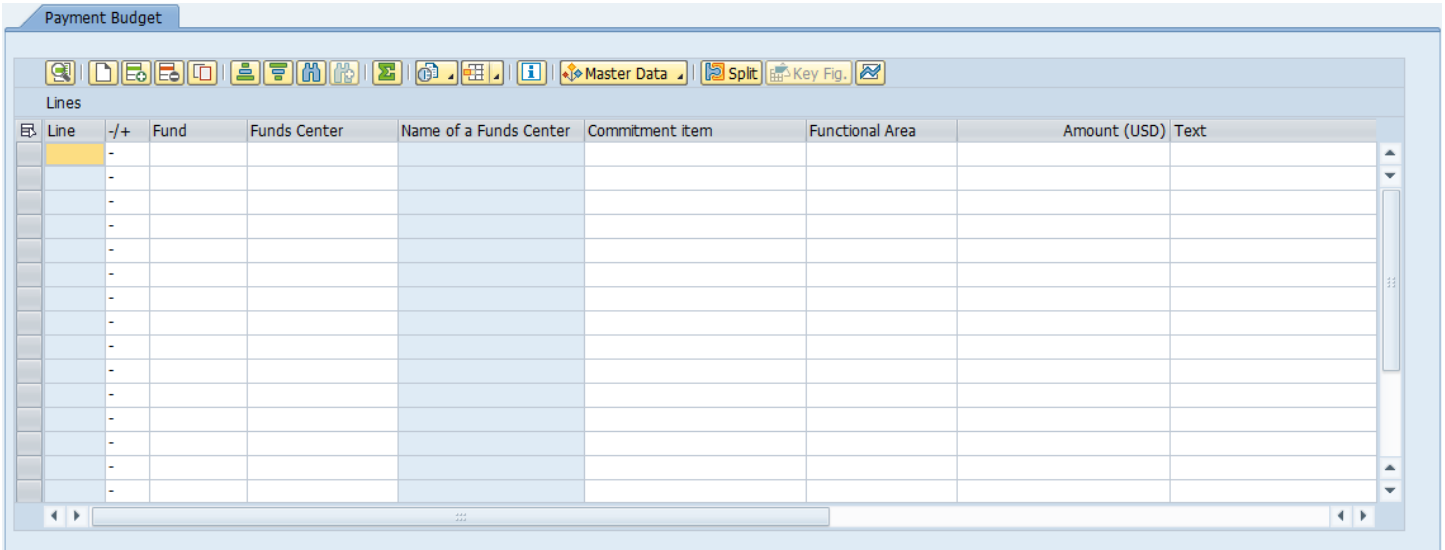
4. After the process has been updated to reflect Transfer, the following fields on the **Header Data** tab need to be reviewed and if necessary updated to reflect the following:

Document Type	=	BGT (Budget)
Version	=	0
Document Date	=	Current Date
Sender:		
Fiscal Year	=	Current Fiscal Year*
Budget Type	=	NREC
Period	=	All (Default) or Current Period
Receiver:		
Fiscal Year	=	Current Fiscal Year*
Budget Type	=	NREC
Period	=	All (Default) or Current Period

**Verifying this field is very important because the default may not always be the current fiscal year*

The screenshot shows the 'Budgeting Workbench - Create Document for FM Area SSHE' window. The 'Header Data' tab is selected and highlighted with a green box. The 'Process' dropdown is set to 'Transfer'. The 'Document type' dropdown is set to 'BGT (Budget)'. The 'Version' field is '0' and the 'Document Date' is '12/03/2021'. Under the 'Sender' section, 'Fiscal Year' is '2022', 'Budget Type' is 'NREC', and 'Period' is 'All'. Under the 'Receiver' section, 'Fiscal Year' is '2022', 'Budget Type' is 'NREC', and 'Period' is 'All'.

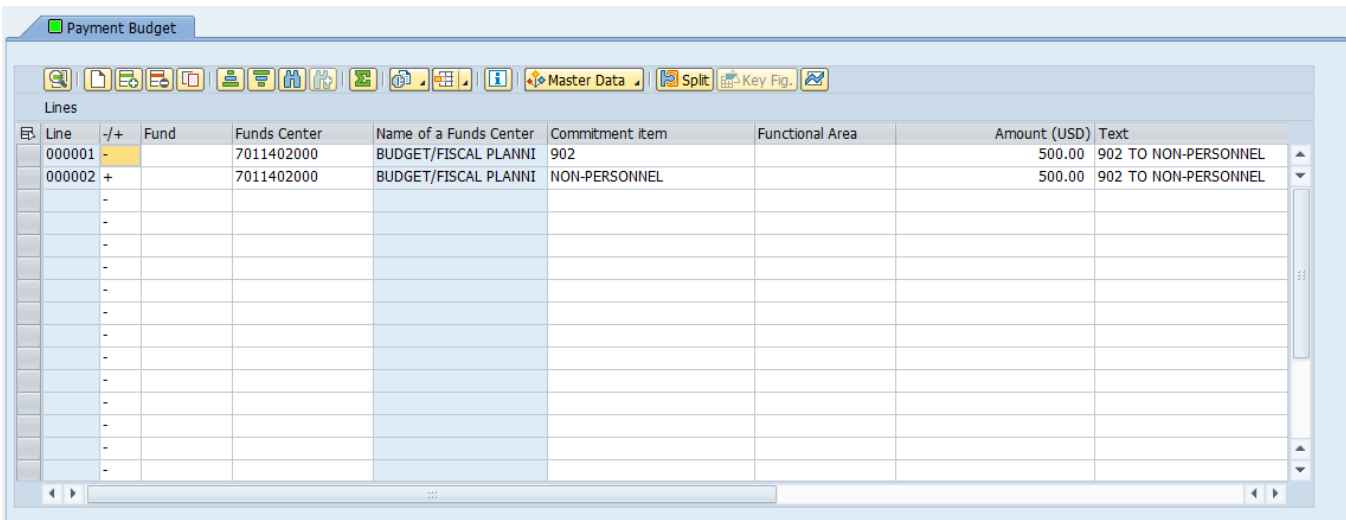
- Once these fields have been populated, the transfer line items can be entered in the Payment Budget section below.



For each row, the following fields must be entered:

Required Field	Description
-/+	Designates Sender (-) or Receiver (+)
Fund Center	Fund Center number
Commitment Item	Budget Category/budget line item/General Ledger number
Amount	Amount to transfer - all amounts should be entered as positive values
Text	Describes reason for transfer

EXAMPLE: TRANSFER FROM 701140200 902 TO 7011402000 NON-PERSONNEL \$500.00



Once these fields are entered, hit Enter and the remaining fields will populate to reflect:

Line	-/+	Fund	Funds Center	Name of a Funds Center	Commitment item	Functional Area	Amount (USD)	Text
000001	-	7011001000	7011402000	BUDGET/FISCAL PLANNI	902	BDGT	500.00	902 TO NON-PERSONNEL
000002	+	7011001000	7011402000	BUDGET/FISCAL PLANNI	NON-PERSONNEL	BDGT	500.00	902 TO NON-PERSONNEL

- Select the Additional Data tab to enter Header Text to match the text entered for each line item in Step 3, as well as Person Resp (*usually the username of a supervisor or the person requesting the transfer, ex. 70CKRIEBEL*).

Budgeting Workbench - Create Document for FM Area SSHE

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log

Document: Status: Initial

Header Data | **Additional Data**

Person Resp.

Header Text

Public Law

Created by

Created on

Created at

Orig Appl

Changed by

Changed on

Changed at

7. After all required fields have been populated there are three items to verify before pre-posting:
 - a. Verify the **Fund** matches for all lines – budget should not be transferred between different funds.

Line	+/+	Fund	Funds Center	Name of a Funds Center	Commitment item	Functional Area	Amount (USD)	Text
000001	-	7011001000	011402000	BUDGET/FISCAL PLANNI	902	BDGT	500.00	902 TO NON-PERSONNEL
000002	+	7011001000	011402000	BUDGET/FISCAL PLANNI	NON-PERSONNEL	BDGT	500.00	902 TO NON-PERSONNEL

- b. Verify the **Payment Budget** is in balance – Total Sender must equal Total Receiver.

