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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:

<table>
<thead>
<tr>
<th>Transaction Code</th>
<th>Transaction Code Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZFM01</td>
<td>BCS Reports – FC, Rev &amp; Exp</td>
<td>Budget Summary Report</td>
</tr>
<tr>
<td>FMBB</td>
<td>Budgeting Workbench</td>
<td>Budget Transfer</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Financial Management Area</th>
<th>= SSHE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Category</td>
<td>= 9F</td>
</tr>
<tr>
<td>Version</td>
<td>= 0</td>
</tr>
<tr>
<td>Fiscal Year From</td>
<td>= 2022</td>
</tr>
<tr>
<td>Fiscal Year To</td>
<td>= 2022</td>
</tr>
</tbody>
</table>

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:

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:

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

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.
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.

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

**Category**
- **Current Budget**: current fiscal year budget
- **Consumable Budget**: same as Current Budget
- **Commitment**: current encumbrances for outstanding items, including:
  - 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.
Part D. – Drilling into Budget Report Detail in SAP

1. 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”
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.

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.

![Downloaded File](image)

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”.

![Excel Warning](image)
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:
   a. 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.

<table>
<thead>
<tr>
<th>Report Group: FC, Revenue &amp; Expense</th>
<th>Date: 12/16/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name: BUDSTAT_w/CF_FC</td>
<td>Page: 1/1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FM Area</th>
<th>SSHE State System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Category</td>
<td>9F</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>2023</td>
</tr>
</tbody>
</table>

| Fund Center/Group | 7011402000 FIN PLAN/ANALYSIS |
| Commitment Item   | SSHE_2A Flat - Master period |

<table>
<thead>
<tr>
<th>Funds center/commitment item</th>
<th>Current Budget</th>
<th>Tot ComAct</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>FdsCt/CmntItem</td>
<td>272,749.82</td>
<td>91,094.24</td>
<td>181,655.58</td>
</tr>
<tr>
<td>7011402000 FINANCIAL PLANNING &amp; EXPENSES</td>
<td>263,121.77</td>
<td>91,094.24</td>
<td>172,027.53</td>
</tr>
<tr>
<td>PERS Personnel</td>
<td>256,884.76</td>
<td>90,651.88</td>
<td>166,232.88</td>
</tr>
<tr>
<td>501310 State Sys Mgmt</td>
<td>181,628.60</td>
<td>59,028.00</td>
<td>122,600.60</td>
</tr>
<tr>
<td>513300 Other Pay - Man</td>
<td>540</td>
<td></td>
<td>-540</td>
</tr>
<tr>
<td>531310 Annual Lvl-Mgmt</td>
<td>3,608.78</td>
<td>3,608.78</td>
<td>-3,608.78</td>
</tr>
<tr>
<td>540300 Management - Me</td>
<td>2,571.89</td>
<td></td>
<td></td>
</tr>
<tr>
<td>541300 Management - So</td>
<td>10,996.46</td>
<td></td>
<td></td>
</tr>
<tr>
<td>550300 Management - Re</td>
<td>29,459.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>554300 Management - Re</td>
<td>6,345.17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>558300 Management - Gr</td>
<td>272.48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>560300 Management - H/</td>
<td>1,700.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>561300 Management - Ho</td>
<td>14,618.61</td>
<td></td>
<td></td>
</tr>
<tr>
<td>562310 Management - An</td>
<td>9,291.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NON-PERS Non-Personnel</td>
<td>6,237.01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NON-PERSONNEL Non-Personnel</td>
<td>6,237.01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>610100 Printing &amp; Dupl</td>
<td>109.43</td>
<td></td>
<td>1,690.10</td>
</tr>
<tr>
<td>620300 Network</td>
<td>46.59</td>
<td>1,770.36</td>
<td>7,226.10</td>
</tr>
<tr>
<td>620320 IT Peripherals</td>
<td>62.75</td>
<td>4,384.99</td>
<td>16,874.80</td>
</tr>
<tr>
<td>660320 Audio-Visual Ma</td>
<td>5,906.31</td>
<td>8,712.30</td>
<td>2,223.80</td>
</tr>
<tr>
<td>665125 Special Food Se</td>
<td>223.59</td>
<td></td>
<td>5,794.65</td>
</tr>
<tr>
<td>7-RESERVE Reserves</td>
<td>9,628.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>902 Operating Expenses</td>
<td>9,628.05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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”.

