NOTE: You need to know your Fund & Fund Center combination. If you do not, you need to follow the steps on the Fund & Fund Center handout.

TRANSACTION: Y_DEV_28000111

SAP menu path: UM Report Tree by Area (470)> Funds Management > BCS Reports > Budget by Fund/FundsCenter/Commitment Item[double-click].
NOTE: To run this report you need to know your Fund and Fund Center, if you need help looking up that information or verifying that information, see Fund & Fund Center handout.

Step 1
Enter the version and fiscal year that you wish to display.
NOTE: This report is only valid for fiscal years 2006 and forward.

Step 2
Enter the VALUE(S) of the fund(s) and fund center(s) that you wish to display.

Step 3
Enter the correct commitment item for the fund:
- ZCOMMITMENTITEM - Funds 10-23, 30 and 60
- ZCOMMITMENTITEM_TTL - Funds 25 and 70

Step 4
Execute
### Budget Control System

**Budget Usage**

<table>
<thead>
<tr>
<th>Fund/Funds center/Commitment Item</th>
<th>Current Budget</th>
<th>Commitments</th>
<th>Actuals</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVEL Travel</td>
<td>51,187.55</td>
<td>9,444.80</td>
<td>5,717.99</td>
<td>35,084.76</td>
</tr>
<tr>
<td>CONTR_SVRC Contractual Services</td>
<td>337,846.36</td>
<td>20,568.08</td>
<td>102,228.17</td>
<td>214,688.13</td>
</tr>
<tr>
<td>COMMODITY Commodities</td>
<td>289,845.27</td>
<td>3,767.68</td>
<td>66,944.15</td>
<td>226,193.43</td>
</tr>
<tr>
<td>EQUIPMENT Equipment</td>
<td>162,591.16</td>
<td>6,944.00</td>
<td>47,978.75</td>
<td>46,393.44</td>
</tr>
<tr>
<td>* Operating Expenses</td>
<td>763,846.36</td>
<td>41,392.56</td>
<td>224,978.07</td>
<td>523,174.70</td>
</tr>
<tr>
<td>SALARIES Salaries</td>
<td>288,826.00</td>
<td>72,522.10</td>
<td>206,508.68</td>
<td>6,609.00</td>
</tr>
<tr>
<td>WAGES Wages</td>
<td>385,846.01</td>
<td>5,982.62</td>
<td>245,214.28</td>
<td>114,871.71</td>
</tr>
<tr>
<td>FRINGE Fringe Benefits</td>
<td>59,370.00</td>
<td>17,954.04</td>
<td>57,238.68</td>
<td>5,520.72</td>
</tr>
<tr>
<td>** Personnel Expenses</td>
<td>722,536.01</td>
<td>95,352.16</td>
<td>511,048.06</td>
<td>111,602.89</td>
</tr>
<tr>
<td>*** Direct Expenses</td>
<td>1,512,886.40</td>
<td>137,733.72</td>
<td>735,927.03</td>
<td>638,225.65</td>
</tr>
<tr>
<td>**** CREC CAMPUS RECREATION</td>
<td>1,512,886.40</td>
<td>137,733.72</td>
<td>735,927.03</td>
<td>638,225.65</td>
</tr>
<tr>
<td>***** 18951000A STU SERV - SOCIAL</td>
<td>1,512,886.40</td>
<td>137,733.72</td>
<td>735,927.03</td>
<td>638,225.65</td>
</tr>
<tr>
<td>**** Grand Total</td>
<td>1,512,886.40</td>
<td>137,733.72</td>
<td>735,927.03</td>
<td>638,225.65</td>
</tr>
</tbody>
</table>

**Available Budget** = Current budget less Commitments and Actuals

**Free budget balance** = Current budget less Commitments and Actuals

**Commitments** = encumbrances

**Actuals** = expenditures

---

The University of Mississippi

End User Documentation – 4.70X220

2/2008

SAP Support: 662.915.5556
E-Mail: sap@olemiss.edu

SAP Web Site: www.olemiss.edu/projects/sap
You may look at the detail transactions that make up any one of the report columns by placing the cursor on the amount you wish to view and left clicking the mouse twice. This will display a box giving you the following options.

1. Search actuals line items document
   Choose this option to look at the detail transactions in the Commitments or Actuals columns.

2. Search Change Document
   Choose this option to look at the detail transactions in the Current Budget column.
Brief explanation of categories:

- Invoices – actual expenses paid to vendors
- Parked FI documents – funds encumbered for expenses on the University/Departmental procurement card. Will change to the category “Invoices” when posted.
- Profit transfer postings – interdepartmental charges.
- Purchase orders – outstanding purchase orders
- Actual postings in CO – charges from work orders processed by Telecommunications and/or Physical Plant
- Purchase requisitions – outstanding purchase requisitions which have not yet been turned into purchase orders.
- Funds commitments – commitments (encumbrance) of personnel costs.
- Business trip commitments – commitment (encumbrance) of travel funds.
- Contract Account Posting – charges from Campus Management
**Variant** – To create your own variant (Layout of Report). You can determine the format of the report and what information you actually view.

Settings > Layout > Change

**Currently included in Report** – The box on the left contains the current format of the report.

**Hidden Fields** – The box on the right contains all the possible information you can include within your report and view on your screen other than what is already included on the left side.

**Remove** – If you want to remove an item from Current Report - Select the item you want to remove from your report by clicking on the item. Move it to hidden fields by selecting the single arrow pointing to the hidden fields.

**Add** - Select items to place in your report by selecting them from the hidden fields in the same manner and then sending them to the display fields.
**SAVE Variant** – If you wish to save this variant. Settings > Layout > Save [Left click]

Name your variant - SAVE

The next time you want to use this variant it should be in the Layout box.

**NOTE:** The forward slash in front of the Layout name indicates that all SAP users can use this variant. No forward slash is user-specific.
To delete a variant that you created –
Settings > Layout > Manage

Select the Layout you wish to delete, Left click on the Delete Icon (Trash can).

SAVE (Left click on diskette).