Document: Status:

Header Data | Additional Data

Process:

Document type:

Version:

Document Date:

Sender

Fiscal Year: Period:

Budget Type: Non-Recurring Budget

Receiver

Fiscal Year: Period:

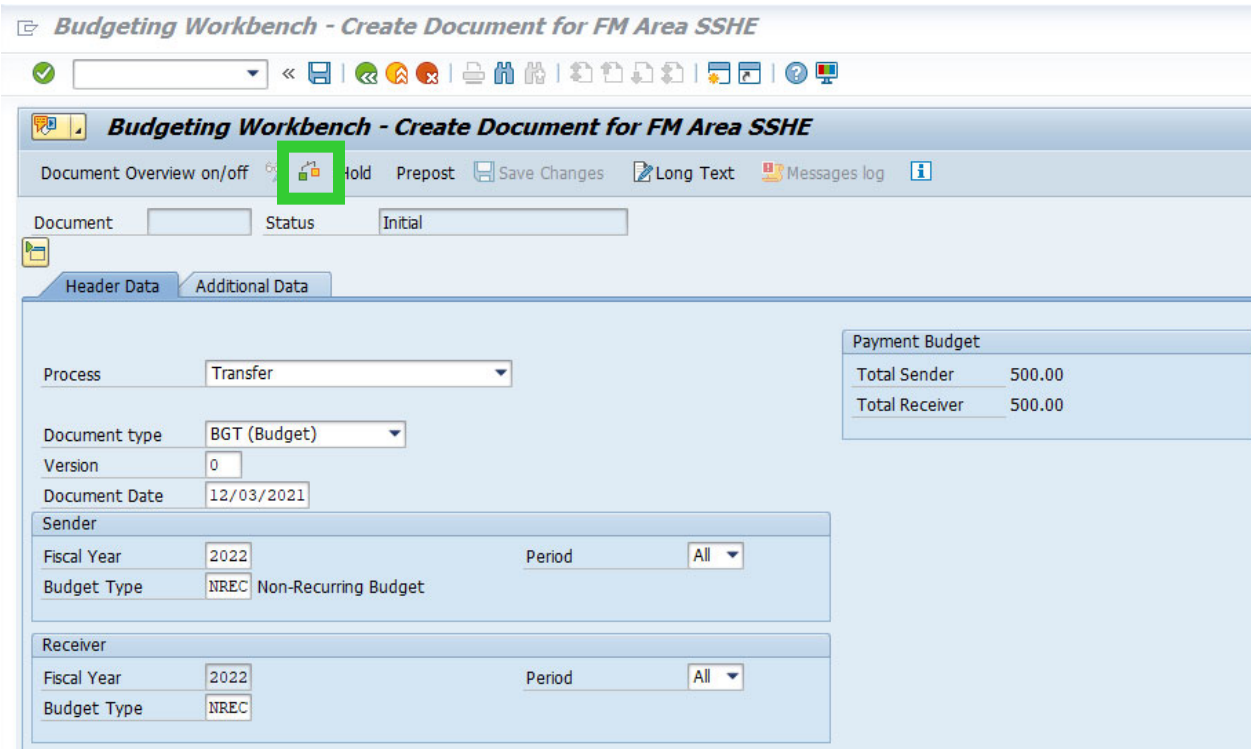
Budget Type:

Payment Budget


Total Sender 500.00

Total Receiver 500.00

- c. Check Document by clicking on the scale icon  – transfer must adhere to availability controls.



Budgeting Workbench - Create Document for FM Area SSHE

Document Overview on/off  Hold Prepost Save Changes Long Text Messages log

Document [] Status Initial

Header Data Additional Data

Process: Transfer

Document type: BGT (Budget)

Version: 0

Document Date: 12/03/2021

Sender:

- Fiscal Year: 2022
- Period: All
- Budget Type: NREC Non-Recurring Budget

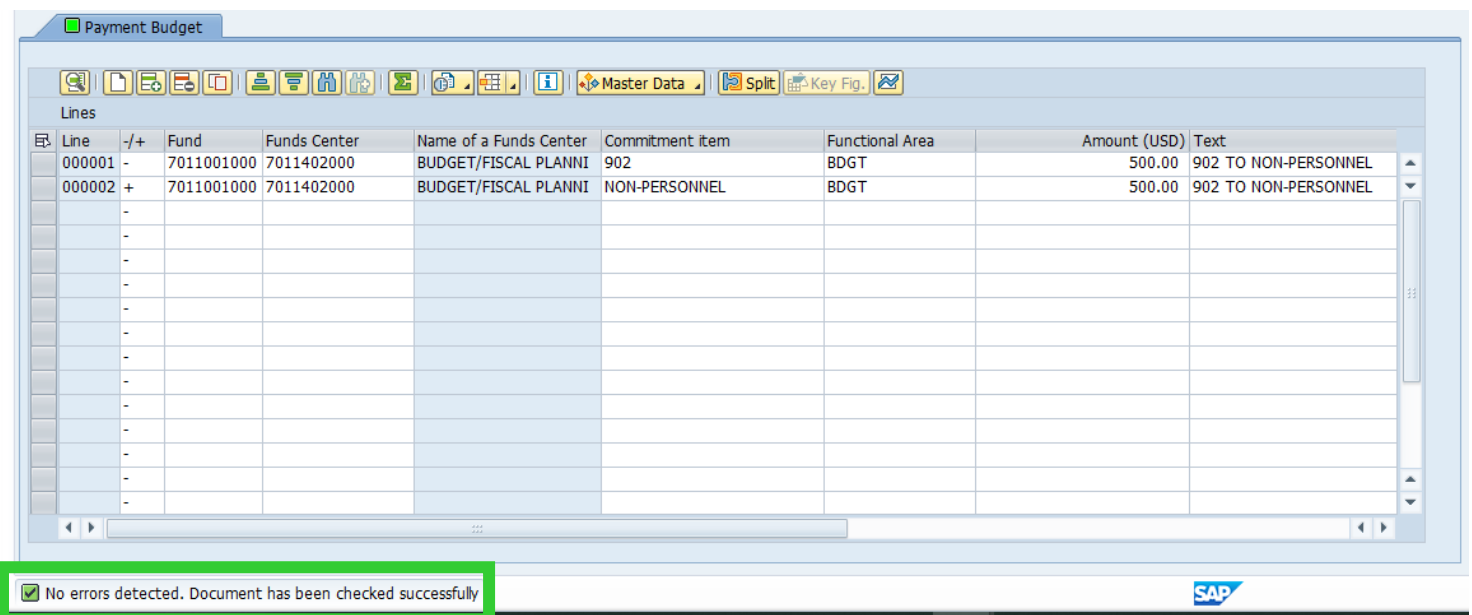
Receiver:

- Fiscal Year: 2022
- Period: All
- Budget Type: NREC

Payment Budget:

- Total Sender: 500.00
- Total Receiver: 500.00

If the check is successful, a message indicating “No errors detected. Document has been checked successfully” will appear in the bottom left corner of the window.