---

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Budgeting Resource
4. Select “Allow” at the security screen.

5. 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.

6. 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.

<table>
<thead>
<tr>
<th>Funds Center</th>
<th>Funds center name</th>
<th>Functional Area</th>
<th>Name of the functional area</th>
<th>Posting Period</th>
<th>Fiscal Year</th>
<th>Reference Document Number</th>
<th>Commitment Item</th>
<th>Commitment Item name</th>
<th>Text</th>
<th>Reference</th>
<th>Supplier</th>
<th>Name of the supplier</th>
<th>Amount to be checked against payment budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>7011402000</td>
<td>FIN PLAN/ANALYSIS</td>
<td>B220</td>
<td>Budgeting</td>
<td>6</td>
<td>2022</td>
<td>104297643</td>
<td>610100</td>
<td>Printing/Duplicating</td>
<td>Shared Printers/Copiers-Nov</td>
<td>PRINTERS/COPIERS</td>
<td>-55.71</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7011402000</td>
<td>FIN PLAN/ANALYSIS</td>
<td>B220</td>
<td>Budgeting</td>
<td>6</td>
<td>2022</td>
<td>104297643</td>
<td>610100</td>
<td>Printing/Duplicating</td>
<td>Shared Printers/Copiers-Dec 21</td>
<td>PRINTERS/COPIERS</td>
<td>3.22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7011402000</td>
<td>FIN PLAN/ANALYSIS</td>
<td>B220</td>
<td>Budgeting</td>
<td>6</td>
<td>2022</td>
<td>104297643</td>
<td>610100</td>
<td>Printing/Duplicating</td>
<td>Shared Printers/Copiers-Dec 21</td>
<td>PRINTERS/COPIERS</td>
<td>-3.22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7011402000</td>
<td>FIN PLAN/ANALYSIS</td>
<td>B220</td>
<td>Budgeting</td>
<td>6</td>
<td>2022</td>
<td>104297643</td>
<td>610100</td>
<td>Printing/Duplicating</td>
<td>Shared Printers/Copiers-Jan 22</td>
<td>PRINTERS/COPIERS</td>
<td>20.81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7011402000</td>
<td>FIN PLAN/ANALYSIS</td>
<td>B220</td>
<td>Budgeting</td>
<td>6</td>
<td>2022</td>
<td>104297643</td>
<td>610100</td>
<td>Printing/Duplicating</td>
<td>Shared Printers/Copiers-Feb 22</td>
<td>PRINTERS/COPIERS</td>
<td>-20.81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7011402000</td>
<td>FIN PLAN/ANALYSIS</td>
<td>B220</td>
<td>Budgeting</td>
<td>6</td>
<td>2022</td>
<td>104297643</td>
<td>610100</td>
<td>Printing/Duplicating</td>
<td>Shared Printers/Copiers-Mar 22</td>
<td>PRINTERS/COPIERS</td>
<td>33.83</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7011402000</td>
<td>FIN PLAN/ANALYSIS</td>
<td>B220</td>
<td>Budgeting</td>
<td>6</td>
<td>2022</td>
<td>104297643</td>
<td>610100</td>
<td>Printing/Duplicating</td>
<td>Shared Printers/Copiers-Mar 22</td>
<td>PRINTERS/COPIERS</td>
<td>-33.83</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7011402000</td>
<td>FIN PLAN/ANALYSIS</td>
<td>B220</td>
<td>Budgeting</td>
<td>6</td>
<td>2022</td>
<td>104297643</td>
<td>610100</td>
<td>Printing/Duplicating</td>
<td>Shared Printers/Copiers-Apr 22</td>
<td>PRINTERS/COPIERS</td>
<td>66.29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7011402000</td>
<td>FIN PLAN/ANALYSIS</td>
<td>B220</td>
<td>Budgeting</td>
<td>6</td>
<td>2022</td>
<td>104297643</td>
<td>610100</td>
<td>Printing/Duplicating</td>
<td>Shared Printers/Copiers-May 22</td>
<td>PRINTERS/COPIERS</td>
<td>-66.29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7011402000</td>
<td>FIN PLAN/ANALYSIS</td>
<td>B220</td>
<td>Budgeting</td>
<td>6</td>
<td>2022</td>
<td>104297643</td>
<td>610100</td>
<td>Printing/Duplicating</td>
<td>Shared Printers/Copiers-Jun 22</td>
<td>PRINTERS/COPIERS</td>
<td>6.05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 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”.