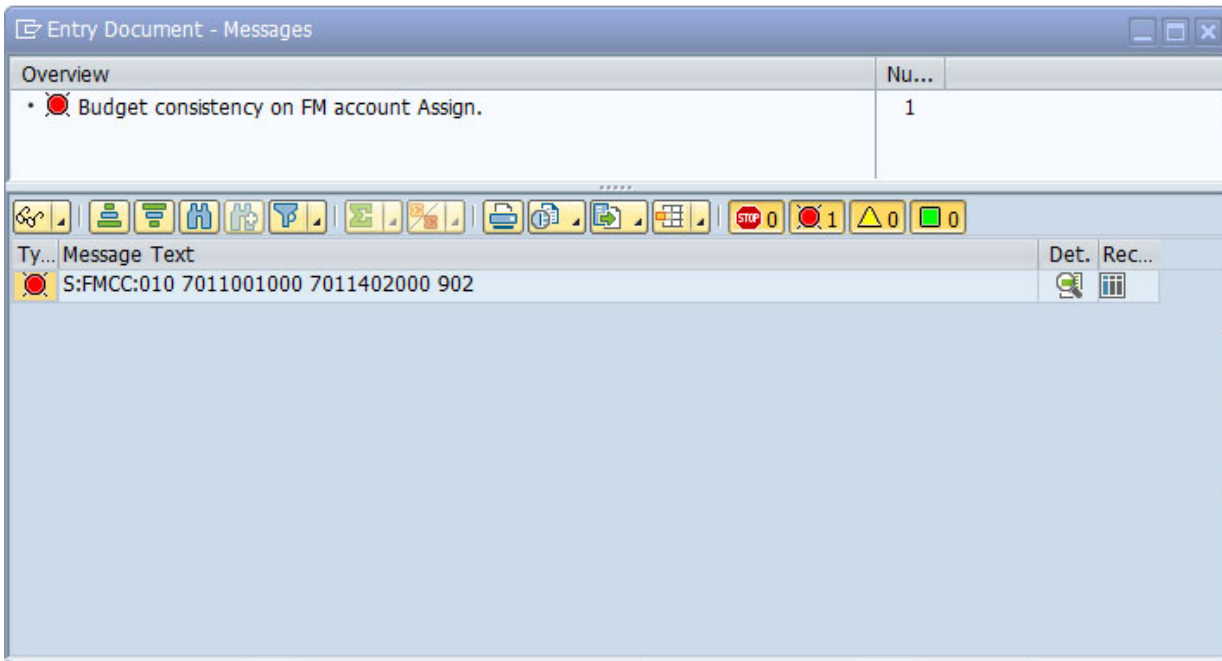


Payment Budget

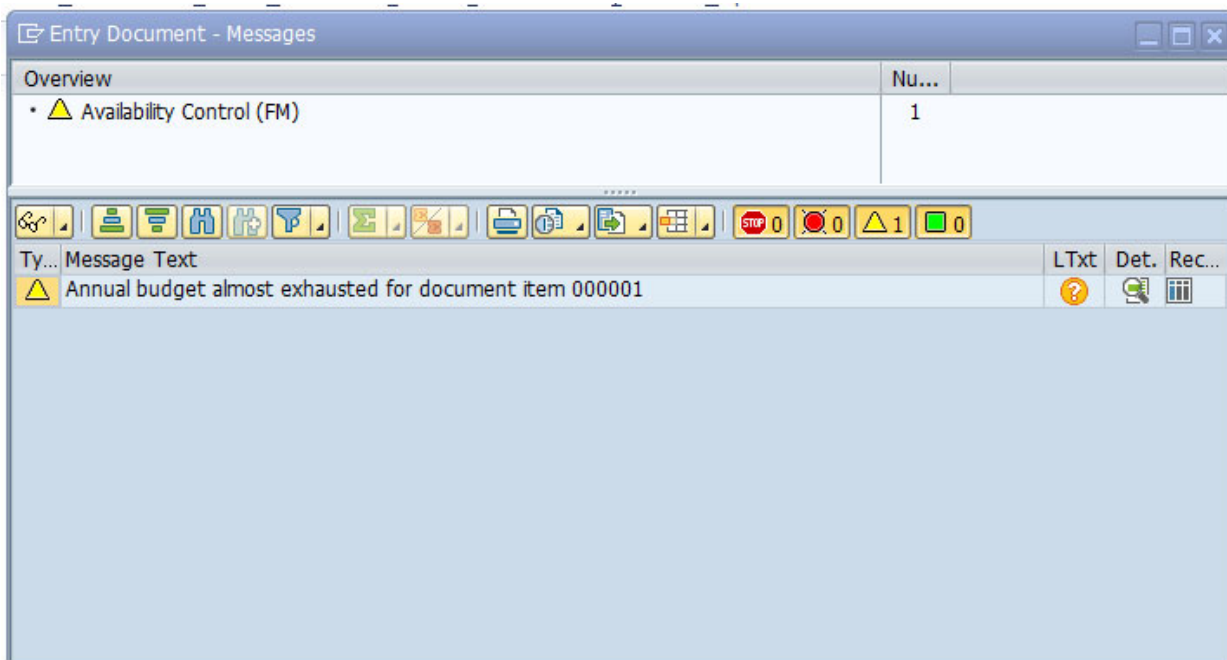
Line	+/+	Fund	Funds Center	Name of a Funds Center	Commitment item	Functional Area	Amount (USD)	Text
000001	-	7011001000	7011402000	BUDGET/FISCAL PLANNI	902	BDGT	500.00	902 TO NON-PERSONNEL
000002	+	7011001000	7011402000	BUDGET/FISCAL PLANNI	NON-PERSONNEL	BDGT	500.00	902 TO NON-PERSONNEL
-								
-								
-								
-								
-								
-								
-								
-								
-								
-								
-								
-								
-								
-								

No errors detected. Document has been checked successfully

If the check results in an error (red) this is a hard stop and the transfer cannot be processed as entered. Review fund center budget availability and make any necessary adjustments to either fund center number, commitment item, or amount, and repeat Step 7c. to ensure error has been resolved. If you are unable to determine the source of the error, please contact Financial Planning & Analysis for assistance.



If the check results in a warning (yellow) the transfer can still be processed after the warning details are reviewed. Warnings are used as a notification that the non-personnel budget for a fund center is almost exhausted.



8. After the transfer has been entered, reviewed and checked successfully select “Prepost” to submit the entry for review.

The screenshot shows the 'Budgeting Workbench - Create Document for FM Area SSHE' window. The 'Prepost' button is highlighted with a green box. The interface includes a menu bar (Document, Edit, Goto, Extras, Environment, System, Help), a toolbar with various icons, and a main workspace with tabs for 'Header Data' and 'Additional Data'. The 'Header Data' tab is active, showing fields for Process (Transfer), Document type (BGT (Budget)), Version (0), and Document Date (12/03/2021). Below these are sections for 'Sender' and 'Receiver', each with Fiscal Year (2022) and Budget Type (NREC Non-Recurring Budget) fields. A 'Payment Budget' summary table is visible on the right side of the workspace.

Payment Budget	
Total Sender	4,900.00
Total Receiver	4,900.00

No further action is required. Pre-posted entries are reviewed and posted on a daily basis. However, if your budget transfer is time-sensitive or required in order to process a separate transaction (such as a purchase or travel requisition), please notify Financial Planning & Analysis to expedite posting.

Exercise 4 –Budget Reports in BI

Part A. – Configuring BI Browser Settings

1. Log into [PASSHE ESS Portal](#)

Note: In order to utilize BI remotely, you must be connected to the VPN.

SELF SERVICE PORTAL

Welcome Elizabeth Prada
Last Logon: Thu, 09/30/2021 10:46:31

Home | Account Alerts | Employee Self-Service | Manager Self-Service | Materials Management | SAP GUI | **Business Intelligence** | SourcePoint

Information

Welcome Elizabeth Prada to the Self-Service Portal!

My Portal Applications

This page will provide you with information about each of the applications available for you to access in the Self-Service Portal. For each application, you will see a corresponding "tab" across the top navigation bar. To access an application, simply click on the tab in the navigation bar. Any related announcements, information, or help can be found within each specific area of the portal.

Account Alerts

The **Account Alerts** page provides options for receiving notifications when designated portal applications are accessed. Employees may receive alerts via Text Message, Personal Email, and Employee Work Email (State System). Please be aware that if you elect to receive Text Messages standard wireless carrier charges may apply.

Address Changes in 2021

If your address has changed in 2021, please make sure to notify the payroll office prior to December 31, 2021. By taking this step, you will ensure that benefit vendors (healthcare, retirement, etc.) have your correct address on file.

If you cannot recall if an address change was reported at all, please follow the following steps:

1. Click on the Employee Self-Service tab.
2. Click on Personal Information.
3. Click on Address and Contact Information

W-2 Form Electronic Delivery Election by 10/15/21

2. Select the Business Intelligence tab

SELF SERVICE PORTAL

Welcome Elizabeth Prada
Last Logon: Thu, 09/30/2021 10:46:31

Home | Account Alerts | Employee Self-Service | Manager Self-Service | Materials Management | SAP GUI | **Business Intelligence** | SourcePoint

Performance Metrics | Campus Reports | Accounting & Finance | Budgeting | Human Capital Management | Position Budget Management | Long Term PBM Projects

- Overview
- Budget Summary
- Budget/Commitments/Actuals
- Payments
- Actuals Trend
- Budget Trend
- Budget Dashboard

Messages & Announcements

Supported Browsers for BI Reporting

- Microsoft Edge* (Updated Version)
- Microsoft Internet Explorer (IE11)
- Mozilla Firefox*
- Google Chrome*
- Apple Safari*

*Maintenance of trusted sites and pop-up blockers must be set by individual users. Instructions can be found in the document.

BI Browser Setting Instructions

For access to all Business Intelligence reporting, please keep in mind **you must be on your campus network or VPN.**

If you have any questions or experience any issues, please contact BITeam@passhe.edu.

3. Review the Messages & Announcement section for a list of supported browsers.
4. Click on the BI Browser Setting Instructions link.

The screenshot shows the 'SELF SERVICE PORTAL' interface. The user is logged in as Elizabeth Prada, with a last logon time of Thu, 09/30/2021 10:46:31. The navigation menu includes Home, Account Alerts, Employee Self-Service, Manager Self-Service, Materials Management, SAP GUI, Business Intelligence, and SourcePoint. The main content area is titled 'Messages & Announcements' and features a section for 'Supported Browsers for BI Reporting'. The supported browsers listed are Microsoft Edge* (Updated Version), Microsoft Internet Explorer (IE11), Mozilla Firefox*, Google Chrome*, and Apple Safari*. A note below the list states: '*Maintenance of trusted sites and pop-up blockers must be set by individual users. Instructions can be found in the document BI Browser Setting Instructions'. The link 'BI Browser Setting Instructions' is highlighted with a green box. Below this, a note reads: 'For access to all Business Intelligence reporting, please keep in mind you must be on your campus network or VPN. If you have any questions or experience any issues, please contact BITeam@passhe.edu.'

5. When the document opens, use the linked Contents menu to navigate to your preferred browser’s instructions.

The screenshot shows the 'Business Intelligence Browser Settings' document. It features a 'Contents' section with the following table of contents:

BI Reporting Accessibility.....	2
Internet Explorer (IE).....	3
Edge.....	7
Firefox	9
Chrome.....	11
Safari (MAC users).....	14

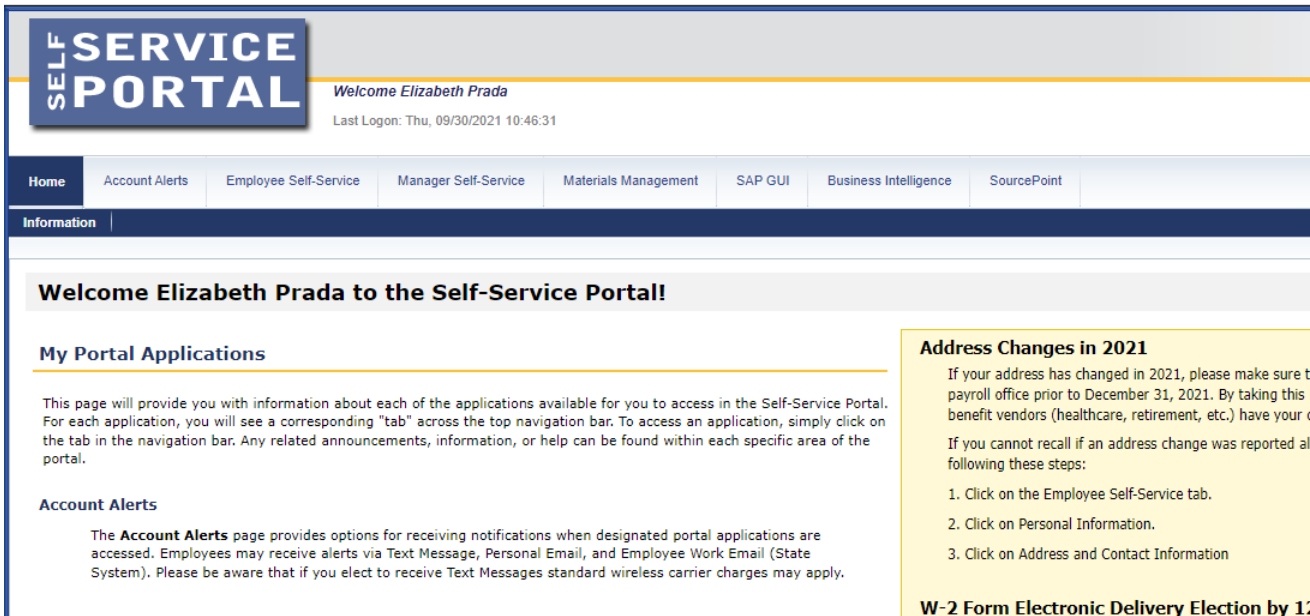
Updated: January 26, 2021

6. Follow the step-by-step instructions to update your browsers settings, which will ultimately “Allow” for pop-ups.

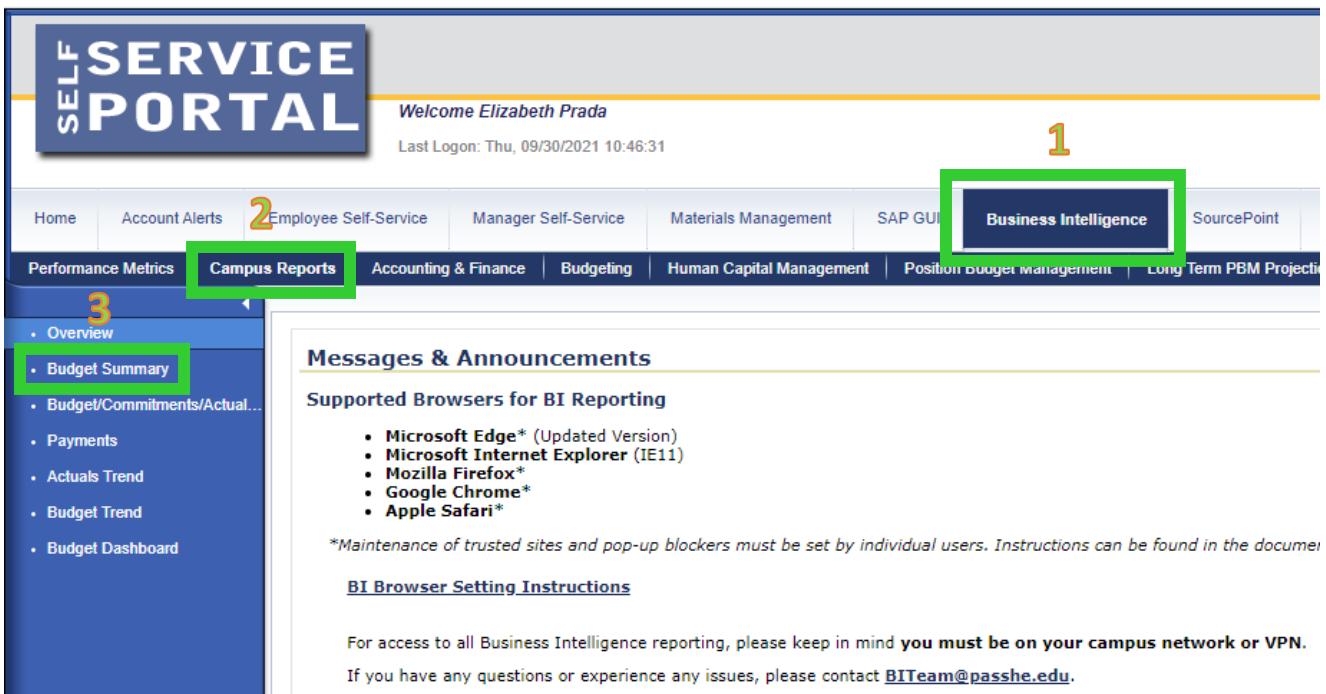
Part B. – Running a Budget Report in BI

1. Log into [PASSHE ESS Portal](#)

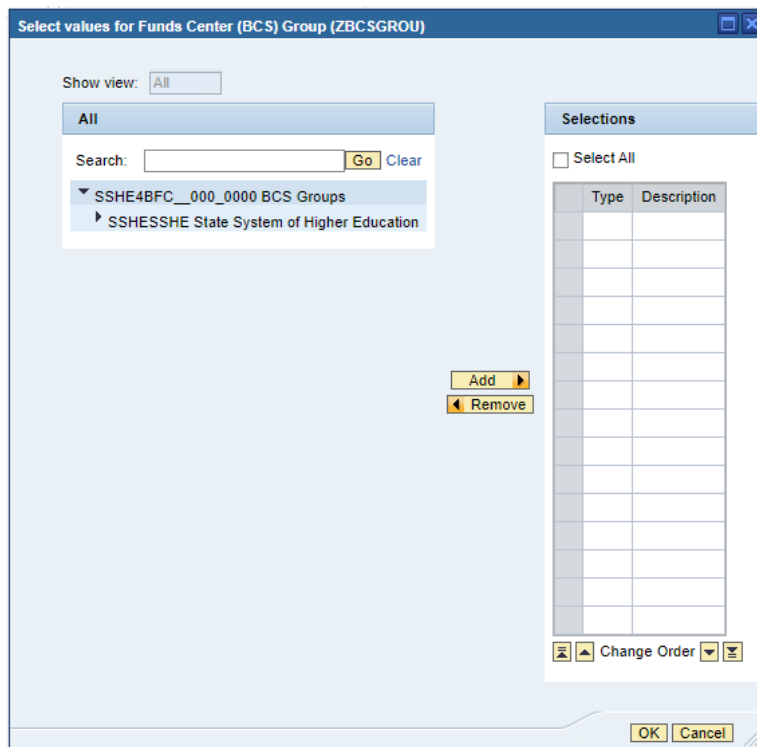
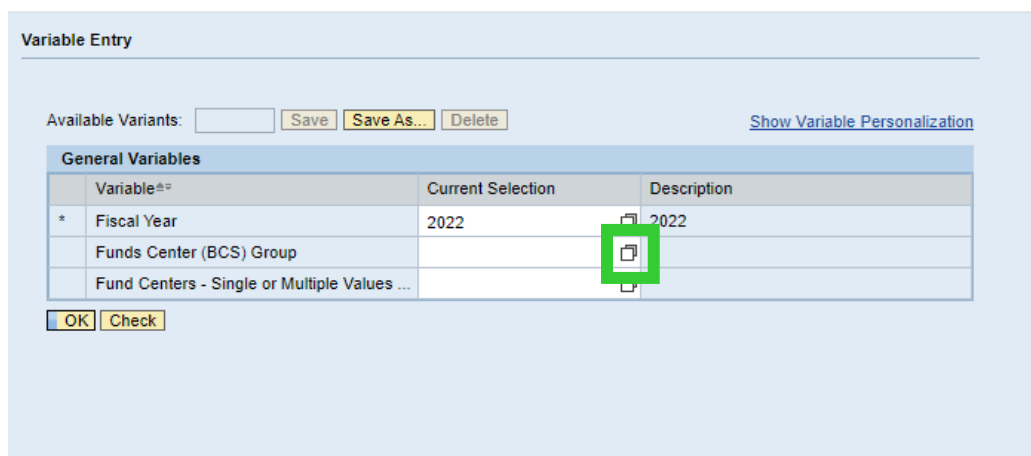
Note: In order to utilize BI remotely, you must be connected to the VPN.