   ![Microsoft Excel Security Notice](image)
3. 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”.

4. Save the new Excel file. Format for printing and print or share via email.

5. 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.
3. 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.
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*
5. 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:

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

**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:

6. 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).
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Budgeting Resource

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.

   b. Verify the **Payment Budget** is in balance – Total Sender must equal Total Receiver.
c. Check Document by clicking on the scale icon – transfer must adhere to availability controls.

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.
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.

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.

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

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

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:
4. 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:

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:

5. 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**
6. 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.

7. 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
3. Click on the dropdown arrow to the right of All to change the Show view to Search.

4. 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.

5. 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 PLANNING 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.
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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Budget</td>
<td>current fiscal year budget</td>
</tr>
<tr>
<td>Commitments</td>
<td>current encumbrances for outstanding purchases / travel</td>
</tr>
<tr>
<td>Actuals</td>
<td>actual expenses spent</td>
</tr>
<tr>
<td>Commitments &amp; Actuals</td>
<td>commitments + actuals</td>
</tr>
<tr>
<td>Remaining $</td>
<td>available or remaining budget</td>
</tr>
<tr>
<td>Remaining %</td>
<td>available budget as a % of current budget</td>
</tr>
</tbody>
</table>

Current Budget – Commitments & Actuals = Remaining
Part E. – Drilling into Budget Report Detail in BI

1. 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:

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Current Budget</th>
<th>Commitments</th>
<th>Actuals</th>
<th>Commitments &amp; Actuals</th>
<th>Remaining</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$%</td>
</tr>
<tr>
<td>COMMITMENT ITEM HIERARCHY</td>
<td>42,289.95</td>
<td>107.47</td>
<td>2,879.81</td>
<td>2,987.28</td>
<td>39,332.67</td>
<td>92.9</td>
</tr>
<tr>
<td>Expenses</td>
<td>7,909.46</td>
<td>107.47</td>
<td>2,879.81</td>
<td>2,987.28</td>
<td>4,922.18</td>
<td>62.2</td>
</tr>
<tr>
<td>Non-Personnel</td>
<td>7,909.46</td>
<td>107.47</td>
<td>2,879.81</td>
<td>2,987.28</td>
<td>4,922.18</td>
<td>62.2</td>
</tr>
<tr>
<td>Operating</td>
<td>107.47</td>
<td>2,879.81</td>
<td>2,987.28</td>
<td>-2,987.28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>107.47</td>
<td>2,879.81</td>
<td>2,987.28</td>
<td>-2,987.28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing &amp; Duplicating</td>
<td>27.00</td>
<td>99.31</td>
<td>126.31</td>
<td>-126.31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel &amp; Transportation</td>
<td>249.00</td>
<td>249.00</td>
<td>-249.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computing &amp; Data Processing</td>
<td>83.47</td>
<td>1,500.57</td>
<td>1,581.04</td>
<td>-1,581.04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network</td>
<td>32.49</td>
<td>39.79</td>
<td>72.28</td>
<td>-72.28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardware-Compute</td>
<td>63.49</td>
<td>63.49</td>
<td>-63.49</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EndPoint Device-End User</td>
<td>1,126.00</td>
<td>1,126.00</td>
<td>-1,126.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio-Visual</td>
<td>42.92</td>
<td>42.92</td>
<td>42.92</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Peripherals</td>
<td>47.98</td>
<td>228.00</td>
<td>-1,030.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>1,030.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserves</td>
<td>34,380.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expense Reserves</td>
<td>34,380.49</td>
<td>34,380.49</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expense Reserves</td>
<td>34,380.49</td>
<td>34,380.49</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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).
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.