2. Select the Business Intelligence tab, then the Campus Reports tab, and finally select Budget Summary from the Campus Reports menu



3. When the variable entry screen opens, enter the fiscal year and either select a group of fund centers, or enter specific fund centers.
 - Manually enter fund center(s) into the “Fund Centers – Single or Multiple Values” field with a semicolon in between each fund center.
 - Select a fund center group by clicking on the overlapping squares in the “Fund Center (BCS) Group” field to show the interactive fund center group hierarchy.



For each ▶ icon, there is a hierarchy with a list of values. When you reach the lowest level, the icon will change to •

Here is an example of SSHE7041 fund center group fully expanded to show individual fund centers:

Select values for Funds Center (BCS) Group (ZBCSGROU)

Show view: All

All

Search: [] Go Clear

- SSHE4BFC__000_0000 BCS Groups
 - SSHESSHE State System of Higher Education
 - SSHE70 Slippery Rock University of Pa
 - SSHE7010 President
 - SSHE7012 Public Relations
 - SSHE7013 Advancement
 - SSHE7020 Student Affairs
 - SSHE7030 Academic Affairs
 - SSHE703070 Enrollment Management
 - SSHE703071 Student Affairs
 - SSHE703073 Planning Resource Manage & Assess
 - SSHE7040 Administration & Economic Development
 - SSHE7041 Finance**
 - SSHE704041 Finance
 - SSHE/7011400200 FINANCE
 - SSHE/7011401300 ADMIN SEARCHES
 - SSHE/7011402000 BUDGET/FISCAL PLANNING
 - SSHE/7011490000 CONTRACTS/PURCHASING
 - SSHE/7011490099 CONTRACTS
 - SSHE/7011490100 ACCOUNTING SERVICES
 - SSHE/7011491000 ACCOUNTS PAYABLE
 - SSHE/7011491200 STUDENT ACCOUNTS
 - SSHE7043 Human Resources
 - SSHE7050 Restr Grants/Proj
 - SSHE7060 Revenues
 - SSHE7070 Special Accounts
 - SSHE7080 Central Accounts
 - SSHE7081 Univ Accounts
 - SSHE7082 Reserves

Selections

Select All

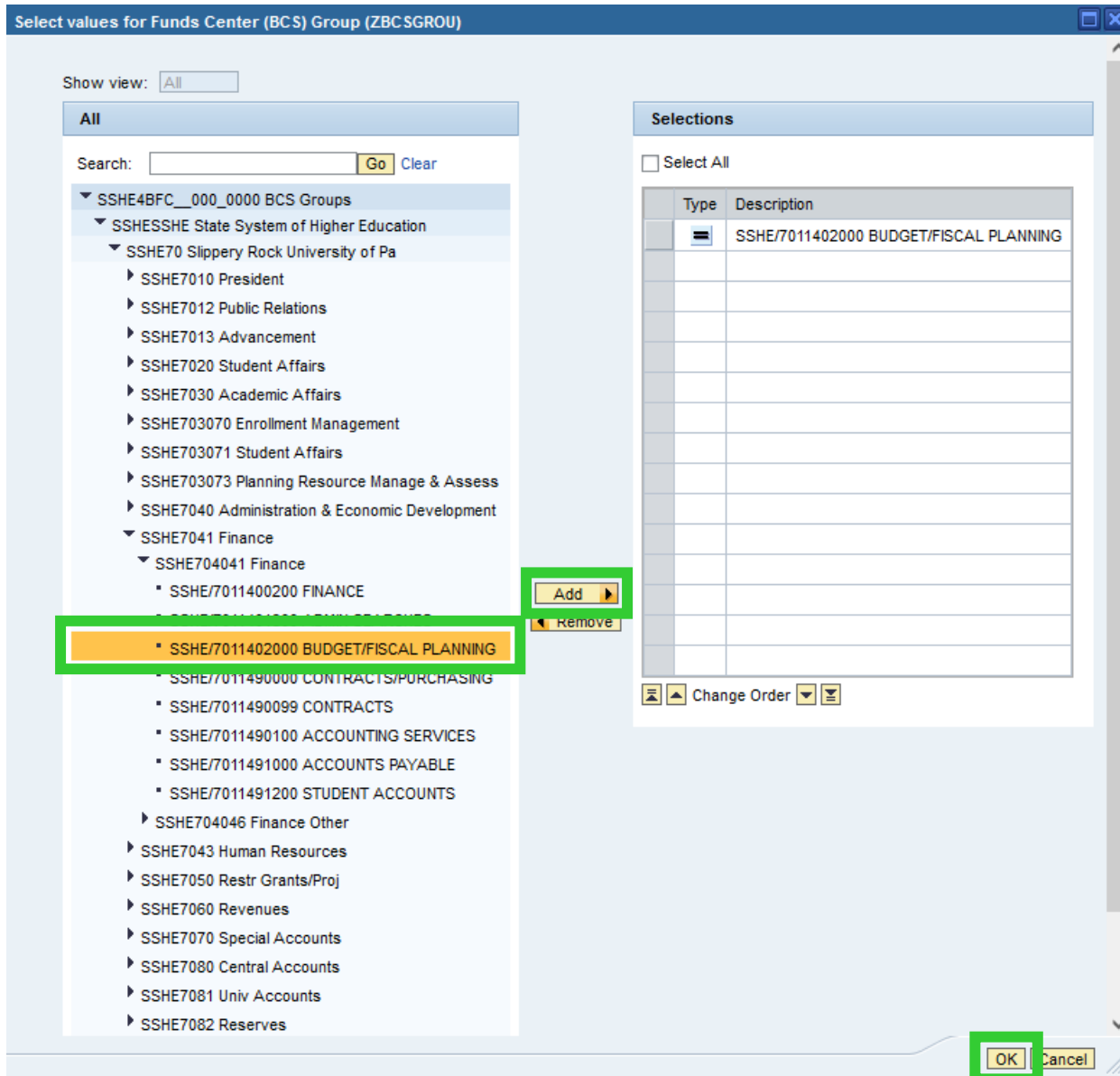
Type	Description

Add Remove

Change Order

OK Cancel

- Once you have identified the fund center(s) or fund center group(s) of interest, click to select and then click "Add" and "OK"



The Budget Summary report will be generated in a separate window:

Status

Slippery Rock Summary Last Data Update: 12/03/2021 06:03:37

* Fund/Funds Center/CI Hierarchy

Fund Fund Center Commitment Item Fiscal Period CItem Category

Show All Values Show All Values Show All Values Show All Values Overall Combined

Variable Filters Dynamic Filters

Fiscal Year 2022 CI Category (FC) Overall Combined

Funds Center (BCS) Group SSHE/7011402000 BUDGET/FISCAL PLAN

				Overall Combined						
				▶ Current Budget	▶ Commitments	▶ Actuals	▪ Commitments & Actuals	▪ Remaining	▪ Remaining	
				\$	\$	\$	\$	\$	%	
Fund	General Operating	Funds Center	BUDGET/FISCAL PLAN	COMMITMENT ITEM HIERARCHY	42,289.95	107.47	2,824.10	2,931.57	39,358.38	93.1
				▼ Expenses	7,909.46	107.47	2,824.10	2,931.57	4,977.89	62.9
				▼ Non-Personnel	7,909.46	107.47	2,824.10	2,931.57	4,977.89	62.9
				▪ Non-Personnel	7,909.46				7,909.46	100.0
				▼ Operating		107.47	2,824.10	2,931.57	-2,931.57	
				▼ Other Expenses		107.47	2,824.10	2,931.57	-2,931.57	
				▶ Printing & Duplicating		27.00	43.60	70.60	-70.60	
				▶ Travel & Transportation			249.00	249.00	-249.00	
				▶ Computing & Data Processing		80.47	1,500.57	1,581.04	-1,581.04	
				▶ Supplies			1,030.93	1,030.93	-1,030.93	
				▼ Reserves	34,380.49				34,380.49	100.0
				▼ Operating Expense Reserves	34,380.49				34,380.49	100.0
				▪ Operating Expense Reserves	34,380.49				34,380.49	100.0

Within BI reports, the ▶ icon also represents a hierarchy with a list of values. When you reach the most granular level of detail, the icon will change to •

Here is an example of the Budget Summary report fully expanded to show individual commitment items:

Status

Slippery Rock Summary Last Data Update: 12/03/2021 06:03:37

* Fund/Funds Center/CI Hierarchy

Fund: Show All Values | Funds Center: Show All Values | Commitment Item: Show All Values | Fiscal Period: Show All Values | CItem Category: Overall Combined

Variable Filters: Fiscal Year: 2022 | Dynamic Filters: CI Category (FC): Overall Combined

Funds Center (BCS) Group: SSHE/7011402000 BUDGET/FISCAL PLAN

Fund	Funds Center	Commitment Item	Current Budget ^{A=}	Commitments ^{B=}	Actuals ^{C=}	Commitments & Actuals ^{D=}	Remaining ^{E=}	Remaining ^{F=}
7011001000	General Operating	7011402000 BUDGET/FISCAL PLAN	2,289.95	107.47	2,824.10	2,931.57	39,358.38	93.1
		COMMITMENT ITEM HIERARCHY						
		Expenses	7,909.46	107.47	2,824.10	2,931.57	4,977.89	62.9
		Non-Personnel	7,909.46	107.47	2,824.10	2,931.57	4,977.89	62.9
		Operating		107.47	2,824.10	2,931.57	-2,931.57	
		Other Expenses		107.47	2,024.10	2,931.57	-2,931.57	
		Printing & Duplicating		27.00	43.60	70.60	-70.60	
		Travel & Transportation			249.00	249.00	-249.00	
		Computing & Data Processing		80.47	1,500.57	1,581.04	-1,581.04	
		Supplies			1,030.93	1,030.93	-1,030.93	
		Reserves	4,380.49				34,380.49	100.0

- The report shows the year-to-date: Current Budget, Commitments (travel, purchase requisitions, funds reservations), Actual dollars spent, a total of the Commitments + Actuals, and Remaining budget.

Current Budget – Commitments - Actuals = Remaining Budget



- For your reference, the Current Budget column can be expanded by clicking on the triangle to the left. The current budget is a total of reserves and commitments carried forward from the prior fiscal year, the original new year's budget, transfers and supplements made to/from each fund center.

Status

Slippery Rock Summary

* Fund/Funds Center/CI Hierarchy

Fund Funds Center Commitment Item Fiscal Period Citem Category

Show All Values Show All Values Show All Values Show All Values Overall Combined

Variable Filters Fiscal Year 2023 Dynamic Filters CI Category (FC) Overall Combined

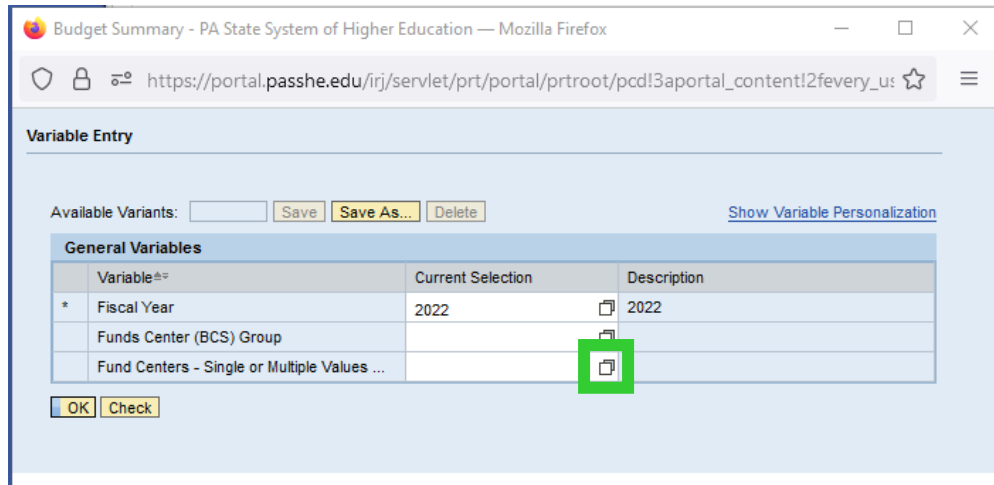
Fund Centers - Single or Multiple Values (;) 7011402000 FINANCI

Fund	Funds Center	Commitment Item	Overall Combined			
			Current Budget	CF fromPrior FY	Original	Supplements
			\$	\$	\$	\$

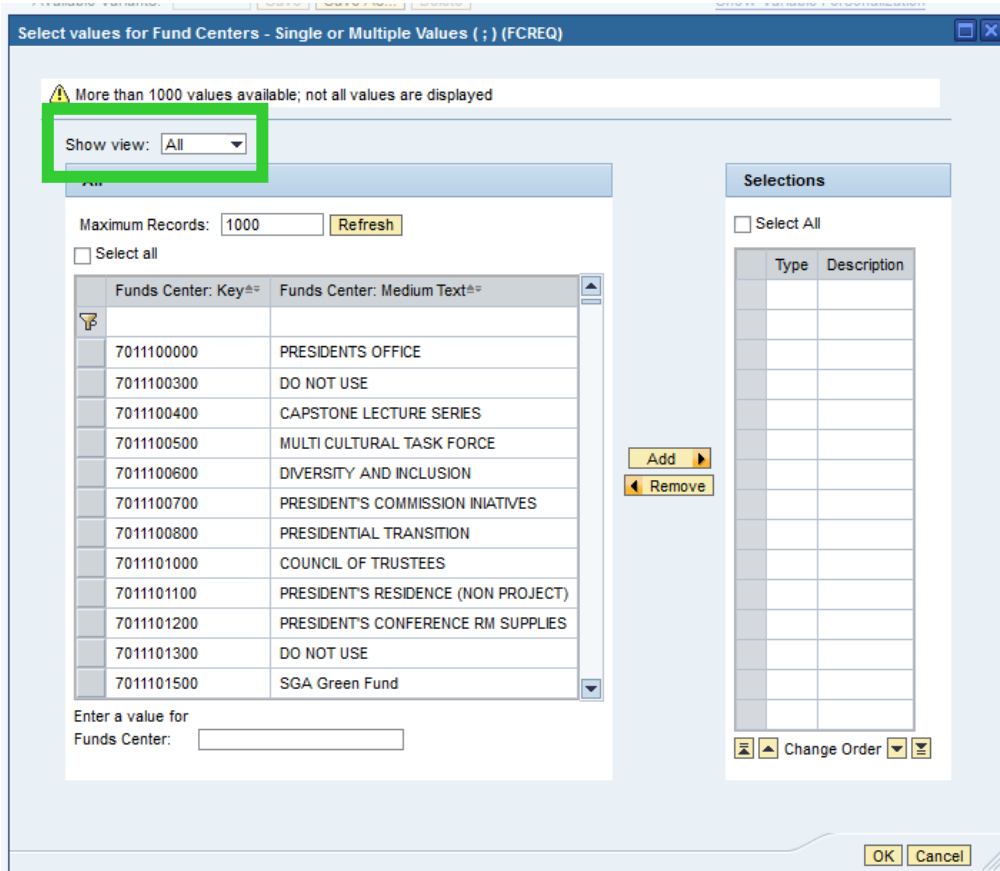
- See section F for printing/exporting instructions for reports in BI.

Part C. – Searching for Fund Centers Values in BI

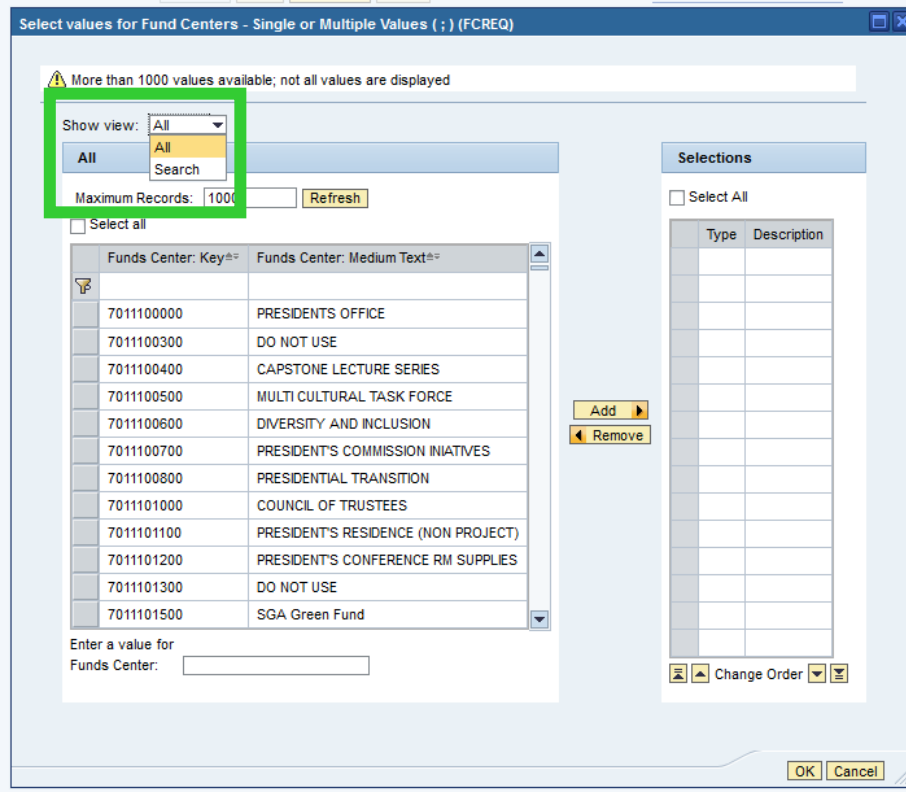
1. In the Variable Entry window, click on the overlapping squares in the Fund Centers – Single or Multiple Values... field to open the search menu.



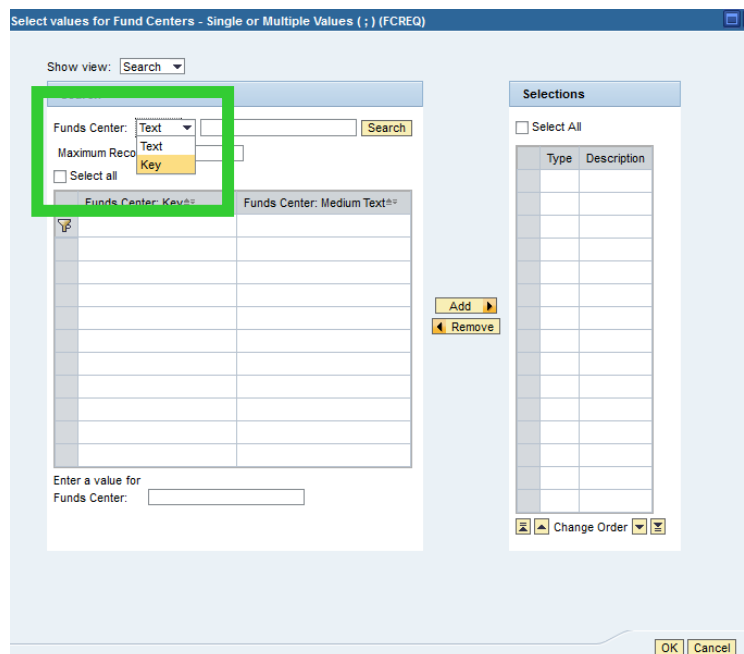
2. The Select values for Fund Centers window will open to the default Show view: All



- Click on the dropdown arrow to the right of All to change the Show view to Search.



- A Search window will open to a Text search by default; however, the dropdown arrow can be used to switch to a Key search.



Note: Selecting Text will search against fund center names and selecting Key will search against fund center number, as such it is important to ensure the search type matches the data type input in the search field.

- Using a Text search, enter a keyword from the name of the Fund Center of interest and select Search.

If there are no fund centers that match the criteria exactly, no fund centers will be returned.

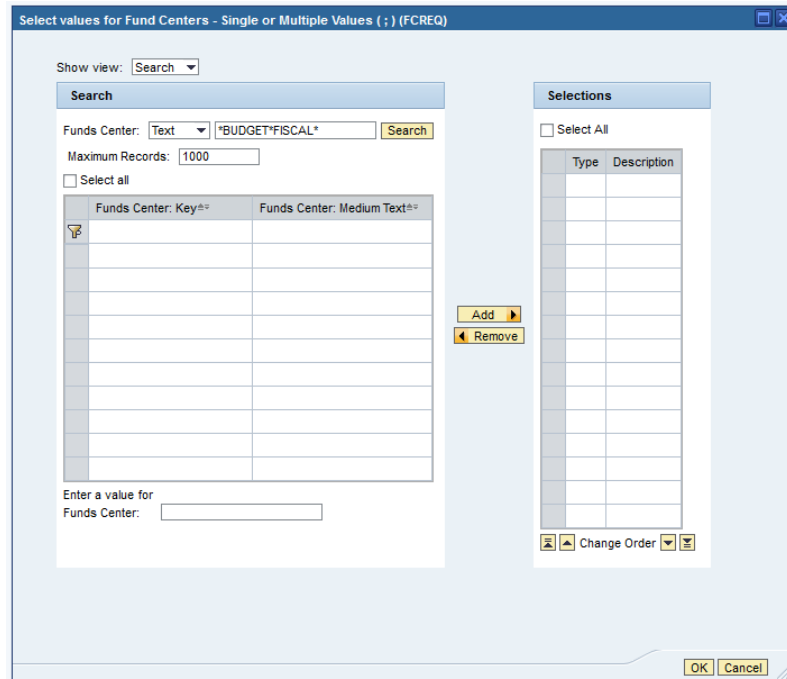
In that case, you can try using a combination of a keyword and the * as a wildcard symbol, such as:

Find keyword at the beginning of a field:	Budget*
Find keyword at the end of a field:	*Budget
Find keyword anywhere in a field:	*Budget*

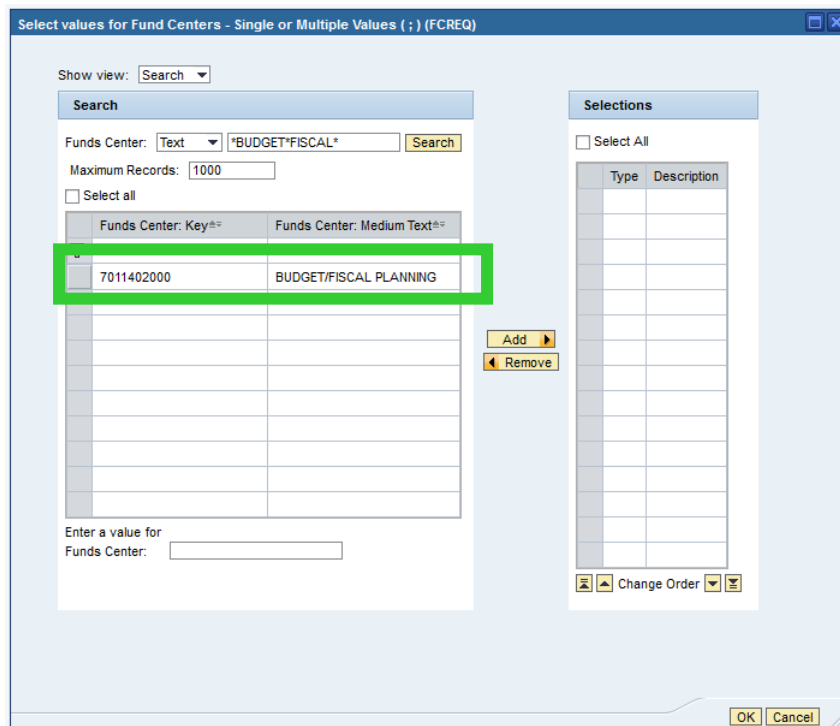
Also, note that the Name field is quite short. Depending on your search, you may also try alternate text or common abbreviations:

Replace “AND” with “&”
Replace “BUDGET” with “BUD”

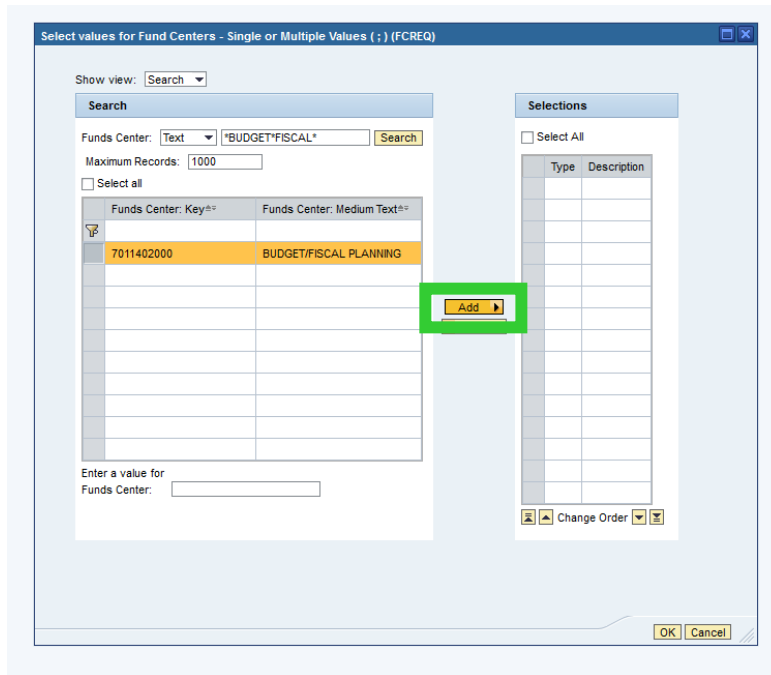
In this case we'll use *BUDGET*FISCAL* because I know both words are in the name of the fund center and they will appear in that order.



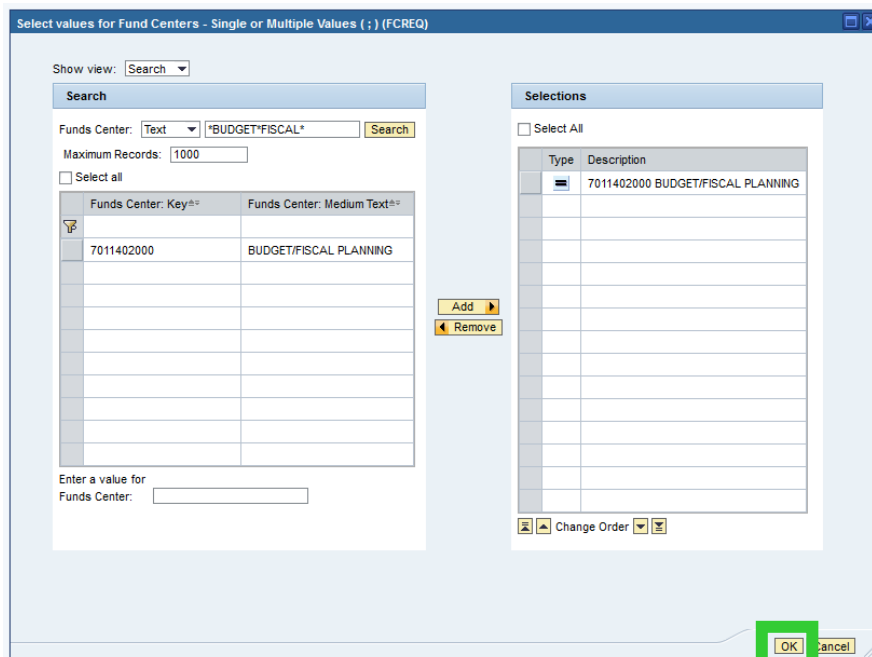
6. After adjusting the search parameters, the result is the BUDGET/FISCAL PLANNI fund center 7011402000



- 7. To select the Fund Center, click the gray box to the left of the Fund Center: Key column to highlight the row and click on the Add button.



The fund center is now included in the Selections list. Select OK to run the report.



Part D. – Understanding a Budget Report in BI

Each row represents a commitment item group or specific general ledger account number. Most fund centers do not have revenue, so the first commitment item group listed is usually Expenses.

Unlike SAP, BI Campus Reports shows a default view that shows revenue (if applicable), Non-Personnel expenses and ONLY student wages (View #1).

A second view of the report is available that shows revenue (if applicable), Non-Personnel expenses and ALL faculty/staff/student personnel expenses (View #2).

All fund centers with revenue should use View #2.

The screenshot shows the SAP BI Campus Reports interface for the 'Slippery Rock Summary' report. The browser tabs include 'SRU Faculty and Staff | Slippery R...', 'Overview - SAP NetWeaver Port...', and 'BEx Web - Slippery Rock FC Budg...'. The URL is 'portal.passhe.edu/irj/servlet/prt/portal/...'. The report title is 'Slippery Rock Summary' with a 'Last Data Update: 03/09/2023 06:03:23'. A dropdown menu is open, showing options like '* Fund/Funds Center/CI Hierarchy' and '* Fund/Funds Center/CI Hierarchy w/ Personnel'. Two callout boxes point to the 'w/ Personnel' option: 'View #1 (Excludes Faculty/Staff Personnel Expense)' and 'View #2 (Includes ALL Personnel Expense)'. The interface includes filters for 'Commitment Item', 'Fiscal Period', and 'CI Item Category'. A table is visible with columns for 'Fund', 'Funds Center', 'Commitment Item', and 'Overall Combined' metrics.

Fund	Funds Center	Commitment Item	Overall Combined				
			Current Budget	Actuals	Commitments & Actuals	Remaining	Remaining
			\$	\$	\$	\$	%

Slippery Rock Summary Last Data Update: 12/10/2021 06:03:32

Fund/Funds Center/CI Hierarchy

Fund: 7011001000 Funds Center: 7011402000 Commitment Item: BUDGET/FISCAL PLANNING

Variable Filters: Fiscal Year: 2022 Dynamic Filters: CI Category (FC): Overall Combined

Fund	Funds Center	Commitment Item	Current Budget	Commitments	Actuals	Commitments & Actuals	Remaining \$	Remaining %
			\$	\$	\$	\$	\$	%
7011001000	General Operating	7011402000 BUDGET/FISCAL PLANNING	7,909.46	107.47	2,879.81	2,987.28	4,922.18	62.2
		Expenses	7,909.46	107.47	2,879.81	2,987.28	4,922.18	62.2
		Non-Personnel	7,909.46				7,909.46	100.0
		Operating		107.47	2,879.81	2,987.28	-2,987.28	
		Other Expenses		107.47	2,879.81	2,987.28	-2,987.28	
		Printing & Duplicating		27.00	99.31	126.31	-126.31	
		Travel & Transportation			249.00	249.00	-249.00	
		Training/Develop Travel (attending conferences)			249.00	249.00	-249.00	
		Computing & Data Processing		80.47	1,500.57	1,581.04	-1,581.04	
		Network		32.49	39.79	72.28	-72.28	
		Hardware-Compute			63.49	63.49	-63.49	
		EndPoint Device-End User			1,126.00	1,126.00	-1,126.00	
		Audio-Visual			42.80	42.80	-42.80	
		IT Peripherals		47.98	228.49	276.47	-276.47	
		Supplies			1,030.93	1,030.93	-1,030.93	
		Office Supplies			12.49	12.49	-12.49	
		Furniture & Furnishings (noncapital)			918.97	918.97	-918.97	
		Building Supplies			99.47	99.47	-99.47	
		Reserves	34,380.49				34,380.49	100.0
		Operating Expense Reserves	34,380.49				34,380.49	100.0
		Operating Expense Reserves	34,380.49				34,380.49	100.0

In addition to Expenses, some fund centers also have reserves which is reflected as a separate commitment item group - Reserves. Reserves represent prior fiscal year unspent budget carried forward to the current fiscal year; however, carryforward of budget savings is not guaranteed and should not be relied upon for normal operations.

Each column represents a category of activity – Budget, Commitment, Actual, Remaining.

Category	Description
Current Budget	current fiscal year budget
Commitments	current encumbrances for outstanding purchases / travel
Actuals	actual expenses spent
Commitments & Actuals	commitments + actuals
Remaining \$	available or remaining budget
Remaining %	available budget as a % of current budget

Current Budget – Commitments & Actuals = Remaining

Part E. – Drilling into Budget Report Detail in BI

- The underlying detail making up the figures appearing on the Budget Report can be accessed by right-clicking on the figure and selecting the corresponding detail lines from the Goto menu:

Commitment Item [△]	Overall Combined					
	▶ Current Budget [△]	▶ Commitments [△]	▶ Actuals [△]	▪ Commitments & Actuals [△]	▪ Remaining [△]	▪ Remaining [△]
	\$	\$	\$	\$	\$	%
▼ COMMITMENT ITEM HIERARCHY	42,289.95	107.47	2,879.81	2,987.28	39,302.67	92.9
▼ Expenses	7,909.46	107.47	2,879.81	2,987.28	4,922.18	62.2
▼ Non-Personnel	7,909.46	107.47	2,879.81	2,987.28	4,922.18	62.2
▪ Non-Personnel	7,909.46				7,909.46	100.0
▼ Operating		107.47	2,879.81	2,987.28	-2,987.28	
▼ Other Expenses		107.47	2,879.81	2,987.28	-2,987.28	
▶ Printing & Duplicating		27.00	99.31	126.31	-126.31	
▶ Travel & Transportation			249.00	249.00	-249.00	
▼ Computing & Data Processing		80.47	1,500.57	1,581.04	-1,581.04	
▪ Network		32.49	39.79	72.28	-72.28	
▪ Hardware-Compute			63.49	63.49	-63.49	
▪ EndPoint Device-End User			1,126.00	1,126.00	-1,126.00	
▪ Audio-Visual			42.80	42.80	-42.80	
▪ IT Peripherals		47.98	228.00	275.98	-228.00	
▶ Supplies			1,030.00	1,030.00	-1,030.00	
▼ Reserves	34,380.49				34,380.49	100.0
▼ Operating Expense Reserves	34,380.49				34,380.49	100.0
▪ Operating Expense Reserves	34,380.49				34,380.49	100.0

Goto ▶ Actual Detail Lines

Change Drilldown ▶ Budget Detail Lines

Properties ▶ Commitment Detail Lines

- From the budget report above, below is the line item detail making up the \$42.80 Actuals balance reflected in account 620315 (Audio-Visual).

Slippery Rock Actual Lines										Last Data Update: 12/10/2021 03:53:03	
Posting Date [▽]	FI Doc # [△]	PO # [△]	Fund [△]	Funds Center [△]	Commitment Item [△]	Document Text [△]			Actual [△]	\$	
07/21/2021	5101569376	4500645832	7011001000	General Operating	7011402000	BUDGET/FISCAL PLANNI	620315	Audio-Visual	LOGITECH C920S PRO 1080P HD WE	42.80	

Part F. – Printing from BI

1. Budget reports cannot be directly printed from BI. The report must be exported to an Excel or PDF format and printed from the application.

Part G. – Exporting Budget Reports from BI to Excel or PDF

1. Select the Excel or the PDF icon at the top of the page to export this report into Excel or PDF. The Excel or PDF file will open in a new window. Format for printing in Excel, save file and print or share files via email.

